

2011 SBA West Virginia Jeffrey Butland Family-Owned Business of the Year



Who Qualifies?

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. All nominees must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

Evaluation Criteria

A complete nomination package must contain all of the following:

1. A single cover page with –
 - a. The nominee's full name, title, business and home addresses with telephone and fax numbers, email address and website;
 - b. The award for which the nomination is being made;
 - c. The nominator's name, title, place of business, business address, telephone number and email address;
 - d. A one-paragraph description of the nominee's business
2. An original 8X10, 5X7 or digital photo of the nominee.
3. Four or five additional photos of the nominee's company.
4. A nomination letter from the person from the person or organization submitting the nomination, not to exceed four pages.
5. A brief biography of the nominee and a business profile not to exceed one page each.
6. Any other supporting documentation such as: news clips, letters of recommendation, and other evidence of the appropriateness of the nominee. Supporting documentation must not exceed 10 pages. Videos will not be considered.
7. A completed [Award Nomination Consent Form](#) (SBA Form 2137).
8. A completed [Award Nomination Form](#) (SBA Form 3300).

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Every year since 1963, the President has proclaimed National Small Business Week to recognize the contributions of small businesses to America's economy.

During Small Business Week, held May 18 thru May 20, 2011, the SBA will honor exceptional small business owners and champions in Washington D.C.

In West Virginia, we will celebrate the achievements of our state award winners with our annual Small Business Week Celebration in May of 2011.

In addition, the nomination package **must** address each of the following criteria, including the table points with a narrative describing how the company meets or exceeds each of the elements.

9. Evidence of success as measured by sales and profits.
10. Current and past financial reports – financial reports substantiate an improved financial condition. The following financial statements must be provided to substantiate the financial position of the business:
 - a. Profit-and –loss statements for the last three years, reflecting sustained upward growth.
 - b. Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return
11. Increased employment opportunities for family members and non-family members for the nominee's business.
12. Voluntary efforts to strengthen family-owned businesses within the community.
13. Current and past financial reports – financial reports substantiate an improved financial condition. The following financial statements must be provided to substantiate the financial position of the business:
 - a. Profit-and –loss statements for the last three years, reflecting sustained upward growth.
 - b. Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return
14. Demonstrated potential necessary for long-term business success and economic growth.

Note: The judges will score the nomination packages in this category by carefully reviewing elements 9 through 13.

Contact Rick Haney at 304-623-7449 (email: richard.haney@sba.gov) with questions. All nominations must be postmarked or hand delivered no later than November 22, 2010.