

SMALL BUSINESS WEEK AWARDS 2014

COVER SHEET

AWARD CATEGORIES/COVER SHEET

Please check one or more potential categories:

Small Business Person of the Year: For developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity, and community contributions. The Montana District Office will be recognizing a Small Business Person in three 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:

- Fewer than 11 employees
- 11-50 employees
- More than 50 employees (within SBA definition of small business)

Small Business Exporter of the Year: Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and 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, who has a successful track record and who has fulfilled a commitment to strengthen veteran-owned businesses within the community. This winner is recognized in Montana only.

Women-Owned Small Business: A business that is at least 51% women-owned, who has a successful track record and who has fulfilled a commitment to strengthen woman-owned businesses within the community. This winner is recognized in Montana only.

NOMINEE INFORMATION *(self-nominations accepted)*

I nominate _____
Title _____
Company/Organization _____
Address _____
Phone _____ Fax _____
E-mail _____

When nominating a business owner please complete the following: Is the company operating profitably _____ # of years in business _____ # of employees _____
annual sales \$ _____ SIC/NAICS code _____

NOMINATOR'S INFORMATION

Nominator Name _____
Title _____
Organization _____
Address _____
Phone _____ Fax _____
E-mail _____

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**. Self-nominations are accepted.*

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

Small Business Exporter(s) 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
- Demonstrated efforts to strengthen and encourage 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
- Demonstrated efforts to strengthen and encourage woman-owned businesses within the community

Small Business Person Nomination Package Requirements

Nominations must be typewritten on one side of 8.5” x 11” white stationery, collated and secured in a 1.5” binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page (use form provided).
2. A completed background form ([SBA Form 3300](#), Award Nomination Form). For “team” nominations a background form is required for each team member/owner.
3. An original photo of the nominee (8”x 10” or 5” x 7”); or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter (not to exceed two pages).
5. A biography of the nominee (not to exceed one page).
6. A business profile (not to exceed one page).
7. A statement of the qualities and performance that merit the award (not to exceed two pages). **See evaluation/selection criteria to be addressed.**
8. A financial statement of the business for the past three years (not to exceed 12 pages).
9. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments (not to exceed 10 pages). Videos will not be considered.
10. A completed Consent for Disclosure of Information ([SBA Form 2137](#)).

Nominations are due *no later than January 15th*:

**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.

Thanks for your support!