

SMALL BUSINESS WEEK AWARDS - 2016

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.

SMALL BUSINESS WEEK AWARDS - 2016

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=loehCHJFmbYZbKzLETTGmas8&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 2016
 - 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.

SMALL BUSINESS WEEK AWARDS - 2016

SMALL BUSINESS PERSON OF THE YEAR

Introduction

Each year our nation recognizes its outstanding small business owners for their personal achievements and contributions to their communities. These entrepreneurs are recognized in each state as the Small Business Person of the Year. They are then eligible for consideration for the national Small Business Person of the Year Award and will be invited to attend Small Business Week activities in Washington, D.C.

Eligibility

Any individual 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. A nominee for Small Business Person of the Year must own or operate a business defined as “small” for its primary industry under the applicable SBA size standards. Individuals who have received the Small Business Person Award at the State level within the past five years are not eligible. Elected officials are not eligible. Nominees must also be residents of 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.

Nominations

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 Person of the Year award. Individuals may self-nominate for this award. Individuals may not be nominated for more than one SBW 2016 award category.

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

- A completed background form (SBA Form 3300, Award Nominee Background 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;
- A completed nomination form (SBA Form 3301, Small Business Person of the Year) which is available through SBA district offices and the online nominations portal;
- 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:

- **Staying power:** A substantiated history as an established business, including:
 - a) Number of years in business (minimum three years).
 - b) Sustained growth including but not limited to expansion, addition of territories, growth in square footage occupied, or web traffic.
- **Growth in number of employees:** A benchmark to judge the impact of the business on the job market.
 - a) Sustained over a minimum of three years.
 - b) Increases over the three years must be in excess of growth in Gross National Product.
- **Increase in sales, net profit and net worth for calendar years 2012, 2013 and 2014.**
- **Innovativeness of product or service offered:** An illustration of the creativity and imagination of the nominee.
 - a) Specific description of uniqueness of product or service.
 - b) Explanation of how product or service fits a niche not being adequately addressed by the competition.
- **Response to adversity:** Examples of problems faced in the nominee's business and the methods used to solve them, including:
 - a) Specific description of financial, physical, legal or other crisis.
 - b) Substantiation of the threat to the continuity of the business.
 - c) Defined actions taken by the nominee to resolve the crisis.
- **Contributions to community-oriented projects:** Evidence of the use of his/her personal time and resources, including:
 - a) Listing of specific contributions of money, time, or resources to charitable causes.
 - b) Membership in councils, boards, and clubs providing support and services to the community.
- **If applicable, a description of products exported and markets served.**

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. They must be received by January 11, 2016.

Nominations must be submitted in one of two ways:

1) Nominations may be submitted via the online nominations portal at <http://awards.sba.gov>. Nominations submitted to the online portal must be received by 2:00 p.m. CT on January 11, 2016.

2) Nominations may be submitted directly to the district office using the electronic instructions provided in this package or by mail to:

U.S. Small Business Administration
330 Second Avenue South, Suite 430
Minneapolis, MN 55401
Attn: SMALL BUSINESS WEEK 2016

Winners at each level will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. The National Small Business Person of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of the panel of judges of federal employees. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

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

SMALL BUSINESS WEEK AWARDS - 2016

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 SBA district offices and online at www.sba.gov/mn . For “team” nominations, a background form is required for each team member;
- A completed nomination form which is available through SBA district offices 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.

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 11, 2016.

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SMALL BUSINESS WEEK AWARDS – 2016

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 SBA district offices and online at www.sba.gov/mn . For "team" nominations, a background form is required for each team member;
- A completed nomination form which is available through SBA district offices 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 11, 2016.

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SMALL BUSINESS WEEK AWARDS - 2016

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 SBA district offices and online at www.sba.gov/mn . For “team” nominations, a background form is required for each team member;
- A completed nomination form which is available through SBA district offices 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.

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 11, 2016.

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SMALL BUSINESS WEEK AWARDS - 2016

SMALL BUSINESS EXPORTER OF THE YEAR

Background

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 Small Business Week 2016 award category.

Nominations

Any individual who owns and operates or who bears principal responsibility for operating a small business that is engaged in exporting 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. A nominee for Small Business Exporter of the Year must own or operate a business defined as "small" for its primary industry under the applicable SBA size standards. Individuals who have received the Small Business Person Award or Exporter Award at the State level within the past five years are not eligible. Elected officials are not eligible. Nominees must also be residents of the United States or its territories. Nominees will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. While receipt of SBA assistance is not required, it is preferred. Consult your nearest SBA district office if you have questions.

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

- A completed background form (SBA Form 3300, Award Nominee Background 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;
- A completed nomination form (SBA Form 3302, Small Business Exporter of the Year) which is available through SBA district offices and the online nominations portal;
- 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):

- Increased sales, profits and/or growth of employment because of exporting.
- Creative overseas marketing strategies.
- Effective solutions to export-related problems, including trade financing, payment, and currency issues; market-entry and logistical challenges; cultural differences, etc.
- Demonstrated encouragement of other small businesses to export.
- Volunteer assistance to other small businesses entering the export market.
- Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. They must be received by January 11, 2016.

Nominations must be submitted in one of two ways:

1) Nominations may be submitted via the online nominations portal at <http://awards.sba.gov>. Nominations submitted to the online portal must be received by 2:00 p.m. CT on January 11, 2016.

2) Nominations may be submitted directly to the district office using the electronic instructions provided in this package or by mail to:

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SBA will make Small Business Exporter of the Year awards to eligible small businesses at the District, Regional, and National levels.

Winners at each level will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. The National Exporter of the Year will be selected by the SBA Administrator based on, but not restricted to, 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.

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

SMALL BUSINESS WEEK AWARDS - 2016

SBA 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 SBA 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, 2016, 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 SBA district offices and online at www.sba.gov/mn . For “team” nominations, a background form is required for each team member;
- A completed nomination form which is available through SBA district offices 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 form.
- 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.

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 11, 2016.

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SMALL BUSINESS WEEK AWARDS - 2016

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 SBA district offices and online at www.sba.gov/mn . For "team" nominations, a background form is required for each team member;
- A completed nomination form which is available through SBA district offices 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 form.
- 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 11, 2016.

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SMALL BUSINESS WEEK AWARDS - 2016

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 SBA district offices and online at www.sba.gov/mn . For “team” nominations, a background form is required for each team member;
- A completed nomination form which is available through SBA district offices 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

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SMALL BUSINESS WEEK AWARDS - 2016

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 SBA district offices and online at www.sba.gov/mn . For “team” nominations, a background form is required for each team member;
- A completed nomination form which is available through SBA district offices 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 form.
- 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 11, 2016.

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SMALL BUSINESS WEEK AWARDS - 2016

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 SBA district offices and online at www.sba.gov/mn . For “team” nominations, a background form is required for each team member;
- A completed nomination form which is available through SBA district offices 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 form.
- 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 11, 2016.

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SMALL BUSINESS WEEK AWARDS - 2016

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 SBA district offices and online at www.sba.gov/mn . For “team” nominations, a background form is required for each team member;
- A completed nomination form which is available through SBA district offices 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 form.
- 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 11, 2016.

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 2016

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