

2015 SBA West Virginia Small Business Person of the Year

U.S. Small Business Administration



Who Qualifies?

Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. A nominee for Small Business Person of the Year must own or operate a business defined as “small” for its primary industry under the applicable SBA size standards. Individuals who have received the Small Business Person Award at the State level within the past five years are not eligible. Elected officials are not eligible. Nominees must also be residents of 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. While receipt of SBA assistance is not required, it is preferred. 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.

Nominations submitted via the online nominations portal must also be typewritten and contain the information required below. Incomplete nomination packages will not be considered. 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 –
 - The nominee’s full name, title, business and home addresses with telephone and fax numbers, email address and website;
 - The award for which the nomination is being made;
 - The nominator’s name, title, place of business, business address, telephone number and email address;
 - Type(s) of SBA assistance received.
 - A one-paragraph description of the nominee’s business
2. A completed background form - [SBA Form 3300](#). For “team” nominations, a background form is required for each team member;
3. 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;
4. A biography of the nominee, not to exceed one page. For “team” nominations, a biography is required for each team member;

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.

5. 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 the evaluation/selection criteria and provide supporting information directly under each topic;
6. 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);
7. 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;
8. 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.

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. Staying power — a substantiated history as an established business; including:
 - Number of years in business (minimum three years).
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on calendar year end annual balance sheets for 2011, 2012 and 2013.
10. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years.
 - Increases over the three years must be in excess of growth in Gross National Product.
11. Increase in sales and/or unit volume — an indication of continued growth over the three years.
 - Consistent growth in net income as evidenced by annual profit-and-loss statements for calendar years 2011, 2012 and 2013.
12. Current and past financial performance — financial reports substantiate an improved financial position of the business.
 - Profit-and-loss statements for calendar years 2011, 2012 and 2013, reflecting sustained upward growth.
 - Balance sheets for calendar years 2011, 2012 and 2013, showing consistent increase in net worth and/or partners' return.
13. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how the product or service fits a niche not being adequately addressed by the competition.
14. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
15. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards, and clubs providing support and services to the community.
16. If applicable, a description of the products exported and markets served.

Note: The judges will score the nomination packages by carefully reviewing elements 9 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.**