



*U.S. Small Business Administration*

## **National Small Business Week Awards**

**2018**

Each year, since 1963, the President of the United States has designated National Small Business Week to celebrate local small business owners and entrepreneurs and recognize the outstanding champions that promote, assist, and aid small businesses. From April 29 to May 5, 2018, in New York City, on Long Island and throughout the Lower Hudson Valley (Sullivan, Ulster, Dutchess, Orange, Putnam, Rockland and Westchester Counties) New York SBA will join this celebration with events, workshops and an award ceremony recognizing local small business owners and small business champions in different categories.

SBA New York is now accepting nominations for the 2018 National Small Business Week Awards. In addition to each of the [National Categories](#), SBA New York is calling for submissions for the following local awards:

- New York Small Business Person of the Year
- New York Small Business Exporter of the Year
- New York Young Entrepreneur of the Year
- New York Family-owned Business of the Year
- New York Small Business Champion of the Year
- New York Micro Business of the Year
- New York SBIR/STTR Recipient of the Year
- New York Small Business Development Center Excellence and Innovation Award
- New York Women's Business Center of the Year Excellence Award
- New York SCORE Chapter of the Year

### **2018 Nomination/Judging Criteria for SBA New York District**

Information for the national categories can be found on the [SBA's National Small Business Week Awards Guidelines page](#). Specific evaluation criteria for the local award categories are listed below:

- New York Small Business Person of the Year
  - Staying Power – substantiated history as an established business
  - Growth in number of employees
  - Increase in sales, net profit, net worth
  - Response to adversity – examples of problems faced in the nominee’s business
  - Contributions to community-oriented projects
  
- New York Small Business Exporter of the Year
  - Increased sales, profits and/or growth of employment because of exporting
  - Creative overseas marketing strategies, exporting history and current export markets
  - Effective solutions to export-related problems
  - Demonstrated encouragement of other small business to export
  - Effective use of Federal and/or State government trade promotion or financing programs
  
- New York Young Entrepreneur of the Year
  - Evidence of success as measured by sales and profits
  - 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
  - Owner will not have reached 40 years of age by June 1, 2018
  
- New York Family-Owned Business of the Year
  - Evidence of success as measured by sales and profits
  - 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 business within the community
- The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record
- New York Small Business Champion of the Year
  - Demonstrated efforts to improve conditions in the small business community as a whole, not solely for individual personal advancement
  - Demonstrated accomplishments in advising small business groups of opportunities within the overall business community
  - Volunteer efforts beyond business/professional responsibilities to advance small business interests within the community, state and/or nation
  - Volunteer efforts to provide professional services to the small business community in a legal, legislative, managerial or financial capacity
  - Other accomplishments demonstrating the nominee's merit as an effective advocate for small business interests
- New York Micro-Business of the Year
  - Individual(s) must own and operate a business with evidence of success as measured by sales and profits and potential for further growth
  - Evidence of success as measures by sales and profits
  - 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
  - Less than five (5) employees
  - Must have been in business for at least one (1) year

- SBIR/STTR Recipient of the Year
  - Individual(s) must own and operate a business with evidence of successfully receiving Phase I and/or Phase II SBIR/STTR funding in the past
  - Successfully brought to market a product as the result of SBIR/STTR funding
  - Evidence of success as measures by sales and profits
  - 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
  
- New York Small Business Development Center of Excellence and Innovation Award
  - Meets or exceeds the service center's performance milestones including long-term counseling clients
  - Helps build small businesses, including startups, by creating and implementing innovative programs, events, publications, research materials and online applications
  - 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
  - Acknowledged by the local/regional small business and economic development community as an advocate for advancing opportunities for entrepreneurial development
  
- New York Women's Business Center of Excellence Award
  - The nomination should demonstrate how the WBC is efficiently and effectively delivering services to clients
  - Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions
  - Advocates for women's entrepreneurship and the overall small business community

- Partners with a variety of local, state and other entities to grow the program through unique collaborations
- Recognized by the local SBA district office as a champion for SBA products and services
- New York SCORE Chapter of the Year
  - The nomination should demonstrate how the SCORE Chapter mentors small business owners and assists them in solving their challenges as entrepreneurs
  - Creates innovative workshops and events and partners with various community members to support small business owners in the community
  - Helps build small businesses, including startups, by creating and implementing innovative programs, events, publications, research materials and online applications
  - Mentors across a variety of sectors, assisting small business owners to grow companies across all industries
  - Demonstrated success mentoring entrepreneurs through unique challenges with on-going support

### **What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 ½" x 11" stationary, collated and secured in a binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include:

- A single page stating:
  - Nominee's full name, title, business and home addresses with telephone numbers and email address
  - The award for which the nomination is being made
  - The nominator's name, title, place of business, business address and telephone number and email address
  - A one-paragraph description of the nominee's business, or if applying for a Champion Award, Women's Business Center of the Year Award, Small Business Development Center for Excellence or SCORE Chapter of the Year Award, then a one-paragraph description of the organization being nominated

- A completed background form ([SBA Form 3300](#)). For “team” nominations, a background form is required for each team member.
- An original 8” x 10” or 5” x 7” photo of the nominee(s); digital photos **are** accepted – at least 300 dpi. Photocopies **are not** acceptable.
- A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages
- A business profile, not exceeding one page, if applicable
- The nominee’s business financial summary for the last three years, in the following format:

<b>Financial Summary</b>			
<b>Year</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Total Sales			
Net Profit (before tax)			
Total Assets			
Total Liabilities			
Net Worth			

- Any supporting documentation, letters of recommendation, media coverage that nominator/nominees feel strengthens their case as to why this business/organization is the best choice for the given award
- A completed [SBA Form 2137 Award Nomination Consent Form](#)

\* All 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.

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

**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 but not limited to, trade and professional associations and business organizations may submit nominations. Business and organizations can also self-nominate.

**What is the deadline for nominations?**

All completed nomination packages must be postmarked or hand-delivered no-later than **12 p.m. EST, January 9, 2018.**

**Where are the nominations to be sent?**

Submissions must be **hand-delivered** or **mailed** to:

U.S. Small Business Administration, New York District Office  
Attn: Ana Hernandez and Jennifer Jackson  
26 Federal Plaza, Suite 3100  
New York, NY 10278

**What are the selection procedures for these awards?**

The New York District Small Business Awards will be selected by a panel of judges. Local winners of [national categories](#) will go on to regional and national judging; local winners will be announced at the New York Small Business Week Awards Ceremony during the week of April 29 – May 5, 2018. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

**Key Deadlines:**

**January 9, 2018** – All completed nomination acceptance packages for all National Small Business Week Awards categories, both national and local, must be postmarked, mailed or hand-delivered.

**February, 2018** – A panel of judges will select winners.

**April, 2018** – New York District SBA Small Business Awards will be announced

Questions?

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