

Do you know a small business with an amazing success story to tell?

**Nominate them for a
U.S. Small Business Administration Small Business Week Award!**

National Awards

- **Small Business Person of the Year**
- **Small Business Exporter of the Year**

Eastern PA Awards

- **Entrepreneurial Success**
- **Family-Owned Business of the Year**
- **Minority-Owned Small Business Person of the Year**
- **Veteran-Owned Small Business Person of the Year**
- **Woman-Owned Small Business Person of the Year**
- **Young Entrepreneur of the Year**

Who may submit nominations?

- Individuals or organizations dedicated to the support of the small business community in the United State such as trade and professional associations and business organization, may submit nominations.
- Individuals may self-nominate.

Submit nomination packages via hand delivery or U.S. mail to Rob Goza at:

Robert Goza, Lead Economic Development Specialist
U.S. Small Business Administration
1150 First Ave., Suite 1001
King of Prussia, PA 19406

Please contact Rob with questions or concerns by email or phone at 610-382-3084

SBA Small Business Week Awards

National Awards and Eastern PA District Awards

SMALL BUSINESS PERSON OF THE YEAR:

Nominees for this award must meet the following eligibility requirements:

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).
2. Individuals who have received 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.

The Nomination letter should include a concise statement of the qualities and performance that merit the award, not to exceed four pages. The letter should also include each of the following elements, analyzed and addressed separately:

- 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.
- 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 and must be in excess of the GNP.
- Increase in sales, net profit and net worth for calendar years 2012-2014.
- Innovativeness of product or service—an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how the product or service fits a niche not being adequately addressed by the competition.
- Response to adversity—examples of problems faced in the nominee’s business and the methods used to solve them:
 - Specific 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.
- Contributions to aid community-oriented projects—evidence of the use of his/her personal time/resources including:
 - Listing of specific contributions of time, resources or money to charitable causes.
 - Membership in councils, boards, and clubs providing support and services to the community.
- Proof of SBA loan, contracting or technical assistance, if applicable.

See additional nomination packet requirements on page four.

SMALL BUSINESS EXPORTER OF THE YEAR

Nominees for this award must meet the following eligibility requirements:

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).
2. Individuals who have received 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.

The Nomination letter should include a concise statement of the qualities and performance that merit the award, not to exceed four pages. The letter should also include each of the following elements, analyzed and addressed separately:

- Increased sale, profits and/or growth of employment because of exporting.
- Creative overseas marketing strategies.
- Effective solutions to export-related problems, including trade financing, payment, and currency issues; market-entry and logistical challenges; cultural differences, etc.
- Demonstrated encouragement of other small businesses to export.
- Effective use of Federal and/or State government trade promotion or financing programs

See additional nomination packet requirements on page four.

(These Award winners will compete for State, Regional and National Awards)

Eastern PA District Awards:

ENTREPRENEURIAL SUCCESS

Any individual who serves as a majority owner and operates a business that started “small” by SBA standards, then developed into a large business may be nominated. Up to four partners who jointly own and operate a business may be nominated as a team. Business must have received SBA assistance. See additional nomination packet requirements on page four.

FAMILY-OWNED SMALL BUSINESS OF THE YEAR

Family-owned business that has passed from one generation to another and owner has responsibility for operating the business. Nominees must serve as a majority owner and operator or bear principal responsibility for operating the small business with at least a 15-year track record, and show voluntary efforts to strengthen family-owned businesses in the community. See additional nomination packet requirements on page four.

MINORITY SMALL BUSINESS OF THE YEAR

An ethnic minority who serves as majority owner for a small business with a 3 year track record and a commitment to strengthen minority-owned businesses in the community may be nominated. See additional nomination packet requirements on page four.

VETERAN SMALL BUSINESS OF THE YEAR

A U.S. Armed Forces Veteran who serves as majority owner for a small business with a three year track record and demonstrates voluntary efforts to strengthen veteran-owned businesses in the community may be nominated. See additional nomination packet requirements on page four.

WOMAN SMALL BUSINESS OF THE YEAR

A woman who serves as majority owner for a small business with a 3 year track record and a commitment to strengthen woman-owned businesses in the community may be nominated. See additional nomination packet requirements on page four.

YOUNG ENTREPRENEUR OF THE YEAR

Any individual who serves as majority owner and operates or bears principal responsibility for operating a small business with a three-year track record, and who will not have reached the age of 30 by June 1, 2016 may be nominated. See additional nomination packet requirements on page four.

Who May Submit Nominations?

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. Individuals may self-nominate.

Deadline to submit Nomination Packages is the date established by Headquarters each year.

Nomination packages may be submitted via hand delivery to Rob Goza or by U.S. mail to:

Robert Goza, Public Information Officer
U.S. Small Business Administration
1150 First Ave., Suite 1001, King of Prussia, PA 19406

Please contact Rob directly with any questions by email at Robert.goza@sba.gov or phone at 610-382-3084.

CHECKLIST OF REQUIRED DOCUMENTATION FOR ALL AWARDS

DOCUMENT REQUIRED	NATIONAL AWARDS		EASTERN PA AWARDS					
	SMALL BUSINESS PERSON OF THE YEAR	SMALL BUSINESS EXPORTER OF THE YEAR	ENTREP. SUCCESS	FAMILY OWNED BUSINESS OF THE YEAR	MINORITY OWNED BUSINESS OF THE YEAR	VETERAN OWNED BUSINESS OF THE YEAR	WOMAN OWNED BUSINESS OF THE YEAR	YOUNG ENTREP. OF THE YEAR
Form 3300	X	X	X	X	X	X	X	X
Form 3301	X							
Form 3302		X						
*Photo	X	X	X	X	X	X	X	X
*Nomination Letter	X	X	X	X	X	X	X	X
*Any supporting doc.	X	X	X	X	X	X	X	X

*Please see additional detail on following page.

PLEASE NOTE:

- Individuals or teams who own or operate a business defined as “other than small” (i.e. large businesses) for its primary industry under the applicable SBA size standards are not eligible.
- All nominees must be residents of the United States or its territories and will be subject to background checks.
- Elected officials are not eligible.
- Individuals who have received Small Business Person of the Year at the State level within the past three years are not eligible.
- Individuals or teams who received the Small Business Exporter Award at the Regional level in the past three years are not eligible.
- Individuals may not be nominated for more than one award category.
- Individuals or firms who are currently suspended or debarred by the Federal Government are not eligible.
- Small businesses owned and operated by nominees must comply with federal civil rights laws.
- All SBA programs and services are provided on a nondiscriminatory basis. The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.
- Winners at every level will be selected by a panel of judges comprised of both SBA employees and non-Federal employees. Non-Federal employees must sign a conflict of interest/non-disclosure certification.
- SBA employees may solicit nominations, but they cannot submit nominations behalf of the nominee.

SBA SMALL BUSINESS WEEK AWARD CRITERIA

Nomination packages for all National and Eastern PA awards must include the following:

1. A completed background form (SBA Form 3300, Award Nomination Form) available online at: [SBA Background Form 3300](#). For “team” nominations, a background form is required for each team member.
2. An original 8”x10” or 5”x7” photo of the nominee(s) or a digital photo – at least 300 dpi is required; photocopies are not acceptable. A group photo is acceptable for team nominations.
3. Nomination letter to include a concise statement of the qualities and performance that merit the award, not to exceed four pages. The letter should also include each of the following elements, analyzed and addressed separately:
 - Staying power – a substantiated history as an established business with a track record of at least three years
 - Growth in number of employees, sustained expansion
 - Increase in sales and/or unit volume and net worth
 - Innovativeness of product or service
 - Response to adversity
 - Contributions to aid community-oriented projects
 - Proof of SBA loan, contracting or technical assistance, if applicable
(Address these points clearly to improve your nominee’s chances of winning!)
4. Any other 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.

Eastern PA District Office
**Top 10 Tips for Writing Winning Local Small Business Week
Award Nomination Packages**

1. Use the rating criteria (bullets under each award category) as an outline for organizing your nomination and use headings to transition from one rating criteria to the next. Doing so enables judges, who have limited time to review each nomination, to quickly evaluate the nomination. It will also reduce the chance that critical information will be overlooked. (Judges may not seek relevant information that is out of order or difficult to locate.)
2. Speak directly to each rating criteria. Failing to respond to any one of the rating criteria could prevent an otherwise outstanding nominee from being selected. Have someone else proofread your nomination. Grammatical errors and misspelled words detract from the quality of the nomination.
3. Keep your narrative to a minimum. Critical facts about your nominee's successes can easily get lost in unnecessary verbiage. However, include all information necessary to highlight the nominee's accomplishments in simple language and explain technical terms in a manner that a non-expert would understand.
4. Include all information required for the award category. Nominations may be disqualified if nominators fail to submit all information required for that particular award. Sign and date all forms. When in doubt, contact your local district office for direction.
5. Include a high resolution, 300 DPI, color headshot. A group photo is acceptable for team nominations. Photocopies are not acceptable.
6. Be aware that judges will only be reviewing black and white duplicate copies of the material you submit. Content is more important than a decorative presentation.
7. Fully disclose any and all SBA assistance a nominee has received, including SBA loans, Procurement assistance or assistance from SCORE, the SBDC, a Women's Business Center, or direct counseling/assistance from an SBA district office.
8. Businesses and individuals with compelling stories are often seen very favorably by judges; look for a factual, yet engaging angle to present your nominee.
9. Letters in support of nominations are an excellent way to highlight individual or business accomplishments, but seek letters from individuals having firsthand knowledge of these accomplishments and ask that the letters cite specific examples of the nominee's successes and contributions.
10. Use underlines to bring attention to important facts in your supporting documents - such as letters of support and news clippings. Don't use highlights; doing so may mask the words when duplicates are made.

Questions?

Contact Rob Goza
Lead Economic Development Specialist
610-382-3084 robert.goza@sba.gov