



SUPPLEMENTAL MEMORANDUM IN SUPPORT OF NATIONAL SMALL BUSINESS WEEK

SBA Baltimore District Office Awards:

To be nominated and receive one of the following local awards, the small business nominee must fit within the category of the award, demonstrate success in business and complete and submit the required nomination package information. Nomination guidelines for District Office Awards can be found at www.sba.gov/nsbw. ***Incomplete packages will not be accepted.**

The SBA Baltimore District Office invites your participation in the **2022 Maryland Small Business Week Awards** nomination process. Nominees must be located within the SBA Baltimore District Office service area (the state of Maryland, except for Prince George's & Montgomery counties).

Baltimore District Office Local Awards (see pages 2 &3)

Who Can Be Nominated?

All nominees for Small Business Week awards must be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The SBA size standards apply in defining a small business as small. Individuals may not be nominated for more than one award category. ***The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.***

Nominees for these awards 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). To be nominated and receive one of these awards, the small business nominee must fit within the category of the award.
2. Individuals who have received at least one type of SBA assistance such as, but not limited to an SBA loan (7a, 504, micro loan, EIDL, PPP), Small Business Development Center (SBDC) assistance, Women's Business Center (WBC) assistance, Veteran's Business Outreach Center (VBOC) assistance, SCORE counseling, government contracting assistance, physical disaster assistance, Emerging Leaders participation, SBIR/STTR, STEP grant, COVID-19 grant (RRF, SVOG) or Boots to Business/Reboot training. *(Not applicable for Advocacy Awards or Rising Star Student Entrepreneur)*

2022 Maryland Small Business Week

Entrepreneurial Awards

(Specific to the SBA Baltimore District Office; do not advance to national competition)

Entrepreneurial Success: Nominee must own and operate businesses initially launched as a small business according to SBA size standards that subsequently developed into large businesses.

Family-Owned Small Business: Nominees must serve as a majority owner & operator or bear principal responsibility for operating a small business with at least a 15-year track record that has been passed down through one or more generations.

Home-Based Small Business: Nominees must be a current small business owner operating from their residence.

Minority Owned Small Business

Rising Star Student Entrepreneur: Nominee must be enrolled in grades 6-12 at a Maryland-based educational institution & be the primary owner/operator of a small business.

Veteran Owned Small Business

Women Owned Business

Young Entrepreneur: Nominee must serve as a majority owner & operates a small business with a three-year track record and will not have reached the age of 30 by June 1, 2022.

Evaluation Criteria for Local Entrepreneurial Awards:

- Evidence of success as measured by sales and profits.
- Increased employment opportunities created by the nominee's business.
- Innovativeness of product or service
- Response to adversity; development or utilization of creative business methods
- Demonstrated potential necessary for long-term business success and economic growth.
- Community contributions

2022 Maryland Small Business Week

Advocacy Awards

(Specific to the SBA Baltimore District Office; do not advance to national competition)

In all cases, Advocacy Award nominees should be individuals who, in their professional capacity, have contributed to a better economic and financial climate for small firms may be nominated. Nominees may or may not be small business owners.

Accountant Advocate

Attorney Advocate

Insurance Advocate

Financial Services Champion: Individuals who encourage the flow of investment capital to small ventures & assist small businesses through advocacy efforts to increase usefulness & availability of accounting or financial services.

Evaluation Criteria for Local Advocacy Awards:

- Volunteering time and energy outside of business duties to assist small firms.
- Advocacy of a reduction of regulatory requirements for small business.
- Support for initiatives to promote legislation strengthening small businesses.
- Participation in other activities that exemplify the nominee's efforts to improve the economic climate for small businesses.

Nomination Packages & Submission

All nominations must be submitted electronically to the SBA Baltimore District Office via box.com: [Click here to submit your nominations](#) by **Friday, January 14, 2022**. The nomination package must contain each of the items listed below. Incomplete packages will not be considered.

Nomination Packages must include:

1. A completed background form - [SBA Form 3300](#). For “team” nominations, a background form is required for each team member.
2. A completed National Small Business Week District Office Award [Form 3315](#).
3. An 8”x10” or 5”x7” photo of the nominee – at least 300 dpi is required. For “team” nominations, a photo for each nominee or group photo is acceptable.
4. Additional supporting documentation deemed significant, including news clips, letters of recommendation, nomination letter (if not self-nominated) & other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.

Where are the nominations to be sent?

Nominations must be submitted electronically [via box .com to the Baltimore District Office](#) or access the links at www.sba.gov/nsbw.

What is the deadline for nominations?

Friday, January 14, 2022. Electronic submission only. Paper nominations will not be accepted.

What are the selection procedures for these awards?

SBA will make the above referenced awards to eligible small businesses at the Baltimore District level only. The Baltimore District Office Small Business Week Awards will be selected by a panel of judges. If any non-federal employee judges are utilized, they are required to sign a conflict of interest/non-disclosure certification.

Mark Your Calendar: Maryland winners will be honored at the *Maryland Small Business Week Awards Luncheon* on Thursday, June 9, 2022, at Martin’s West, Woodlawn, Md. Learn more: www.mdsbwawards.org.