



U.S. Small Business  
Administration

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## **SUPPLEMENTAL MEMORANDUM IN SUPPORT OF NATIONAL SMALL BUSINESS WEEK**

### **SBA Connecticut 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 [National Small Business Week](#).** \*Incomplete packages will not be accepted.

### **Jeffrey Butland Family-Owned Small Business of the Year:**

Family-owned business that has passed from one generation to another and owner has responsibility for operating the business. Nominees must serve as a majority owner and operator or bear principal responsibility for operating the small business with at least a 15-year track record. Nominee must demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020, 2021) and show voluntary efforts to strengthen family-owned businesses in the community. Business must have received SBA assistance. Jeffrey Butland was a staunch advocate for family-owned small businesses in New England as the Region 1 Administrator.

### **Manufacturer of the Year:**

Any small business manufacturer may be nominated. 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. Nominee must demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020, 2021).

### **Microenterprise of the Year:**

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 demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020, 2021).

### **Minority Small Business of the Year:**

An ethnic minority who serves as majority owner for a small business with a 3-year track record and a commitment to strengthen minority-owned businesses in the community may be nominated. Nominee must demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020, 2021). Business must have received SBA assistance.

**Veteran Small Business of the Year:**

A U.S. Armed Forces Veteran who serves as majority owner for a small business with a 3-year track record and demonstrates voluntary efforts to strengthen veteran-owned businesses in the community may be nominated. Nominee must demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020, 2021). Business must have received SBA assistance.

**Women in Business of the Year:**

A woman who serves as majority owner for a small business with a 3-year track record and a commitment to strengthen woman-owned businesses in the community may be nominated. Nominee must demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020, 2021). Business must have received SBA assistance.

**Young Entrepreneur of the Year:**

Individual or partners who own a small business, *are under 30 or under on June 1<sup>st</sup> 2023*, and have been in business for three years and who owns at least 51% and operates a small business may be nominated. Nominee must demonstrate: Staying power; Growth in number of employees and increase in sales over 3 years (2019, 2020, 2021).

**Where are the nominations to be sent?**

All nominations must be submitted electronically to the U.S. Small Business Administration Connecticut district office BOX account in the state or territory where the nominee is located. BOX account information is available at [National Small Business Week Awards](#).

**When is the deadline for nominations?**

3:00 p.m. ET, December 8, 2022.

***SBA will make the above referenced awards to eligible small businesses at the Connecticut District level only. Awards for Small Business Person of the Year and Exporter of the Year will be forwarded for National competition.***

## **District Office Awards**

Nominees will compete for the District Office Award(s) within an SBA District Office. Nominees must demonstrate success in business as well as contributions to their local communities.

### **Who is eligible to be nominated for this award?**

Nominees for this award must meet the following eligibility requirements. Consult your nearest SBA district office if you have questions.

- 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 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).

### **Who is NOT eligible to be nominated for this award?**

- 1) Individuals or teams who own or operate a business defined as “other than small” (i.e., large businesses) for its primary industry under the applicable SBA size standards or
- 2) Individuals or firms who are currently suspended or debarred by the Federal government.

### **Who may submit nominations for this award?**

- 1) Individuals or organizations dedicated to the support of the small business community in the United States such as trade and professional associations and business organizations, may submit nominations.
- 2) Individuals may self-nominate.

### **Where are the nominations to be sent?**

All nominations must be submitted electronically to the U.S. Small Business Administration district office BOX account in the state or territory where the nominee is located. BOX account information is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw). Nominations should be scanned and submitted as one full document. Photo should be submitted as a separate attachment.

### **When is the deadline for nominations?**

3:00 p.m. ET, December 8, 2022

### **What information must the nomination package contain?**

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](http://www.sba.gov/nsbw). For “team” nominations, a background form is required for each team member;
- 2) A completed authorization, grant & release of materials form which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw). For “team” nominations, a release form is required for each team member.

- 3) A completed nomination form (SBA Form 3315, District Office Award) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 4) 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.; and
- 5) 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.

### **What are the evaluation/selection criteria?**

In evaluating the nomination packages, the judges will look at the following criteria:

- 1) Business’ staying power, growth in employees, increase in sales, improved financial position, and innovativeness of product or service offered;
- 2) Contributions to community— evidence of the use of his/her personal time and resources to contribute to its community; and
- 3) Additional criteria to be determined by the individual District Office.

### **What are the selection procedures?**

The District Office Award will be selected by the appropriate District Director based on, but not restricted to, the recommendations of the panel of judges of federal or non-federal employees.