

Please complete this form by typing in the fields. Save the file to your local hard-drive and then email a copy to [northwest@isbdc.org](mailto:northwest@isbdc.org).

If you are unsure about nominating a candidate or have any questions, contact us at (219) 644-3513 or [northwest@isbdc.org](mailto:northwest@isbdc.org). Thank you.  
[edayleaders.com](http://edayleaders.com)

Eligible: Individual(s) responsible for a small business which has had a minimum of 3 years growth and growth potential.



# Cover Sheet

**AWARD:** Small Business Person(s)

## NOMINEE(S) INFORMATION

**FULL NAME(S)** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_

**BUSINESS ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**BUSINESS WEBSITE** \_\_\_\_\_

**YEARS IN BUSINESS** \_\_\_\_\_

**BRIEFLY DESCRIBE NOMINEE'S BUSINESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HAS NOMINEE RECEIVED SBA ASSISTANCE**

If yes, describe type of assistance and the year(s) provided.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## NOMINATOR INFORMATION

**FULL NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**BUSINESS** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**BIOGRAPHY:** Brief biography of the Small Business Person nominee(s).

**BUSINESS PROFILE:** Profile your business, when and how it was started, what the company sells, what markets you serve. Show:

- Number of years in business
- Sustained expansion, addition of territories, growth in square footage occupied

**Provide evidence of growth in number of employees to gauge the impact of the business on the job market. Has job growth been sustained over at least three years?**

**Describe innovation of products or services that illustrate the creativity and resourcefulness of the nominee. Please be specific and explain how the product or service fits a unique niche.**

<b>FINANCIAL SUMMARY</b>			
<b>Year</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
<b>Number of Employees</b>			
<b>Total Sales</b>			
<b>Net Profit (Before Tax)</b>			
<b>Total Assets</b>			
<b>Total Liabilities</b>			
<b>Net Worth</b>			

**Kept Confidential**

**Based on the Financial Summary chart, please explain in more detail the year to year changes in financial measures and number of employees.**

**Give examples of problems faced in the nominee's business and the methods used to solve them. How has the business been affected by current economic conditions? What defined actions were taken by the nominee to respond to crisis.**

**Demonstrate contributions to the community-oriented projects that evidence the use of personal time and resources. List of specific contributions of money, time, or resources to charitable causes.**

**List Membership in councils, boards and clubs providing support and services to the community.**