

# National Small Business Week

April 29 – May 5, 2018



## Small Business Week Awards Nomination Process

### Step 1:

Email the following information to: [providence.ri@sba.gov](mailto:providence.ri@sba.gov)

- **Nominator:** Full Name /Phone /Email
- **Award Nominee:** Full Name/ Business Name /Address /Phone /Email
- **Nomination Letter:** Which category? How do they fit the criteria?

### Step 2:

Rhode Island District Office will contact the nominee to request a complete package

### Step 3:

Award Nominee must send a completed package by mail or hand delivered to the Rhode Island District Office by: 3:00 P.M. EST, January 9, 2018.

## 2018 Award Categories

### National Awards

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

### Rhode Island District Awards

- Jeffrey Butland Family Owned Small Business
- Minority Small Business Owner of the Year
- Veteran Small Business Owner of the Year
- Woman Small Business Owner of the Year
- Homebased Small Business Owner of the Year
- Microenterprise of the Year
- Young Entrepreneur of the Year
- Small Business Manufacturer of the Year
- Financial Services Champion

# 2018 Small Business Week Awards Nomination

## Criteria by Category

### GENERAL ELIGIBILITY REQUIREMENTS

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).

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, and Women’s Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, or Boots to Business training.

### NOMINATION CRITERIA

#### SMALL BUSINESS PERSON OF THE YEAR

Any individual who owns or operates or bears principal responsibility for operating a small business may be nominated. Partners who jointly own or operate the business may be nominated as a team, as long as the team does not exceed four.

Nominee must respond to the following criteria via SBA Form 3301:

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 12, Form 3301)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 8 and 13, Form 3301)**
3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016. **(Question 8 and 13, Form 3301)**
4. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Question 15, Form 3301)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 16, Form 3301)**

#### SMALL BUSINESS EXPORTER OF THE YEAR

Any individual who owns and operates a small business engaged in exporting may be nominated.

Nominee must respond to the following criteria via SBA Form 3302:

1. Increased sales, profits and/or growth of employment because of exporting. Clearly articulate what exporting has meant to the company (e.g. exports as a percentage of sales, jobs created by exporting, etc.) **(Questions 9, 14 & 15, Form 3302)**
2. Creative overseas marketing strategies, exporting history and current export markets **(Question 16, Form 3302)**
3. Effective solutions to export-related problems, including trade financing, payment, and currency issues; market-entry and logistical challenges; cultural differences, etc. **(Question 17, Form 3302)**
4. Demonstrated encouragement of other small businesses to export and/or volunteer assistance to other small businesses entering the export market **(Question 18, Form 3302)**
5. Effective use of Federal and/or State government trade promotion or financing programs **(Question 13, Form 3302)**

## Rhode Island Awards

Winners of the Rhode Island awards will become eligible to compete for the New England Awards in their category.

### **JEFFREY BUTLAND FAMILY OWNED SMALL BUSINESS OF THE YEAR**

**Any small business that is family-owned and operated, with a 15-year track record that has been passed on from at least one generation to another.**

**Nominee must respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to elements 6-8.**

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 12, Form 3315)**
3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016. **(Question 12, Form 3315)**
4. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
6. Response to adversity – examples of problems faced in the nominee's business and the methods used to solve them. **(Narrative paragraph)**
7. Volunteer efforts to strengthen family-owned businesses within the community **(Narrative paragraph)**
8. Increased employment opportunities for family members **(Narrative paragraph)**

### **MINORITY SMALL BUSINESS OWNER**

**Any individual who qualifies as a minority and who owns at least 51% and operates a small business may be nominated.**

**Nominee must respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to elements 6 and 7.**

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 12, Form 3315)**
3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016. **(Question 12, Form 3315)**
4. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
6. Response to adversity – examples of problems faced in the nominee's business and the methods used to solve them. **(Narrative paragraph)**
7. Volunteer efforts to advance minority business interests within the community **(Narrative paragraph)**

### **VETERAN SMALL BUSINESS OWNER**

**Any individual(s) who owns at least 51% and operates a small business and is a veteran of the U.S. armed forces may be nominated.**

**Nominee must respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to elements 6-8.**

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 12, Form 3315)**
3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016. **(Question 12, Form 3315)**
4. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**

5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
6. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**
7. Volunteer efforts to advance veteran business interests within the community **(Narrative paragraph)**
8. Increased employment opportunities for veterans **(Narrative paragraph)**

## **WOMAN SMALL BUSINESS OWNER**

**Any woman/women who owns at least 51% and operates a small business may be nominated.**

**Nominee must respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to elements 6 and 7.**

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 12, Form 3315)**
3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016. **(Question 12 , Form 3315)**
4. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition.**(Address in Question 10, Form 3315)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
6. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**
7. Volunteer efforts to advance woman business interests within the community **(Narrative paragraph)**

## **MICROENTERPRISE**

**Any individual(s) who founded, owns and operates a business with 5 or fewer employees (including the owners), which received assistance through SBA loan programs or as a client of our SBA technical service providers. Partners who jointly own and operate the business may be nominated as a “team”, so long as the number of individuals in the team does not exceed four.**

**Nominee must respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to elements 5 and 6.**

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016. **(Question 12 , Form 3315)**
3. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
4. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
5. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**
6. Demonstrated creativity and/or commitment to a social mission in hiring policy, buying local, etc. **(Narrative paragraph)**

## **YOUNG ENTREPRENEUR**

**Any individual(s), under the age of 30, who owns at least 51% and operates a small business may be nominated.**

**Nominee must respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to element 6.**

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 12, Form 3315)**
3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016. **(Question 12 , Form 3315)**

4. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
6. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**

## **SMALL BUSINESS MANUFACTURER**

**Any small business manufacturer may be nominated.**

**Nominee must respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to elements 6 and 7.**

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Growth in number of employees – Increases over three years must be in excess of growth in Gross Domestic Product. **(Question 12, Form 3315)**
3. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016. **(Question 12 , Form 3315)**
4. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
5. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
6. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**
7. Demonstrated creativity and/or commitment to a social mission in hiring policy, buying local, etc. **(Narrative paragraph)**

## **HOMEBASED SMALL BUSINESS OWNER**

**Any small business operated out of a home office location may be nominated.**

**Nominee must respond to the following criteria via SBA Form 3315 and provide a brief narrative paragraph responding to element 5.**

1. Staying power – a substantiated history as an established business; including but not limited to expansion, exporting, addition of territories, or growth in square footage occupied. **(Question 11, Form 3315)**
2. Increase in sales, net profit and net worth for calendar years 2014, 2015, and 2016. **(Question 12 , Form 3315)**
3. Innovativeness of product or service offered – Explanation of how the product or service fits a niche not being adequately addressed by the competition. **(Address in Question 10, Form 3315)**
4. Contributions to community-oriented projects – evidence of the use of his/her personal time and resources **(Question 13, Form 3315)**
5. Response to adversity – examples of problems faced in the nominee’s business and the methods used to solve them. **(Narrative paragraph)**

## **FINANCIAL SERVICES CHAMPION**

**Any Individual who assists small businesses through advocacy to increase usefulness and availability of accounting or financial services**

**Nominee must respond to the following criteria by writing a brief narrative on each item.**

1. Outside of regular business duties, the amount and quality of assistance given small businesses in obtaining financing
2. Advocacy of changes in the financial services industry to assist small firms
3. Encouragement of the flow of investment capital to small ventures
4. Active support for legislative or regulatory action designed to help small firms
5. Other significant contributions made by the nominee through financial services or accounting industry to advance small business interests