



U.S. Small Business  
Administration

## **NATIONAL SMALL BUSINESS WEEK 2023 AWARD NOMINATIONS GUIDELINES**

U.S. Small Business Administration

**Deadline for Submission:** December 8, 2022, at 3:00 p.m. ET

Nomination forms and electronic submission can be found at  
[www.sba.gov/nsbw](http://www.sba.gov/nsbw)

*National award winners will be announced during  
National Small Business Week – April 30-May 6, 2023*

# AWARDS OVERVIEW

As part of National Small Business Week, the U.S. Small Business Administration takes the opportunity to highlight the impact of outstanding entrepreneurs, small business owners, and community members from all 50 states and U.S. territories. Every day, they're working to grow small businesses, create 21st century jobs, drive innovation, and increase America's global competitiveness. And in recognizing the changing face of America, the SBA's National Small Business Week awards honor individuals and businesses that reflect our nation's rich diversity.

The nomination, eligibility criteria, selection process, evaluation criteria, and time frame for the various SBA Awards selected from nominated individuals or businesses are set forth in the following pages. Selected National winners will be notified by SBA.

The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process. All nominees will be subject to background checks. Adverse information obtained through the background check, including compliance with Federal civil rights laws, may result in disqualification by SBA. Individuals or teams may not be nominated for more than one National Small Business Week award category. Winners at any level will be selected by a panel of judges that may be comprised of both SBA employees and non-federal employees. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification. SBA employees may solicit nominations, but they cannot submit nominations.

## **Small Business Person of the Year**

- One from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, and Guam.

## **Exporter of the Year**

### **Phoenix Awards for Disaster Recovery:**

- Phoenix Award for Small Business Disaster Recovery
- Phoenix Award for Small Business Disaster Recovery, Mitigation
- Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official
- Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer

### **Federal Procurement Awards:**

- Small Business Prime Contractor of the Year
- Small Business Subcontractor of the Year
- Dwight D. Eisenhower Awards for Excellence (for large prime contractors who use small businesses as suppliers and contractors)
- 8(a) Graduate of the Year

### **Awards to SBA Resource Partners:**

- SCORE Chapter of the Year
- Small Business Development Center (SBDC) Excellence and Innovation Center Award
- Veterans Business Outreach Center of the Year
- Women's Business Center of Excellence Award

## **Small Business Investment Company of the Year**

## **District Office Award(s)**

# SMALL BUSINESS PERSON OF THE YEAR AWARD

Nominees from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam will compete for the title of the National Small Business Person of the Year, SBA's signature award. Nominees must demonstrate success in business as well as contributions to their local communities. Previous award winners include Superstition Meadery, Landmark Pest Management, Maui Brewing Company, Equator Coffee & Teas, Pacifica, and Missouri Star Quilt Company.

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

Nominees for this award must meet both of 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 51% and operates a small business for a minimum of **three years** prior to being nominated 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); **and**
- 2) Individuals who have received at least one type of SBA assistance such as, but not limited to, an SBA loan, SCORE counseling, Small Business Development Center (SBDC) assistance, Veteran's Business Outreach Center (VBOC) assistance, Women's Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, or Boots to Business training.

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

- 1) Individuals who have received the Small Business Person Award at the State level within the past three years;
- 2) Elected officials;
- 3) 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
- 4) 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 for the Small Business Person of the Year award.
- 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 3301, Small Business Person of the Year) 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 may 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) 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;
- 2) Growth in number of employees — Increases over the three years (total for the period, rather than year over year increases) must be in excess of growth in Gross Domestic Product as determined by the Bureau of Economic Analysis ([www.bea.gov](http://www.bea.gov));
- 3) Increase in sales, net profit, and net worth for the three prior calendar years, that is, 2019, 2020 and 2021;
- 4) Response to adversity — examples of problems faced in the nominee’s business and the methods used to solve them; including any COVID-19 related issues; and
- 5) Contributions to community-oriented projects — evidence of the use of his/her personal time and resources towards community-oriented projects.

## What are the selection procedures?

Small Business Persons of the Year Award winners will be selected at the State and National levels.

- 1) In those states served by a single SBA district office, the district office will select the State winner.
- 2) In those states served by more than one SBA district office, each district office will select a district level winner and the State winner will be selected at the regional level. The regional office will select the State winner.
- 3) SBA districts that serve more than one state will send their top nominee for each state for a runoff decided by the SBA regional office. The following areas are affected:
  - a. The Washington DC Metropolitan Area District Office will select a nominee for both Northern Virginia and Suburban Maryland to compete in a runoff against the Richmond District Office and Baltimore District Office nominees, respectively. The state level winners for VA and MD will be selected by the Regional Office. Nominees who are not selected as state winners may be recognized as District-level winners.
  - b. The Kansas City District Office will select a nominee for both Missouri and Kansas to compete in a runoff against the St. Louis District Office and Wichita District Office nominees, respectively. The state level winners for MO and KS will be selected by the Regional Office. Nominees who are not selected as state winners may be recognized as District-level winners.
  - c. Nominees located in Washington State, Oregon, and Idaho will be judged according to their state, not their service area by SBA office. For example, nominees located in Southeast Oregon will be judged by the Portland District Office even though they may be in the Boise District Office service area.
- 4) The National Small Business Person of the Year will be selected by the Administrator based on, but not restricted to, the recommendations of a panel of judges of federal employees.

# SMALL BUSINESS EXPORTER OF THE YEAR

SBA's Small Business Exporter of the Year recognizes individuals for their success and dedication to exporting products or services. Previous winners include EarthQuaker Devices, SeaDek, Endoscopy Replacement Parts, Sawyer Manufacturing Company, and Baby Elephant Ears.

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

Nominees for this award must meet both of 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 for a minimum of **three years** prior to being nominated 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); **and**
- 2) 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, Veteran's Business Outreach Center (VBOC) assistance, Women's Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, State Trade Expansion Program (STEP) grant, or Boots to Business Training.

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

- 1) Individuals who have received the Small Business Exporter Award at the Regional level within the past three years;
- 2) Elected officials;
- 3) 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
- 4) Individuals or firms who are currently suspended or debarred by the Federal government

## Who may submit nominations?

- 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 for the Small Business Exporter of the Year award.
- 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 3302, Small Business Exporter of the Year) 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 may not exceed 10 pages. Videos will not be considered.

## What are the evaluation/selection criteria?

In evaluating the nomination packages for the Exporter of the Year award, the judges will use the following criteria:

- 1) Increased sales, profit, growth, employment (or combination thereof) attributable to international sales or demonstration of resiliency during the international pandemic relative to others in your industry or area of expertise. Clearly articulate what selling abroad has meant or currently means to the company.
- 2) Effective or innovative solutions to export-related challenges (including, but not limited to): trade financing, payment, market-entry/logistics, supply chain, cultural or language barriers, trade barrier etc.
- 3) Effective use of Federal and/or State government trade promotion or financing programs (please describe how you learned about the program or service, and how it benefited your company).
- 4) Contributions in one or more of the following areas: proactive steps to assist other U.S. small businesses and/or their community (e.g. mentoring/training/export promotion); use of bilateral or multilateral agreements in international trade; leveraging intellectual property to expand sales; and/or positive impacts of any kind resulting from selling abroad, from increases in U.S. employment, or from economic impact.

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

SBA will make Small Business Exporter of the Year awards to eligible small businesses at the District, Regional, and National levels.

- 1) District offices will select one winner to compete at the regional level.
- 2) The Regional offices will select one winner to compete at the national level.
- 3) The National Small Business Exporter of the Year will be selected by the Associate Administrator for International Trade based on, but not restricted to, the recommendations of a panel of judges of federal employees.



# PHOENIX AWARD FOR SMALL BUSINESS DISASTER RECOVERY

The Phoenix Award for Small Business Disaster Recovery is given to a business owner whose efforts and contributions have enabled their business to recover successfully from a disaster.

## Who is eligible to be nominated?

- 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 that suffered physical damage following a disaster during the previous fiscal year and received an SBA physical disaster loan 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).
- 2) Businesses that suffered a physical disaster loss and received an SBA disaster loan during fiscal years 2020 through 2022.
- 3) Business that suffered losses in a disaster that occurred during fiscal year 2019 or 2020 but did not receive an SBA disaster loan until fiscal year 2021.

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

Individuals or firms who are currently suspended or debarred by the Federal government.

## Who may submit nominations?

- 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 for this award.
- 2) Individuals may self-nominate for this award.

## Where are the nominations to be sent?

All nominations for Phoenix Awards must be electronically submitted to the SBA Disaster Field Operations Center 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.

## 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 3303, Phoenix Award for Small Business Disaster Recovery) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 4) Documentation supporting approval of the SBA disaster loan;
- 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) If possible, photos documenting the disaster damage and photos of the rebuilt property; and
- 7) Any other 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 may not exceed 10 pages.

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

- 1) Resiliency — The business successfully resumed its operations within the same geographic area
- 2) Extent of damage — The business suffered at least 40 percent physical damage
- 3) Staying Power — The business was able to maintain at least 90 percent of its pre-disaster employment level or has plans to rehire employees, attaining 90 percent of its pre-disaster employment level
- 4) Contribution to the local community (e.g., the only supermarket in town, a major source of employment in the city, etc.)
- 5) Speed of recovery
- 6) Initiative and innovation displayed during recovery
- 7) Efforts made by the business to protect the property from future disaster losses

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

The Phoenix Award for Small Business Disaster Recovery winner will be selected at the Field and National levels.

- 1) Phoenix Award nominees for Small Business Disaster Recovery are selected by the corresponding SBA Disaster Field Operations Center.
- 2) Winners will be selected by the SBA Associate Administrator for Disaster Assistance, based on the recommendations of a panel of judges comprised of federal employees.

# PHOENIX AWARD FOR SMALL BUSINESS DISASTER RECOVERY - MITIGATION

The Phoenix Award for Small Business Disaster Recovery is given to a business owner whose efforts and contributions have enabled their business to recover successfully from a disaster.

## Who is eligible to be nominated?

- 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 that suffered physical damage following a disaster during the previous fiscal year and received an SBA physical disaster loan 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).
- 2) Businesses that suffered a physical disaster loss and received an SBA disaster loan during fiscal years 2018 through 2022.
- 3) Businesses in either period specified above that received loss-reduction (“Mitigation”) funding to make their small business more resilient from future events will be given additional consideration.

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

Individuals or firms who are currently suspended or debarred by the Federal government.

## Who may submit nominations?

- 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 for this award.
- 2) Individuals may self-nominate for this award.

## Where are the nominations to be sent?

All nominations must be submitted electronically to the SBA Disaster Field Operations Center 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 3303, Phoenix Award for Small Business Disaster Recovery) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 4) Documentation supporting approval of the SBA disaster loan;
- 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) If possible, photos documenting the disaster damage and photos of the rebuilt property; and
- 7) Any other 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 may not exceed 10 pages.

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

- 1) Resiliency — The business successfully resumed its operations within the same geographic area  
Extent of damage — The business suffered at least 40 percent physical damage
- 2) Staying Power — The business was able to maintain at least 90 percent of its pre-disaster employment level or has plans to rehire employees, attaining 90 percent of its pre-disaster employment level
- 3) Contribution to the local community (e.g., the only supermarket in town, a major source of employment in the city, etc.)
- 4) Speed of recovery
- 5) Initiative and innovation displayed during recovery
- 6) Efforts made by the business to protect the property from future disaster losses
- 7) Businesses that accepted mitigation funding to rebuild using measures to reduce their risk from future events.

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

The Phoenix Award for Small Business Disaster Recovery winner will be selected at the Field and National levels.

- 1) Phoenix Award nominees for Small Business Disaster Recovery are selected by the corresponding SBA Disaster Field Operations Center.
- 2) Winners will be selected by the SBA Associate Administrator for Disaster Assistance, based on the recommendations of a panel of judges comprised of federal employees.

# PHOENIX AWARD FOR OUTSTANDING CONTRIBUTIONS TO DISASTER RECOVERY, PUBLIC OFFICIAL

The Phoenix Award for Outstanding Contributions to Disaster Recovery by a Public Official is given to an individual whose efforts and contributions have enabled their community to recover successfully from a disaster.

## Who is eligible to be nominated?

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

- 1) A public official may be nominated for his/her outstanding contribution to a community's recovery following a natural disaster which occurred during fiscal years 2020, 2021 or 2022. For purposes of this award, a public official is a person who has been elected to carry out some portion of a government's powers, whether Federal, state, or local, or a person who has been appointed to a position at the Federal, state, or local level of government. In some cities, mayors or city council members are appointed, not elected. These "non-elected" officials are also eligible.

## Who is NOT eligible to be nominated?

- 1) Corporate entities; or
- 2) Individuals who are currently suspended or debarred by the Federal government.

## Who may submit nominations?

- 1) Individuals or organizations dedicated to the support of the small business community in the United States including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award.
- 2) Individuals may self-nominate for this award.

## Where are the nominations to be sent?

All nominations must be submitted electronically to the SBA Disaster Field Operations Center 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);
- 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 3304, Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official) 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; and
- 5) Any other supporting documentation deemed significant by the nominator, including photos, news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination. Supporting documentation may not exceed 10 pages.

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

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

- 1) Took quick, proactive steps to establish calm in the aftermath of the disaster;
- 2) Functioned as an organized and focused leader, communicating effectively with local and federal emergency responders while coordinating rescue and recovery efforts;
- 3) Gave selflessly of his/her time, energy, and skills to protect and reassure the public;
- 4) Was deeply involved in the long-term recovery and future disaster preparedness of the community; and
- 5) Effectively utilized disaster preparedness and readiness measures.

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

The Phoenix Award for Outstanding Contributions to Disaster Recovery, Public Official will be selected at the Field and National levels.

- 1) Phoenix Award nominees for Small Business Disaster Recovery are selected by the corresponding SBA Disaster Field Operations Center.
- 2) Winners will be selected by the SBA Associate Administrator for Disaster Assistance, based on the recommendations of a panel of judges comprised of federal employees.

# PHOENIX AWARD FOR OUTSTANDING CONTRIBUTIONS TO DISASTER RECOVERY, VOLUNTEER

The Phoenix Award for Outstanding Contributions to Disaster Recovery by a Volunteer is given to an individual whose efforts and contributions have enabled their community to recover successfully from a disaster.

## Who is eligible to be nominated?

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

- 1) A private-citizen volunteer may be nominated for his/her outstanding contribution to a community's recovery following a natural disaster which occurred during the previous two fiscal years (October 1, 2020-September 30, 2022). For purposes of this award, a private citizen volunteer is an individual who uses available resources to support the recovery efforts of the community.

## Who is NOT eligible to be nominated?

- 1) Corporate entities or
- 2) Individuals who are currently suspended or debarred by the Federal government.

## Who may submit nominations?

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

## Where are the nominations to be sent?

All nominations must be submitted electronically to the SBA Disaster Field Operations Center 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, 2023

## 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);
- 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 3305, Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer) 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; and
- 5) Any other supporting documentation deemed significant by the nominator, including photos, news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination. Supporting documentation may not exceed 10 pages.

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

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

- 1) Took the initiative, in the face of their own losses and/or risk, to coordinate the gathering and distribution of food, water, clothing, cleaning supplies, and other survival essentials to disaster victims;
- 2) Creatively used their own resources toward providing assistance to those in need;
- 3) Reached out to local media, elected officials, and those not affected by the disaster to expand the circle of recovery support; and
- 4) Selflessly, consistently and tirelessly worked to help as many disaster victims as possible to take the first steps toward rebuilding their lives.

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

The Phoenix Award for Outstanding Contributions to Disaster Recovery, Volunteer will be selected at the Field and National levels.

- 1) Phoenix Award nominees for Small Business Disaster Recovery are selected by the corresponding SBA Disaster Field Operations Center.
- 2) Winners will be selected by the SBA Associate Administrator for Disaster Assistance, based on, but not restricted to, the recommendations of a panel of judges comprised of federal employees.



# SMALL BUSINESS PRIME CONTRACTOR OF THE YEAR AWARD

This award honors small businesses that have provided the government with outstanding goods and services as prime contractors.

## Who is eligible to be nominated?

Firms must be defined as “small” according to applicable SBA size standards. For more information, contact the nearest Government Contracting Area Office.

## Who is NOT eligible to be nominated?

- 1) Firms that have received this award within the past three years or
- 2) Individuals or firms who are currently suspended or debarred by the Federal government.

## Who may submit nominations?

- 1) Federal agencies may nominate firms for the Small Business Prime Contractor of the Year Award.
  - a. Each Federal agency may nominate one firm for this award.
  - b. Small businesses may request this nomination from their federal agency customer.
  - c. Agencies are not required to support requests from small business.

## Where are the nominations to be sent?

All nominations must be submitted electronically to the Government Contracting Area 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);
- 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 3306, Small Business Prime Contractor of the Year 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; and
- 5) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.

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

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

- 1) Contract Performance
  - a. Overall satisfaction of the contract requirements as specified by the customer and
  - b. Customer Interface (Customer Support).
- 2) Innovativeness of product(s) or service(s) offered:
  - a. Specific description of unique/superior product or service; and
  - b. Explanation of how the product or service fills a niche or a technical need not being adequately addressed by the competition.
- 3) Description of exceptional results and/or delivery performance that makes this company a valued product/service provider.

### **What are the selection procedures for this award?**

Small Business Prime Contractor of the Year award winners will be selected at the Regional Government Contracting Area Office and at the national level.

- 1) The Regional Government Contracting Area Offices will select winners to compete at the national level. The nomination packages of regional winners will be transmitted to the Office of Government Contracting for review.
- 2) The National Small Business Prime Contractor of the Year will be selected by the SBA Associate Administrator for Government Contracting based on, but not restricted to, the recommendations of a panel of judges of federal employees.

# SMALL BUSINESS SUBCONTRACTOR OF THE YEAR AWARD

This award honors small businesses that have provided the government and industry with outstanding goods and services as subcontractors.

## Who is eligible to be nominated?

Firms must be defined as “small” according to applicable SBA size standards. For more information, contact the nearest Government Contracting Area Office.

## Who is NOT eligible to be nominated?

- 1) Firms that have received this award within the past three years or
- 2) Individuals or firms who are currently suspended or debarred by the Federal government

## Who may submit nominations?

Large federal prime contractors may nominate a firm for the Small Business Subcontractor of the Year Award. Each large federal prime contractor may nominate one firm for the award.

## Where are the nominations to be sent?

All nominations must be submitted electronically to the Government Contracting Area 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 required 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);
- 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 3307, Small Business Subcontractor of the Year 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; and

- 5) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.

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

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

- 1) Contract Performance
  - a. Overall satisfaction of the contract requirements as specified by the customer.
  - b. Customer Interface (Customer Support).
  - c. Innovativeness of product(s) or service(s) offered; and
  - d. Specific description of unique/superior product or service.
- 2) Explanation of how the product or service fills a niche or a technical need not being adequately addressed by the competition.
- 3) Description of exceptional results and/or delivery performance that makes this company a valued product/service provider.

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

Small Business Subcontractor of the Year award winners will be selected at the Regional Government Contracting Area Office and national levels.

- 1) The Regional Contracting Area Offices will select winners to compete at the national level. The nomination packages of regional winners will be transmitted to the Office of Government Contracting for review.
- 2) The National Small Business Subcontractor of the Year will be selected by the SBA Associate Administrator for Government Contracting based on, but not restricted to, the recommendations of a panel of judges.

# DWIGHT D. EISENHOWER AWARD FOR EXCELLENCE

## Who is eligible to be nominated?

Nominees for this award must meet the following eligibility requirements. If you have additional questions, submit them to [contracting@sba.gov](mailto:contracting@sba.gov).

- 1) Large prime contractors that have documented excellence in their utilization of small businesses as suppliers and subcontractors.
- 2) If a compliance review has been conducted in the past three years, the rating(s) received may not be less than outstanding
- 3) One award may be made in each of the following five categories: manufacturing, service, research and development, construction, and utilities.

## Who is NOT eligible to be nominated?

- 1) Individuals or firms who are currently suspended or debarred by the Federal government or
- 2) Firms that have received this award in any of the five categories within the past three years are not eligible for nomination.
- 3) Firms that have outstanding tax liens, discrimination complaints

## Who may submit nominations?

The Dwight D. Eisenhower Award for Excellence is a self-nomination award program; large prime contractors nominate themselves.

## 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);
- 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 3308, Dwight D. Eisenhower Award for Excellence) 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; and
- 5) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.

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

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

- 1) Summary Subcontract Report(s) for the most recently concluded fiscal year must reflect maximum practicable opportunity for all small business concerns including all socio-economic categories;
- 2) A five-year small business trend analysis;
- 3) Effectiveness of the small business liaison officer and demonstrated management support of the small business program;
- 4) Small business outreach during the preceding fiscal year;
- 5) Assistance to small businesses concerns (including all socio-economic categories) during the past two years, including technical, managerial, financial, participation in a mentor-protégé program, etc.;
- 6) Other small business award recognitions during the past three years;
- 7) Market analysis or research used including the System for Award Management's (SAM) Dynamic Small Business Search Engine, and use of SUB-Net for publication of subcontracting opportunities; and
- 8) Nomination of firms under the Small Business Subcontractor of the Year Award Program in the three previous fiscal years.

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

The Dwight D. Eisenhower award winners will be selected at the national level.

- 1) The nomination packages will be transmitted to the Office of Government Contracting for review.
- 2) The SBA Associate Administrator for Government Contracting will select the winners based, but not restricted to, on the recommendations of a panel of judges comprised of federal employees.

# 8(A) GRADUATE OF THE YEAR AWARD

SBA will make the 8(a) Graduate of the Year Award to a formerly certified 8(a) Business Development Program participant that has **graduated from the 8(a) Program for at least one year as of April 1, 2021**. The firm does not have to currently be a small business.

## Who is eligible to be nominated?

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

- 1) Firm must have a demonstrated history of successful performance on 8(a) contracts while in the 8(a) Business Development Program;
- 2) Companies and/or their principal owner(s) must not appear on the suspended or debarred list as published at [www.sam.gov](http://www.sam.gov);
- 3) Firm must still be primarily owned, managed, and controlled by the person(s) whom 8(a) eligibility was based at the time of participation;
- 4) The firm must show reduced reliance on 8(a) contracts; the most recent fiscal year-end financial statement must reflect non 8(a) sales of 50% or more of total sales;
- 5) Businesses owned and operated by nominees must comply with federal civil rights laws;
- 6) If nominee or nominee's firm has an SBA loan, payment record must be satisfactory and the loan must be current and in good standing;
- 7) Firm must be in satisfactory financial condition (i.e. financial capability: sufficient capitalization, financial performance, bonding capacity, manageable debts). Applicants are ineligible if it is found that the firm, or any of its principals, has failed to pay Federal financial obligations;
- 8) For government contracts, the nominee must have performed satisfactorily on all contracts, and have had no terminations for default;
- 9) Before SBA publicly announces any awards, nominee must be cleared by the SBA's Office of Inspector General and EEO/CR offices;
- 10) The nominee must be a formerly certified 8(a) Business Development Program participant that graduated from the 8(a) Program for at least one year as of April 1, 2021; and
- 11) The firm does not have to be a small business.

## Who is NOT eligible to be nominated?

Individuals or firms who are currently suspended or debarred by the Federal government.

## Who may submit nominations?

- 1) Individuals or organizations dedicated to the support of the small business community in the United States, including, 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);
- 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 3309, 8(a) Graduate of the Year 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; and
- 5) Any other 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) Management
  - a. Overall Qualifications/Expertise of Management
  - b. Customer Interface (Customer Engagement)
  - c. Response to adversities, obstacles, etc. to achieve the present level of success
- 2) Exceptional Results/Special Achievements
  - a. Deliverables in line with or exceeding contract requirements
  - b. Exceptional past performance record; and description of exceptional results and/or delivery performance that makes this company a valued product/service provider
  - c. Awards and Recognition
- 3) Cost Performance
  - a. Financial Stability and Credit Worthiness
  - b. Value Engineering Change Proposals (Performance Adjustments)
  - c. Increase in sales, net profit and net worth Growth in full-time employees



- 4) Innovation
  - a. Specific description of innovation or unique/superior product or service
  - b. Explanation of how the product or service fills a niche or technical need not being adequately addressed by the competition
- 5) Economic engagement of the disadvantaged community
  - a. Use of minority firms as suppliers, subcontractors, etc.
  - b. Noted recruitment and employment of socially disadvantaged personnel
  - c. Participation in community projects and charitable affairs

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

SBA will make 8(a) Graduate awards to eligible small businesses at the District, Regional and National level.

- 1) District offices will select one winner to compete at the regional level.
- 2) The Regional offices will select one winner to compete at the national level.
- 3) The National 8(a) Graduate of the Year will be selected by the SBA Associate Administrator for Government Contracting based on, but not restricted to, the recommendations of a panel of judges of federal employees.

# SCORE – NATIONAL CHAPTER OF THE YEAR (COTY) AWARD

This award honors a SCORE Chapter for excellence due to the significant impact that mentoring and education services have had on the small business success in the community, as evidenced by demonstrating exceptional service growth, successful outreach, and outstanding client satisfaction.

## Who may submit nominations?

The nominations are submitted internally by SCORE Leadership.

## Who is NOT eligible to be nominated?

Individuals or firms who are currently suspended or debarred by the Federal government.

## Where are the nominations to be sent?

This process is completed internally by SCORE Leadership. Chapters do **NOT** need to apply. There is **no application process** required for consideration of the Chapter of the Year Award.

## When is the SCORE Chapter of the Year announced?

Announcement is Mid-February; the SCORE Chapter of the Year will be announced again during National Small Business Week.

## What are the evaluation/selection criteria?

### Objective Criteria

- 1) Meets all chapter minimum standards (as outlined in the SOM)
- 2) Client Engagement Index
- 3) Growth in Total Unique Clients Served
- 4) Growth in Total Services
- 5) NPS Score
- 6) Volunteer Engagement Index
- 7) Diversity Goals
- 8) Growth in Total Training Attendees
  - a. Local workshop and webinars (not recorded views)

### Subjective Criteria

- 1) Active Community Partnering
  - a. DD criteria examples: 1) Free space by Partner; 2) co-sponsoring a workshop with Partner; 3) using Partner's e-mail list to promote a SCORE event; 4) on a Partner's Advisory Board (or vice versa); 5) in-kind dollars provided by Partner; 6) number of active partners, etc.

- 2) Chapter score on Client Engagement Survey Question:
  - a. “SCORE helped me.”
- 3) Local Fundraising activities and results
- 4) Regularly recognized volunteers
  - a. Having a Volunteer recognition plan,
  - b. Select questions from the Client & Volunteer surveys regarding ONE SCORE

#### Chapter Sustainability Criteria

- 1) Maintains a written updated operational/tactical business plan. Plan must include local marketing plans, metrics, goals, timelines and named responsibilities for implementation.
- 2) Reviews operational plan on a quarterly basis with district director.
- 3) Succession plan in place with named roles accepted by those individuals.
- 4) Process to ensure ALL client contact information, mentoring sessions, and workshop attendee information is recorded accurately and timely.

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

SCORE Chapter Award winners will be selected at the District, Regional and National levels.

- 1) SCORE District Directors and Chapter Chairs collaborate on SCORE On-Site Reviews.
- 2) Each District Chapter of the Year will be selected by the SCORE District Director.
- 3) Each Region Chapter of the Year will be selected from the District winners by the SCORE Regional Vice Presidents.
- 4) The National Chapter of the Year is selected from the Region winners by the SCORE Regional Vice Presidents and SCORE Vice President of Field Operations.

# SMALL BUSINESS DEVELOPMENT CENTER EXCELLENCE AND INNOVATION AWARD

This award honors a Small Business Development Center (SBDC) Service Center for excellence in providing value to small businesses from diverse backgrounds and advancing program delivery and management through innovation.

## Who may submit nominations?

- 1) Lead SBDC Centers may nominate SBDC Service Centers in their network.
- 2) Individuals or organizations dedicated to the support of the small business community in the United States, including trade and professional associations and business organizations, may nominate an SBDC Service Center for this award.

## Who is NOT eligible to be nominated?

Individuals or firms who are currently suspended or debarred by the Federal government

## 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 following information. Incomplete nomination packages will not be considered.

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) for the Center director which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw). The Center director may also include completed background forms for individual Center employees, as applicable;
- 2) A completed nomination form (SBA Form 3310, Small Business Development Center Excellence and Innovation Award) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 3) 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.
- 4) An original 8” x 10” or 5” x 7” photo of the SBDC director or a digital photo – at least 300 dpi is required. Photocopies are not acceptable; and
- 5) Any other 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:

### **S – Surpasses**

- 1) Meets or exceeds the service center’s performance milestones including unique clients served, new businesses started, capital infusion, jobs supported, client satisfaction and may include other center goals (include actual results and the related goal).

### **B – Builds**

- 2) Helps build small businesses, including startups, by creating and implementing innovative programs, events, publications, research materials, and online applications. This success is demonstrated through success stories, job creation/retention and revenue growth resulting from SBDC counseling and training assistance.

### **D – Develops**

- 3) Prepares the service center for success by actively participating with the lead center in the professional development of counselors in accordance with the network’s strategic plan.

### **C – Champions**

- 4) Acknowledged by the local/regional small business and economic development community as an advocate for advancing opportunities for entrepreneurial development (include any relevant news articles and/or letters from partners - limited to 4 total).
- 5) Recognized by the local SBA district office as a champion for SBA products and services including effective amplification of the SBA mission and priorities and strong education efforts about the SBA and its programs to small businesses.

Good Standing: SBDC must be in good standing with SBA. This includes but is not limited to having no outstanding examination or review findings.

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

Small Business Development Center Award winners will be selected at the District, Regional and National levels.

- 1) District offices will select one winner to compete at the regional level.
- 2) The Regional offices will select one winner to compete at the national level.
- 3) The National SBDC Excellence and Innovation Award of the Year winner will be selected by the SBA Associate Administrator for Entrepreneurial Development based on, but not limited to, the recommendations of the Agency’s National SBDC Advisory Board, whose members are appointed by the SBA Administrator.

# VETERANS BUSINESS OUTREACH CENTER EXCELLENCE IN SERVICE AWARD

This award honors the Veterans Business Outreach Centers (VBOCs) for excellence in providing value to veterans and the veteran small business community by increasing the number of small businesses owned and controlled by veterans. The award should focus on the work of the VBOC and not on the host organization or the VBOC director.

## **Who may submit nominations?**

Any individual or organization dedicated to the support of the small business community in the United States, such as trade and professional associations and business organizations.

## **Who is NOT eligible to be nominated?**

Individuals or firms who are currently suspended or debarred by the Federal government.

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

Nominations for the Veterans Business Outreach Centers Excellence in Service must be electronically submitted to the Office of Veterans Business Development BOX account. BOX account information is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw).

## **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 required 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);
- 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 3311, Veterans Business Outreach Center Excellence in Service 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’s executive director or a digital photo – at least 300 dpi is required. Photocopies are not acceptable; and
- 5) Any other 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:

### **V – Veterans**

- 1) Provides entrepreneurship training and counseling to veterans and military spouses. Including, but not limited to, participation in the following programs; Boots to Business, Boots to Business-Reboot, Hiring Our Heroes and the Yellow Ribbon Reintegration Program.

### **B – Business**

- 2) Helps build small businesses from diverse backgrounds by creating and implementing innovative programs, events, research materials, and online applications. This success is demonstrated through success stories, job creation/retention and revenue growth resulting from VBOC counseling and training assistance.

### **O – Outreach**

- 3) Collaborates with the local SBA District Office, SBA Resource Partners and economic development organizations to ensure veterans have access to the most current information and resources. This success is demonstrated through co-sponsorship agreements, strategic alliances, partnerships and co-branding of events.

### **C – Champions**

- 4) Acknowledged by local and regional veteran service organizations, federal, state, and local government agencies based on the wide dispersion of veteran/reservists groups, VBOCs educate on the full-range of business/technical assistance programs and tools the agency offers; in addition to the centers' penetration within the veteran business communities through their successful marketing and external communication strategies used to promote the VBOC program.

Good Standing: VBOC must be in good standing with SBA. This includes but is not limited to outstanding examination or review finding.

## What are the selection procedures?

The Veterans Business Outreach Centers Excellence in Service Award winner will be selected at the national level.

- 1) Nomination packages will be sent to the SBA's Office of Veterans Business Development and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review.
- 2) The national winner will be selected by the SBA Associate Administrator for Veterans Business Development based on, but not restricted to, the recommendations of a panel of judges that may be comprised federal employees.

# **WOMEN’S BUSINESS CENTER OF EXCELLENCE AWARD**

This award honors a Women’s Business Center (WBC) for its excellence and innovation in assisting diverse women entrepreneurs by providing a wide variety of training and counseling. The award should focus on the work of the WBC and not on the host organization. The women’s business center director may be highlighted, in the application, but the award should be about the work of the WBC as a whole. Organizations hosting multiple WBC grants may submit separate nominations for each WBC.

## **Who may submit nominations?**

Any individual or organization dedicated to the support of the small business community in the United States, the District of Columbia or US territories, such as trade and professional associations and business organizations, may submit nominations for this award.

## **Who is NOT eligible to be nominated?**

Individuals or firms who are currently suspended or debarred by the Federal government.

## **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 required 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);
- 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 3312, Women’s Business Outreach Center of the Year Form) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 4) Any other 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; and

- 5) A statement by the WBC Director that the Center is in compliance with the Notice of Award
- 6) An original 8" x 10" or 5" x 7" photo of the nominated WBC's Center Director or a digital photo – at least 300 dpi. Photocopies are not acceptable.

### **What are the evaluation/selection criteria for this award?**

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

- 1) The nomination should demonstrate how the WBC is efficiently and effectively delivering services to clients. This should be included in the business profile, but should also be addressed in the nomination letter;
- 2) **Innovates:** Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions;
- 3) **Champions:** Advocates for women's entrepreneurship and the overall small business community.
- 4) **Develops:** Partners with a variety of local, state and other entities (including SBDCs and SCORE) to grow the program through unique collaborations that not only bring in monetary matching funds but also help market the WBC. Recognized by the local SBA district office as a champion for SBA products and services including effective amplification of the SBA mission and priorities and strong education efforts about the SBA and its programs to small businesses; and
- 5) **Collaborates:** Recognized by the local SBA district office as a champion for SBA products and services including effective amplification of the SBA mission and priorities and strong education efforts about the SBA and its programs to small businesses.

Good Standing: Center must be in good standing with the SBA and have met or exceeded milestones for the previous year and be on track to meeting or exceeding them for the current year at the time of submission. This includes but is not limited to having no outstanding examination or review findings.

### **What are the selection procedures for this award?**

National Women's Business Center winners will be selected at the District, Regional and National levels.

- 1) District offices will select one winner to compete at the regional level.
- 2) The Regional offices will select one winner to compete at the national level.
- 3) The National Women's Business Center winner will be selected by the SBA Associate Administrator for Entrepreneurial Development based on, but not limited to, the recommendations of a panel of judges that may be comprised of both SBA employees and non-federal employees and the recommendations of the SBA's Office of Women's Business Ownership.

# SMALL BUSINESS INVESTMENT COMPANY OF THE YEAR

Awards are presented to the Small Business Investment Company (SBIC), licensed pursuant to Section 301 of the Small Business Investment Act of 1958 that has used the SBA Debenture program to enhance access to capital for America's small business.

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

- 1) Only SBIC funds that have at least three years of operating history, are in good financial and regulatory standing, and have submitted their latest required annual Form 468 will be considered for the award.
- 2) More than one SBIC may be selected for the award.

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

- 1) Portfolio entities 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 for the Small Business Investment Company of the Year award.
- 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?

The following information must be included. Incomplete nomination package will not be accepted:

- 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).
- 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 3314, Small Business Investment Company of the Year) 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 nominated Lender or a digital photo – at least 300 dpi is required. Photocopies are not acceptable. and
- 5) Any other 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?**

The selection will be based on the fund's overall performance, not just relative to other SBICs but the broader industry within the lower middle market, including:

- 1) Demonstrated commitment to supporting the growth and expansion of small businesses, including but not necessarily limited to job creation and retention, penetration in underserved markets, and commitment to communities served;
- 2) Commitment not just to financial return on investment, but to public focus and well-being. Although the entire body of work of the SBIC will be considered, this might also be demonstrated by a specific achievement reflecting positively upon the program and the Agency;
- 3) The SBIC managers should describe how the fund's participation directly added value to a small concern. For example, has the SBIC been able to attract other sources of capital with which to partner in order to provide a small concern additional equity, senior debt or subordinated debt and thus more financing capacity? Or, has the SBIC contributed as a board member in a manner that helped a small concern come up with new products or processes?;
- 4) Positive working relationship with SBA and a clean compliance record;
- 5) Although multiple fund history is not a requirement, a commitment to small businesses by the fund managers over an extended period can be advantageous in the process;
- 6) Quantitative criteria:
  - a. Fund performance
  - b. Longevity (in the SBIC Program)
  - c. Size (by private capital commitment)
  - d. Amount invested
  - e. Number of companies financed
  - f. Number of jobs sustained and created; and
- 7) Qualitative criteria:
  - a. Fit with the SBA mission
  - b. Community involvement
  - c. Service to underserved markets.

**What are the selection procedures?**

The winning SBIC(s) will be chosen by the SBA Associate Administrator for Investment and Innovation based on, but not restricted to, the recommendations of a panel of judges that may be comprised federal employees.

# DISTRICT OFFICE AWARD(S)

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. Specific criteria for each District Office Award are set forth in a supplement to these guidelines available on the District Office website, if applicable.

## **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.