



U.S. Small Business Administration

Since 1963, National Small Business Week and SBA have honored the outstanding spirit and accomplishments of small businesses across the nation who contribute so much to our communities, the economy and the American way of life.

### Small Business Person of the Year

Honors individuals who demonstrate outstanding business acumen, skill, tenacity, and the ability to create success in the small business community.

- Nominee must own/operate and bear the principal responsibility for operating a small business
- Up to four key partners/principals may be nominated as a team.
- SBA size standards will apply in the determination of the eligibility of a small business.
- All information must be completed as requested; no attachments.
- A Consent for Disclosure and SBA Form 1926 will be required.

Information forms with the completed nominations must be delivered no later than Nov 4, 2019 at 4:30 p.m.

to the SBA Hawaii District Office 500 Ala Moana Blvd., Suite 1-306 Honolulu, HI 96813 (808) 541-2990 www.sba.gov/hi

# 2020 SBA Small Business Awards

## SMALL BUSINESS PERSON OF THE YEAR

Business Name: \_\_\_\_\_

Lead Owner(s): \_\_\_\_\_  
Up to 4 principals may be nominated & must complete required forms.

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: HI Zip code \_\_\_\_\_

NAICS/Industry Code: \_\_\_\_\_ # Employees \_\_\_\_\_

Start operation (MM/YYYY): \_\_\_\_\_ Type (LLC/Corp): \_\_\_\_\_

Home Address: \_\_\_\_\_

Web address: \_\_\_\_\_

Nominator Name: \_\_\_\_\_

Affiliation/Business: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code \_\_\_\_\_

Provide a brief one paragraph description of the small business:

Give a concise statement clearly describing the qualifications of this individual to be recognized with this award:

Type and date of SBA Assistance: \_\_\_\_\_

This may include lending and govt. contracting support, training, and consulting with SBA, SBDC, SCORE, WBC, Export, VBOC, Emerging Leaders, etc.

## **SELECTION CRITERIA FOR SMALL BUSINESSPERSON OF THE YEAR**

- I. **Staying Power** – a substantiated history as an established business (as evidenced by expanded service areas, growth in space occupied, increasing sales, number of years in business—minimum 3 years).
- II. **Growth in Number of Employees** – a benchmark to judge the impact of the business on the job market. (Please include current number of full-time and part-time employees with comment on record of growth to cover a minimum of the last five years.)
- III. **Increase in Sales and/or Unit Volume** - an indication of continued growth. Please include gross revenues for the past three full years. (State winners may be asked to document revenue growth for up to five years.)

2016	2017	2018

- IV. **Current and Past Financial Data substantiating the improved financial position of the business.** (Profit and loss statements and balance sheets for the past three years will be required from the State winner. All financial information will be kept confidential and used for purposes of the award selection only.)

	2016	2017	2018
Total Assets			
Total Liabilities			
Revenues			
E.B.I.T.			
Net Worth			

- V. **Innovativeness of Product/Service/Operations Offered** - illustrations of the creativity and imagination of the nominee. (Includes the uniqueness of product, service, or procedures; addressing a new market niche; competitive strategies.)

- VI. **Response to problem solving** - examples of problems faced by the business and the methods used to solve them. (Includes a specific financial, physical or business challenge such as a threat to continuity of business, etc.)

- VII. **Evidence of contributions** by nominee to aid community-oriented projects using his/her personal time or other resources.

**Information Sheet**

The prestigious **SBA Small Business Awards** honor the outstanding small businessmen and women who demonstrate excellence and achievement. All nominees and nominees' businesses must comply with state and federal regulations regarding labor, immigration, civil rights, taxation, and other applicable regulations. SBA 1926 Nominee Background form must be completed, signed and submitted by each individual or team member nominated for an award.

**Any financial or other proprietary information provided as required for the nomination will be held in strict confidence by SBA and the selection committee.** The Hawaii District Office does not release this information to the public or the media. Selection committee members/judges are also vetted by the U.S. Small Business Administration. **By submitting the completed nomination form, the nominee certifies that, to the best of his/her knowledge, the information provided is correct and the business has complied with regulations, as stated above.**

Please note **that SBA will accept only one nomination per person or business entity within an award category.** If a duplicate nomination is received, the nomination submitted to HDO at the earliest time will be considered for the award. Individuals and **businesses may only be nominated in one award category** each year. **SBA winners who were honored in this award category prior to the 2017 awards (more than three years ago) may be nominated** if they continue to meet all criteria for eligibility for the award.

**A Small Business Person of the Year will be selected from qualified candidates for the counties of Hawaii, Maui, Kauai, and the City & County of Honolulu.** From the top candidates, a State winner will be named. The State of Hawaii Small Business Person of the Year will be considered for the **National Small Business Person of the Year Award** along with 52 other entrepreneurs from the other states, the District of Columbia and territories. **The State of Hawaii winner may be required to submit an expanded package for competition at the National level by early January 2020.** The State Small Business Person(s) may be invited to participate in National Small Business Week activities in Washington, D.C. or other locations to represent Hawaii May 3 & 4, 2020.

**Two headshots/portrait-type photographs and 5-6 colored photo images of the winner, their business operation, and at least one photo with/of their nominator will be required for publicity and the State Luncheon presentation.** The photos may be in digital format and **will be due in the District Office in early February 2020.**

Yes      No  
        I would like my nomination to be reviewed and submitted for other small business awards that would recognize my achievements in business and community.

       Please contact me prior to submission.

**Nominator / Sponsor Acknowledgements with signatures:**

1) \_\_\_\_\_ Date \_\_\_\_\_      2) \_\_\_\_\_ Date \_\_\_\_\_

**Nominee Signature(s):**

1) \_\_\_\_\_ Date \_\_\_\_\_      2) \_\_\_\_\_ Date \_\_\_\_\_

Received at SBA District Office on \_\_\_\_\_ by \_\_\_\_\_.