



U.S. Small Business
Administration

Submitting an Award-Winning Nomination

2022
**NATIONAL SMALL
BUSINESS WEEK**
AWARDS

Now Accepting Nominations!



U.S. Small Business
Administration

sba.gov/nsbw

National Small Business Week

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!



Visit www.sba.gov/nsbw for more information and guidelines

Who Can Submit Nominations?

All submissions must be submitted [online](#)

Individuals may self-nominate

An organization that assists small businesses in the U.S

SBA employees cannot submit nominations

Visit www.sba.gov/nsbw for more information and guidelines

Small Business Award Eligibility

Any legal resident of the United States or its Territories who own and operate or who bears principal responsibility for operating a small business for a minimum of **three years**

and 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
- Boots to Business training

Visit www.sba.gov/nsbw for more information and guidelines

How Does it Work?

Choose a
category

A business
can only be
nominated in
one category.

Make sure
they meet
nomination
criteria

Prepare
Nomination

Submit
Nomination

Nominators
can submit
multiple
nominations!
In fact, we
encourage it!

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Nomination Categories

Small Business

- Small Business Person of the Year*
- Small Business Exporter of the Year*
- 8(a) Graduate of the Year*
- Minority Small Business Owner of the Year
- Veteran Small Business Owner of the Year
- Woman Small Business Owner of the Year
- Innovation (SBIR/STTR) Recipient of the Year

Someone who helps small business

- Small Business Champion of the Year
- Small Business Media Advocate of the Year

***National awards have the opportunity to compete at the national level**

National Categories for Businesses

District winner will compete at the regional level, regional winner competes at national level

Small Business Person of the Year	Small Business Exporter of the Year	8(a) Graduate of the Year
Staying power	Increased sales, profits and/or growth of employment because of exporting.	Management – overall qualifications/expertise of management
Growth in number of employees	Creative overseas marketing strategies	Exceptional results/special achievements
Increase in sales, net profit, net worth for three prior years	Effective solutions to export-related problems	Cost performance – financial stability and credit worthiness, increase in sales, growth in employees
Response to adversity	Demonstrated encouragement of other small businesses to export	Innovation – specific description of innovation or unique/superior product or service
Contributions to community-oriented projects	Effective use of Federal and/or State government trade promotion or financing programs	Economic engagement of the disadvantaged community

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District Categories for Businesses

Minority Owned Business	Veteran Owned Business	Woman Owned Business	Innovation (SBIR/STTR)
Staying power	Staying power	Staying power	Evidence of successfully receiving Phase I and/or Phase II SBIR/STTR funding
Growth in number of employees	Growth in number of employees	Growth in number of employees	Furthered the development of and commercialized a product
Increase in sales, net profit and net worth for calendar years	Increase in sales, net profit and net worth for calendar years	Increase in sales, net profit and net worth for calendar years	Increased employment opportunities created by the nominee's business
Innovativeness of product or service offered	Innovativeness of product or service offered	Innovativeness of product or service offered	Development and/or utilization of innovative business methods
Contributions to community-oriented projects	Contributions to community-oriented projects	Contributions to community-oriented projects	Demonstrated entrepreneurial potential necessary for long-term business success and economic growth
Response to adversity	Response to adversity	Response to adversity	
Volunteer efforts to advance minority business interests	Volunteer efforts to advance veteran business interests	Volunteer efforts to advance woman business interests	
	Increased employment opportunities for veterans		

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District Categories for Small Business Advocates

Someone who helps small businesses

Small Business Champion of the Year	Small Business Media Advocate of the Year
Demonstrated efforts to improve conditions in the small business community as a whole	Concerted and demonstrated efforts to increase public understanding of the importance of small business contributions to the economy
Demonstrated accomplishments in advising small business groups	Contribution of content and feature stories, editorials, columns, and commentary that highlight and analyze small business issues
 Volunteer efforts beyond business/professional responsibilities	Voluntary community service aimed at enhancing small business opportunity and growth
Volunteer efforts to provide professional services to the small business community	Other achievements that exemplify the nominee's efforts to improve the understanding and importance of small businesses to the U.S. economy, with a particular focus on those in the Houston District
Other accomplishments/recognition demonstrating the nominee's merit as an effective advocate	

Visit www.sba.gov/nsbw for more information and guidelines

Submitting a Nomination

- Nominations are due to the Houston District Office no later than **January 11th, 2022 at 2:00pm CT**
- **Nominations** will only be accepted electronically via Box.com ([click here](#))
- Every form **MUST** be filled out completely, leaving blank spaces may eliminate the nomination!
- Nominations for Small Businesses **MUST** be made in the correct categories

Visit www.sba.gov/nsbw for more information and guidelines

What is included in a nomination?

Just 3 things + a photo!

Required forms – Background form is required for all categories; additional form required for certain categories

Nominee's financial performance (**chart is included in form**)

Additional supporting documentation (i.e., news clips, letters of recommendation, etc.) – not to exceed 10 pages

A digital 8" x 10" or 5" x 7" photo of the nominee

Visit www.sba.gov/nsbw for more information and guidelines

How to submit a winning package

Choose the best category

- Are you nominating a business or a person that helps businesses?
- Remember some categories can compete at the regional/national level

Research

- Do they fit the eligibility statement without question?
- Do they have supporting documentation?

Share!

- Share examples of community service-- How did the small business owner give back to the community?
- Share success stories, quotes from local representatives, politicians, customers, reviews, media, etc.
- Demonstrate why they are best in industry

Submit a complete package

- If using a previous nomination package, make sure to update with current information
- Submit a complete nomination package, including the photo and any supporting documents
- Submit electronically by the deadline!

Visit www.sba.gov/nsbw for more information and guidelines

Who selects the winners?

- Each award category includes evaluation criteria that judges use to determine the winners
- Winners at any level will be selected by a panel of judges that will be comprised of non-district office federal employees

Visit www.sba.gov/nsbw for more information and guidelines

When will the winners be announced?

- National Small Business Week – Spring 2022
- More details to come: Houston District winners will be announced at the annual SCORE Houston Awards Luncheon



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Questions & Guidance

Contacts

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Resources

[Award Guidelines](#) – *Houston guidelines and forms*

[Submit nomination here](#)

www.sba.gov/nsbw - *for national guidelines + other District Offices*



Visit www.sba.gov/nsbw for more information and guidelines