

Small Business Exporter of the Year Award

SBA will make Small Business Exporter of the Year awards to eligible small businesses at the State level and the National 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, or team of individuals, who own and operate a small business that is defined as "small," for its primary industry under the applicable SBA size standards, and is engaged in exporting may be nominated. Nominees must also be residents of and employed in 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. Consult your nearest SBA district office if you have questions.

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 Small Business Exporter of the Year award. Individuals may also self-nominate. Individuals may not be nominated for more than one SBW 2015 award category.

Where are the nominations to be sent?

Nominations must be submitted to either:

The National Small Business Week Awards Portal

<http://awards.sba.gov>

or

**U.S. Small Business Administration
Attn: Larry Demirelli
380 East Parkcenter Blvd., STE 330
Boise, Idaho 83706
(208) 334-9636**

What is the deadline for nominations?

All nominations for Small Business Exporter of the Year 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 3:00pm ET, January 5, 2015**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 5, 2015.

What information must the nomination package contain?

Nominations submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered.

Nominations submitted via the online nominations portal must also be typewritten and contain the information required below. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order if submitted via hard copy:

- 1) A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA district offices and the online nominations portal. For "team" nominations, a background form is required for each team member;
- 2) If applicable, a nomination letter to include a concise statement of the qualities and performance that merit the award, not to exceed one page. The nominator's name, title, place of business, business address, telephone number and e-mail address must be included;
- 3) A 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 below. The nominee is encouraged to copy and paste the evaluation/selection criteria and provide supporting information directly under each topic;
- 5) The nominee's financial statements, including balance sheets, profit-and-loss statements and financial reports, on 8 1/2" x 11" paper (for the calendar years 2011, 2012 and 2013);
- 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 photo is required for each team member.

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.
- 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 are the selection procedures for this award?

SBA will make Small Business Exporter of the Year awards to eligible small businesses at the State level and the 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 International Trade for review. The National Exporter of the Year will be selected by the SBA Administrator based on 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.