

MINNESOTA SMALL BUSINESS WEEK AWARDS - 2017

ELIGIBILITY BY SIZE

A business must be qualified as small under SBA size standard guidelines. Size standards differ by industry and may be measured in terms of dollars or number of employees. The following describes the broad parameters for classifying businesses as small. Specific information based on NAICS code can be found at [Table of Small Business Size Standards | SBA.gov](#).

Wholesale - The average number of employees per pay period for the preceding twelve months does not exceed 100 (this includes part-time and temporary employees).

Retail - Average annual receipts for last three years less than \$7 million.

Service - Average annual receipts for last three years less than \$7 million (except for real estate agents who must have average annual receipts of less than \$3 million for the last three years).

Construction - Average annual receipts for the last three years less than \$31 million (except for dredging and surface cleanup activities, which is \$18.5 million). Special trade construction is limited to \$13 million.

Manufacturing - The average number of employees per pay period for the preceding twelve months does not exceed 500 (this includes part-time and temporary employees) with exceptions up to 1,000.

Farming - Average annual receipts for the last three years less than \$750,000.00.

PLEASE NOTE: In determining if your nomination fits our size standards, please include any foreign and/or domestic affiliates whether they are for profit or non-profit entities. Also, many businesses within certain industries have a higher size standard than what is listed above and may be considered small.

If you have any questions concerning size standards, please call the Minnesota SBA office at (612) 370-2324.

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INSTRUCTIONS FOR SUBMITTING ELECTRONICALLY

1. Scan the Small Business Week Award package into one PDF document and save it on your desktop
2. The name for the scan should be "Name of the Award – Name of the Nominee"
3. Open a web browser and go to:
<https://www.sendthisfile.com/sendthisfile/custom.jsp?sendthisfilecode=loehCHJFmbYZbKzIETTGas8&balance=5821>
4. In the Send This File screen, enter the following:
 - a. From: Your email address
 - b. Recipient: Minneapolis.mn@sba.gov
 - c. Subject: SBW 2017
 - d. Under File 1, click the Browse button, go to your SBW package and double-click it
 - e. Click the SendThisFile button
 - f. You will receive two notifications, one that your package was uploaded and another when SBA downloads it.

MINNESOTA SMALL BUSINESS WEEK AWARDS - 2017

ENCORE ENTREPRENEUR OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Encore Entrepreneur of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Any individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three-year track record, and who started the business after age fifty (50), may be nominated.

The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through the Minnesota District Office and online at www.sba.gov/mn . For “team” nominations, a background form is required for each team member;
- A completed nomination which is available through the Minnesota District Office and online at www.sba.gov/mn;
- 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;
- 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.

In addition to the above material, please provide details of the nominee’s qualifications according to the following specific criteria (these should be addressed in the nomination letter):

- Show efforts to make a positive difference in their community by meeting a community need and/or tackling a social challenge
- Increased employment opportunities created by the nominee's business
- Development and/or utilization of innovative or creative business methods
- Demonstrated entrepreneurial potential necessary for business success and economic growth

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. They must be received by the Minnesota District Office no later than January 10, 2017.

Please submit your package electronically using the instructions provided or mail to our office at the following address:

U.S. Small Business Administration
330 Second Avenue South, Suite 430
Minneapolis, MN 55401
Attn: SMALL BUSINESS WEEK 2017

If you have any questions concerning the nomination process, please call the Minnesota SBA office at (612) 370-2324.

MINNESOTA SMALL BUSINESS WEEK AWARDS - 2017

FAMILY-OWNED SMALL BUSINESS OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Family-Owned Business of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

This award honors a family owned and operated business which has been passed on from one generation to another. Nominees must also serve as a majority owner and operator or bear principal responsibility for operating the small business with at least a fifteen (15) year track record.

The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through the Minnesota District Office and online at www.sba.gov/mn . For “team” nominations, a background form is required for each team member;
- A completed nomination which is available through the Minnesota District Office and online at www.sba.gov/mn;
- 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;
- 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.

In addition to the above material, please provide details of the nominee’s qualifications according to the following specific criteria:

- Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
- Increased employment opportunities for family members and non-family members for the nominee's business.
- Demonstrated potential necessary for long-term business success and economic growth.
- Voluntary efforts to strengthen family-owned businesses within the community.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. They must be received by the Minnesota District Office no later than January 10, 2017.

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MINNESOTA SMALL BUSINESS WEEK AWARDS - 2017

MINORITY OWNED SMALL BUSINESS OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Minority Owned Small Business of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

To be considered for this award, the business must be at least 51% owned and controlled by one or more minority persons, and primarily managed by one or more minority persons.

The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through the Minnesota District Office and online at www.sba.gov/mn. For “team” nominations, a background form is required for each team member;
- A completed nomination which is available through the Minnesota District Office and online at www.sba.gov/mn;
- 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;
- 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.

In addition to the above material, please provide details of the nominee’s qualifications according to the following specific criteria (these should be addressed in the nomination letter):

- Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
- Demonstrated potential necessary for long-term business success and economic growth, including increased employment opportunities.
- Response to adversity.
- Active in promoting issues in their community and minority employment.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. They must be received by the Minnesota District Office no later than January 10, 2017.

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MINNESOTA SMALL BUSINESS WEEK AWARDS - 2017

MINORITY SMALL BUSINESS CHAMPION OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Minority Small Business Champion of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Individuals who have fulfilled a commitment to support the advancement of small business opportunities for minority business owners may be nominated. Nominees may or may not be small business owners.

The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through the Minnesota District Office and online at www.sba.gov/mn . For “team” nominations, a background form is required for each team member;
- A completed nomination which is available through the Minnesota District Office and online at www.sba.gov/mn;
- 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;
- 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.

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

- Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
- Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.

- Voluntary efforts to provide professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
- Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
- Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

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MINNESOTA SMALL BUSINESS WEEK AWARDS - 2017

VETERAN SMALL BUSINESS CHAMPION OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Veteran Small Business Champion of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through the Minnesota District Office and online at www.sba.gov/mn . For “team” nominations, a background form is required for each team member;
- A completed nomination which is available through the Minnesota District Office and online at www.sba.gov/mn;
- 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;
- 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.

In evaluating the nomination packages, the judges will look at the following criteria (these should be addressed in the business profile):

- Active support for legislative or regulatory action designed to help small businesses.
- Evidence of increased business opportunities for veterans as a result of nominee's actions.
- Advisory activities to improve awareness among veteran's groups of small business opportunities.
- Advocacy of special consideration for veteran-owned small businesses in government policymaking.

- Demonstrated success in obtaining support within the community for the establishment of veteran-owned small businesses.
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

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MINNESOTA SMALL BUSINESS WEEK AWARDS - 2017

VETERAN SMALL BUSINESS OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Veteran Small Business of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

This award honors a business which is 51% or more owned and controlled by an individual or individuals in one or more of the following groups:

- Veterans (other than dishonorably discharged);
- Service-Disabled Veterans;
- Active Duty Military service member participating in the military's Transition Assistance Program (TAP);
- Reservists and National Guard Members; or
- Current spouse of any Veteran, Active Duty service member, or any Reservist or National Guard member; or widowed spouse of a service member who died while in service or of a service-connected disability.

The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through the Minnesota District Office and online at www.sba.gov/mn . For "team" nominations, a background form is required for each team member;
- A completed nomination which is available through the Minnesota District Office and online at www.sba.gov/mn;
- 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;
- 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.

In evaluating the nomination packages, the judges will look at the following criteria (these should be addressed in the business profile):

- Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
- Demonstrated potential necessary for long-term business success and economic growth, including increased employment opportunities.
- Response to adversity.
- Active in promoting veteran's community issues and veteran's employment.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. They must be received by the Minnesota District Office no later than January 10, 2017.

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SMALL BUSINESS WEEK AWARDS – 2017

WOMEN IN BUSINESS CHAMPION OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Women in Business Champion of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through the Minnesota District Office and online at www.sba.gov/mn . For "team" nominations, a background form is required for each team member;
- A completed nomination which is available through the Minnesota District Office and online at www.sba.gov/mn;
- 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;
- 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.

In evaluating the nomination packages, the judges will look at the following criteria (these should be addressed in the business profile):

- Active support for legislative or regulatory action designed to help small businesses.
- Efforts to increase business and financial opportunities for women.
- Legal, financial or managerial assistance provided to enhance women's business ownership.
- Voluntary efforts to strengthen the role of women business owners within the community.

- Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
- Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. They must be received by the Minnesota District Office no later than January 10, 2017.

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MINNESOTA SMALL BUSINESS WEEK AWARDS - 2017

WOMEN OWNED SMALL BUSINESS OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Women Owned Small Business of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

To be considered for this award, the business must be at least 51% owned and controlled by one or more women, and primarily managed by one or more women.

The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through the Minnesota District Office and online at www.sba.gov/mn. For “team” nominations, a background form is required for each team member;
- A completed nomination which is available through the Minnesota District Office and online at www.sba.gov/mn;
- 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;
- 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.

In addition to the above material, please provide details of the nominee’s qualifications according to the following specific criteria (these should be addressed in the nomination letter):

- Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
- Demonstrated potential necessary for long-term business success and economic growth, including increased employment opportunities.
- Response to adversity.
- Active in promoting women’s community issues and women’s employment.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. They must be received by the Minnesota District Office no later than January 10, 2017.

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MINNESOTA SMALL BUSINESS WEEK AWARDS - 2017

YOUNG ENTREPRENEUR OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Young Entrepreneur of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Any individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three-year track record, and who will not have reached the age of thirty (30) by June 1, 2017, may be nominated.

The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through the Minnesota District Office and online at www.sba.gov/mn . For “team” nominations, a background form is required for each team member;
- A completed nomination which is available through the Minnesota District Office and online at www.sba.gov/mn;
- 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;
- 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.

In evaluating the nomination packages, the judges will look at the following criteria (these should be addressed in the business profile):

- Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
- Increased employment opportunities created by the nominee's business.
- Development and/or utilization of innovative or creative business methods.
- Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

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