



U.S. Small Business  
Administration



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# Make Your Nomination Stand Out

SBA Small Business Week – May 3-9, 2020

**NATIONAL SMALL  
BUSINESS WEEK**

**— AWARDS —**

**#SMALLBUSINESSWEEK**

[SBA.gov/nsbw](https://SBA.gov/nsbw)



# What are the Small Business Week awards?

- Since 1963, National Small Business Week has served as our nation's salute to small business owners, and the SBA awards offer an opportunity to highlight and promote small business success stories.
- Past winners include:
  - Ben and Jerry's
  - Callaway Golf
  - Chobani
  - Dogfish Head
  - Stonyfield Farm
  - Koval Distillery (2017 Illinois Small Business of the Year)
  - Landmark Pest Management (2018 Illinois & National Small Business Person of the Year)
  - CMG Construction (2019 Illinois Small Business Person of the Year)

# What are the categories? National Awards

- Small Business Person of the Year Award
- Small Business Exporter of the Year
- Phoenix Award for Disaster Recovery - Small Business, Public Official, and Volunteer
- Federal Procurement Award- Small Business Prime Contractor of the Year Award, Subcontractor of the Year Award, Dwight D. Eisenhower Award for Excellence
- 8(a) Graduate of the Year Award
- Small Business Development Center Excellence and Innovation Award
- Veterans Business Outreach Center Excellence in Service Award
- Women's Business Center of Excellence Award
- Jody C. Raskind Lender of the Year
- Small Business Investment Company of the Year

# What are the categories? Illinois Awards

- Family-Owned Business of the Year
- Young Entrepreneur of the Year
- Encore Entrepreneur of the Year
- Rural Small Business of the Year

# Eligibility Guidelines

- Ensure the business is “small” by [SBA size guidelines](#).
- A 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
  - Up to four partners may be nominated as a team.
- Must have received SBA assistance such as:
  - SBA-guaranteed loan, SCORE counseling, assistance from SBDC, VBOC, or WBC, government contracting assistance, disaster assistance, Emerging Leaders Initiative, Boots to Business training, etc.

# Eligibility Guidelines

- Cannot have received the Small Business Person Award at the State level within the past three years
- Elected officials and individuals/firms currently suspended or debarred by the federal government are ineligible.
- Individuals or teams can be nominated in only one category.

# How do you actually enter?

- Small business owners and supporters can nominate.
- Visit [www.sba.gov/nsbw/awards](http://www.sba.gov/nsbw/awards)
  - For Illinois District Awards, visit [www.sba.gov/IL](http://www.sba.gov/IL)
- Download nomination form and background form
  - For team nominations, a background form is required for each team member
- Forms are fillable PDFs, but hard copies must be printed and submitted.
- An original photo of the nominee (digital or hard copy)
- Supporting documentation is optional
  
- Submit completed packets to:
  - SBA Illinois District Office, Attn: Jessica Mayle,  
500 W. Madison St., Suite 1150, Chicago IL 60661
- Deadline: Jan. 7, 2020

# Judging

- A panel of 3-5 SBA Illinois District senior staff members review and score each submission.
  - Staying power and growth
  - Growth in number of employees
  - Increase in sales, net profit, and net worth over three years
  - Response to adversity
  - Innovativeness of product or service
  - Contributions to community-oriented projects — evidence of the use of his/her personal time and resources

# Your nomination

- Tell a compelling story!
  - How has this business made a difference – to the owners, to customers, to employees, to the community?
- Answer questions completely and honestly.
- 200-word limit on nomination form, but up to 10 pages of supplemental info can be submitted
  - Letters of recommendation
  - Media coverage
  - Other material highlighting what makes business special
  - No videos

# Your nomination

- Include ALL SBA assistance received, and describe how it helped the business
- Emphasize the accomplishments of the company – don't be humble!
- How does this company stand out from its competitors?
- Has the company received other awards or acknowledgements?
- Proofread & get feedback from other stakeholders.
- Submit early! Don't miss the deadline!

# What's next?

- After judging, Illinois district-level winners are submitted to compete for regional and national awards.
- The Illinois Small Business Person of the Year will be invited to Washington, D.C. to meet the Administrator.
- The National Small Business Person of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of the panel of judges of federal employees.

# Questions?

- Contact Public Affairs Specialist Jessica Mayle at [jessica.mayle@sba.gov](mailto:jessica.mayle@sba.gov) or 312-886-0409.
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