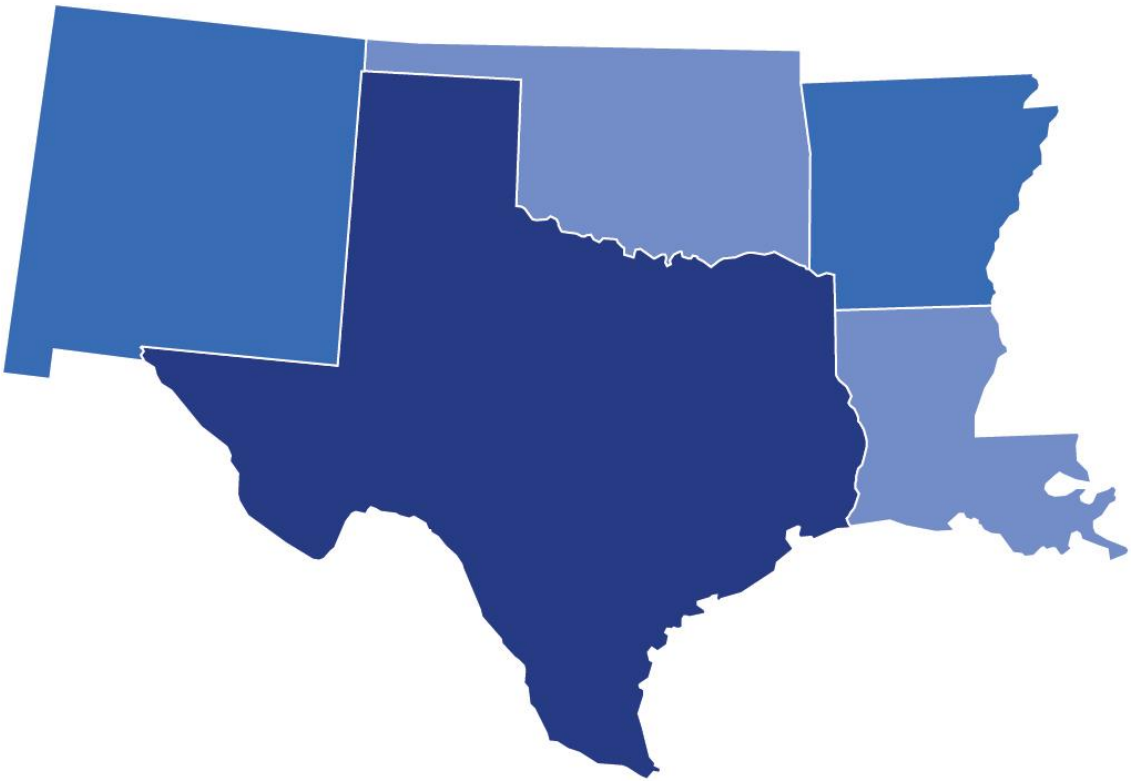
U.S. Small Business Administration

2016 Arkansas - South Central Region



Small Business Awards Guidelines Supplement

National Small Business Week
May 1-6, 2016

Deadline for Award Nominations
January 11, 2016

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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. Leading up to National Small Business Week 2016, 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 local entrepreneurs.

When are nominations due?

All nominations must be postmarked or hand delivered **no later than January 11, 2016 at 2:00 p.m.CT.**

Where do I submit the nomination package?

Nominations for the following award categories should be submitted online at **http://awards.sba.gov.**

1. **Small Business Person of the Year**
2. **Exporter of the Year**
3. **8(a) Graduate of the Year**
4. **Phoenix Awards for Disaster Recovery:**
    a. Phoenix Award for Small Business Disaster Recovery
    b. Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official
    c. Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer
5. **Small Business Development Center (SBDC) Excellence and Innovation Center Award**
6. **Women's Business Center of Excellence Award**
7. **Veterans Business Development Center of the Year**
8. **Jody C. Raskind Lender of the Year Award**
9. **Small Business Investment Company of the Year**

Who may submit nominations?

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 awards. Individuals may not be nominated for more than one award category. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

For more information

Please contact: Carol Silverstrom, 501-296-3027

The nomination, eligibility criteria, selection process, evaluation criteria and time frame for the various SBA Awards selected from nominated individuals or businesses are set forth below. The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.

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

2016 SBA District Small Business Person of the Year

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" for its primary industry 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 the SBA district office if you have questions.

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:
    a. Number of years in business; minimum three years.
    b. Sustained growth including, but not limited to expansion, addition of territories, growth in square footage occupied.

2. **Growth in number of employees** — a benchmark to judge the impact on the job market.
    a. Sustained over a minimum of three years.
    b. Increase over the three years must be in excess of growth in Gross National Product.

3. **Increase in sales net profit and net worth** — for calendar years 2012, 2013 and 2014.

4. **Innovativeness of product or service offered** — an illustration of the creativity and imagination of the nominee:
    a. Specific description of uniqueness of product or service.
    b. Explanation of how product or service fits a niche not being adequately addressed by the competition.

5. **Response to adversity** — examples of problems faced in the nominee's business and the methods used to solve them, including
    a. Specific description of financial, physical, legal or other crisis.
    b. Substantiation of the threat to the continuity of the business.
    c. Defined actions taken by the nominee to resolve the crisis.

6. **Contributions to community-oriented projects** — evidence of the use of personal time and resources, including:
    a. Listing of specific contributions of money, time, or resources to charitable causes.
    b. Membership in councils, boards and clubs providing support and services to the community.

7. If applicable, a description of the products exported and markets served.

What information must the nomination package contain?

Nominations must contain the information required below:

Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal (http://awards.sba.gov.) For "team" nominations, a background form is required for each team member;

2) A completed nomination form (SBA Form 3301, Small Business Person of the Year) which is available through SBA district offices and the online nominations portal (http://awards.sba.gov.);

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. For "team" nominations, a photo of each nominee or a group photo is acceptable;

4) 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 10 pages). Videos will not be considered.

2015 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 who owns and operates or who bears principal responsibility for operating a small business that is engaged in exporting 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 Exporter of the Year must own or operate a business defined as "small" for its primary industry under the applicable SBA size standards. Individuals who have received the Small Business Person Award or Exporter Award at the State level within the past five years are not eligible. Elected officials are not eligible. Nominees must also be residents of the United States or its territories. Nominees 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.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1. Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located; or

2. Nominations may be submitted via the online nominations portal on http://awards.sba.gov.

What are the evaluation/selection criteria for the Exporter of the Year award?

In evaluating the nomination packages for the Exporter of the Year award, 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, including trade financing, payment, and currency issues; market-entry and logistical challenges; cultural differences, etc.
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.

What information must the nomination package contain?

Nominations must contain the information required below:

Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal (http://awards.sba.gov.) For "team" nominations, a background form is required for each team member;

2) A completed nomination form (SBA Form 3302, Small Business Exporter of the Year) which is available through SBA district offices and the online nominations portal (http://awards.sba.gov.);

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. For "team" nominations, a photo of each nominee or a group photo is acceptable;

4) 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 10 pages). Videos will not be considered.

Phoenix Awards

1. Phoenix Award for Small Business Disaster Recovery
2. Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official
3. Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer

Phoenix Awards are given to those individuals (business owners, public officials and volunteers) whose efforts and contributions have enabled their businesses or communities to recover successfully from a disaster. SBA will make Phoenix Awards at the National level.

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 or bears principal responsibility for operating 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. 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.

Businesses that suffered a physical disaster loss and received an SBA disaster loan during fiscal years 2014 or 2015 are eligible for nomination. A business that suffered losses in a disaster that occurred during fiscal year 2013 but did not receive an SBA disaster loan until fiscal year 2014 is also eligible for nomination.

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 National SBW 2016 award category. Individuals may self-nominate for this award. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1. Nominations may be submitted to the SBA Disaster Field Operations Center West, P.O. Box 419004, Sacramento, CA 95841, Attn: Rick Jenkins; or

2. Nominations may be submitted via the online nominations portal on http://awards.sba.gov.

What is the deadline for nominations?

All nominations for Phoenix Awards submitted to the SBA Disaster Field Operations Center West must be postmarked or hand delivered **no later than 3:00 p.m. ET, January 11, 2016.** All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00 p.m. ET, January 11, 2016.

What information must the nomination package contain?

Nominations must contain the information required below:

Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal (http://awards.sba.gov.) For "team" nominations, a background form is required for each team member;

2) A completed nomination form (SBA Form 3303, Phoenix Award for Small Business Disaster Recovery) which is available through SBA district offices and the online nominations portal (http://awards.sba.gov);

3) Documentation supporting approval of the SBA disaster loan;

4) 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. For "team" nominations, a photo of each nominee or a group photo is acceptable;

5) If possible, photos documenting the disaster damage and photos of the rebuilt property.

6) 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 10 pages). Videos will not be considered.

What are the selection procedures for this award?

Following determination of eligibility by the appropriate SBA Disaster Field Operations Center, nomination packages will be forwarded to the Office of Communications and Public Liaison, Washington, D.C., for review and recommendation of national award winners. Winners will be selected by the SBA Administrator, based on the recommendations of a panel of judges comprised of federal employees.

What are the evaluation/selection criteria for this award?

1. Resiliency — The business successfully resumed its operations within the same geographic area.

2. Extent of damage — The business suffered at least 40 percent physical damage.

3. Staying Power — The business was able to maintain at least 90 percent of its pre-disaster employment level or has plans to rehire employees, attaining 90 percent of its pre-disaster employment level.

4. Contribution to the local community (e.g., the only supermarket in town, a major source of employment in the city, etc.).

5. Speed of recovery.

6. Initiative and innovation displayed during recovery.

7. Efforts made by the business to protect the property from future disaster losses.

Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official
Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer

Who is eligible to be nominated for this award?

Any private-citizen volunteer or public official may be nominated for his/her outstanding contribution to a community's recovery following a natural disaster which occurred during fiscal years 2014 or 2015. For purposes of this award, a public official is a person who has been elected to carry out some portion of a government's powers, whether Federal, state, or local, or a person who has been appointed to a position at the Federal, state, or local level of government. In some cities, mayors or city council members are appointed, not elected, yet those non-elected officials are also eligible. For purposes of this award, a private citizen volunteer is an individual who uses available resources to support the recovery efforts of the community. Corporate citizens are not eligible for this award.

Public officials and volunteers who suffered a physical disaster in their community during fiscal years 2013 or 2014 are eligible for nomination.

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 SBW 2016 award category. Individuals may self-nominate for this award. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

3. Nominations may be submitted to the SBA Disaster Field Operations Center West, P.O. Box 419004, Sacramento, CA 95841, Attn: Rick Jenkins; or

4. Nominations may be submitted via the online nominations portal on http://awards.sba.gov.

What is the deadline for nominations?

All nominations for Phoenix Awards submitted to the SBA Disaster Field Operations Centers in the state or territory where the nominee is located must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center no later than 3:00 p.m. ET, January 11, 2016. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00 p.m. ET, January 11, 2016.

What information must the nomination package contain?

Nominations must contain the information required below:

Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal (http://awards.sba.gov.)

2) A completed nomination form (SBA Form 3304, Phoenix Award for Outstanding Contributions Disaster Recovery, Public Official or SBA Form 3305, Phoenix Award for Outstanding Contributions Disaster Recovery, Volunteer) which is available through SBA district offices and the online nominations portal (http://awards.sba.gov);

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. For “team” nominations, a photo of each nominee or a group photo is acceptable;

4) 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 10 pages). Videos will not be considered.

What are the selection procedures for this award?

Phoenix Award nominees in the Outstanding Contribution to Disaster Recovery by a Public Official and Private-Citizen Volunteer categories are judged on the substantive, selfless and far-reaching nature of their contribution to the post-disaster recovery of their respective communities. Following determination of eligibility by the appropriate SBA Disaster Field Operations Center, nomination packages will be forwarded to the Office of Communications and Public Liaison, Washington, D.C., for review and recommendation of national award winners. Winners will be selected by the SBA Administrator, based on the recommendations of a panel of judges comprised of federal employees.

What are the evaluation/selection criteria for these awards?

For a public official nominee:

1) Took quick, proactive steps to establish calm in the aftermath of the disaster.
2) Functioned as an organized and focused leader, communicating effectively with local and federal emergency responders while coordinating rescue and recovery efforts.
3) Gave selflessly of his/her time, energy, and skills to protect and reassure the public.
4) Deeply involved in the long-term recovery and future disaster preparedness of the community.
5) Effectively utilized disaster preparedness and readiness measures.

For a volunteer nominee:

1) Took the initiative, in the face of their own losses and/or risk, to coordinate the gathering and distribution of food, water, clothing, cleaning supplies, and other survival essentials to disaster victims.
2) Creatively used their own resources toward providing assistance to those in need.
3) Reached out to local media, elected officials, and those not affected by the disaster to expand the circle of recovery support.
4) Selflessly, consistently and tirelessly worked to help as many disaster victims as possible to the take the first steps toward rebuilding their lives.

Dwight D. Eisenhower Award for Excellence

Who is eligible to be nominated for this award?

This award recognizes large prime contractors that have documented excellence in their utilization of small businesses as suppliers and subcontractors. If a compliance review has been conducted in the past three years, the rating(s) received may not be less than outstanding. 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 in any of the five categories within the past three years are not eligible for nomination. For more information, contact the nearest Government Contracting Area Office.

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. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1) Nominations for the Dwight D. Eisenhower Award for Excellence must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the large prime contractor's headquarters is located; or

2) Nominations may be submitted via the online nominations portal on http://awards.sba.gov.

What is the deadline for nominations?

All **nominations submitted to the Government Contracting Area Office** in which the large prime contractor's headquarters is located must be postmarked or hand delivered no later than 3:00pm CT, January 11, 2016. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 2:00pm CT, January 11, 2016.

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal;

2) A completed nomination form (SBA Form 3308, Dwight D. Eisenhower Award for Excellence) which is available through SBA district offices and the online nominations portal;

3) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable;

4) 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).

What are the evaluation/selection criteria for these awards?

1) Summary Subcontract Report(s) for the most recently concluded fiscal year must reflect maximum practicable opportunity for all small business concerns including all socioeconomic categories.

2) A five-year small business trend analysis.

3) Effectiveness of the small business liaison officer and demonstrated management support of the small business program.

4) Small business outreach during the preceding fiscal year

5) Assistance to small businesses concerns (including all socio-economic categories) during the past two years, including technical, managerial, financial, participation in a mentor protégé program, etc.

6) Other small business award recognitions during the past three years.

7) Market analysis or research used including the System for Award Management's (SAM) Dynamic Small Business Search Engine, and use of SUB-Net for publication of subcontracting opportunities.

8) Nomination of firms under the Small Business Subcontractor of the Year Award Program in the three previous fiscal years.

What are the selection procedures for these awards?

Following determination of eligibility by the appropriate Government Contracting Area Offices, nomination packages will be forwarded to the Office of Government Contracting, Washington, D.C., for review and recommendation of national award winners in each category. The SBA Administrator will select the winners based, but not restricted to, on the recommendations of a panel of judges comprised of federal employees.

8(a) Graduate of the Year Award

SBA will make the 8(a) Graduate of the Year Award to a formerly certified 8(a) Business Development Program participant that had been **graduated from the 8(a) Program for at least one year as of April 1, 2015**. The firm does not have to currently be a small business.

Who is eligible for the National 8(a) Graduate of the Year Award?

1) Nominees must be residents of the United States or its territories and will be subject to background checks.

2) Firm must have a demonstrated history of successful performance on 8(a) contracts while in the 8(a) Business Development Program.

3) Companies and/or their principal owner(s) must not appear on the suspended or debarred list as published at www.sam.gov.

4) Firm must still be primarily owned, managed, and controlled by the person(s) whom 8(a) eligibility was based at the time of participation.

5) The firm must show reduced reliance on 8(a) contracts; the most recent fiscal year-end financial statement must reflect non-8(a) sales of 50% or more of total sales.

6) Businesses owned and operated by nominees must comply with federal civil rights laws.

7) If nominee or nominee's firm has an SBA loan, payment record must be satisfactory and the loan must be current and in good standing.
8) Firm must be in satisfactory financial condition (i.e. financial capability: sufficient capitalization, financial performance, bonding capacity, manageable debts). Applicants are ineligible if it is found that the firm, or any of its principals, has failed to pay Federal financial obligations.
9) For government contracts, the nominee must have performed satisfactorily on all contracts, and have had no terminations for default.
10) Before SBA publicly announces any awards, nominee must be cleared by the SBA's Office of Inspector General and EEO/CR offices.
11) The nominee must be a formerly certified 8(a) Business Development Program participant that graduated from the 8(a) Program for at least one year as of April 1, 2015.
12) The firm does not have to be a small business.

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 8(a) Graduate of the Year award. Individuals may self-nominate for the 8(a) Graduate of the Year award. Individuals may not be nominated for more than one National Small Business Week 2016 award category. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1. Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located; or

2. Nominations may be submitted via the online nominations portal on http://awards.sba.gov.

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered.

All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal;

2) A completed nomination form (SBA Form 3309, 8(a) Graduate of the Year Award) which is available through SBA district offices and the online nominations portal;

3) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable;

4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.

What are the evaluation/selection criteria for the 8(a) Graduate of the Year Award?

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

1) Management
   - Overall Qualifications/Expertise of Management
   - Customer Interface (Customer Engagement)
   - Response to adversities, obstacles, etc. to achieve the present level of success

2) Exceptional Results/Special Achievements
   - Deliverables in line with or exceeding contract requirements
   - Exceptional past performance record; and description of exceptional results and/or delivery performance that makes this company a valued product/service provider
   - Awards and Recognition

3) Cost Performance Financial Stability and Credit Worthiness
   - Value Engineering Change Proposals (Performance Adjustments)
   - Increase in sales, net profit and net worth Growth in full-time employees

4) Innovation
   - Specific description of innovation or unique/superior product or service
   - Explanation of how the product or service fills a niche or technical need not being adequately addressed by the competition

5) Economic engagement of the disadvantaged community
   - Use of minority firms as suppliers, subcontractors, etc.
   - Noted recruitment and employment of socially disadvantaged personnel
   - Participation in community projects and charitable affairs

What are the selection procedures for this award?

SBA will make 8(a) Graduate awards to eligible small businesses at the District, Regional, and National level. Winners at each level will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees.

Nomination packages for each state winner will be sent to the appropriate regional SBA office and prepared for transmittal to the SBA's Office of Government Contracting and Business Development for review. The National 8(a) Graduate of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of the panel of judges of federal employees. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

SBA Resource Partner Awards

Small Business Development Center Excellence and Innovation Award

This award honors a Small Business Development Center (SBDC) Service Center for excellence in providing value to small businesses from diverse backgrounds 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, may nominate an SBDC Service Center for this award. Lead SBDC Centers may nominate SBDC Service Centers in their network. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1) Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located; or

2) Nominations may be submitted via the online nominations portal on http://awards.sba.gov.

What is the deadline for nominations?

All nominations for the Small Business Development Center Excellence and Innovation Award submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located must be postmarked or hand delivered to the appropriate SBA District Office no later than 3:00 pm ET, January 11, 2016. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00 pm ET, January 11, 2016.

What information must the nomination package contain?

Nominations must contain the information required below. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

1) A completed background form (SBA Form 3300, Award Nominee Background Form) for the Center director which is available through SBA district offices and the online nominations portal. The Center director may also include completed background forms for individual Center employees, as applicable;

2) A completed nomination form (SBA Form 3310, Small Business Development Center Excellence and Innovation Award) which is available through SBA district offices and the online nominations portal;

3) An original 8” x 10” or 5” x 7” photo of the SBDC director or a digital photo – at least 300 dpi is required; photocopies are not acceptable.

4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the

appropriateness of the nomination (supporting documentation must not exceed 10 pages. Videos will not be considered.

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 long-term counseling 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, including startups, 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 - limited to 4 total).

- Recognized by the local SBA district office as a champion for SBA products and services including effective amplification of the SBA mission and priorities and strong education efforts about the SBA and its programs to small businesses.

Good Standing: SBDC must be in good standing with SBA. This includes but is not limited to having no outstanding examination or review findings.

What are the selection procedures for this award?

Small Business Development Center Award winners will be selected at the State and National levels. 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. State level winners will be selected by a panel of judges that may be comprised of both SBA employees and non-federal employees.

Nomination packages for each State level 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 Excellence and Innovation Award of the Year winner will be selected by the SBA Administrator from the State winners based on, but not restricted to, the recommendations of the Agency's National SBDC Advisory Board, whose members are appointed by the SBA Administrator.

Women's Business Center of Excellence Award

This award honors a Women's Business Center (WBC) for its excellence and innovation in assisting diverse women entrepreneurs by providing a wide variety of training and counseling. The award should focus on the work of the WBC and not on the host organization or the women's business center director. Organizations hosting multiple WBC grants may submit separate nominations for each WBC.

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. Individual WBCs may not be nominated for more than one National Small Business Week 2016 award category. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1) Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located; or

2) Nominations may be submitted via the online nominations portal on http://awards.sba.gov.

What is the deadline for nominations?

All nominations for the Women's Business Center of Excellence Award must be postmarked or hand delivered no later than 3:00 pm ET, January 11, 2016. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and online nominations portal.

2) A completed nomination form (SBA Form 3312, Women's Business Outreach Center of the Year Form) which is available through SBA district offices and the online nominations portal;

3) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other 31 evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.

4) A statement by the WBC Director that the Center is in compliance with the Notice of Award.

5) An original 8" x 10" or 5" x 7" photo of the nominated WBC's Center Director or a digital photo – at least 300 dpi; photocopies are not acceptable.

What are the evaluation/selection criteria for this award?

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

1) **Smart, Bold and Accessible:** The nomination should demonstrate how the WBCs is being Smart, Bold and Accessible in delivering services to clients. This should be included in the business profile, but should also be addressed in the nomination letter.

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 women's entrepreneurship and the overall small business community.

4) **Develops:** Partners with a variety of local, state and other entities (including SBDCs and SCORE) to grow the program through unique collaborations that not only bring in monetary matching funds but also help market the WBC. Recognized by the local SBA district office as a champion for SBA products and services including effective amplification of the SBA mission and priorities and strong education efforts about the SBA and its programs to small businesses.

5) **Collaborates:** Recognized by the local SBA district office as a champion for SBA products and services including effective amplification of the SBA mission and priorities and strong education efforts about the SBA and its programs to small businesses.

Good Standing: Center must be in good standing with the SBA. This includes but is not limited to having no outstanding examination or review findings.

What are the selection procedures for this award?

The National Women's Business Center for Excellence Award of the Year recipient will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges that may be comprised of both SBA employees and non-federal employees. 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.

Veterans Business Outreach Centers Excellence in Service Award

This award honors the Veterans Business Outreach Centers (VBOCs) for excellence in providing value to veterans and the veteran small business community by increasing the number of small businesses owned and controlled by veterans. The award should focus on the work of the VBOC and not on the host organization or the VBOC director.

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. Individual VBOCs may not be nominated for more than one National Small Business Week 2016 award category. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

1) Nominations may be submitted to the Office of Veterans Business Development of the U.S. Small Business Administration, 409 3rd St, SW, Washington, DC 20416, Attn: Associate Administrator; or

2) Nominations may be submitted via the online nominations portal on http://awards.sba.gov.

What is the deadline for nominations?

All nominations for the Veterans Business Outreach Centers Excellence in Service submitted to the Office of Veterans Business Development must be postmarked or hand delivered no later than 3:00 pm ET, January 11, 2016.

All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00 pm ET, January 11, 2016.

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed.

A complete nomination package must include:

1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and online nominations portal;

2) A completed nomination form (SBA Form 3311, Veterans Business Outreach Center Excellence in Service Award) which is available through SBA district offices and the online nominations portal;

3) An original 8” x 10” or 5” x 7” photo of the nominee’s executive director or a digital photo – at least 300 dpi is required; photocopies are not acceptable.

4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages. Videos will not be considered.

What are the evaluation/selection criteria for this award?

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

V – Veterans

- Provides entrepreneurship training and counseling to veterans and military spouses. Including, but not limited to, participation in the following programs; Boots to Business, Boots to Business-Reboot, Hiring Our Heroes and the Yellow Ribbon Reintegration Program.

B – Business

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

O – Outreach

- Collaborates with the local SBA District Office, SBA Resource Partners and economic development organizations to ensure veterans have access to the most current information and resources. This success is demonstrated through co-sponsorship agreements, strategic alliances, partnerships and co-branding of events.

C – Champions

- Acknowledged by local and regional veteran service organizations, federal, state, and local government agencies based on the wide dispersion of veteran/reservists groups, VBOCs educate on the full-range of business/technical assistance programs and tools the agency offers; in addition to the centers' penetration within the veteran business communities through their successful marketing and external communication strategies used to promote the VBOC program.

Good Standing: VBOC must be in good standing with SBA. This includes but is not limited to outstanding examination or review finding.

What are the selection procedures for this award?

The Veterans Business Outreach Centers Excellence in Service Award winner will be selected at the national level. Nomination packages will be sent to the SBA's Office of Veterans Business Development and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The national winner will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges that may be comprised of both SBA employees and 29 non-federal employees. Non-federal individuals serving as judges must sign a conflict of interest/non-disclosure certification.

SBA Lender Awards

Jody C. Raskind Lender of the Year

The Jody C. Raskind Lender of the Year Award is presented to a mission-focused lender (Mission Lender) that has demonstrated extraordinary commitment to the creation, growth and expansion of small businesses in underserved markets with a demonstrable impact on the communities it serves.

Who is eligible to be nominated for this award?

To qualify, the mission lender must be a participant in two or more of the following economic development loan or grant programs: SBA's Microloan Program, Community Advantage Program, CDC/504 Loan Program, Intermediary Lending Pilot Program (ILPP,) and/or PRIME. Alternatively, the Mission Lender could be a participant in one of these programs and be a Department of Treasury-certified Community Development Financial Institutions (CDFI).

Additionally, the Mission Lender must have made a minimum of 10 loans in either, or some combination of, the SBA Microloan, ILPP or Community Advantage Loan Programs during the fiscal year. Having met the minimum criteria, the award will be based upon the number of loans made and the relative impact the particular Mission Lender has had on the communities it serves based on the judgment of the reviewing panel.

All lenders that have met the minimum requirements for consideration for the award will be asked to submit a model exemplary transaction and/or interaction with a small business(s) they have served during the fiscal year which they feel best epitomizes their organization's mission, goals and community served.

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 Jody C. Raskind Lender of the Year award. Lending institutions may self-nominate. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted via email to OEO@sba.gov.

What is the deadline for nominations?

All nominations for Jody C. Raskind Lender of the Year Award must be emailed no later than 3:00 pm ET, January 11, 2016.

What information must the nomination package contain?

All lenders that have met the minimum requirements for consideration for the award will be asked to submit a model exemplary transaction or interaction with a small business(s) they have served during the Fiscal Year which they feel best epitomizes their organization's mission, goals and impact on its respective community.

1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and online nominations portal.

2) A completed nomination form (SBA Form 3313, Jody C. Raskind Lender of the Year) which is available through SBA district offices and the online nominations portal;

3) An original 8” x 10” or 5” x 7” photo of the nominated Lender or a digital photo – at least 300 dpi is required; photocopies are not acceptable.

4) No more than 3 photographs or charts deemed significant by the nominator as evidence of the appropriateness of the nomination.

What are the evaluation/selection criteria for this award?

- Portfolio performance and OCRM Risk Rating;
- Satisfactory SBA compliance record; and
- Scoring/recommendation by SBA’s Underserved Market Coordinating Committee
- Number of loans approved/made
- The Mission Lender’s demonstrated commitment to the creation, growth and expansion of small businesses in underserved markets and their impact on the communities they serve based on the submitted narrative via the nomination form

What are the selection procedures for this award?

SBA’s Underserved Market Coordinating Committee will utilize the descriptions provided by the Mission Lender/District Office, as well as data provided by SBA’s Office of Performance Systems Management and Office of Credit Risk Management, to provide a recommendation to SBA’s Office of Capital Access (OCA). SBA’s Administrator will make the final award decision based on, but not restricted to, the recommendation of the SBA’s Office of Capital Access.

Small Business Investment Company of the Year

Small Business Investment Company of the Year Awards are presented to the Small Business Investment Company (SBIC), licensed pursuant to Section 301 of the Small Business Investment Act of 1958, that has used the SBA Debenture program to enhance access to capital for America's small business.

Who is eligible to be nominated for this award?

Only SBIC funds that have at least three years of operating history, are in good financial and regulatory standing, and have submitted their latest required annual Form 468 will be considered for the award. Portfolio entities are not eligible. More than one SBIC may be selected for the award.

Who may submit nominations for this award?

SBA will solicit nominations from the SBIC community, including portfolio companies and service providers, although anyone may submit nominations. SBA employees cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted by email to SBIC@sba.gov.

What is the deadline for nominations?

All nominations for the SBIC of the Year must be emailed no later than 3:00pm ET on January, 5, 2016.

What information must the nomination package contain?

Nominations submitted to the Office of Investment of the U.S. Small Business Administration must be emailed to SBIC@sba.gov prior to 3:00 pm ET January 11, 2016.

Incomplete nomination packages will not be considered.

All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include:

1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and online nominations portal.

2) A completed nomination form (SBA Form 3314, Small Business Investment Company of the Year) which is available through SBA district offices and the online nominations portal;

3) An original 8" x 10" or 5" x 7" photo of the nominated Lender or a digital photo – at least 300 dpi is required; photocopies are not acceptable;

4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other 35 evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.

What are the evaluation/selection criteria for this award?

The selection will be based on the fund's overall performance, not just relative to other SBICs but the broader industry within the lower middle market; including:

- Demonstrated commitment to supporting the growth and expansion of small businesses, including but not necessarily limited to job creation and retention, penetration in underserved markets, and commitment to communities served.

- Commitment not just to financial return on investment, but to public focus and wellbeing. Although the entire body of work of the SBIC will be considered, this might also be demonstrated by a specific achievement reflecting positively upon the program and the Agency.

- The SBIC managers should describe how the fund's participation directly added value to a small concern. For example, has the SBIC been able to attract other sources of capital with which to partner in order to provide a small concern additional equity, senior debt or subordinated debt and thus more financing capacity? Or, has the SBIC contributed as a board member in a manner that helped a small concern come up with new products or processes?

- Positive working relationship with SBA and a clean compliance record.

- Although multiple fund history is not a requirement, a commitment to small businesses by the fund managers over an extended period can be advantageous in the process.

- Quantitative criteria:

    - Fund performance
    - Longevity (in the SBIC Program)
    - Size (by private capital commitment)
    - Amount invested
    - Number of companies financed
    - Number of jobs sustained and created

- Qualitative criteria:

    - Fit with the SBA mission
    - Community involvement
    - Service to underserved markets

What are the selection procedures for this award?

The winning SBIC(s) will be chosen by the SBA Administrator based on, but not restricted to, the recommendations of a panel of senior employees within the SBA Investment Division based upon the criteria listed below and will include input from the appropriate analyst within the Office of SBIC Operations.

SBA South Central Region Awards

Small Business Awards

1. Young Entrepreneur of the Year
2. Family-Owned Business of the Year
3. Entrepreneurial Success Award

Small Business Champion Awards

4. Financial Services Champion of the Year
5. Home-Based Business Champion of the Year
6. Minority Small Business Champion of the Year
7. Veteran Small Business Champion of the Year
8. Women in Business Champion of the Year

SBA will make the above referenced awards to eligible small businesses at the District and Regional level.

Small Business Awards

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, 2016.

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.

Family-Owned Business of the Year

This award honors a family-owned and operated business which has been passed on from one generation to the next. 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**.

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.

Entrepreneurial Success Award

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

Evaluation/selection criteria for the SBA Entrepreneurial Success award:

1. **Staying power** — a substantiated history as an established business; including:
    a. Number of years in business; minimum three years.
    b. Sustained expansion, addition of territories, growth in square footage occupied.
    c. Steady growth in net worth as evidenced by total assets less total liabilities on calendar year end annual balance sheets for 2012, 2013 and 2014.

2. **Growth in number of employees** — a benchmark to judge the impact of the business on the job market.
    a. Sustained over a minimum of three years.
    b. Increase over the three years must be in excess 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 calendar years 2012, 2013 and 2014.

4. **Current and past financial performance** — financial reports substantiate an improved financial position of the business.
    a. Profit-and-loss statements for the last three years, reflecting sustained upward growth.
    b. Balance sheets for calendar years 2012, 2013 and 2014, 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.

Who is eligible to be nominated for these awards?

To be nominated to 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. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks.

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 this award. Individuals may not be nominated for more than one National SBW 2016 award category. Individuals may self-nominate for this award. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered. **All evaluation/selection criteria listed above for the award category must be specifically addressed.**

A complete nomination package will include:

1) A completed background form (**SBA Form 3300, Award Nomination Background Form**) which is available through SBA district offices and the online at **http://awards.sba.gov** . For "team" nominations, a background form is required for each team member;

2) Contact information: **Lead Nominee's name**, title, business name, business address, phone, email. **Nominator Information** (unless you are nominating yourself): nominator's name, title, address, phone, email

3) A brief biography of the nominee, **not to exceed one page**. For "team" nominations, a biography is required for each team member;

4) A business profile that includes a description of the nominee's business and **information to support the evaluation/selection criteria** listed above.

5) The nominee's financial performance in the following format:

Financial Summary			
Year	**2012**	**2013**	**2014**
Number of Employees			
Total Sales			
Net Profit (Before Tax)			
Total Assets			
Total Liabilities			
Net Worth			

Based on the financial chart provided above, please explain in more detail the business's year to year changes in financial health (e.g. sales, net profit, net worth) and number of employees.

6) 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 10 pages). Videos will not be considered;

7) 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. For "team" nominations, a group photo is acceptable

Small Business Champion Awards

Eligibility and Evaluation Criteria

To be nominated and receive one of these awards, the small business nominee must fit within the category of the award. Each of the above Small Business Champion awards will be rated based on the specific evaluation criteria listed below:

Financial Services Champion of the Year

An individual who assists 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.

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. Measurable accomplishments through the advocacy efforts of the financial services or accounting industries to advance small business interests.

Home-Based Business Champion of the Year

An individual who has experienced the rewards and difficulties of owning a home-based business and has volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be current small business owners.

1. Volunteer efforts to improve the conditions for home-based businesses.
2. 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

An individual who has fulfilled a commitment to the advancement of small business opportunities for minority business owners may be nominated. Nominees may or may not be small business owners.

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. Volunteer efforts to provide 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

An individual who has fulfilled a commitment to the advancement of small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

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

An individual who has fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

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.

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. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Individuals may not be nominated for more than one 2016 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. Nominations may be emailed or hand delivered to the District Office. **These awards will not be submitted via the online portal.**

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

1) A completed background form (**SBA Form 3300, Award Nomination Background Form**) which is available through SBA district offices and the online at http://www.awards.sba.gov. For "team" nominations, a background form is required for each team member;

2) Contact information: **Lead Nominee's name**, title, business name, business address, phone, email. **Nominator Information** (unless you are nominating yourself): nominator's name, title, address, phone, email

3) A brief biography of the nominee, **not to exceed one page**. For "team" nominations, a biography is required for each team member;

4) A business profile, if applicable, that includes a description of the nominee's business and **information to support the evaluation/selection criteria** listed above.

5) 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 10 pages). Videos will not be considered;

6) 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. For "team" nominations, a photo is required for each team member.

What are the selection procedures for these awards?

The SBA Small Business Champions will be selected at the district level by a panel of judges. District winners will be forwarded to judging at the Regional level. The Regional winners will be announced during National Small Business Week.

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