



# 2018 Montana Award Criteria

*Only use this form for the following award categories:*

**Woman-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 - does not move on to national competition.

**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 - does not move on to national competition.

**Millennial Entrepreneur:** A business that is at least 51% owned by an individual(s) under the age of 35, has a successful track record and fulfills a commitment to strengthen businesses within the community. Montana-state award only - does not move on to national competition.

**Small Business Champion:** Those who promote small business, including volunteering time and services to small business interests and groups, advocating the cause of small business in the legislative process. Champions need not be small business owners. Montana-state award only - does not move on to national competition.

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## Montana Nomination Package Requirements

A complete nomination package needs the following:

1. SBA Form 3300, Award Nominee Background Form
2. Answers to the following questions on a separate sheet(s) of paper.

Nominations are due **no later than January 9<sup>th</sup>**; you **MUST** mail or hand-deliver them to the following address, **emailed nominations cannot be accepted.**

**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 Sharon at 406.441.1088 or via e-mail at [Sharon.franjevic@sba.gov](mailto:Sharon.franjevic@sba.gov).*

## NOMINEE INFORMATION

Business Owner(s) (w/Titles)	
Business Name	
Business Address	
Phone Number	
Email	
Award Category	
SIC/NAICS code	

## NOMINATOR'S INFORMATION

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

- 1. Provide the nominee(s) percentage of ownership or stock owned in the small business.**
- 2. How many years has the nominee's business been operational?**
- 3. How many employees does the business currently have?**
- 4. Does the business have a website? If yes, what is the URL?**
- 5. Please provide the following financial information for the last 3 calendar years;**
  - Number of Employees**
  - Total Sales**
  - Net Profit (Before Tax)**
  - Total Assets**
  - Total Liabilities**
  - Net Worth**
- 6. Provide a biography for each nominee.**
- 7. Describe the nominee's business.**
- 8. Has the business received SBA assistance (e.g. SBA loan, SCORE counseling, SBDC assistance, WBC assistance, VBOC assistance, contracting, STEP program, or Emerging Leader Initiative)? If yes, please explain (include the amount and date of financial assistance received if applicable, and date of service and who you met with)?**

**9. Provide an explanation on why you feel the business/candidate meets the criteria for the award, per the following criteria for each award:**

**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

**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

**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

**Small Business Champion Criteria:**

- Voluntary efforts beyond business/professional responsibilities to advance small business interests
- Demonstrated efforts to improve conditions in the small business community as a whole
- Demonstrated accomplishments in advising small business groups of opportunities within their community
- Other accomplishments demonstrating the nominee's merit as an effective advocate for small business interests