



U.S. Small Business  
Administration

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## **SUPPLEMENTAL MEMORANDUM IN SUPPORT OF NATIONAL SMALL BUSINESS WEEK**

### **SBA Rhode Island District Office Awards:**

To be nominated and receive one of the following local awards, the small business nominee must fit within the category of the award, demonstrate success in business and complete and submit the required nomination package information including completing the SBA District Office Award Form.

**Nomination guidelines and all forms for District Office Awards can be found at [National Small Business Week](#). \*Incomplete packages will not be accepted.**

#### **Jeffrey Butland Family-Owned Small Business of the Year:**

Any small business that is family-owned and operated, with a 15-year track record that has been passed on from at least one generation to another. Nominee must demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020, 2021); Innovativeness of product or service offered; contributions to community-oriented projects; response to adversity; volunteer efforts to strengthen family-owned businesses within the community; and increased employment opportunities for family members.

#### **Minority Small Business Owner:**

Any individual who qualifies as a minority and who owns at least 51% and operates a small business may be nominated. Nominee must demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020, 2021); Innovativeness of product or service offered; Contributions to community-oriented projects; Response to adversity; and Volunteer efforts to advance minority business interests within the community.

#### **Veteran Small Business Owner:**

Any individual(s) who owns at least 51% and operates a small business and is a veteran of the U.S. armed forces may be nominated. Nominee must demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020, 2021); Innovativeness of product or service offered; contributions to community-oriented projects; response to adversity; volunteer efforts to advance veteran business interests within the community; and increased employment opportunities for veterans.

#### **Woman Small Business Owner:**

Any woman/women who owns at least 51% and operates a small business may be nominated. Nominee must demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020 and 2021); Innovativeness of product or service offered; Contributions to community-oriented projects; Response to adversity; and volunteer efforts to advance woman business interests within the community.

**Microenterprise:**

Any individual(s) who founded, owns, and operates a business with 5 or fewer employees (including the owners). Partners who jointly own and operate the business may be nominated as a “team”, so long as the number of individuals in the team does not exceed four. Nominee must demonstrate: Staying power; Increase in sales over 3 years (2019, 2020 and 2021); Innovativeness of product or service offered; Contributions to community-oriented projects; Response to adversity; and Demonstrated creativity and/or commitment to a social mission in hiring policy, buying local, etc.

**Young Entrepreneur:**

Any individual(s), under the age of 30 by June 1<sup>st</sup> 2023, who owns at least 51% and operates a small business may be nominated. Nominee must demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020, 2021); Innovativeness of product or service offered; Contributions to community-oriented projects; and Response to adversity.

**Small Business Manufacturer:**

Any small business manufacturer may be nominated. Nominee must demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020, 2021); Innovativeness of product or service offered; Contributions to community-oriented projects; Response to adversity; and Demonstrated creativity and/or commitment to a social mission in hiring policy, buying local, etc.

**Homebased Business Owner:**

Any small business operated out of a home office location may be nominated. Nominee must demonstrate: Staying power; Increase in sales over 3 years (2019, 2020, 2021); Innovativeness of product or service offered; Contributions to community-oriented projects; and Response to adversity.

**Financial Services Champion:**

Any Individual who assists small businesses through advocacy to increase usefulness and availability of accounting or financial services. Nominee must respond to the following criteria: Outside of regular business duties, the amount and quality of assistance given to small businesses in obtaining financing; Advocacy of changes in the financial services industry to assist small firms; Encouragement of the flow of investment capital to small ventures; Active support for legislative or regulatory action designed to help small firms; and Other significant contributions made by the nominee through financial services or accounting industry to advance small business interests.

**Where are the nominations to be sent?**

All nominations must be submitted electronically to the U.S. Small Business Administration Rhode Island 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 Rhode Island District level only. Awards for 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](http://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](http://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](http://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](http://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.