

2015 SBA West Virginia Small Business Exporter of the Year



Who Qualifies?

Any individual, or team of individuals, who own and operate a small business that is defined as "small," for its primary industry under the applicable SBA size standards, and is engaged in exporting may be nominated. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. Consult your nearest SBA district office if you have questions.

Evaluation Criteria

Nominations submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located must be typewritten on one side of 8 1/2" x 11" white stationery, collated, and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered.

Nominations submitted via the online nominations portal must also be typewritten and contain the information required below. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order if submitted via hard copy:

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
2. If applicable, a nomination letter to include a concise statement of the qualities and performance that merit the award, not to exceed one page. The nominator's name, title, place of business, business address, telephone number and e-mail address must be included;
3. A biography of the nominee, not to exceed one page. For "team" nominations, a biography is required for each team member;
4. A business profile that includes a description of the nominee's business and **information to support the evaluation/selection criteria** listed below. The nominee is encouraged to copy and paste

West Virginia
District Office
320 West Pike Street
Suite 330
Clarksburg, WV
26301
304-623-5631
www.sba.gov/wv

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 2015, 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 2015.

- the evaluation/selection criteria and provide supporting information directly under each topic;
5. The nominee's financial statements, including balance sheets, profit-and-loss statements and financial reports, on 8 1/2" x 11" paper (for the calendar years 2011, 2012 and 2013);
 6. Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered;
 7. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi; photocopies are not acceptable. For "team" nominations, a photo is required for each team member;
 8. A completed [Award Nomination Form](#) (SBA Form 3300). For "team" nominations, a background form is required for each team member;
 9. Nomination package must include a description of the products exported and markets served.

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.

10. Increased sales, profits and/or growth of employment because of exporting
11. Current and past financial reports – financial reports substantiate an improved financial condition. The following financial statements must be provided to substantiate the financial position of the business:
 - a. Profit-and –loss statements for the last three years, reflecting sustained upward growth.
 - b. Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return
12. Creative overseas marketing strategies.
13. Effective solutions to export related problems.
14. Demonstrated encouragement of other small businesses to export.
15. Volunteer assistance to other small businesses entering the export market.
16. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services

Note: The judges will score the nomination packages in this category by carefully reviewing elements 10 through 16.

Contact Nikki Bowmar at 304-623-7445 (email: nikki.bowmar@sba.gov) with questions. All nominations must be submitted through the [portal](#), postmarked, or hand delivered no later than **Monday, January 5, 2015 by 3:00 p.m. EST.**