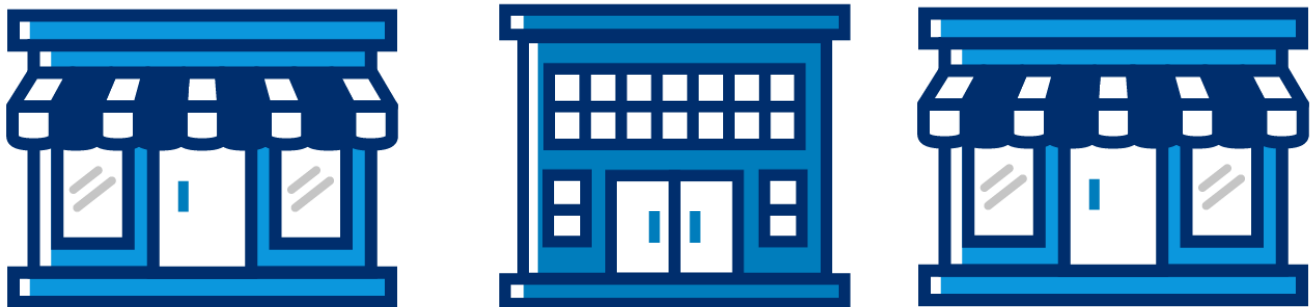


Small Business Administration Portland District

Annual Small Business Awards and Celebration!!

Celebrate awesome small businesses, and those that help them, with
the SBA Portland District Office!

We will celebrate **all week May 5- May 11, 2019**



Why do we do it?

The President asked us to! The SBA works hard all year for the American economy and society, so when the President designates one week each year as National Small Business Week, the SBA district offices host special events to honor and present awards to local entrepreneurs – some of which go on to be recognized nationally!

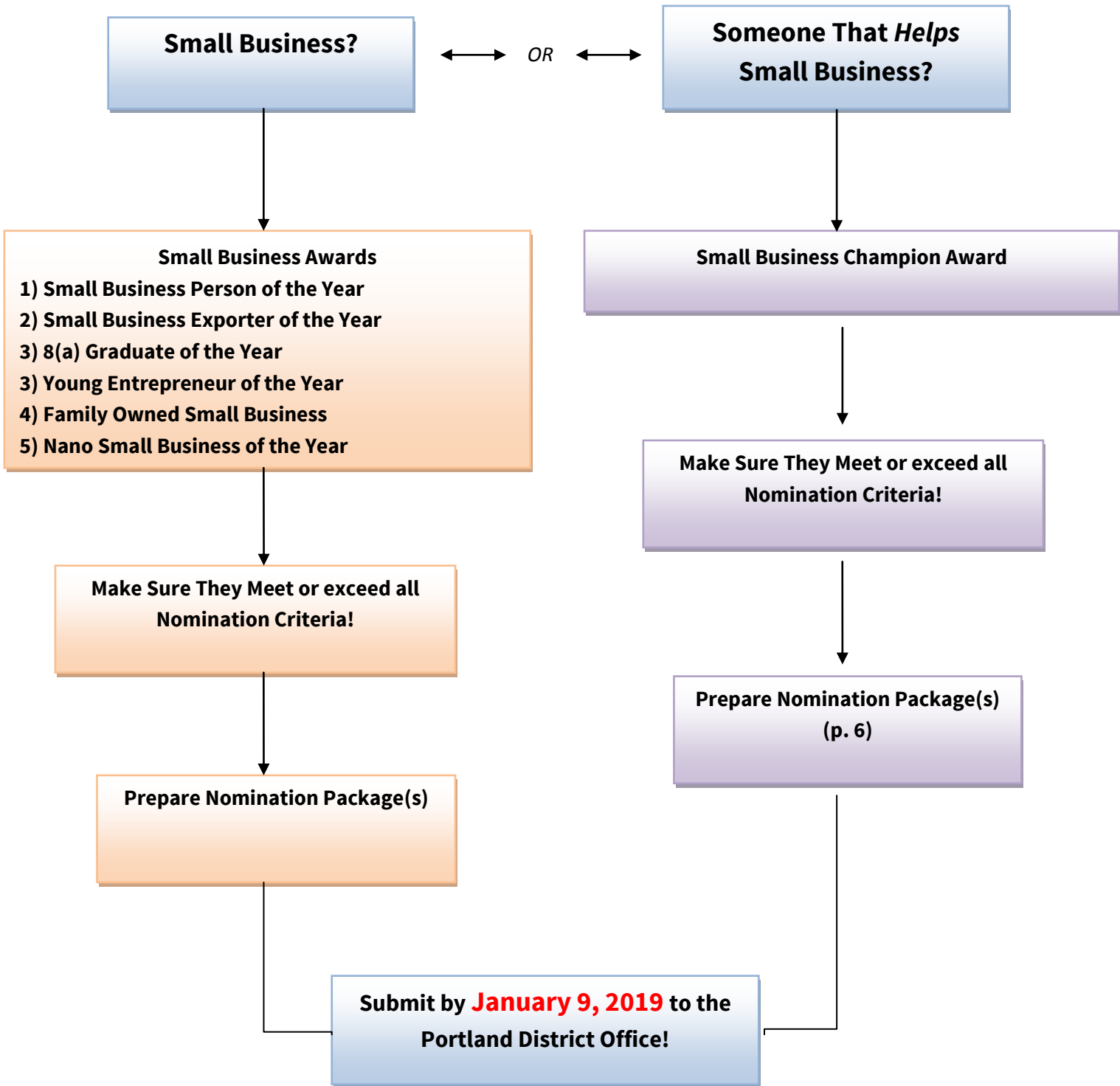
Get Involved!

We are always looking for great candidates for our awards. Individuals may self-nominate, or if you are with an organization that assists small businesses in the U.S., you may submit nominations! But choose carefully - individuals may not be nominated for more than one award category. If you are an SBA employee, you cannot submit nominations.



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How Does It Work?



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I. Small Business Award Criteria

Small Business Person of the Year

This award honors the nominees with the **best overall success in business** as well as contributions to their local communities. Nominees should be **principal owner for three years** and have received **one type of SBA assistance**, i.e. SBA loan, SCORE counseling, Small Business Development Center (SBDC) assistance, Veteran's Business Outreach Center (VBOC) assistance, Women's Business Center (WBC), Emerging Leaders.

1. Staying power — a substantiated history as an established business; including but not limited to expansion, addition of territories, growth in square footage occupied, or exporting;
2. Growth in number of employees — Increases over the three years;
3. Increase in sales, net profit, and net worth for the three prior calendar years, that is, 2015, 2016 and 2017;
4. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them; and
5. Contributions to community-oriented projects — evidence of the use of personal time and resources towards community-oriented projects.

Small Business Exporter of the Year

Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and innovative methods of creating markets. Nominees should and have **received one type of SBA assistance**.

1. Increased sales, profits and/or growth of employment because of exporting. Clearly articulate what exporting has meant to the company (e.g. exports as a percentage of sales, jobs created by exporting, etc.);
2. Creative overseas marketing strategies, exporting history, and current export markets;
3. Effective solutions to export-related problems, including trade financing, payment, and currency issues, market-entry and logistical challenges, cultural differences, etc.;
4. Demonstrated encouragement of other small businesses to export and/or volunteer assistance to other small businesses entering the export market; and
5. Effective use of Federal and/or State government trade promotion or financing programs.

8(a) Graduate of the Year

SBA will make the 8(a) Graduate of the Year Award to a formerly certified 8(a) Business Development Program participant that has graduated from the 8(a) Program for at least one year as of April 1, 2018. The firm does not have to currently be a small business.

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

- 1) Management



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- a. Overall Qualifications/Expertise of Management
 - b. Customer Interface (Customer Engagement)
 - c. Response to adversities, obstacles, etc. to achieve the present level of success
- 2) Exceptional Results/Special Achievements
- a. Deliverables in line with or exceeding contract requirements
 - b. Exceptional past performance record; and description of exceptional results and/or delivery performance that makes this company a valued product/service provider
 - c. Awards and Recognition
- 3) Cost Performance
- a. Financial Stability and Credit Worthiness
 - b. Value Engineering Change Proposals (Performance Adjustments)
 - c. Increase in sales, net profit and net worth Growth in full-time employees
- 4) Innovation
- a. Specific description of innovation or unique/superior product or service
 - b. Explanation of how the product or service fills a niche or technical need not being adequately addressed by the competition
- 5) Economic engagement of the disadvantaged community
- a. Use of minority firms as suppliers, subcontractors, etc.
 - b. Noted recruitment and employment of socially disadvantaged personnel
 - c. Participation in community projects and charitable affairs

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, 2019. Nominees should and have **received one type of SBA assistance**.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Family-Owned Small 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**. Nominees should and have **received one type of SBA assistance**.



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1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

Nano-Business of the Year

This award recognizes up and coming start-ups that display excellent potential for future growth. A business with five or less employees; operating for at least one year that is growing rapidly and poised for even more significant growth in the future.

1. Individual(s) must own and operate business with evidence of success as measured by sales and profits and potential for further growth.
2. Evidence of success as measured by sales and profits.
3. Increased employment opportunities created by the nominee's business.
4. Development and/or utilization of innovative or creative business methods.
5. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Small Business Champion

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

1. Demonstrated efforts to improve conditions in the small business community as a whole, not solely for individual personal advancement.
2. Demonstrated accomplishments in advising small business groups of opportunities within the overall business community.
3. Volunteer efforts beyond business/professional responsibilities to advance small business interests within the community, state and/or nation.
4. Volunteer efforts to provide professional services to the small business community in a legal, legislative, managerial or financial capacity.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for small business interests.



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II. What is Included in a Small Business Award Nomination?

Incomplete nomination packages will not be considered... so be sure to complete everything! A complete nomination package will include:

- 1) A completed background form (**SBA Form 3300, Award Nomination Background Form**) available online <https://www.sba.gov/nsbw>. For “team” nominations, a background form is required for each team member.
 - a. Small Business Person of the Year- Include **SBA Form 3301**, Small Business Person of the Year, available online <https://www.sba.gov/nsbw>.
 - b. Small Business Exporter of the Year- Include **SBA Form 3302**, Small Business Exporter of the Year, available online <https://www.sba.gov/nsbw>.
 - c. Young Entrepreneur of the Year, Family Owned Small Business, and Entrepreneurial Success- Include **SBA Form 3315**, District Office Award, available online <https://www.sba.gov/or>.
- 2) A brief biography of the nominee, **not to exceed one page**. For “team” nominations, a biography s required for each team member.
- 3) A business profile that includes a description of the nominee’s business and **information to support the evaluation/selection criteria** listed above.
- 4) The nominee’s financial performance in the following format:

Financial Summary			
Year	2015	2016	2017
Number of Employees			
Total Sales			
Net Profit (Before Tax)			
Total Assets			
Total Liabilities			
Net Worth			

***Based on the financial chart provided, please explain in more detail the business’s year to year changes in financial health (e.g. sales, net profit, net worth) and #of employees.**

- 5) Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.



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- 6) 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. For “team” nominations, a group photo is acceptable.

V. Important Additional Information

How are the Winners Chosen?

The winners will be selected at the district level by a panel of judges. District winners will be announced during National Small Business Week.

Learn to Submit a Winning Nomination!

To learn how to submit award winning nominations visit:

<https://www.sba.gov/blogs/how-submit-winning-national-small-business-week-award-nomination>

Who is eligible to be nominated?

The nominee must be an individual who owns and operates, or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks.

The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process. All nominees will be subject to background checks. Adverse information obtained through the background check, including compliance with Federal civil rights laws, may result in disqualification by SBA. Individuals or teams may not be nominated for more than one National Small Business Week 2019 award category. Winners at any level will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification. SBA employees may solicit nominations, but they cannot submit nomination on behalf of the nominee.

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

Where/When to Submit:

By **January 9, 2019** by mail or in-person to (*Electronic nominations are not accepted, sorry!*):

SBA Portland District Office
620 SW Main Street
Suite 313
Portland, OR 97205

Need More Info?

Please contact: **Sean Wilson** at sean.wilson@sba.gov or (503) 326-7251.

Visit: www.sba.gov/nsbw for complete guidelines and forms needed.



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