

# 2014 SBA West Virginia Women in Business Champion of the Year

U.S. Small Business Administration



Your Small Business Resource

## Who Qualifies?

An individual who has fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners. All nominees must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

## Evaluation Criteria

A complete nomination package must contain all of the following:

1. A single cover page with –
  - a. The nominee's full name, title, business and home addresses with telephone and fax numbers, email address and website;
  - b. The award for which the nomination is being made;
  - c. The nominator's name, title, place of business, business address, telephone number and email address;
  - d. A one-paragraph description of the nominee's business, if applicable
2. An original 8X10, 5X7 or digital photo of the nominee
3. Four or five additional photos of the nominee's company.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A brief biography of the nominee **AND** a business profile not to exceed one page each.
6. Any other supporting documentation such as: news clips, letters of recommendation, and other evidence of the appropriateness of the nominee. Supporting documentation must not exceed 10 pages. Videos will not be considered.
7. A completed [Award Nomination Consent Form](#) (SBA Form 2137).
8. A completed [Award Nomination Form](#) (SBA Form 3300).

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Every year since 1963, the President has proclaimed National Small Business Week to recognize the contributions of small businesses to America's economy.

National Small Business Week, will be held May 12–16 2014, the SBA will honor exceptional small business owners and champions in Washington D.C.

In West Virginia, we celebrate the achievements of our state award winners with our annual Small Business Week Celebration in May of 2014.

In addition, the nomination package **must** address each of the following criteria, including the table points with a narrative describing how the company meets or exceeds each of the elements.

9. Active support for legislative or regulatory action designed to help small businesses.
10. Efforts to increase business and financial opportunities for women.
11. Legal, financial or managerial assistance provided to enhance women's business ownership.
12. Voluntary efforts to strengthen the role of women business owners within the community.
13. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
14. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

**Note: The judges will score the nomination packages in this category by carefully reviewing elements 9 through 14.**

Contact Nikki Bowmar at 304-623-7445 (email: [nikki.bowmar@sba.gov](mailto:nikki.bowmar@sba.gov)) with questions. All nominations must be postmarked or hand delivered no later than **Friday, Jan. 17, 2014**.