

2010

National Small Business Week Nomination Guidelines



Helping Small Businesses Start, Grow, and Succeed

NATIONAL SMALL BUSINESS WEEK 2010

“During National Small Business Week, we honor the entrepreneurs and small business owners who are the engine of our economy. Their ingenuity and hard work are critical to our Nation’s prosperity...I call upon Government officials, industry leaders, and advocates across the Nation to encourage our citizens to celebrate the achievements of small business owners and encourage the creation of new businesses.”

Barack Obama
President of the United States

(National Small Business Week Proclamation)

Dear Supporters of America's Small Business Community:

Every year since 1963, the President of the United States has proclaimed National Small Business Week to recognize the contributions of small businesses to the economic well-being of America. As part of National Small Business Week, the U.S. Small Business Administration recognizes this special impact made by outstanding entrepreneurs and small business owners.

In 2010, National Small Business Week will honor the estimated 27.2 million small businesses in America. Small businesses are major contributors to the strength of the American economy. More than half of Americans either own or work for a small business. They also create 60-80 percent of new jobs in the country. Small businesses drive innovation, create 21st century jobs and increase U.S. competitiveness.

During National Small Business Week, we showcase and recognize some of the most successful and inspiring of these entrepreneurs. We would ask for your assistance in finding and nominating candidates for these awards. Please take the time over the coming weeks to identify outstanding small companies in your district and to champion them through this nomination process. Through your support of the finest candidates in your region, you will be helping the most important national recognition for American small businesses.

With warmest regards,

Karen G. Mills
Administrator

All SBA programs and services are provided on a nondiscriminatory basis.

The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.

Introduction

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week. Small Business Week 2010 will be celebrated the week of May 24th. Leading up to National Small Business Week (SBW), the U.S. Small Business Administration (SBA), often in conjunction with public- and private-sector small business supporters, will host special events at the local and state levels to honor and present awards to the nation's entrepreneurs and those who support and champion small business. Many of the award winners from those local and state events will be invited to Washington, D.C. for SBW 2010 — Celebrating National Small Business Week.

The SBA Awards given in celebration of National Small Business Week include the following:

- Small Business Person of the Year
- Small Business Exporter of the Year
- SBA Young Entrepreneur of the Year
- Environmental "Green" Conservator of the Year
- Innovation Through Technology Business of the Year
- Jeffrey Butland Family-Owned Business of the Year
- Small Business Journalist of the Year
- Small Business Champion Awards
 - Financial Services Champion of the Year
 - Home-Based Business Champion of the Year
 - Minority Small Business Champion of the Year
 - Veteran Small Business Champion of the Year
 - Women in Business Champion of the Year
- Entrepreneurial Success Award
- Small Business Development Center (SBDC) Service Excellence and Innovation Center Award
- Women's Business Center of Excellence Award
- SCORE Chapter of the Year
- Phoenix Awards
- Federal Procurement Awards
 - Small Business Prime Contractor of the Year
 - Small Business Subcontractor of the Year
 - Dwight D. Eisenhower Awards for Excellence (for large prime contractors who utilize small businesses as suppliers and contractors)
 - Frances Perkins Vanguard Awards (for use of women-owned businesses in government contracting)
 - Gold Star Awards (for federal government contracting)
- Small Business Lender of the Year Awards
 - 7(a) Small Business Lender of the Year (does not require nominations)
 - 504 Small Business Lender of the Year (does not require nominations)
 - Export Lender of the Year (does not require nominations)
- Small Business Investors of the Year - SBIC's (does not require nominations)

The National Small Business Person of the Year, Small Business Prime Contractor of the Year, and Small Business Subcontractor of the Year will be announced and honored at a National event during National Small Business Week. They will be joined by government officials, corporate leaders and small businesses from around the country.

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The nomination and selection process, evaluation criteria and time frame for the various SBA Awards are set forth below.

Small Business Person of the Year

SBA will make Small Business Person of the Year awards at the district level (in multi-district states), the State level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam) and the National level. The National Small Business Person of the Year is selected from the State winners.

Who is eligible to be nominated for this award?

Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. A nominee for Small Business Person of the Year must own or operate a business defined as “small” under the applicable SBA size standards. Individuals who have received the small business person award at the state level within the past five years are not eligible. Nominees must also be residents of the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. While receipt of SBA assistance is not required, it is preferred. Consult your nearest SBA district office if you have questions.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for the Small Business Person of the Year award. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

Nominations must be submitted to the U.S. Small Business Administration District Office in the state or territory where the nominee is located (for Los Angeles District Office please refer to page 35).

What is the deadline for nominations?

All nominations for Small Business Person of the Year must be postmarked or hand delivered to the appropriate SBA District Office **no later than November 13, 2009.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2” x 11” white stationery, collated and secured in a 1 1/2” binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
 - the nominee’s full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator’s name, title, place of business, business address and telephone number

- and e-mail address if applicable;
 - type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.); and
 - a one-paragraph description of the nominee’s business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For “team” nominations for Small Business Person of the Year, a background form is required for each team member.
 3. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
 4. Four to five additional photos of the nominee’s company and employees at work.
 5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
 6. A brief biography of the nominee, not to exceed one page.
 7. A business profile, not to exceed one page.
 8. The nominee’s financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2” x 11” paper - for the last three years.
 9. Any other 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 10 pages. Videos will not be considered.
 10. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available through SBA field offices.

What are the selection procedures for this award?

Small Business Persons of the Year Award winners will be selected at the district (in multi-district states), state and national levels. In those states served by more than one SBA district office, additional awards may also be given at the district level. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA’s Office of Communications and Public Liaison for review. The National Small Business Person of the Year will be selected by the SBA Administrator based on the recommendations of the Agency’s National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

Key Deadlines

November 13, 2009 National Small Business Week 2010 nominations must be received by SBA district offices.

December 11, 2009 SBA district winners will be selected from multi-district states; state winners will be selected from single-district states.

January 22, 2010 A panel of judges will select state winners in multi-district states.

March 8, 2010 State Small Business Persons of the Year will be announced.

What are the evaluation/selection criteria for the Small Business Person of the Year award?

In evaluating the nomination packages, the judges will look at the following criteria:

1. Staying power — a substantiated history as an established business; including:
 - Number of years in business.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.

2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years.
 - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business.
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
5. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how product or service fits a niche not being adequately addressed by the competition.
6. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards and clubs providing support and services to the community.

Small Businesses of the Year

- Small Business Exporter of the Year
- SBA Young Entrepreneur of the Year
- Environmental “Green” Conservator of the Year*
- Innovation Through Technology Business of the Year*
- Jeffrey Butland Family-Owned Business of the Year
- Small Business Journalist of the Year

Small Business Champions of the Year

- Financial Services Champion of the Year
- Home-Based Business Champion of the Year
- Minority Small Business Champion of the Year
- Veteran Small Business Champion of the Year
- Women in Business Champion of the Year

SBA will make the above referenced awards to eligible small businesses on the district level (in multi-district states), the state level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam), the regional level and the national level. The National winners will be selected from the Regional winners.

* Environmental “Green” Conservator and Innovation Through Technology Business of the Year awards are Los Angeles District Office awards and will not be considered for awards at the next highest level.

Who is eligible to be nominated for these awards?

To be nominated and receive one of these awards, the small business nominee must fit within the category of the award:

Small Business Exporter of the Year: Any individual who owns and operates a small business engaged in exporting may be nominated.

SBA Young Entrepreneur of the Year: To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2009.

Environmental “Green” Conservator of the Year*: Any individual who owns and operates a small business that employs, promotes and exemplifies environmental innovation in manufacturing, technology, recycling, architectural design, conservation, waste reduction and/or organic/holistic products.

Innovation Through Technology Business of the Year*: This award honors a small business that creates and/or discovers an innovation that breaks with conventional processes and goes beyond marginal improvements in areas such as manufacturing, medicine, software, the Internet, wireless and consumer electronics and can be in the form of new products, patents, inventions or services.

Jeffrey Butland Family-Owned Business of the Year: This award honors a family-owned and operated business which has been passed on from one generation to another. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

Small Business Journalist of the Year: Journalists representing television, radio, electronic or print media who report and champion small business issues may be nominated.

Financial Services Champion of the Year: Individuals who assist small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners.

Home-Based Business Champion of the Year: Individuals who have experienced the rewards and difficulties of owning a home-based business and have volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be current small business owners.

Minority Small Business Champion of the Year: Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

Veteran Small Business Champion of the Year: Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

Women in Business Champion of the Year: Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. Consult your nearest SBA district office if you have questions (for Los Angeles District Office please refer to page 35).

Who may submit nominations for these awards?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for these Small Business Champion Awards. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

Nominations must be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located (for Los Angeles District Office please refer to page 35).

What is the deadline for nominations?

All nominations for the above Small Business Champion Awards must be postmarked or hand delivered to the appropriate SBA district office **no later than November 13, 2009.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for any of the above Small Business Champion Awards, a background form is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company, employees at work
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper – for the last three years.

9. Any other 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 10 pages. Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.
11. For Small Business Exporter of the Year, the nomination package must include a description of the products exported and markets served.

What are the selection procedures for this award?

The SBA Small Business Champions will be selected at the district (in multi-district states), state, regional and national levels. Winners at each level are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Field Operations for review. The National Champions will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winners will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

* Environmental "Green" Conservator and Innovation Through Technology Business of the Year awards are Los Angeles District Office awards and will not be considered for awards at the next highest level.

Key Deadlines

November 13, 2009 National Small Business Week 2010 nominations must be received by SBA district offices.

December 11, 2009 SBA district winners will be selected from multi-district states; state winners will be selected from single-district states.

January 5, 2010 State winners will be selected from multi-district states.

January 12, 2010 Regional winners will be selected.

January 22, 2010 A panel of judges will select national winners.

March 8, 2010 National SBA Small Business Champion Awards will be announced.

What are the evaluation/selection criteria for the Small Business Champion awards?

Each of the above awards has specific evaluation criteria which are listed below for each award:

Small Business Exporter

1. Increased sales, profits and/or growth of employment because of exporting.
2. Creative overseas marketing strategies.
3. Effective solutions to export-related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Volunteer assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

SBA Young Entrepreneur of the Year

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.

4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Environmental “Green” Conservator of the Year

1. Promotion of innovative ideas, techniques, and/or technologies.
2. Ability to address an environmental problem or need.
3. Savings of said accomplishments.
4. Long-term benefits for the environment.

Innovation Through Technology Business of the Year

1. Promotion of innovation through ideas, techniques, and/or technologies.
2. Ability to address a problem or need.
3. Results of the technological innovation.
4. Short-term and long-term benefits for company and/or clients.

Jeffrey Butland Family-Owned Business of the Year

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee’s business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

Small Business Journalist of the Year

1. Concerted efforts to increase public understanding of the importance of small business contributions to the economy.
2. Contribution of news and feature stories, editorials, columns and commentary that highlight and analyze small business issues.
3. Voluntary community service aimed at enhancing small business opportunity and growth.
4. Other achievements that exemplify the nominee’s media efforts to improve the understanding of the role of small business in the U.S. economy.

Financial Services Champion of the Year

1. Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
2. Advocacy for changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Other significant contributions through the advocacy efforts of the financial services or accounting industries to advance small business interests.

Home-Based Business Champion of the Year

1. Volunteer time and energy to improve the conditions for home-based businesses.
2. Engage in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.

4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

Minority Small Business Champion of the Year

1. Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
2. Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
3. Voluntary provision of professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

Veteran Small Business Champion of the Year

1. Active support for legislative or regulatory action designed to help small businesses.
2. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
3. Advisory activities to improve awareness of small business opportunities among veterans' groups.
4. Advocacy of special consideration for veteran-owned small businesses in government policymaking.
5. Demonstrated success in obtaining support within the community for the establishment of veteran-owned small businesses.
6. Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

Women in Business Champion of the Year

1. Active support for legislative or regulatory action designed to help small businesses.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

Entrepreneurial Success Award

Individuals must own and operate businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

SBA will make the above referenced award to eligible businesses on the district level (in multi-district states), the state level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam) and the national level. The National winners will be selected from the State winners.

Who is eligible to be nominated for this award?

To be nominated and receive this award, the nominee must be an individual who owns and operates or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. A nominee for this award must own or operate a business that initially was defined as “small” under the applicable SBA size standards, developed into a large business and must have received SBA assistance to help the business grow. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Consult your nearest SBA district office if you have questions.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this Award. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office in the state or territory where the nominee is located (for Los Angeles District Office please refer to page 35).

What is the deadline for nominations?

All nominations for the Entrepreneurial Success Award must be postmarked or hand delivered no later than **November 13, 2009**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2” x 11” white stationery, collated and secured in a 11/2” binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single cover page with —
 - the nominee’s full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator’s name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee’s business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For “team” nominations for this award, a background form is required for each team member.
3. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi; photo copies are not acceptable.
4. Four to five additional photos of the nominee’s company, employees at work
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.

8. The nominee's financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper – for the last three years.
9. Any other 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 10 pages. Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form is available at SBA field offices.

What are the selection procedures for this award?

The SBA Entrepreneurial Success Award winners will be selected at the district (in multi-district states), state and national levels. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Field Operations for review. The National Entrepreneurial Success Award winner will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal individuals serving as judges must sign a conflict of interest/non-disclosure certification.

Key Deadlines

November 13, 2009 National Small Business Week 2010 nominations must be received by SBA district offices.

December 11, 2009 SBA district winners will be selected from multi-district states; state winners will be selected from single-district states.

January 22, 2010 A panel of judges will select state winners in multi-district states.

March 8, 2010 National Entrepreneurial Success Award winner will be announced.

What are the evaluation/selection criteria for the SBA Entrepreneurial Success award?

In evaluating the nomination packages, the judges will look at the following criteria:

1. Staying power — a substantiated history as an established business; including:
 - Number of years in business.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years.
 - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business.
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.

5. SBA Assistance – documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which it was received.
6. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how product or service fits a niche not being adequately addressed by the competition.
7. Response to adversity — examples of problems faced in the nominee’s business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
8. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards and clubs providing support and services to the community.

Small Business Development Center Service Excellence and Innovation Award

Who is eligible to be nominated for this award?

This award honors the Small Business Development Center (SBDC) Service Centers for its excellence in providing value to small businesses and advancing program delivery and management through innovation.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, and SBDC Lead and Service Centers may nominate an SBDC Service Center for this award.

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office serving the state or territory of the nominee, Attn: SBDC Project Officer (for Los Angeles District Office please refer to page 35).

What is the deadline for nominations?

All nominations for the Small Business Development Center Service Excellence and Innovation Center award must be postmarked or hand delivered to the appropriate SBA District Office **no later than November 13, 2009.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2” x 11” white stationery, collated and secured in a 1 1/2” binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information, in the order indicated below:

1. A single cover page with containing:
 - Award for which the nomination is being made (i.e., Small Business Development Center Award);
 - Nominator’s name and title, business address, telephone number and e-mail address (if available).
2. Nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
3. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For “team” nominations for Small Business Development Center Awards, a background form is required for each team member.
4. Business Person of the Year, a background form is required for each team member.
5. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
6. Four to five additional photos of the nominee’s company and employees at work.
7. A brief biography of the nominee, not exceeding one page.
8. A business profile, not exceeding one page.
9. Any other 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 10 pages. Videos will not be considered.
10. A completed Award Nomination Consent Form, which will be made available through SBA offices.

What are the selection procedures for this award?

Small Business Development Center Award winners will be selected at the district (in multi-district states), state and national levels. In those states served by more than one SBA district office, additional awards may also be given at the district level. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each SBDC winner will be sent to regional SBA offices and prepared for transmittal to the SBA’s Office of Communications and Public Liaison for review. The National SBDC Service Center Excellence and Innovation Award recipient of the Year will be selected by the SBA Administrator based on the recommendations of the Agency’s National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal individuals serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

In evaluating the nomination packages, the judges will look at the following criteria:

S – Surpasses

- Meets or exceeds the service center’s performance milestones including extended engagement clients (5 hours of counseling contact time), new businesses started, capital infusion, client satisfaction and may include other center goals. (Include actual results and the related goal.)

B – Builds

- Helps build small businesses by creating and implementing innovative programs, events, publications, research materials, and online applications. This success is demonstrated through success stories, job creation/retention and revenue growth resulting from SBDC counseling and training assistance.

D – Develops

- Prepares the service center for success by actively participating with the lead center in the professional development of counselors in accordance with the network’s strategic plan.

C – Champions

- Acknowledged by the local/regional small business and economic development community as an advocate for advancing opportunities for entrepreneurial development (include any relevant news articles and/or letters from partners-limit 4.)

Women’s Business Center of Excellence Award

Who is eligible to be nominated for this award?

This award honors a Women’s Business Center (WBC) for its excellence and innovation in assisting women entrepreneurs by providing a wide variety of training and counseling.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office in the state or territory of the nominee, Attn: WBC District Office Technical Representative (for Los Angeles District Office please refer to page 35).

What is the deadline for nominations?

All nominations for the Women’s Business Center of Excellence Award must be postmarked or hand delivered to the appropriate SBA District Office no later than **November 13, 2009**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2” x 11” white stationery, collated and secured in a 11/2” binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must also include, in the following order:

1. A single cover page with —
 - the nominee’s full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator’s name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee’s business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8” x 10” or 5” x 7” photo of the nominated Center Director; or a digital photo – at least 300 dpi; photocopies are not acceptable.

4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. A brief biography of the Center Director, not exceeding one page.
6. A business profile, not exceeding one page.
7. Any other 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 10 pages. Videos will not be considered.
8. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available at SBA offices.

What are the selection procedures for this award?

The Women's Business Center of Excellence Award winner will be selected at the national level. In those states served by more than one WBC, additional nominations may be made. Winners are selected by a panel of judges. Nomination packages for each WBC will be prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National Women's Business Center for Excellence Award recipient of the Year will be selected by the SBA Administrator based on the recommendations of the agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

In evaluating the nomination packages, the judges will look at the following criteria:

1. **Delivers Results**: Meets or exceeds performance milestones. (This is reflected in the center on-site review), i.e. long-term clients, new businesses created, jobs creation/retained, capital infusion, client satisfaction, success stories, counseling evaluations, etc.
2. **Innovates**: Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions.
3. **Champions**: Advocates for the SBA, WBC program and the overall small business community.
4. **Develops**: Partners with a variety of local, state and other entities to grow the program through unique collaborations that not only bring in monetary matching funds but also help market the WBC.
5. **Good Standing**: Center must be in good standing with the Office of Women's Business Ownership at SBA headquarters. This includes but is not limited to having no outstanding examination or review findings.

SCORE Chapter of the Year Award

Who is eligible to be nominated for this award?

This award honors a SCORE Chapter for its excellence and innovation in assisting potential and existing entrepreneurs by providing a wide variety of training and counseling.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations.

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office serving the state or territory of the nominee, Attn: Patrick Rodriguez, Los Angeles District Office.

What is the deadline for nominations?

All nominations for the SCORE Chapter award must be postmarked or hand delivered to the SBA Los Angeles District Office **no later than November 13, 2009.**

What information must the nomination package contain?

1. A single cover page with —
 - the nominee’s full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator’s name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee’s business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8” x 10” or 5” x 7” photo of the nominated Chapter Director; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. A brief biography of the Chapter Director, not exceeding one page.
6. A business profile, not exceeding one page.
7. Any other 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 10 pages. Videos will not be considered.
8. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available at SBA offices.

What are the selection procedures for this award?

SCORE Award winners will be selected at the district (in multi-district states), state and national levels. In those states served by more than one SBA district office, additional awards may also be given at the district level. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each SCORE winner will be sent to regional SBA offices and prepared for transmittal to the SBA’s Office of Communications and Public Liaison for review. The National SCORE Award recipient of the Year will be selected by the SBA Administrator based on the recommendations of the Agency’s National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal individuals serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

1. **Delivers Results**: i.e. long-term clients, new businesses created, jobs creation/retained, client satisfaction, success stories, counseling and training.
2. **Innovates**: Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions.
3. **Champions**: Advocates for the SBA, SCORE program and the overall small business community.
4. **Develops**: Partners with a variety of local, state and other entities to grow the program.
5. **Good Standing**: Center must be in good standing.

Phoenix Awards

- Phoenix Award for Small Business Disaster Recovery
- Phoenix Award for Outstanding Contributions to Disaster Recovery

Phoenix awards are given to those individuals (business owners, volunteers and public officials) whose efforts and contributions have enabled their businesses or communities to recover successfully from a disaster.

Phoenix Award for Small Business Disaster Recovery

Who is eligible to be nominated for this award?

Any individual who owns and operates a small business that suffered physical damage following a disaster during the previous fiscal year and received an SBA physical disaster loan may be nominated.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this Award. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

Nominations must be submitted to the SBA Disaster Field Operations Center (see list beginning on page 39).

What is the deadline for nominations?

All nominations for Phoenix Awards must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than January 21, 2010**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All

evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
 - the nominee’s full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator’s name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee’s business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee’s company and employees at work..
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile that must include documentation supporting approval of the SBA disaster loan.
8. A narrative reporting how the disaster damaged the business, how the company was able to rebuild and maintain 90 percent of its pre-disaster work force after receiving the SBA disaster loan, steps taken to prevent future disaster damage (if any), photos documenting the disaster damage (if possible), and photos of the rebuilt property.
9. Any other 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 10 pages.
10. A completed SBA Form 2137 Award Nomination Consent Form, is available at SBA field offices.

What are the selection procedures for this award?

Winners will be selected by a panel of judges. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

1. Recent disaster — The business suffered a physical disaster loss during FY08 and received an SBA disaster loan during FY 2008 and/or FY 2009.
2. Extent of damage — The business suffered at least 40 percent physical damage.
3. Resiliency — The business successfully resumed its operations within the same geographic area.
4. Employment level — The business maintained at least 90 percent of its pre-disaster employment level.
5. Contribution to the local community (e.g., the only supermarket in town, a major employer in the city, etc.).
6. Speed of recovery.
7. Initiative and innovation displayed during recovery.
8. Efforts made by the business to protect the property from future disaster losses.

Phoenix Award for Outstanding Contributions to Disaster Recovery

Who is eligible to be nominated for this award?

Phoenix awards may be presented to a private-citizen volunteer and public official who have each made an outstanding contribution to a community's recovery following a natural disaster which occurred during the previous fiscal year.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this Award. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

SBA Disaster Field Operations Centers (see list beginning on page 39).

What is the deadline for nominations?

All nominations for Phoenix Awards must be postmarked or hand delivered to the appropriate Disaster Field Operations Center **no later than January 20, 2010**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and e-mail address if applicable; and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. A brief biography of the nominee, not exceeding one page.
6. A narrative detailing how that person responded to the needs of the community in the aftermath of the disaster, as well as a biography and photo of the nominee. In all categories, the submission of articles from newspapers and magazines is encouraged.
7. Any other supporting documentation deemed significant by the nominator, including photos, news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
8. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.

What are the evaluation/selection procedures for this award?

Phoenix Award nominees in the Outstanding Contribution to Disaster Recovery by a public official and volunteer categories are judged by the substantive, selfless and far-reaching nature of their contribution to the post-disaster recovery of their respective communities. Winners will be selected by a panel of judges. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

Federal Procurement Awards

- Small Business Prime Contractor of the Year
- Small Business Subcontractor of the Year
- Dwight D. Eisenhower Award for Excellence
- Frances Perkins Vanguard
- Gold Star

Small Business Prime Contractor of the Year Award

Who is eligible to be nominated for these awards?

This award honors small businesses that have provided the government with outstanding goods and services as prime contractors. All nominees must be defined as “small” according to applicable SBA size standards. Firms that have received this award within the past three years are not eligible. For more information, contact the nearest Government Contracting Area Office (see list beginning on page 38).

Who may submit nominations for these awards?

Only federal agencies may nominate firms for the Small Business Prime Contractor of the Year Award.

Where are the nominations to be sent?

Nominations for the Small Business Prime Contractor of the Year Award must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominating federal agency’s buying activity is located (see list on page 37).

What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than December 11, 2009**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2” x 11” white stationery, collated and secured in a 1 1/2” binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information, in the order indicated below:

1. A single cover page with containing:
 - the nominee’s full name, title, business and home addresses, telephone and fax numbers, and e-mail address (if available);

- the award for which the nomination is being made (i.e., Small Business Prime Contractor of the Year Award);
 - the nominator’s name, title, agency name, buying activity name, business address and telephone number, and e-mail address (if available); and
 - a one-paragraph description of the nominee’s business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA field offices.
 3. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable.
 4. Four to five additional photos of the nominee’s company and employees at work.
 5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
 6. A brief biography of the nominee, not exceeding one page.
 7. A business profile, to include any SBA assistance, not exceeding one page.
 8. Any other 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 10 pages.
 9. A completed SBA Form 2137 Award Nomination Consent Form and additional required forms, which are available at the Government Contracting Area Office, Attn: Government Contracting Area Director.

What are the selection procedures for this award?

Small Business Prime Contractor of the Year award winners will be selected at area and national levels. Area winners will be selected by a panel of judges. Area winners will automatically be considered for the national award. The nomination packages of area winners will be transmitted to the Office of Government Contracting for review. The National Small Business Prime Contractor of the Year will be selected by the SBA Administrator, based on the recommendations of a panel of judges. The area and national winners will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

The company must excel in the following areas:

1. Overall management
2. Delivery performance
3. Technical capabilities
4. Labor relations
5. Cost performance
6. Special achievements
7. Resource utilization
8. Customer interface
9. Financial strength, and
10. Exceptional results.

Small Business Subcontractor of the Year Award

Who is eligible to be nominated for these awards?

This award honors small businesses that have provided the government and industry with outstanding goods and services as subcontractors. All nominees must be defined as “small” according to applicable SBA size standards. Firms that have received this award within the past

three years are not eligible for nomination. For more information, contact the nearest Government Contracting Area Office (see list beginning on page 38).

Who may submit nominations for these awards?

Only large federal prime contractors may nominate a firm for the Small Business Subcontractor of the Year Award.

Where are the nominations to be sent?

Nominations should be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominating prime contractor is located (see list on page 37).

What is the deadline for nominations?

All nominations for these awards must be postmarked or hand delivered to the appropriate Government Contracting Area Office no later than December 11, 2009.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information, in the order indicated below:

1. A single cover page containing:
 - the nominee's full name, title, business and home addresses, telephone and fax numbers, and e-mail address (if available);
 - Award for which the nomination is being made (i.e., Small Business Subcontractor of the Year Award);
 - the nominator's name and title, prime contractor name, business address, and telephone number and e-mail address (if available); and
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices.
3. An original 8" x 10" or 5" x 7" photo of the nominee, or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. Four to five additional photos of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. Any other 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 10 pages.
9. A completed SBA Form 2137 Award Nomination Consent Form, and additional required forms which will be available at the Government Contracting Area Office, Attn: Government Contracting Area Director.

What are the selection procedures for this award?

Small Business Subcontractor of the Year award winners will be selected at regional and national levels. The regional winners will be selected by a panel of judges. Regional winners will automatically be considered for the national award. The nomination packages of regional winners will be transmitted to the Office of Government Contracting for review. The National Small Business Subcontractor of the Year will be selected by the SBA Administrator, based on the recommendations of a panel of judges. The national winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

The company must excel in the following areas:

1. Overall management
2. Delivery performance
3. Technical capabilities
4. Labor relations
5. Cost performance
6. Special achievements
7. Resource utilization
8. Customer interface
9. Financial strength, and
10. Exceptional results.

Dwight D. Eisenhower Award for Excellence

Who is eligible to be nominated for this award?

This award recognizes large prime contractors that have excelled in their utilization of small businesses as suppliers and subcontractors. One award may be made in each of the following five categories: manufacturing; service; research and development; construction; and utilities. Firms that have received this award within the past three years are not eligible for nomination. For more information, contact the nearest Government Contracting Area Office (see list beginning on page 38).

Who may submit nominations for this award?

The Dwight D. Eisenhower Award for Excellence is a self-nomination award program; large prime contractors nominate themselves.

Where are the nominations to be sent?

Nominations must be submitted to the SBA Government Contracting Area Office in which the prime contractor is located (see list beginning on page 38).

What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office no later than **December 23, 2009**.

What information must the nomination package contain?

