



2015 Small Business Award Guidelines

AWARD CATEGORIES

Small Business Person of the Year: For developing and growing an outstanding business, creating innovative product(s), increases jobs, overcoming adversity, and making community contributions.

The Montana District Office will recognize a Small Business Person in sub-categories, as well as one overall State Small Business Person of the Year. The overall winner then goes on to compete at the National level.

Sub-categories are:

- Small - 10 or fewer employees
- Medium - 11-50 employees
- Large - More than 50 employees

Small Business Exporter of the Year: For a business that significantly increased export sales, profits and jobs encouraged other firms to export and engaged in innovative methods of creating markets. This winner will go on to compete at the National level.

Veteran-Owned Small Business: A business that is at least 51% veteran-owned with a successful track record and a commitment to strengthen veteran-owned businesses within the community. Montana-state award only.

Women-Owned Small Business: A business that is at least 51% women-owned with a successful track record and a commitment to strengthen woman-owned businesses within the community. Montana-state award only.

Minority-Owned Small Business: A business that is at least 51% minority-owned with a successful track record and a commitment to strengthen minority-owned businesses within the community. Montana-state award only.

Millennial Entrepreneur: A business that is at least 51% owned by an individual(s) that is under the age of 35, has a successful track record and fulfills a commitment to strengthen businesses within the community. Montana-state award only.

Encore Entrepreneur: A business that was started by an individual(s) over the age of 50 with a successful track record and a commitment to strengthen businesses within the community. Montana-state award only.

Nomination Package Requirements

A complete nomination package needs the following:

1. Cover sheet with category selection and nominee/nominator information – self nominations are acceptable.
2. A photo of the nominee.
3. A nomination letter explaining why you feel they are the best candidate and how they meet the criteria for the award.
4. A biography of the nominee.
5. A business profile.
6. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments.

Nominations are due ***no later than December 23rd***; you may mail them to the following address or email them to **crystal.baker@sba.gov**:

**U.S. Small Business Administration
Montana District Office
10 West 15th Street, Suite 1100
Helena, MT 59626**

All information submitted is confidential and is only viewed by select SBA personnel and the judging panel. If you have any questions regarding the judging process please call Crystal at 406.441.1089 or via e-mail at crystal.baker@sba.gov.

NOMINEE INFORMATION

Business Owner(s) (w/Titles)	
Business Name	
Business Address	
Phone Number	
Email	
Award Category	
Please answer the following:	
Is the company operating profitably?	
# of employees	
Annual Sales	
SIC/NAICS code	
If selected for a national award (Small Business Person and Small Business Exporter candidates only), upon request will nominee provide financial documents and other clearance forms? Yes _____ No _____	

NOMINATOR'S INFORMATION

Nominator Name (w/Title)	
Business/Organization Name	
Address	
Phone Number	
Email	

NOMINATION CRITERIA

*Any individual, or team of individuals, who own and operate a small business that is defined as "small" under the applicable SBA size standards and has been in business more than **three years** may be nominated. 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**.*

Small Business Person(s) Evaluation/Selection Criteria:

- Staying Power - a substantiated history as an established business
- Growth in Number of Employees - a benchmark to judge the impact of the business on the job market
- Increase in Sales and/or Unit Volume - an indication of continued growth
- Current and past financial performance – financial reports substantiate an improved financial position of the business
- Innovativeness of product or service offered - illustrations of the creativity and imagination of the nominee
- Response to Adversity - examples of problems faced in the nominee's business and the methods used to solve them
- Evidence of Contributions by Nominee to Aid Community-Oriented Projects - through the use of his/her personal time and other resources

Exporter Evaluation/Selection Criteria:

- Increased sales, profits and/or growth of employment because of exporting
- Creative overseas marketing strategies
- Effective solutions to export-related problems
- Demonstrated encouragement of other small businesses to export
- Volunteer assistance to other small businesses entering the export market
- Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services

Veteran-owned Small Business Evaluation/Selection Criteria:

- Evidence of success measured by increased sales and profits
- Growth in number of employees
- Demonstrated potential necessary for continuing long-term business success and economic growth
- Voluntary efforts to strengthen veteran-owned businesses within the community

Woman-owned Small Business Evaluation/Selection Criteria:

- Evidence of success measured by increased sales and profits
- Growth in number of employees
- Demonstrated potential necessary for continuing long-term business success and economic growth
- Voluntary efforts to strengthen woman-owned businesses within the community

Minority-owned Small Business Evaluation/Selection Criteria:

- Evidence of success measured by increased sales and profits
- Growth in number of employees
- Demonstrated potential necessary for continuing long-term business success and economic growth
- Voluntary efforts to strengthen minority-owned businesses within the community

Millennial Entrepreneur Evaluation/Selection Criteria:

- Evidence of success measured by increased sales and profits
- Growth in number of employees
- Developed or utilization of innovative or creative business methods
- Demonstrates entrepreneurial potential necessary for long-term business success and economic growth

Encore Entrepreneur Evaluation/Selection Criteria:

- Evidence of success measured by increased sales and profits
- Growth in number of employees
- Demonstrated potential necessary for continuing long-term business success and economic growth