



U.S. Small Business
Administration

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SUPPLEMENTAL MEMORANDUM IN SUPPORT OF NATIONAL SMALL BUSINESS WEEK

SBA Nevada District Office Awards:

(Winners of all award categories below will receive recognition at the local level only.)

To be nominated and receive one of the following local awards, the nominee(s) must be located within the state of Nevada, fit within the category of the award, and complete and submit the required nomination package. demonstrate success in business and complete and submit the required nomination package information. **Nomination guidelines for District Office Awards can be found at [National Small Business Week](#). *Incomplete packages will not be accepted.**

Local Small Business Award Categories:

All nominees for these categories must meet the general eligibility nomination criteria; must be a legal resident of the United States or its Territories, and submit the complete nomination package listed, and will be judged on the listed evaluation/selection criteria (see below).

Minority Small Business of the Year:

Any small business at least 51% owned and operated by one or more ethnic minority, that have received SBA assistance and been in business for at least three years may be nominated.

Family-Owned Small Business of the Year:

Any small business that is family-owned and operated that has received SBA assistance and been in business for at least three years may be nominated.

Veteran Owned Small Business of the Year:

Any small business at least 51% owned by a veteran(s) of the U.S. armed forces which has received SBA assistance and has been in business for at least three years may be nominated.

Woman Owned Small Business of the Year:

Any small business at least 51% owned and operated by one or more woman which has received SBA assistance and has been in business for at least three years may be nominated.

Rural Owned Small Business of the Year:

Any small rural business that has received SBA assistance and has been in business for at least three years may be nominated.

Micro Enterprise Business of the Year:

Any microenterprise business with five or less employees that has received SBA assistance and has been in business for three years may be nominated.

Young Entrepreneur of the Year:

Any small business, at least 51% owned and operated by one or more individuals that are 30 or who will not have reached the age of 30 by June 1, 2023, that has received SBA assistance and has been in business for at least three years may be nominated.

Entrepreneurial Spirit of the Year:

Any individual or company in Nevada who best demonstrates a pattern of promotional support to entrepreneurial activities and small businesses in the state. Nominees may or may not be small business owners may be nominated.

Legacy Small Business of the Year:

Any individual or partners who own a small business, which has increased sales, profits, and employees, and has been in business for at least twenty-five years. Business must have received Small Business Administration assistance.

Where are the nominations to be sent?

All nominations must be submitted electronically to the U.S. Small Business Administration BOX account in the state or territory where the nominee is located. BOX account information is available at [National Small Business Week Awards](#).

When is the deadline for nominations?

3:00 p.m. ET, December 8, 2022.

SBA will make the above referenced awards to eligible small businesses at the Nevada District level only. Awardees selected for Nevada Small Business Person of the Year and Exporter of the Year will be forwarded for National competition.

District Office Awards

Nominees will compete for the District Office Award(s) within an SBA District Office. Nominees must demonstrate success in business as well as contributions to their local communities.

Who is eligible to be nominated for this award?

Nominees for this award must meet the following eligibility requirements. Consult your nearest SBA district office if you have questions.

- 1) Any legal resident of the United States or its Territories 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 (4).

Who is NOT eligible to be nominated for this award?

- 1) Individuals or teams who own or operate a business defined as “other than small” (i.e., large businesses) for its primary industry under the applicable SBA size standards or
- 2) Individuals or firms who are currently suspended or debarred by the Federal government.

Who may submit nominations for this award?

- 1) Individuals or organizations dedicated to the support of the small business community in the United States such as trade and professional associations and business organizations, may submit nominations.
- 2) Individuals may self-nominate.

Where are the nominations to be sent?

All nominations must be submitted electronically to the U.S. Small Business Administration district office BOX account in the state or territory where the nominee is located. BOX account information is available at www.sba.gov/nsbw. Nominations should be scanned and submitted as one full document. Photo should be submitted as a separate attachment.

When is the deadline for nominations?

3:00 p.m. ET, December 8, 2022

What information must the nomination package contain?

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

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at www.sba.gov/nsbw. For “team” nominations, a background form is required for each team member;
- 2) A completed authorization, grant & release of materials form which is available at www.sba.gov/nsbw. For “team” nominations, a release form is required for each team member.

- 3) A completed nomination form (SBA Form 3315, District Office Award) which is available at www.sba.gov/nsbw;
- 4) 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. For “team” nominations, a photo of each nominee or group photo is acceptable.; and
- 5) Additional 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?

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

- 1) Business’ staying power, growth in employees, increase in sales, improved financial position, and innovativeness of product or service offered;
- 2) Contributions to community— evidence of the use of his/her personal time and resources to contribute to its community; and
- 3) Additional criteria to be determined by the individual District Office.

What are the selection procedures?

The District Office Award will be selected by the appropriate District Director based on, but not restricted to, the recommendations of the panel of judges of federal or non-federal employees.