



Awards Overview

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 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 nominations on behalf of the nominee.

ELIGIBILITY BY SIZE

A business must be qualified as small under SBA size standard guidelines. Size standards differ by industry and may be measured in terms of dollars or number of employees. The following describes the broad parameters for classifying businesses as small. Specific information based on NAICS code can be found at [Table of Small Business Size Standards | SBA.gov](#).

Wholesale - The average number of employees per pay period for the preceding twelve months varies from 100 to 250, depending on industry.

Retail - Average annual receipts for last three years vary from \$7.5 million \$38.5 million, depending on industry.

Service - Depending on industry, size standard can be either revenues or number of employees.

Construction - Average annual receipts for the last three years less than \$36.5 million (except for dredging and surface cleanup activities, which is \$27.5 million). Special trade construction is limited to \$15 million.

Manufacturing - The average number of employees per pay period for the preceding twelve months does not varies from 500 to 1,250, depending on industry.

Farming - Average annual receipts for the last three years less than \$750,000.00.



PLEASE NOTE: In determining if your nomination fits our size standards, please include any foreign and/or domestic affiliates whether they are for profit or non-profit entities. Also, many businesses within certain industries have a higher size standard than what is listed above and may be considered small.

If you have any questions concerning size standards, please call the Illinois SBA office at (312) 353-4528.



FINANCIAL SUMMARY TABLE
(REQUIRED FOR BUSINESS NOMINATIONS)

Financial Summary			
Year	2016	2017	2018
Number of Employees			
Total Sales			
Net Profit (Before Tax)			
Total Assets			
Total Liabilities			
Net Worth			



ENCORE ENTREPRENEUR OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Encore Entrepreneur of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Any individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three-year track record, and who started the business after age fifty (50), may be nominated.

The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form), which is available through the Illinois District Office and online at www.sba.gov/NSBW. For “team” nominations, a background form is required for each team member;
- A completed SBA Form 3315, which is available through the Illinois District Office and online at www.sba.gov/IL.
- An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – of at least 1 megabyte or larger (or 300 dpi) is required; scanned images and photocopies are not acceptable, as they are not of high enough quality. For “team” nominations, a photo of each nominee or group photo is acceptable;
- 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). This should include the Financial Summary Table to support the information in Question 12 on Form 3315. Videos will not be considered.



In addition to the above material, please provide details of the nominee's qualifications at Question 15 on Form 3315 according to the following specific criteria. If necessary, one additional sheet may be used to complete questions.

- Show efforts to make a positive difference in their community by meeting a community need and/or tackling a social challenge
- Increased employment opportunities created by the nominee's business
- Development and/or utilization of innovative or creative business methods
- Demonstrated entrepreneurial potential necessary for business success and economic growth

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. They must be received by the Illinois District Office no later than January 7, 2020.

Please submit your package to our office at the following address:

U.S. Small Business Administration Illinois District Office
Attn: PAS Jessica Mayle
500 W. Madison St., Suite 1150
Chicago, IL 60661

If you have any questions concerning the nomination process, please call the Illinois SBA office at (312) 353-4528.



FAMILY-OWNED SMALL BUSINESS OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Family-Owned Business of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

This award honors a family owned and operated business that has been passed on from one generation to another. Nominees must also serve as a majority owner and operator or bear principal responsibility for operating the small business with at least a fifteen (15) year track record.

The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form), which is available through the Illinois District Office and online at www.sba.gov/NSBW. For “team” nominations, a background form is required for each team member;
- A completed SBA Form 3315, which is available through the Illinois District Office and online at www.sba.gov/IL.
- An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – of at least 1 megabyte or larger (or 300 dpi) is required; scanned images and photocopies are not acceptable, as they are not of high enough quality. For “team” nominations, a photo of each nominee or group photo is acceptable;
- 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). This should include the Financial Summary Table to support the information in Question 12 on Form 3315. Videos will not be considered.

In addition to the above material, please provide details of the nominee’s qualifications at Question 15 on Form 3315 according to the following specific criteria. If necessary, one additional sheet may be used to complete questions.



- Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
- 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.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. They must be received by the Illinois District Office no later than January 7, 2020.

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YOUNG ENTREPRENEUR OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Young Entrepreneur of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

Any individual who serves as a 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 thirty (30) by June 1, 2020, may be nominated.

The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form), which is available through the Illinois District Office and online at www.sba.gov/NSBW. For “team” nominations, a background form is required for each team member;
- A completed SBA Form 3315, which is available through the Illinois District Office and online at www.sba.gov/IL.
- An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – of at least 1 megabyte or larger (or 300 dpi) is required; scanned images and photocopies are not acceptable, as they are not of high enough quality. For “team” nominations, a photo of each nominee or group photo is acceptable;
- 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). This should include the Financial Summary Table to support the information in Question 12 on Form 3315. Videos will not be considered.



In addition to the above material, please provide details of the nominee's qualifications at Question 15 on Form 3315 according to the following specific criteria. If necessary, one additional sheet may be used to complete questions.

- Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
- 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.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. They must be received by the Illinois District Office no later than January 7, 2020.

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RURAL SMALL BUSINESS OF THE YEAR

Background

Any individual or organization dedicated to the support of the small business community in the United States may submit a nomination for the Rural Small Business of the Year Award. All nominees must be residents of and employed in the United States and will be subject to background checks. Any business owned and operated by the nominee must comply with federal civil rights laws.

Nominations

This award honors a small business that is primarily located in one of the following counties in Illinois:

Adams	Edgar	Jasper	Mercer	Scott
Alexander	Edwards	Jefferson	Monroe	Shelby
Bond	Effingham	Jersey	Montgomery	Stark
Brown	Fayette	Jo Daviess	Morgan	Stephenson
Bureau	Ford	Johnson	Moultrie	Union
Calhoun	Franklin	LaSalle	Ogle	Vermilion
Carroll	Fulton	Lawrence	Perry	Wabash
Cass	Gallatin	Lee	Piatt	Warren
Christian	Greene	Livingston	Pike	Washington
Clark	Hamilton	Logan	Pope	Wayne
Clay	Hancock	Macoupin	Pulaski	White
Clinton	Hardin	Marion	Putnam	Whiteside
Crawford	Henderson	Marshall	Randolph	Williamson
Cumberland	Henry	Mason	Richland	Woodford
De Witt	Iroquois	Massac	Saline	
Douglas	Jackson	Menard	Schuyler	

Any individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three-year track record may be nominated.



The nomination package must include (in the following order):

- A completed background form (SBA Form 3300, Award Nominee Background Form), which is available through the Illinois District Office and online at www.sba.gov/NSBW. For “team” nominations, a background form is required for each team member;
- A completed SBA Form 3315, which is available through the Illinois District Office and online at www.sba.gov/IL.
- An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – of at least 1 megabyte or larger (or 300 dpi) is required; scanned images and photocopies are not acceptable, as they are not of high enough quality. For “team” nominations, a photo of each nominee or group photo is acceptable;
- 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). This should include the Financial Summary Table to support the information in Question 12 on Form 3315. Videos will not be considered.

In addition to the above material, please provide details of the nominee’s qualifications at Question 15 on Form 3315 according to the following specific criteria. If necessary, one additional sheet may be used to complete questions.

- Evidence of success as measured by sales and profits, as based on financial information supplied in the nomination.
- 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.

Nominations must be typewritten on 8-1/2" x 11" white paper and on one side only. They must be received by the Illinois District Office no later than January 7, 2020.

Please submit your package to our office at the following address:



U.S. Small Business
Administration

National Small Business Week Illinois District Awards

U.S. Small Business Administration Illinois District Office

Attn: PAS Jessica Mayle

500 W. Madison St., Suite 1150

Chicago, IL 60661

If you have any questions concerning the nomination process, please call the Illinois SBA office at (312) 353-4528.