

2014 Small Business Exporter of the Year

SBA will make Small Business Exporter of the Year awards to eligible small businesses at 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. In those states served by more than one SBA district office, each district office will select a district level winner and the State winner will be selected at the regional level. The National Small Business Exporter of the Year will be selected from the regional level winners.

Who is eligible to be nominated for this award?

Any individual, or team of individuals, who own and operate a small business that is defined as "small" under the applicable SBA size standards and is engaged in exporting may be nominated. 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.

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 Exporter of the Year award. Individuals may also self-nominate. Individuals may not be nominated for more than one SBW 2014 award category. SBA will make the Small Business Exporter of the Year award to eligible small businesses 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), the regional level and the national level. SBA will select one national winner from the Regional winners.

Where are the nominations to be sent?

Nominations must be submitted to either:

The National Small Business Week Awards Portal

<http://nationalsmallbusinessweek.sba.gov/>

or

**U.S. Small Business Administration
Attn: Larry Demirelli
380 East Parkcenter Blvd., STE 330
Boise, Idaho 83706
(208) 334-9636**

What is the deadline for nominations?

Complete nomination packages for Small Business Person of the Year must be postmarked or hand delivered to the SBA Boise District Office **no later than January 17th, 2014.**

What information must the nomination package contain?

Nominations submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located 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. Submit the original package and one print copy as well as one digital copy on CD.

Nominations submitted via the online nominations portal must also be typewritten and contain the information required below. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order if submitted via hard copy:

1. A single cover page stating —
 - a. The nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address if applicable;
 - b. The award for which the nomination is being made;
 - c. The nominator's name, title, place of business, business address and telephone number and e-mail address if applicable;
 - d. The type of SBA assistance received (e.g., loan, SCORE counseling, SBDC/WBC assistance, STEP grants etc.), if applicable; and
 - e. A one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA district offices and the online nominations portal. For "team" nominations for Small Business Exporter 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 (official company photos may be submitted provided that the submitter has permission to use them from the company and/or employees in the photo);
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 (fiscal or calendar);
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 is available through SBA district offices and through the online portal.
11. A brief response to the award criteria listed below.

What are the selection procedures for this award?

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What are the evaluation/selection criteria for this award?

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

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.

Complete 2014 SBPOY Award information available at go.usa.gov/g5ad.