



# 2016 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.

**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.

**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.

## Nomination Package Requirements

A complete nomination package needs the following:

1. SBA Form 3300 Award Nominee Background Form
2. SBA Form 3301 (only for Small Business Person)
3. SBA Form 3302 (only for Small Business Exporter)
4. Montana Award Form (for all other categories)

Nominations are due *no later than January 11th*; you may mail them to the following address or email them to [crystal.baker@sba.gov](mailto:crystal.baker@sba.gov). You may also submit your nominations for Small Business Person and Small Business Exporter online at [www.awards.sba.gov](http://www.awards.sba.gov).

U.S. Small Business Administration  
Montana District Office  
10 West 15<sup>th</sup> 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](mailto:crystal.baker@sba.gov).*

# 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

## **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