

National Small Business Week

April 29 – May 5, 2018



Small Business Week Awards Nomination Package

Nominations must contain the information below. Incomplete nomination packages will not be considered:

1. A completed background form (SBA Form 3300, Award Nominee Background Form) which is available at www.sba.gov/nsbw. For “team” nominations, a background form is required for each team member.
2. A completed nomination form (SBA Form 3301, for Small Business Person of the Year; Small Business Exporter Nominees should use SBA Form 3302 which is available at www.sba.gov/nsbw. For Rhode Island District Award Nominees should use SBA Form 3315 which is available at <https://www.sba.gov/ri>)
3. A nomination letter from the person or organization nominating the business owner for the award, not to exceed 3 pages.
4. An additional narrative paragraph on any criteria not contained on corresponding award form (see award criteria).
5. An original 8” x 10” or 5” x 7” photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable. For “team” nominations, a photo of each nominee or group photo is acceptable.
6. 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.

All nominations must be mailed or hand delivered to the Rhode Island District Office, 380 Westminster Street, Suite-511, Providence, RI no later than 3:00 p.m. ET on January 9, 2018

If you have any questions about the nominations process contact Ryan Brissette at 401-528-4630 or providence.ri@sba.gov