



# WEST COVINA SMALL BUSINESS WEEK 2018 AWARD NOMINATIONS



To commemorate this year's National Small Business Week (April 29 – May 5), the City of West Covina will be hosting the 3<sup>rd</sup> Annual West Covina Small Business Week (WCSBW). The City is thrilled to bring back the award nominations for this year's WCSBW 2018. The awards are an opportunity to honor and acknowledge the businesses that contribute to our community. West Covina residents and small business owners are encouraged to submit applications for the awards that will be presented as part of WCSBW 2018 Opening Ceremony on Monday, April 30, 2018:

## 2018 City of West Covina Small Business Awards

### Small Business of the Year Award

This award honors a West Covina small business that has shown growth and/or sustainability of their business and a record of community involvement.

### Veterans in Business Award

This award honors a West Covina small business owned by a U.S. military veteran that has shown growth and/or sustainability of their business and has been an advocate for the veteran community.

### Women in Business Award

This award honors a West Covina small business owned by a woman that has shown growth and/or sustainability of their business and has been an advocate for women in business.

### Innovative Use of Resources Award\*

This award honors a West Covina small business that has leveraged available business resources to grow their business and ensure success. The awardee will be nominated by the University of La Verne Small Business Development Center (SBDC).

## Award Nomination Details

### Eligible Nominations:

- West Covina Small Business that meets the award criteria
- Open to anyone, including self-nominations
- A business can be submitted for several categories, however, will only be allowed to win one award
- Need to have a valid West Covina business license
- Nominee will be recognized for Award at the WCSBW 2018 Opening Ceremony on Monday, **April 30, 2018 at 6:00 p.m.** (Nominee's presence is required)

### Applications:

- **Deadline: Thursday, April 12, 2018 at 5:30 p.m.**
- **Please submit Award Nomination Applications to**
  - Delivered and/or mailed:  
City of West Covina  
Community & Economic Development Division  
Attn: Karen Ko  
1444 W. Garvey Avenue S.  
West Covina, CA 91790  
(626) 939-8417
  - Online:  
[www.westcovina.org/WCSBW2018](http://www.westcovina.org/WCSBW2018)
  - Email:  
[kko@westcovina.org](mailto:kko@westcovina.org)

## Application on the back of the flyer

Nominations must contain the information requested in the application including the following; A completed nomination application form which is available at [www.westcovina.org](http://www.westcovina.org); Nomination letter (must not exceed 1 page); Supporting documentation showing nominee meets award criteria (must not exceed 2 pages); Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 2 pages); List of Awards if any (must not exceed 1 page). Applications received that are not complete will not be accepted. Selection process: nominations for all three categories will be reviewed by the Small Business Week Awards Committee; the nominations will be judged based on the criteria included in the awards guidelines. The City reserves the right to award or not award one or all of the award categories.

\*The Innovative Use of Resources Awardee will be nominated and selected by the University of La Verne Small Business Development Center. For award category eligibility, criteria, and a 2017 City of West Covina Small Business Awards application, please visit the WCSBW webpage at: [www.westcovina.org/WCSBW2018](http://www.westcovina.org/WCSBW2018)





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## Award Application

### NOMINATOR CONTACT INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP CODE \_\_\_\_\_

TELEPHONE HOME ( ) \_\_\_\_\_ MOBILE ( ) \_\_\_\_\_ EMAIL \_\_\_\_\_

### NOMINEE CONTACT INFORMATION (SELF-NOMINATIONS ARE PERMITTED)

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

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

BUSINESS ADDRESS \_\_\_\_\_ CITY, STATE, ZIP CODE \_\_\_\_\_

TELEPHONE HOME ( ) \_\_\_\_\_ MOBILE ( ) \_\_\_\_\_ EMAIL \_\_\_\_\_

### SMALL BUSINESS AWARD (CHECK ONLY ONE)

SMALL BUSINESS OF THE YEAR AWARD  WOMEN IN BUSINESS AWARD  VETERANS IN BUSINESS AWARD

### NOMINATION PACKAGE (ALL ITEMS BELOW ARE REQUIRED. PLEASE ATTACH TO APPLICATION)

PLEASE REFER TO AWARD GUIDELINES FOR EXACT DETAILS:

1. NOMINATION LETTER  
\*NOTE: NOT TO EXCEED ONE PAGE.
2. AWARD CRITERIA SUPPORTING DOCUMENTATION  
\*NOTE: NOT TO EXCEED TWO PAGES.
3. ANY SUPPORTING DOCUMENTATION  
\*NOTE: NOT TO EXCEED TWO PAGES.
4. LIST OF AWARDS (IF ANY)  
\*NOTE: NOT TO EXCEED ONE PAGE.

### APPLICATION SUBMITTAL

- **DEADLINE:** WEDNESDAY, APRIL 18, 2018 AT 5:30 P.M.
- **PLEASE SUBMIT AWARD NOMINATIONS APPLICATIONS TO**
  - **DELIVERED/MAILED:**  
CITY OF WEST COVINA  
ATTN: KAREN KO  
COMMUNITY & ECONOMIC DEVELOPMENT DIVISION  
1444 W. GARVEY AVENUE SOUTH  
WEST COVINA, CA 91790  
(626) 939-8417
  - **ONLINE:** [www.westcovina.org/WCSBW2018](http://www.westcovina.org/WCSBW2018)
  - **EMAIL:** [kko@westcovina.org](mailto:kko@westcovina.org)

### AWARDS CEREMONY

**AWARDEE MUST ATTEND AWARD CEREMONY**  
**MONDAY, APRIL 30, 2018**  
**6:00 P.M. TO 8:00 P.M.**  
 1444 W. GARVEY AVENUE SOUTH  
 WEST COVINA, CA 91790

