**King County Executive’s 2014 Small Business Awards Program**

**Sample Nomination Form**

Nominate a small business for the 2014 awards by completing the fields below online at www.kingcounty.gov/smallbusinessawards. All nominations must be received by June 30, 2014. Questions? Contact Sandy Hanks at Sandy.Hanks@kingcounty.gov, or (206) 263-9717.

**1. Nominator**

|  |
| --- |
| http://www.surveymonkey.com/i/t.gifAward Sponsorhttp://www.surveymonkey.com/i/t.gifAward Partnerhttp://www.surveymonkey.com/i/t.gifSelf (go to question #3) |

**2. Enter your contact information here.**

|  |
| --- |
| Your Name: |
| Company: |
| Address: |
| City/Town: |
| State: |
| ZIP: |
| Your Email Address: |
| Your Phone Number: |

**3. Enter the contact information for the business you are nominating here.**

|  |
| --- |
| **Nominated Business:** |
| **Website:** |
| **Address:** |
| **City/Town:** |
| **ZIP:** |
| **State:** |
| **Number of Full-Time Equivalent Employees:** |
| **Year Company Established:** |
| **Email Address:** |
| **Phone Number:** |

**4. Please provide information for the business representative that will attend the October 15th event should the business be selected as a finalist:**

|  |
| --- |
| Name: |
| Title: |
| Cell or desk phone (with area code): |
| Email address: |

**5. Nomination category. You may only select one category. Please complete separate nomination forms if you would like to nominate a business for more than one category.**

|  |
| --- |
| http://www.surveymonkey.com/i/t.gifSmall Business of the Yearhttp://www.surveymonkey.com/i/t.gifMinority Small Business of the Yearhttp://www.surveymonkey.com/i/t.gifWoman Small Business of the Yearhttp://www.surveymonkey.com/i/t.gifExporting Small Business of the Yearhttp://www.surveymonkey.com/i/t.gifGreen/Sustainable Small Business of the Yearhttp://www.surveymonkey.com/i/t.gifWorkforce Development Small Business of the Yearhttp://www.surveymonkey.com/i/t.gifRural Small Business of the Year |

**6. What are the products or services provided by the business you are nominating?**

**7. Nomination Statement (20 Points). Please state in 250 words or less why this business deserves to be nominated in the category you selected above.**

* *Factors to consider include the description of each award category on the website.*

**8. Employment Impact (10 Points). Please describe in 125 words or less the business’s impact on employment.**

* *Factors to consider: Is your employment level stable or growing? How do you empower your employees? Do you offer training and growth opportunities for new and/or incumbent employees? Do you employ veterans? What benefits do you provide?*

**9. Innovative Entrepreneurial Business Model (10 Points). Please describe in 125 words or less the business’s unique approach to providing its product or service.**

* *Factors to consider: Why is your business successful? What practices differentiate your business from your competitors? Do you stock specialty items no one else offers? Do you purchase from green vendors? Do you cater to a specific clientele?*

**10. Customer Service (10 Points). Please describe in 125 words or less the business’s approach to customer service.**

* *Factors to consider: Why do your customers keep coming back? What is unique about your customer service? Do you offer customized products or services?*

**11. Social Responsiveness/Community Involvement (10 Points). Please describe in 125 words or less the business’s commitment to community affairs and issues.**

* *Factors to consider: Does your firm participate in local community enhancement initiatives, support community organizations, support veterans and/or veterans’ organizations, and/or volunteer in other ways? Do your employees participate in these efforts?*