



U.S. Small Business
Administration

Small Business Week Awards Nomination Process

Step 1:

Email the following information to: norman.eng@sba.gov

- **Nominator:** Full Name /Phone /Email
- **Award Nominee:** Full Name/ Business Name /Address /Phone /Email
- **Nomination Letter:** Which category? How do they fit the criteria?

(SELF-NOMINATIONS ARE ACCEPTED. DEADLINE FOR ALL NOMINATIONS: 12/28/18)

Step 2:

MA District Office will contact the nominee to request a complete package

Step 3:

Award Nominee must send a completed package by mail or hand delivered to the Massachusetts District Office by: 3:00 P.M. on January 9, 2019.

2019 Award Categories

National Awards

- Small Business Person of the Year
- Small Business Exporter of the Year
- 8(a) Graduate of the Year
- Small Business Development Center Excellence & Innovation Award
- Women's Business Center of the Year

Massachusetts District & New England Regional Awards

- Jeffrey Butland Family Owned Small Business
- Minority Small Business Owner of the Year
- Veteran Small Business Owner of the Year
- Woman Small Business Owner of the Year
- Microenterprise of the Year
- Homebased Business Owner of the Year
- Young Entrepreneur of the Year
- Small Business Manufacturer of the Year
- Financial Services Champion

Visit www.sba.gov/ma for more information and links to forms

2019 Small Business Week Awards Nomination

Criteria by Category

GENERAL ELIGIBILITY REQUIREMENTS

Any legal resident of the United States or its Territories who owns and operates or who bears principal responsibility for operating a small business for a minimum of three years 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).

Individuals who have received one type of SBA assistance such as, but not limited to an SBA loan, SCORE counseling, Small Business Development Center (SBDC) assistance, and Women’s Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, or Boots to Business training.

SMALL BUSINESS PERSON OF THE YEAR

Any individual who owns or operates or bears principal responsibility for operating a small business for a minimum of three years may be nominated. Partners who jointly own or operate the business may be nominated as a team, as long as the team does not exceed four.

Nominee must respond to the following criteria via SBA Form 3301:

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 12, Form 3301)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 8 and 13, Form 3301)**
3. Increase in sales, net profit and net worth for calendar years 2015, 2016, and 2017. **(Question 8 and 13, Form 3301)**
4. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Question 15, Form 3301)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 16, Form 3301)**

SMALL BUSINESS EXPORTER OF THE YEAR

Any individual who meets the general eligibility requirements and owns and operates a small business engaged in exporting may be nominated.

Nominee must respond to the following criteria via SBA Form 3302:

1. Increased sales, profits and/or growth of employment because of exporting. Clearly articulate what exporting has meant to the company (e.g. exports as a percentage of sales, jobs created by exporting, etc.) **(Questions 9, 14 & 15, Form 3302)**
2. Creative overseas marketing strategies, exporting history and current export markets **(Question 16, Form 3302)**
3. Effective solutions to export-related problems, including trade financing, payment, and currency issues; market-entry and logistical challenges; cultural differences, etc. **(Question 17, Form 3302)**
4. Demonstrated encouragement of other small businesses to export and/or volunteer assistance to other small businesses entering the export market **(Question 18, Form 3302)**
5. Effective use of Federal and/or State government trade promotion or financing programs **(Question 13, Form 3302)**

8(a) GRADUATE OF THE YEAR

Any small business that meets the general eligibility requirements and is a graduate of SBA's 8(a) program.

Nominee must respond to the following criteria via SBA Form 3309.

1. Management – overall qualifications/expertise of management, customer interface (customer engagement), response to adversities, obstacles, etc. to achieve present level of success. **(Questions 11, 14 & 15, Form 3309)**
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 recognitions. **(Questions 10 & 16, Form 3309)**
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. **(Questions 6, 12 & 13, Form 3309)**
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. **(Question 8, Form 3309)**
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. **(Questions 17 & 18, Form 3309)**

SMALL BUSINESS DEVELOPMENT CENTER EXCELLENCE AND INNOVATION AWARD

Any of SBA's Small Business Development Center locations in good standing with the SBA and host SBDC may be nominated.

Nominee organization must respond to the following criteria via SBA Form 3310.

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). **(Question 5, Form 3310)**

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. **(Questions 8 & 9, Form 3310)**

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. **(Question 11, Form 3310)**

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. **(Question 10, Form 3310)**

SBA's Women's Business Center of the Year

Any of SBA's Women's Business Center's currently in good standing with SBA.

Nominee organization must respond to the following criteria via SBA Form 3312.

1. **Innovates:** Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions. **(Question 6, Form 3312)**
2. **Champions:** Advocates for women's entrepreneurship and the overall small business community. **(Questions 7 & 8, Form 3312)**
3. **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. **(Question 10, Form 3312)**
4. **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. **(Question 4, Form 3312)**



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 respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to elements 6-8.

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 12, Form 3315)**
3. Increase in sales, net profit and net worth for calendar years 2015, 2016, and 2017. **(Question 12, Form 3315)**
4. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
6. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**
7. Volunteer efforts to strengthen family-owned businesses within the community **(Narrative paragraph)**
8. Increased employment opportunities for family members **(Narrative paragraph)**

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 respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to elements 6 and 7.

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 12, Form 3315)**
3. Increase in sales, net profit and net worth for calendar years 2015, 2016, and 2017. **(Question 12, Form 3315)**
4. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
6. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**
7. Volunteer efforts to advance minority business interests within the community **(Narrative paragraph)**



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 respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to elements 6-8.

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 12, Form 3315)**
3. Increase in sales, net profit and net worth for calendar years 2015, 2016, and 2017. **(Question 12, Form 3315)**
4. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
6. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**
7. Volunteer efforts to advance veteran business interests within the community **(Narrative paragraph)**
8. Increased employment opportunities for veterans **(Narrative paragraph)**

WOMAN SMALL BUSINESS OWNER

Any woman/women who owns at least 51% and operates a small business may be nominated.

Nominee must respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to elements 6 and 7.

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 12, Form 3315)**
3. Increase in sales, net profit and net worth for calendar years 2015, 2016, and 2017. **(Question 12, Form 3315)**
4. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
6. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**
7. Volunteer efforts to advance woman business interests within the community **(Narrative paragraph)**



MICROENTERPRISE

Any individual(s) who founded, owns and operates a business with 5 or fewer employees (including the owners), which received assistance through SBA loan programs or as a client of our SBA technical service providers. 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 respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to elements 5 and 6.

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Increase in sales, net profit and net worth for calendar years 2015, 2016, and 2017. **(Question 12, Form 3315)**
3. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
4. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
5. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**
6. Demonstrated creativity and/or commitment to a social mission in hiring policy, buying local, etc. **(Narrative paragraph)**

HOMEBASED BUSINESS OWNER

Any small business operated out of a home office location may be nominated.

Nominee must respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to element 5.

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Increase in sales, net profit and net worth for calendar years 2015, 2016, and 2017. **(Question 12, Form 3315)**
3. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
4. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
5. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**

YOUNG ENTREPRENEUR

Any individual(s), under the age of 30, who owns at least 51% and operates a small business may be nominated.

Nominee must respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to element 6.

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 12, Form 3315)**
3. Increase in sales, net profit and net worth for calendar years 2015, 2016, and 2017. **(Question 12, Form 3315)**
4. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
6. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**

SMALL BUSINESS MANUFACTURER

Any small business manufacturer may be nominated.

Nominee must respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to elements 6 and 7.

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 12, Form 3315)**
3. Increase in sales, net profit and net worth for calendar years 2015, 2016, and 2017. **(Question 12, Form 3315)**
4. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
6. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**
7. Demonstrated creativity and/or commitment to a social mission in hiring policy, buying local, etc. **(Narrative paragraph)**

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 by writing a brief narrative on each item.

1. Outside of regular business duties, the amount and quality of assistance given small businesses in obtaining financing
2. Advocacy of changes in the financial services industry to assist small firms
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. Other significant contributions made by the nominee through financial services or accounting industry to advance small business interests