

SBA Small Business Week Award Information

2020 Cleveland District (Northern Ohio) Small Business Week Nomination Information

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.

The SBA Cleveland (Northern Ohio) District Office invites your participation in the Small Business Awards nomination process. Small Business Week is a special opportunity to celebrate local small business entrepreneurs and their successes and the outstanding community members dedicated to facilitating these successes. The Cleveland District Office encourages your submission of 2020 Small Business Week award nominations.

National level award categories include:

<ul style="list-style-type: none">• Small Business Person of the Year	<ul style="list-style-type: none">• Small Business Exporter of the Year
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National award category information can be found at

<https://www.sba.gov/national-small-business-week/national-small-business-week-awards>

District level award categories include:

SBA Cleveland (Northern Ohio) District Office Award Information

<ul style="list-style-type: none">• Minority-Owned Small Business of the Year	<ul style="list-style-type: none">• Woman-Owned Small Business of the Year
<ul style="list-style-type: none">• Veteran-Owned Small Business of the Year	<ul style="list-style-type: none">• Young Entrepreneur of the Year

Who is eligible to be nominated for these District awards?

Nominees for this award must meet the following eligibility requirements. Consult your nearest SBA district office if you have questions.

1. Any legal resident of the United States or its Territories who owns and operates or who bears principal responsibility for operating a small business for a minimum of three years 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 (4). To be nominated and receive one of these awards, the small business nominee must fit within the category of the award.
2. Individuals who have received at least one type of SBA assistance such as, but not limited to an SBA loan, SCORE counseling, Small Business Development Center (SBDC) assistance, Veteran's Business Outreach Center (VBOC) assistance, Women's Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, or Boots to Business training.

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. Self-nominations are permitted.

Where are the nominations to be sent?

Nominations must be submitted to the U.S. Small Business Administration Cleveland District Office at 1350 Euclid Avenue, Suite 211, Cleveland, OH 44115.

What is the deadline for nominations?

All nominations for the awards must be postmarked or hand delivered to the SBA Cleveland District Office **no later than January 7, 2019.**

What information must all District nomination packages contain?

Nominations must be submitted to the U.S. Small Business Administration Cleveland District Office. **It is**

recommended they are typewritten on one side of 8 1/2" x 11" white stationery, collated, and secured in a 1 1/2" binder.

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

1. A completed background form - [SBA Form 3300](#). For "team" nominations, a background form is required for each team member.
2. A completed National Small Business Week District Office Award Form 3315. [3315 - District Office Award Form Final](#)
3. The nominee's business financial summary for the last three years, in the below requested format.

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

4. An original 8"x10" or 5"x7" photo of the nominee or digital photo – at least 300 dpi is required; photocopies are not acceptable. For "team" nominations, a photo for each nominee or group photo is acceptable.

5. 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.

What are the selection procedures for these awards?

The Cleveland District Office Small Business Awards will be selected by a panel of judges. If non-federal employees serve as judges they must sign a conflict of interest/non-disclosure certification.

SBA Cleveland District Office Award Evaluation/Selection Criteria

Cleveland District Minority-Owned Small Business of the Year

Individual(s) being nominated must meet the "Who is eligible to be nominated for this award?" criteria and be majority owned by a minority.

1. Staying power — a substantiated history as an established business including:
 - Number of years in business (minimum three years)
 - 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 — a benchmark to judge the impact of the business on the job market.

- Sustained over a minimum of three years
- Increases over the three years must be in excess of growth in Gross Domestic Product

3. Increase in sales, net profit and net worth for calendar years 2015, 2016 and 2017.

4. Response to adversity — examples of problems faced in the nominee’s business and the methods used to solve them such as:

- 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

5. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources such as:

- 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

Cleveland District Veteran-Owned Small Business of the Year

Individual(s) being nominated must meet the “Who is eligible to be nominated for this award?” criteria and be majority owned by a veteran.

1. Staying power — a substantiated history as an established business including:

- Number of years in business (minimum three years)
- 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 — a benchmark to judge the impact of the business on the job market.

- Sustained over a minimum of three years
- Increases over the three years must be in excess of growth in Gross Domestic Product

3. Increase in sales, net profit and net worth for calendar years 2015, 2016 and 2017.

4. Response to adversity — examples of problems faced in the nominee’s business and the methods used to solve them such as:

- 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

5. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources such as:

- 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

Cleveland District Woman-Owned Small Business of the Year

Individual(s) being nominated must meet the “Who is eligible to be nominated for this award?” criteria and be majority owned by a woman.

1. Staying power — a substantiated history as an established business including:

- Number of years in business (minimum three years)

- 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 — a benchmark to judge the impact of the business on the job market.

- Sustained over a minimum of three years
- Increases over the three years must be in excess of growth in Gross Domestic Product

3. Increase in sales, net profit and net worth for calendar years 2015, 2016 and 2017.

4. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them such as:

- 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

5. Contributions to community-oriented projects — evidence of the use of her personal time and resources such as:

- 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

Cleveland District Young Entrepreneur of the Year

Individual(s) being nominated must meet the "Who is eligible to be nominated for this award?" criteria and be majority owned by a person under thirty-six years of age.

1. Staying power — a substantiated history as an established business including:

- Number of years in business (minimum three years)
- 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 — a benchmark to judge the impact of the business on the job market.

- Sustained over a minimum of three years
- Increases over the three years must be in excess of growth in Gross Domestic Product

3. Increase in sales, net profit and net worth for calendar years 2015, 2016 and 2017.

4. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them such as:

- 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

5. Contributions to community-oriented projects — evidence of the use of her personal time and resources such as:

- 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

File Attachments:

Attachments

Size

[3315_-District_Office_Award_Form_Final](#) 

260Kb

[3300-Award_Nominee_Background_Form_Final](#) 

210Kb