

# 2011 SBA West Virginia Financial Champion of the Year

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## Who Qualifies?

An individual who assists small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners. 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, if applicable
2. An original 8X10, 5X7 or digital photo of the nominee
3. Four or five additional photos of the nominee's company, if applicable
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, 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). For "team" nominations a background form is required for each team member
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. Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing:
10. Advocacy for changes in the financial industry to assist small businesses.
11. Encouragement of the flow of investment capital to small ventures.
12. Active support for legislative or regulatory action designed to help small firms.
13. Other significant contributions through the advocacy efforts of the financial services or accounting industries to advance small business interests.

**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](mailto:richard.haney@sba.gov)) with questions. All nominations must be postmarked or hand delivered no later than November 22, 2010.