

## **Award Form Sections**

This award nomination document includes the following sections:

1. Cover page
2. Nominee biography
3. Business profile (i.e. business description, history, special attributes, etc.)
4. Business financial, sales and job creation data
5. Award merit questions

## COVER PAGE

This nomination is for the following award:

Nominee name and title:

Business name:

Business address:

Phone:

Email:

Nominee home address:

Nominated by:

Title:

Business/Organization:

Address:

Phone:

Email:

Date or year business started:

Number of employees at startup:

Current number of employees:

Describe any SBA assistance received (e.g. SBA guaranteed loan, SCORE counseling, etc.):

Brief description of the business.

## **NOMINEE BIOGRAPHY**

**BUSINESS PROFILE**

## FINANCIAL, SALES AND EMPLOYEE GROWTH DATA

### Growth Data for the Last 3 Years

Year definition options:

- A. Federal fiscal year (10/01 – 09/30)
- B. Calendar year (01/01 – 12/31)
- C. Other fiscal year (please specify \_\_\_\_\_ )

	Year 1	Year 2	Year 3
<b>Total Sales</b>			
<b>Net Profit (before tax)</b>			
<b>Total Assets</b>			
<b>Total Liabilities</b>			
<b>Net Worth (Assets – Liabilities)</b>			
<b>Average number of full-time employees</b>			
<b>Average number of part-time and/or seasonal employees</b>			
<b>Total average number of employees</b>			

*(Finalists may be asked to submit financial reports verifying the above responses.)*

## AWARD MERIT QUESTIONS

### 1. Growth

In what areas has the business experienced significant growth over the past three to five years? *Examples:*

### 2. Sustainability

Explain why you foresee the business's continued success.

### 3. Innovation

- A. How does your business fulfill a niche or need not met by other businesses? In other words, what sets your business apart?
- B. Describe your most creative/innovative business practices.

### 4. Community Contributions

Describe how you and your business are involved in/contribute to the community. *Examples: charitable contributions, active participation in/leadership of organizations, community services, etc.*