

# Nominator's SBA Award Guide

This document is intended to guide you through creation of a *Small Business Administration Small Business Week Award* nomination package. Each page constitutes a **required section** of the award package and explains the required details.

It is recommended you print this guide in its entirety and use each page as a guide for assembling the award package. Your SBA district office personnel will assist you through the process for submission. Please submit the original plus a copy of the entire package.

Your Small Business Week Award contacts at the  
Boise District Office are:

Larry Demirelli  
Business Opportunity Specialist

(208) 334-9004 x329

[larry.demirelli@sba.gov](mailto:larry.demirelli@sba.gov)

&

Gregory Yerxa  
Lender Relations Specialist

(208) 334-9004 x345

[gregory.yerxa@sba.gov](mailto:gregory.yerxa@sba.gov)

# Cover Sheet

**Nominee's Full Name**

**Title**

**Business Address, Home Address, Telephone,  
Fax, E-Mail**

**Award Name**



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**Nominator's Full Name**

**Title**

**Business Address, Telephone, Fax, E-Mail**

**Single Paragraph Description of Nominee's Business  
(if applicable)**

# SBA Form 3300

The Small Business Administration “Award Nomination Form” (SBA Form 3300) is **to be completed by each individual included in an award nomination.**

For example a family owned business award nomination package with *three* owners would contain *three* SBA Form 3300’s detailing each individual.

The SBA Form 3300 may be downloaded [here](#) at [www.sba.gov/content/award-nomination-form](http://www.sba.gov/content/award-nomination-form)

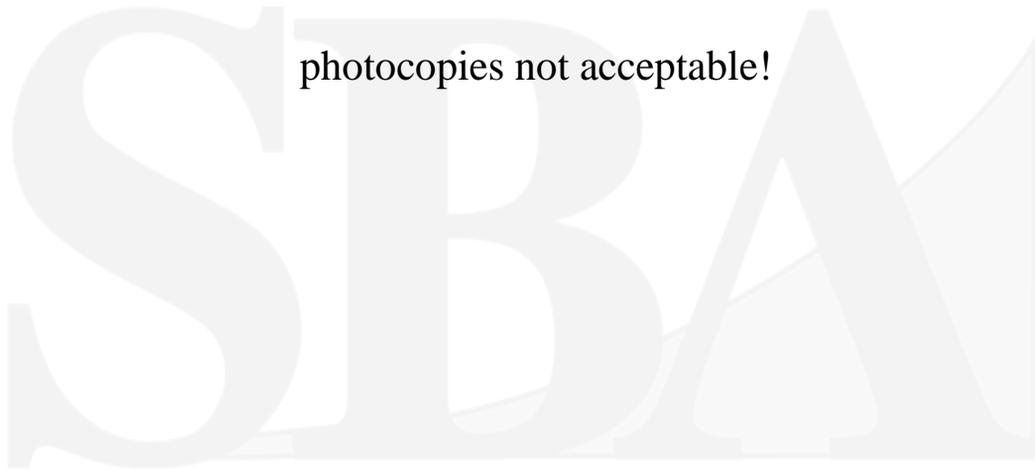
United States of America SMALL BUSINESS ADMINISTRATION  Award Nomination Form		Please Read Carefully - Print or Type	
 1. State name in full, if no middle name, state (NMN), or if initial only, indicate initial. List all former names used, and dates each name was used. Use separate sheet if necessary. First _____ Middle _____ Last _____		This form must be completed by: (1) Each individual nominated for an award (2) All Members of teams nominated for an award (3) The official representative of a small business nominated for an award  The completed form must be submitted with the nomination package as noted in the award guidelines. Answer each question as fully as possible; if it is not applicable, state N/A. Use additional sheets if necessary.	
2. Name and Address of small business company Firm Name : _____ Street : _____ City, State and Zip Code: _____ Business Telephone No. (include A/C): _____ Cell No. (include A/C): _____ Fax No. (include A/C): _____ E-Mail Address: _____ Job Title: _____		Amount and date of financial assistance received or applied for (if applicable) _____ File No. (if known) _____	5. Give the percentage of ownership or stock owned in the small business _____
3. Present residence address: From: _____ To: _____ Address: _____		6. Date of Birth (Month, Day, and Year) _____	7. Place of Birth (City & State or Foreign Country) _____
		8. U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO If No, are you a Lawful Permanent resident alien: <input type="checkbox"/> YES <input type="checkbox"/> NO If non-U.S. citizen provide alien registration no.: _____	9. Congressional District: _____
<b>IT IS IMPORTANT THAT THE NEXT THREE QUESTIONS BE ANSWERED COMPLETELY. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER, AN UNTRUTHFUL ANSWER WILL CAUSE YOUR NOMINATION TO BE DENIED.</b> <b>IF YOU ANSWER "YES" TO 10, 11, OR 12, FURNISH DETAILS ON A SEPARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, WHETHER MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION.</b>			
10. Are you presently under indictment, on parole or probation? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate date parole or probation is to expire.) _____			

# Nominee Photo

An original 8"x 10" or 5" x 7" photo of the nominee(s)

300 dpi minimum

photocopies not acceptable!



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# Additional Photos

Four to five additional photos of the nominee's company such as employees at work and business operations.



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# Nomination Letter

A nomination letter consisting of a concise statement of the qualities and performance of the nominee that merit the award. Written by the nominating individual on their letter head, the letter should explain and defend the nominee's selection for the award. A description of the relationship between the nominee and nominator as well as additional background information supporting the nominee are encouraged.

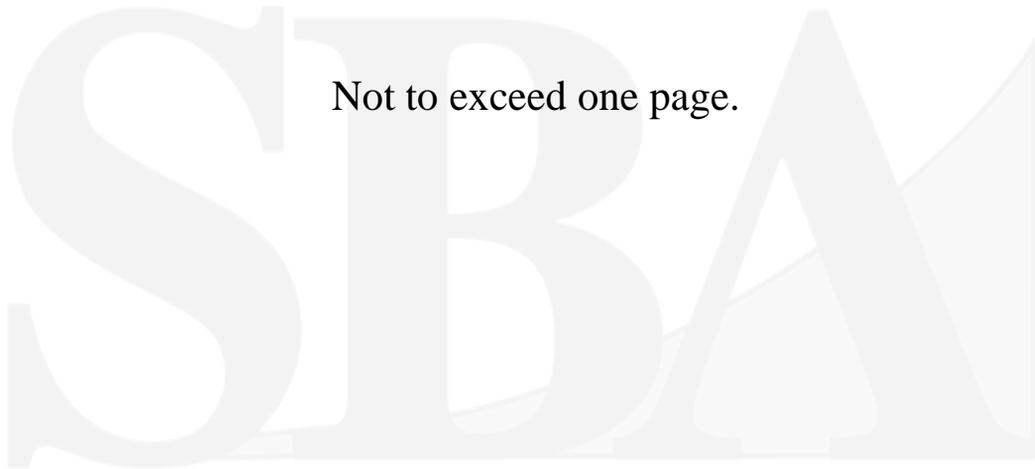
Not to exceed four pages.

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# Nominee Biography

A one page business biography highlighting the nominee as it pertains to the award they are nominated for. The biography should focus on selection and evaluation criteria as well as intangibles that otherwise add to the nominee's nomination.

Not to exceed one page.



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# Nominee Business Profile

Brief statement of the business and its business environment.

Historical information of note including but not limited to evolution of the business, other award nominations and awards pertinent to the current award.

Facts and Figures regarding the business including but not limited to the number of people employed, markets served and annual business levels. Also include the **number of employees for the past three years at a minimum.**

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# Business Financials

**ONLY required for “Small Business Person of the Year”, “Exporter”, “Young Entrepreneur” and “Family-Owned Business” awards.**

Financial statements for the last **three complete years** including balance sheets, income statements and other relevant reports. Interim financial information for the most recent period may also be included.

Formatted to 8.5” x 11” landscape or portrait orientation and not to exceed 12 pages.

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# Supporting Documents

Include any supporting documents or information here including:

- Press coverage
- Third person letters of recommendation
- Industry awards
- Other evidence in support of the nomination

Not to exceed 10 pages – print only (no multimedia)

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# SBA Form 2137

The Small Business Administration form  
“Small Business Week Consent for Disclosure of Information”  
(SBA Form 2137) is to be **completed by a nominee.**

The SBA Form 2137 may be downloaded [here](http://www.sba.gov/content/small-business-week-consent-disclosure-information) at  
[www.sba.gov/content/small-business-week-consent-disclosure-information](http://www.sba.gov/content/small-business-week-consent-disclosure-information)

SMALL BUSINESS WEEK  
CONSENT FOR DISCLOSURE OF INFORMATION

The undersigned herewith agrees and consents to the disclosure by the Small Business Administration (SBA) of the information in its file concerning his/her nomination for the Small Business Person of the Year, Advocate of the Year, or Special Award winners (Phoenix Award) to those persons chosen by the SBA as judges for these awards.

This consent is given with the understanding that disclosure shall be limited to the information contained in that file, and that no disclosure shall take place after the selection of the Small Business Person of the Year and Advocate and Special Award winners is made.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Exports

List of the products exported and the markets served.

**Only required for “Small Business exporter of the Year”**



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# Award Criterion Responses

Brief detailed responses to the individual award criterion listed in the provided award documentation. For each criterion provide amplifying background information which explains how the nominee has met or exceeded the requirement.



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