



2016 Small Business Week Award Nomination

Family-Owned Business of the Year

This award honors a family-owned and operated business which has been passed on from one generation to the next. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

A. NOMINEE INFORMATION

Lead Nominee's Name	
Title	
Business Name	
Business Address	
Business Phone Number	
Alternate Phone Number	
Email Address	

Partners who jointly own and operate a business may be nominated as a "team" (up to 4).

Co- Nominee's Name	
Title	
Phone Number	
Email Address	

B. NOMINATOR CONTACT INFORMATION

Nominator's Name	
Title	
Address	
Phone Number	
Email Address	



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C. AWARD NOMINATION FORM-BACKGROUND (SBA Form 3300) *complete form and attach with package*
Link: https://nationalsmallbusinessweek.sba.gov/sites/all/documents/SBA_3300.pdf

D. BRIEF BIOGRAPHY OF THE NOMINEE
Note: Not to exceed one page. (Team nominations require biography for each individual.)

E. BUSINESS PROFILE

Provide a description of the nominee's business.

F. PROVIDE DETAILS TO SUPPORT EACH OF THE FOLLOWING EVALUATION/SELECTION CRITERIA:

- 1. Evidence of success as measured by sales and profits.*
- 2. Increased employment opportunities for family members and non-family members for the nominee's business.*
- 3. Demonstrated potential necessary for long-term business success and economic growth.*
- 4. Voluntary efforts to strengthen family-owned businesses within the community.*



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G. FINANCIAL PERFORMANCE

Note: Although Financial Statements are not required, please complete financial summary below.

Financial Summary:

Year	2012	2013	2014
Number of Employees:			
Total Sales:			
Net Profit (Before Tax):			
Total Assets:			
Total Liabilities:			
Net Worth:			

Based on the financial chart provided above, please explain in more detail the business year to year changes in financial health (e.g. sales, net profit, and net worth) and number of employees.

H. PHOTO OF THE NOMINEE

*Note: Original 8"x10" or 5"x7" photo or digital photo at least 300 dpi.
Photocopies are not acceptable.*

I. OTHER SUPPORTING DOCUMENTATION

Note: Supporting documentation must not exceed 10 pages. Videos will not be considered.

Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination.