



Oregon Small Business Week

Award Nominations

2018

In recognition of the small business community’s contribution to the American economy, the President of the United States designates one week each year as National Small Business Week. Small Business Week is a special opportunity to celebrate local small business owners and entrepreneurs and recognize the outstanding community members and champions that promote, assist, and aid small businesses in Oregon and southwest Washington.

The SBA Portland District Office invites your participation in the Small Business Week Awards nomination process. We are currently accepting nominations, and seek to have expressions of interest in local awards by December 12th, in time for nominees to complete their packets to vie for National awards in January.

Please indicate which award(s) the person or business you are nominating may be eligible for. Check all boxes that apply, and visit sba.gov/OR for more information on SBW award categories and criteria.

- Small Business Person of the Year
- 8(a) Program Graduate of the Year
- Small Business Exporter of the Year
- Federal Procurement/Contractor Awards
- Young Entrepreneur of the Year
- Family-Owned Business of the Year
- Small Business Champions
(individuals or organizations dedicated to supporting small businesses)
- Nano- Business of the Year

A. Nominee Contact Information

Full Name	
Title	
Business Name	
Work Address	
Phone	
E-mail	
Website	

B. Nominator Contact Information

Full Name	
Title	
Business Name	
Work Address	
Phone	
E-mail	

Send the electronic nomination form to pdxhelp@sba.gov or mail to:

U.S. Small Business Administration – Portland District Office
620 SW Main Street, Suite 313, Portland, OR 97205

C. Nomination Letter

Why are you nominating this small business or champion? Were new jobs created? Was capital infused? Did sales increase substantially? Unique product or service? Impact to the community?

D. Nominator's Full Name and Signature

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2018 Nomination/Judging Criteria for SBA Portland District

Portland District Office Awards given in celebration of Small Business Week include the [National awards](#) and the following:

- Young Entrepreneur of the Year;
- Family-Owned Business of the Year;
- Small Business Champion (individual or organization dedicated to supporting small businesses);
- Nano-Business of the year
- 7(a) Lender of the Year (does not require nominations);
- 504 Lender of the Year (does not require nominations);
- District Lending All-Star (does not require nominations);

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

SBA Awards

The nomination and selection process, evaluation criteria and time frame for the various SBA Awards are set forth below.

Who is eligible to be nominated for these awards?

To be nominated and receive one of these awards, the small business nominee must fit within the category of the award:

Young Entrepreneur of the Year: To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 40 by June 1, 2018.

Family-Owned Business of the Year: This award honors a family-owned and operated business which has been passed on from one generation to the next. 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.

Small Business Champion of the Year: An individual who has fulfilled a commitment to the advancement of small business opportunities. Nominees may or may not be small business owners.

Nano-Business of the Year: A business with 5 or less employees; operating for at least one year that is growing rapidly and poised for even more significant growth in the future.

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 these awards?

Send the electronic nomination form to pdxhelp@sba.gov or mail to:

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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 these Small Business Champion Awards.

Where are the nominations to be sent?

Nominations must be submitted to the U.S. Small Business Administration Portland District Office:

U.S. Small Business Administration Portland District Office
620 SW Main Street, Suite 313
Portland, OR 97205

What is the deadline for nominations?

All completed nomination acceptance packages for the above Small Business Awards must be postmarked, emailed or hand delivered **no later 12 p.m. PST Jan. 9, 2018.**

What information must the nomination package contain?

Nominations 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. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A single page stating —
 - a. the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address;
 - c. the award for which the nomination is being made;
 - d. the nominator's name, title, place of business, business address and telephone number and e-mail address; and
 - f. a one-paragraph description of the nominee's business, if applicable.

2. A completed background form (SBA Form 3300, Award Nomination Form) which is available through SBA field offices. For "team" nominations, a background form is required for each team member.

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3. 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.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A business profile, not exceeding one page, if applicable
6. The nominee's business financial summary for the last three years, in the following format:

Financial Summary			
Year	2014	2015	2016
Total Sales			
Net Profit (Before Tax)			
Total Assets			
Total Liabilities			
Net Worth			

7. A completed SBA Form 2137 Award Nomination Consent Form, which is available at SBA offices.

What are the selection procedures for these awards?

The Portland District Small Business Awards will be selected by a panel of judges. The winners will be announced at the Portland Small Business Week Awards Ceremony. 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 the above Small Business Awards must be postmarked, emailed or hand delivered

February 2018 A panel of judges will select winners.

April 2018 Portland District Small Business Awards will be announced.

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What are the evaluation/selection criteria for the Portland District Small Business Awards?

Each of the above awards has specific evaluation criteria which are listed below:

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 the age of 40 by June 1, 2018.

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 businesses 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.

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.

Nano-Business of the Year

- Individual(s) must own and operate business with evidence of success as measured by sales and profits and potential for further growth.
- 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.

Small Business Lenders of the Year

Awards are presented to those lenders that have used SBA loan programs to help the maximum number of small business owners obtain financing that they need to grow their businesses.

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These lenders demonstrate their creativity by using SBA loan programs to assist those businesses that are not able to obtain conventional financing on reasonable terms.

What are the evaluation/selection criteria for the Portland District Lender Awards?

Lenders will be chosen based upon the criteria listed below and the loan data provided by OCRM.

Each of the above awards has specific evaluation criteria which are listed below:

7(a) Lender of the Year Award (where minimum threshold is \$10 million or 20 Units):

- Winner for dollar amount is based on Dollar Volume and winner for number of loans is based on Units.

504 Lender of the Year Award (where minimum threshold is \$10 million or 20 Units):

- Winner for dollar amount is based on Dollar Volume and winner for number of loans is based on Units.

District Director Lending All Stars:

- Based on either of Dollar Volume and/or Units where minimum threshold is \$10 million or 20 Units.

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