



**U.S. Small Business Administration
2017 Nomination Guidelines**

Deadline for Submission: 4:30 p.m. PT, December 1, 2016

Dear Supporters of America's Small Business Community:

Every year since 1963, the President of the United States has issued a proclamation announcing National Small Business Week, which recognizes the critical contributions of America's entrepreneurs and small business owners.

As part of National Small Business Week, the U.S. Small Business recognizes outstanding entrepreneurs, small business owners, and others in the great state of Nevada. Every day, they're working to grow small businesses, create 21st century jobs, drive innovation and increase America's global competitiveness.

Thank you for helping to find and nominate candidates for the most prestigious annual small business awards in America.

Warm regards,

The Nevada District Team

All SBA programs and services are provided on a nondiscriminatory basis.

INTRODUCTION

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week.

Leading up to National Small Business Week 2015, the U.S. Small Business Administration (SBA), often in conjunction with public- and private-sector small business supporters, will host special events at the local and state levels to honor and present awards to local entrepreneurs and those who support and champion small business. Some of the award winners from those local and state events will be invited to Washington, D.C. for National Small Business Week.

Nevada SBA Awards given in celebration of National Small Business Week include the following awards:

- **Small Business Person of the Year**
- **Small Business Exporter of the Year**
- **Young Entrepreneur of the Year** (under 30 by 6/1/17)
- **Microenterprise Person of the Year** (5 employees or fewer)
- **Minority Owned Business of the Year**
- **Family Owned Business of the Year**
- **Woman Owned Business of the Year**
- **Veteran Owned Business of the Year**
- **Rural Business of the Year**
- **Entrepreneurial Spirit Award**

Individuals may not be nominated for more than one SBA award category.

Individuals who have received a small business award in the past five years are not eligible.

The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.

ELIGIBILITY and CRITERIA

SBA Small Business Person of the Year Award

Who is eligible to be nominated for this award?

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" under the applicable SBA size standards. Elected officials are not eligible. Individuals who have received the Small Business Person Award at the State level within the past five years 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. While receipt of SBA assistance is not required, it is preferred.

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 trade and professional associations and business organizations. Individuals may self-nominate for this award. Individuals may not be nominated for more than one SBA Small Business Week award category. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

What are the selection procedures for this award?

The Small Business Persons of the Year Award winner will be selected at the state 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 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.

In evaluating the nomination for the Small Business Person of the Year award, the judges will look at the following criteria:

1. Staying power:
 - Number of years in business.
 - Sustained growth including but not limited to expansion, addition of territories, growth in square footage occupied or web traffic.
2. Growth in number of employees over a minimum of the previous three years.
3. Increase in sales, net profit and net worth over the previous three years.
4. Innovativeness of product or service - an illustration of creativity and imagination.
 - Specific description of uniqueness of product or service.
 - Explanation of how the product or service fits a niche not being adequately addressed by the competition.
5. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
- 6) Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards, and clubs providing support and services to the community.
- 7) If applicable, a description of the products exported and markets served.

ELIGIBILITY and CRITERIA

- **Young Entrepreneur of the Year** (under 30 by 6/1/17)
- **Minority Owned Business of the Year**
- **Woman Owned Business of the Year**
- **Small Business Exporter of the Year**
- **Family Owned Business of the Year**
- **Rural Business of the Year**
- **Microenterprise Person of the Year** (5 employees or fewer)
- **Veteran Owned Business of the Year**
- **Entrepreneurial Spirit Award**

Who may submit nominations for these awards?

Any individual, or organization dedicated to the support of the small business community in the United States, including trade and professional associations and business organizations.

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

SBA Young Entrepreneur of the Year

1. Has not have reached the age of 30 by June 1, 2017.
2. Must be considered a small business as defined by the SBA.
3. Has been in business not less than one year.
4. Evidence of success as measured by sales and profits.
5. Development and/or utilization of innovative or creative business methods.
6. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Minority Owned Small Business of the Year

1. Business is owned and controlled by a socially disadvantaged individual.
(Definition: <http://www.sba.gov/content/who-are-socially-disadvantaged-individuals>)
2. Must be considered a small business as defined by the SBA.
3. Has been in business not less than one year.
4. Evidence of success as measured by sales and profits.
5. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Women Owned Small Business of the Year

1. Business is owned and controlled by a woman/women.
2. Must be considered a small business as defined by the SBA.
3. Has been in business not less than one year.
4. Evidence of success as measured by sales and profits.
5. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Small Business Exporter of the Year

1. Must be considered a small business as defined by the SBA.
2. Increased sales, profits and/or growth of employment because of exporting, either market entry or expansion.
3. Creative overseas marketing strategies.
4. Effective solutions to export-related problems including trade financing, payment, and currency issues; market-entry and logistical challenges; cultural differences, etc.
5. Demonstrated encouragement of other small businesses to export.
6. Volunteer assistance to other small businesses entering the export market.
7. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

Family Owned Business of the Year

1. Must be considered a small business as defined by the SBA.
2. Must be family owned and family operated.
3. Has been in business not less than one year.
4. Evidence of success as measured by sales and profits.
5. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Rural Business of the Year

1. Business is located in a rural area of Nevada, with a population of less than 50,000.
2. Must be considered a small business as defined by the SBA.
3. Has been in business not less than one year.
4. Evidence of success as measured by sales and profits.
5. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Microenterprise Person of the Year

1. Business employs five employees or fewer (including owner/s).
2. Has been in business not less than one year.
3. Evidence of success as measured by sales and profits.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Veteran Owned Business of the Year

1. Must be considered a small business as defined by the SBA.
2. Must be owned by a U.S. military veteran.
3. Has been in business not less than one year.
4. Evidence of success as measured by sales and profits.
5. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Entrepreneurial Spirit Award

The winner of this award has shown initiative, collaboration and leadership in fostering the development of small businesses in Nevada in the areas of education, financing, mentoring or other forms of support. These efforts have resulted in the startup, growth and/or success and recognition of small businesses.