



U.S. Small Business Administration

West Virginia Small Business Week Nominations – 2018

In recognition of the small business community's contribution to the American economy, the President of the United States designates one week each year as National Small Business Week. The SBA West Virginia District Office invites your participation in the district-level Small Business Awards nomination process. Small Business Week is a special opportunity to celebrate local small business entrepreneurs and their successes and the outstanding community members dedicated to facilitating these successes. The West Virginia District Office encourages your submission of 2018 Small Business Week award nominations.

District level award categories include:

- WV Young Entrepreneur of the Year
- WV Encore Entrepreneur of the Year
- WV Family-Owned Small Business of the Year
- WV Minority-Owned Small Business of the Year
- WV Veteran-Owned Small Business of the Year
- WV Woman-Owned Small Business of the Year
- WV Small Business Champion of the Year

National Small Business Week award categories include **Small Business Person of the Year, Exporter of the Year, and other specialized awards**. The award winners of the National categories will be recognized at the district level. Criteria for National awards are not located in this packet. National award category information can be found at www.sba.gov/nsbw/awards.

SBA WV District Office Award Information:

Who may submit nominations for these awards?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations. Self-nominations are permitted.

Where are the nominations to be sent?

Nominations must be submitted to the U.S. Small Business Administration West Virginia District Office at 320 West Pike Street, Clarksburg, WV 26301.

What is the deadline for nominations?

All nominations for the awards must be postmarked or hand delivered to the West Virginia SBA District Office **no later than January 9, 2018**.

What information must all District nomination packages contain?

Nominations must be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located, be typewritten on one side of 8 1/2" x 11" white stationery, collated, and secured in a 1 1/2" binder.

All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with –
 - The nominee's full name, title, business and home addresses with telephone numbers, email address and website
 - The award category 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.
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 business financial summary for the last three years, in the requested format. *(not needed for Small Business Champion of the Year)*

Financial Summary			
Year	FY 2014	FY 2015	FY 2016
Number of Employees			
Total Sales			
Net Profit (Before Tax)			
Total Assets			
Total Liabilities			
Net Worth			

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.

What are the selection procedures for these awards?

The West Virginia District Office Small Business Awards will be selected by a panel of judges. The winners will be announced at the West Virginia Small Business Week Awards Ceremony. If non-federal employees serve as judges they must sign a conflict of interest/non-disclosure certification.

Key Dates & Deadlines

- **October 25, 2017:** Nomination information released.
- **January 9, 2018:** West Virginia District Office Small Business Week Award nominations due.
- **February/March, 2018:** A panel of judges will select winners.
- **May 3, 2018:** West Virginia District Office Small Business Awards will be announced.

Who is eligible to be nominated for these award and what is the criteria?

To be nominated and receive one of these awards, the small business nominee must fit within the category of the award. 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.

- **WV Young Entrepreneur of the Year:** To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2018.
 1. Staying power — a substantiated history as an established business; including:
 - a. Number of years in business (minimum three years).
 - b. Sustained growth including but not limited to expansion, addition of territories, growth in square footage occupied, or web traffic.
 2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - a. Sustained over a minimum of three years.
 - b. Increases over the three years must be in excess of growth in Gross National Product.
 3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016.
 4. Current and past financial performance — financial reports substantiate an improved financial position of the business. Explanation of decrease or fluctuations in financial matrix.
 5. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - a. Specific description of uniqueness of product or service.
 - b. Explanation of how the product or service fits a niche not being adequately addressed by the competition.
 6. Response to adversity — examples of problems faced in the nominee’s business because he/she is a young entrepreneur and the methods used to solve them, including:
 - a. Specific description of financial, physical, legal or other crisis.
 - b. Substantiation of the threat to the continuity of the business.
 - c. Defined actions taken by the nominee to resolve the crisis.
 7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - a. Listing of specific contributions of money, time, or resources to charitable causes.
 - b. Membership in councils, boards, and clubs providing support and services to the community.
 8. If applicable, a description of the products exported and markets served.

- **WV Encore Entrepreneur of the Year:** To be considered an encore entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and started the business after the age of 50.
 1. Staying power — a substantiated history as an established business; including:
 - a. Number of years in business (minimum three years).
 - b. Sustained growth including but not limited to expansion, addition of territories, growth in square footage occupied, or web traffic.
 2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - a. Sustained over a minimum of three years.
 - b. Increases over the three years must be in excess of growth in Gross National Product.
 3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016.

4. Current and past financial performance — financial reports substantiate an improved financial position of the business. Explanation of decrease or fluctuations in financial matrix.
 5. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - a. Specific description of uniqueness of product or service.
 - b. Explanation of how the product or service fits a niche not being adequately addressed by the competition.
 6. Response to adversity — examples of problems faced in the nominee’s business because he/she is an encore entrepreneur and the methods used to solve them, including:
 - a. Specific description of financial, physical, legal or other crisis.
 - b. Substantiation of the threat to the continuity of the business.
 - c. Defined actions taken by the nominee to resolve the crisis.
 7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - a. Listing of specific contributions of money, time, or resources to charitable causes.
 - b. Membership in councils, boards, and clubs providing support and services to the community.
 8. If applicable, a description of the products exported and markets served.
- **WV Family-Owned Small 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.
 1. Staying power — a substantiated history as an established business; including:
 - a. Number of years in business (minimum 15-year track record).
 - b. Sustained growth including but not limited to expansion, addition of territories, growth in square footage occupied, or web traffic.
 2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - a. Sustained over a minimum of three years.
 - b. Increases over the three years must be in excess of growth in Gross National Product.
 3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016.
 4. Current and past financial performance — financial reports substantiate an improved financial position of the business. Explanation of decrease or fluctuations in financial matrix.
 5. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - a. Specific description of uniqueness of product or service.
 - b. Explanation of how the product or service fits a niche not being adequately addressed by the competition.
 6. Response to adversity — examples of problems faced in the nominee’s business and the methods used to solve them, including:
 - a. Specific description of financial, physical, legal or other crisis.
 - b. Substantiation of the threat to the continuity of the business.
 - c. Defined actions taken by the nominee to resolve the crisis.
 7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:

- a. Listing of specific contributions of money, time, or resources to charitable causes.
 - b. Membership in councils, boards, and clubs providing support and services to the community.
 - 8. If applicable, a description of the products exported and markets served.
- **WV Minority-Owned Small Business of the Year:** This award honors a minority-owned and operated business. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business. Must be in business a minimum of three years.

 1. Staying power — a substantiated history as an established business; including:
 - a. Number of years in business (minimum three years).
 - b. Sustained growth including but not limited to expansion, addition of territories, growth in square footage occupied, or web traffic.
 2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - a. Sustained over a minimum of three years.
 - b. Increases over the three years must be in excess of growth in Gross National Product.
 3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016.
 4. Current and past financial performance — financial reports substantiate an improved financial position of the business. Explanation of decrease or fluctuations in financial matrix.
 5. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - a. Specific description of uniqueness of product or service.
 - b. Explanation of how the product or service fits a niche not being adequately addressed by the competition.
 6. Response to adversity — examples of problems faced in the nominee’s business because he/she is a minority and the methods used to solve them, including:
 - a. Specific description of financial, physical, legal or other crisis.
 - b. Substantiation of the threat to the continuity of the business.
 - c. Defined actions taken by the nominee to resolve the crisis.
 7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - a. Listing of specific contributions of money, time, or resources to charitable causes.
 - b. Membership in councils, boards, and clubs providing support and services to the community.
 8. If applicable, a description of the products exported and markets served.
 - **WV Veteran-Owned Small Business of the Year:** This award honors a veteran-owned and operated business. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business. Must be in business a minimum of three years.

 1. Staying power — a substantiated history as an established business; including:
 - a. Number of years in business (minimum three years).
 - b. Sustained growth including but not limited to expansion, addition of territories, growth in square footage occupied, or web traffic.
 2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.

- a. Sustained over a minimum of three years.
 - b. Increases over the three years must be in excess of growth in Gross National Product.
3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016.
 - a. Consistent growth in net income as evidenced by annual profit-and-loss statements for calendar years 2014, 2015, and 2016.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business. Explanation of decrease or fluctuations in financial matrix.
5. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - a. Specific description of uniqueness of product or service.
 - b. Explanation of how the product or service fits a niche not being adequately addressed by the competition.
6. Response to adversity — examples of problems faced in the nominee’s business because he/she is a veteran and the methods used to solve them, including:
 - a. Specific description of financial, physical, legal or other crisis.
 - b. Substantiation of the threat to the continuity of the business.
 - c. Defined actions taken by the nominee to resolve the crisis.
7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - a. Listing of specific contributions of money, time, or resources to charitable causes.
 - b. Membership in councils, boards, and clubs providing support and services to the community.
8. If applicable, a description of the products exported and markets served.

- **WV Woman-Owned Small Business of the Year:** This award honors a woman-owned and operated business. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business. Must be in business a minimum of three years.

1. Staying power — a substantiated history as an established business; including:
 - a. Number of years in business (minimum three years).
 - b. Sustained growth including but not limited to expansion, addition of territories, growth in square footage occupied, or web traffic.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - a. Sustained over a minimum of three years.
 - b. Increases over the three years must be in excess of growth in Gross National Product.
3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business. Explanation of decrease or fluctuations in financial matrix.
5. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - a. Specific description of uniqueness of product or service.
 - b. Explanation of how the product or service fits a niche not being adequately addressed by the competition.
6. Response to adversity — examples of problems faced in the nominee’s business because she is a woman and the methods used to solve them, including:

- a. Specific description of financial, physical, legal or other crisis.
 - b. Substantiation of the threat to the continuity of the business.
 - c. Defined actions taken by the nominee to resolve the crisis.
 7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - a. Listing of specific contributions of money, time, or resources to charitable causes.
 - b. Membership in councils, boards, and clubs providing support and services to the community.
 8. If applicable, a description of the products exported and markets served.
- **WV Small Business Champion of the Year:** An individual who has fulfilled a commitment to the advancement of small business opportunities. Nominees may or may not be small business owners.
 1. Volunteer efforts beyond business/professional responsibilities to advance small business interests within the community, state and/or nation.
 2. Demonstrated efforts to improve conditions in the small business community as a whole, not solely for individual personal advancement.
 3. Volunteer efforts to provide professional services to the small business community in a legal, legislative, managerial or financial capacity.
 4. Demonstrated accomplishments in advising small business groups of opportunities within the overall business community.
 5. Other accomplishments demonstrating the nominee's merit as an effective advocate for small business interests.