

U.S. Small Business Administration
Nominations Guidelines
National Small Business Week Awards 2002

Introduction

In recognition of the small business community's contributions to the American economy and society, the President of the United States designates one week each year as National Small Business Week. Small Business Week 2002 will take place in late spring.

In the run-up to the spring event, the U.S. Small Business Administration, in partnership with public- and private-sector small business supporters, will cosponsor special events honoring the nation's entrepreneurs at the local, state and national levels.

The highlight of National Small Business Week is the presentation of awards spot-lighting the outstanding contributions of small business persons and advocates at the district,* state and national levels.

Winners in the following award categories will be invited to Washington, D.C., during National Small Business Week for a series of special events in their honor: Phoenix (Disaster Recovery); Small Business Advocate; Special Achievement; and Small Business Person of the Year from each of the 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands, and Guam. The national Small Business Person of the Year will also be announced and honored during the celebration in the nation's capital.

* District-level awards are presented only in those states served by more than one SBA district office. See the list below..

The Awards

Small Business Person Awards

- Small Business Person of the Year

Phoenix Awards**

- Small Business Disaster Recovery
- Outstanding Contributions to Disaster Recovery

Small Business Advocate Awards

- Accountant Advocate of the Year
- Entrepreneurial Success
- Financial Services Advocate of the Year
- Home-based Business Advocate of the Year
- Minority Small Business Advocate of the Year
- Small Business Exporter of the Year
- SBA Young Entrepreneur of the Year
- Small Business Journalist of the Year
- Veteran Small Business Advocate of the Year
- Women in Business Advocate of the Year

Special Achievement Awards**

- Categories decided on a yearly basis

** Presented only at the national level

To Nominate

Any individual or organization 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 Small Business Person awards, Small Business Advocate awards and Special Achievement awards.

Nominations must be submitted to the nearest U.S. Small Business Administration district office in your state or territory (see list below). Nomination procedures for the Phoenix awards are on pages 5-6. All nominations must be postmarked or hand delivered no later than Nov. 9, 2001.

You may submit each nominee for one award category only. Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page with -
 - the nominee's full name, title, business and home addresses with telephone and fax numbers;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number; and
 - a one-paragraph description of the nominee's business for Small Business Person of the Year, Small Business Exporter of the Year, Entrepreneurial Success Award and SBA Young Entrepreneur of the Year nominations, or the profession/occupation for all Advocate of the Year nominations.
2. A completed SBA Form 898 (Biographical Data) available from the SBA district office nearest you. For "team" nominations for Small Business Person of the Year, a Form 898 is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; photocopies are not acceptable.
4. A nomination letter, not exceeding three pages.
5. A brief biography of the nominee, not exceeding two pages.
6. A business profile, not exceeding two pages.
7. A concise statement of the qualities and performance that merit the award, not exceeding four pages.
8. A financial statement of the nominee, not exceeding 12 pages, on 8 1/2" x 11" paper (required only for Small Business Person of the Year, Exporter of the Year, Entrepreneurial Success Award, and SBA Young Entrepreneur of the Year).
9. Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Support

documentation must not exceed 10 pages. Videos will not be considered.

10. A completed Consent for Disclosure of Information form (SBA Form 2137).

Selection Procedures

Small Business Persons of the Year and Advocates of the Year will be selected at the state and national levels. In those states served by more than one SBA district office, awards will also be presented at the district level. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Advisory Council for review. The National Small Business Person of the Year will be selected by the SBA's Administrator based on the recommendations of the agency's Small Business Week panel of judges. The winner will be announced during National Small Business Week.

For information regarding the selection procedures for the Phoenix awards, see below.

Key Deadlines

Nov. 9, 2001 Small Business Week 2002 nominations must be received by SBA district offices.

Dec. 7, 2001 SBA district winners are selected from multidistrict states; state winners are selected from single-district states.

Jan. 11, 2002 A panel of judges selects state winners in multidistrict states. SBA Office of

Advocacy judges select the National Advocates.

Mar. 8, 2002 State Small Business Persons of the Year, National Advocates of the Year and Special Achievement award winners are announced. Eligibility and Evaluation Criteria

All nominees for National Small Business Week awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws (see above for nomination requirements). The U.S. Small Business Administration's size standards apply in defining a business as small. Consult your nearest SBA district office if you have questions.

Small Business Person Awards

Small Business Person of the Year

Any individual who owns and operates or 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.

Evaluation Criteria:

- Staying power – A substantiated history as an established business.
- Growth in number of employees – A benchmark to judge the impact of the business on the job market.
- Increase in sales and/or unit volume – An indication of continued growth.
- Current and past financial reports (profit-and-loss statements and balance sheets for the last three complete years) – A substantiation of the improved financial position of the business.
- Innovativeness of product or service offered – An illustration of the creativity and imagination of the nominee.
- Response to adversity – Examples of problems faced in the nominee's business and the methods used to solve them.
- Contributions by the nominee to aid community-oriented projects – Evidence of the use of his/her personal time and resources.

Phoenix Awards

Phoenix awards are given to those individuals whose efforts and contributions have enabled their businesses or communities to recover successfully from a disaster.

Phoenix Award for Small Business Disaster Recovery

Any individual who owns and operates a small business that suffered physical damage following a disaster and received an SBA physical disaster loan may be nominated. The SBA disaster area offices will nominate and clear Phoenix Award nominees. A panel of representatives from the SBA's Office of Disaster Assistance, the Federal Emergency Management Agency and the American Red Cross will select the national award winner.

Evaluation Criteria:

- Recent disaster – The business suffered a physical disaster loss and received an SBA disaster loan during fiscal 2000 and/or fiscal 2001.
- Extent of damage – The business suffered at least 40 percent damage.
- Resiliency – The business successfully resumed its operations within the same area.
- Staying power – The business maintained at least 90 percent of its pre-disaster employment level.
- Contribution to the local community (e.g., the only supermarket in town, a major employer in the city, etc.).
- Speed of recovery.
- Initiative and innovation displayed during recovery.
- Efforts made by the business to protect the property from future disaster losses.

Phoenix Award for Outstanding Contributions to Disaster Recovery

Phoenix awards will also be presented to the following: a private-citizen volunteer, a state or local government official, and an insurance company that each made an outstanding contribution to a community's recovery following a natural disaster.

The SBA's disaster area offices will make nominations. A panel of representatives from federal disaster-relief agencies, including FEMA and the American Red Cross, will select the three national award winners.

Evaluation Criteria for Insurance Carriers:

- Percentage and/or amount of capital infusion into a disaster-affected area.
- Cooperation with federal, state and local disaster/emergency agencies and personnel.
- Staying power of the insurance company – the insurance carrier maintains sufficient assets to cover disaster-related claims while continuing normal business operations.
- Speed of recovery personnel's on-site arrival and speed of claims processed; customer satisfaction with the carrier.

Small Business Advocate Awards

Accountant Advocate of the Year

Individuals who have contributed as accountants to a better economic and financial climate for small companies may be nominated. Nominees may or may not be small business owners.

Evaluation Criteria:

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

Entrepreneurial Success

Individuals meeting the following two criteria may be nominated: They must own and operate businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

Evaluation Criteria:

- SBA assistance – Documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which they were received.
- Growth in number of employees – A benchmark to judge the impact of the business on the job market.
(Note: Since the size of the work force varies from industry to industry, nominees must have met the SBA size standards for small businesses in their industries at the time of the SBA assistance and now exceed those standards.)
- Increase in sales and/or unit volume – Documentation comparing annual sales at the time of the SBA's assistance to current annual sales.
- Current and past financial reports – To substantiate the financial strength of the business, profit-and-loss statements for the past three years must be provided.

- Innovativeness of product or service offered – An illustration of the creativity and imagination of the business demonstrating its ability to remain competitive.
- Evidence of contributions to community-oriented projects – While community involvement is essential for any business, regardless of size, the added resources of a larger business demand an even greater role in advancing the interests of the community.

Financial Services Advocate of the Year

Individuals who assist small businesses in obtaining financing, either directly or through advocacy efforts to increase the availability of financial services, may be nominated.

Evaluation Criteria:

- Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
- Advocacy of changes in the financial services industry to assist small companies.
- Encouragement of the flow of investment capital to small ventures.
- Active support for legislative or regulatory action designed to help small firms.
- Other significant contributions through the financial services industry to advance small business interests.

Home-based Business Advocate of the Year

Individuals who have experienced the rewards and difficulties of home-based businesses and have dedicated volunteer efforts to improve the climate for these businesses may be nominated.

Evaluation Criteria:

- Volunteering time and energy to improve the conditions for home-based businesses.
- Engaging in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
- Demonstrated interest in home-based businesses as an owner or former owner.
- Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

Minority Small Business Advocate of the Year

Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

Evaluation Criteria:

- Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
- Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
- Voluntary provision of professional services to the minority small business community in a legal, legislative, managerial or financial capacity.

- Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
- Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

Small Business Exporter of the Year

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

Evaluation Criteria:

- Increased sales, profits and/or growth of employment because of exporting. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Creative overseas marketing strategies, with a description of the products exported and markets served.
- Effective solutions to export-related problems.
- Demonstrated encouragement of other small businesses to export.
- Volunteer assistance to other small businesses entering the export market.
- Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

SBA Young Entrepreneur of the Year

Any individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three-year track record, and who will not have reached the age of 30 by June 1, 2002, may be nominated.

Evaluation Criteria:

- Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Increased employment opportunities created by the nominee's business.
- Development and/or utilization of innovative or creative business methods.
- Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Small Business Journalist of the Year

Journalists representing television, radio, electronic or print media may be nominated. Sample articles or tapes are encouraged.

Evaluation Criteria:

- Concerted efforts to increase public understanding of the importance of small business contributions to the economy.
- Contribution of news and feature stories, editorials, columns and commentary that highlight and analyze small business issues.
- Voluntary community service aimed at enhancing small business opportunity and growth.
- Other achievements that exemplify the nominee's media efforts to improve the understanding of the role of small business in the U.S. economy.

Veteran Small Business Advocate of the Year

Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

Evaluation Criteria:

- Active support for legislative or regulatory action designed to help small businesses.
- Evidence of increased business opportunities for veterans as a result of the nominee's actions.
- Advisory activities to improve awareness among veterans' groups of small business opportunities.
- Advocacy of special consideration for veteran-owned small businesses in government policymaking.
- Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small businesses.
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

Women in Business Advocate of the Year

Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

Evaluation Criteria:

- Active support for legislative or regulatory action designed to help small businesses.
- Efforts to increase business and financial opportunities for women.
- Legal, financial or managerial assistance provided to enhance women's business ownership.
- Volunteer efforts to strengthen the role of women business owners within the community.
- Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
- Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

Special Achievement Awards

In addition to the awards previously described, the SBA's chief counsel for the Office of Advocacy will occasionally select individuals for special awards during National Small Business Week. In the past, the chief counsel has recognized national leaders in public policy advancement, small business development and economic research. Those award winners typically have spent many years working for the small business community on national issues. Awards are not necessarily given every year.

Send nominations for Special Achievement awards to the following address:

Chief Counsel's Award
Office of Advocacy
409 Third Street, S.W.
Mail Code: 3114
Washington, DC 20416

SBA Regional Offices

Region I

10 Causeway St.
Suite 812
Boston, MA 02222
Tel: 617-565-8415

Region II

26 Federal Plaza
Room 3108
New York, NY 10278
Tel: 212-264-1450

Region III

Robert N.C. Nix Federal Bldg.
900 Market St.
5th floor
Philadelphia, PA 19107
Tel: 215-580-2722

Region IV

233 Peachtree St., N.E.
Suite 1800
Atlanta, GA 30303
Tel: 404-331-4999

Region V

500 West Madison St.
Suite 1240
Chicago, IL 60661
Tel: 312-353-0357

Region VI

4300 Amon Carter Blvd.
Suite 108
Fort Worth, TX 76155
Tel: 817-684-5580

Region VII

323 West 8th St.
Suite 307
Kansas City, MO 64105
Tel: 816-374-6380

Region VIII

721 19th St.
Suite 400
Denver, CO 80202
Tel: 303-844-0500

Region IX

455 Market St.
S-2200
San Francisco, CA 94105
Tel: 415-744-2118

Region X

Park Place Building
1200 6th Ave., Suite 1805
Seattle, WA 98101
Tel: 206-553-5676

SBA District Offices

Alabama

801 Tom Martin Dr.
Suite 201
Birmingham, AL 35211
Tel: 205-290-7101

Alaska

222 West 8th Ave.
Box 67, Room A36
Anchorage, AK 99513
Tel: 907-271-4022

Arizona

2828 North Central Ave.
Suite 800
Phoenix, AZ 85004
Tel: 602-745-7200

Arkansas

2120 Riverfront Dr.
Suite 100
Little Rock, AR 72202
Tel: 501-324-5871

California

2719 N. Air Fresno Dr.
Suite 200
Fresno, CA 93727
Tel: 209-487-5791

330 North Brand Blvd.
Suite 1200
Glendale, CA 91203
Tel: 818-552-3210

660 J St.
Room 215
Sacramento, CA 95814
Tel: 916-498-6410

550 West C St.
Suite 550
San Diego, CA 92101
Tel: 619-557-7250

455 Market St.
6th Floor
San Francisco, CA 94105
Tel: 415-744-8474

200 West Santa Ana Blvd.
Suite 700
Santa Ana, CA 92701
Tel: 714-550-7420

Colorado

721 19th St.
Suite 426
Denver, CO 80202
Tel: 303-844-4028

Connecticut

330 Main St.
2nd Floor
Hartford, CT 06106
Tel: 860-240-4700

Delaware

824 Market Street
Ste. 610
Wilmington, DE 19801
Tel: (302)573-6294
FAX (302)573-6060

District of Columbia

1110 Vermont Ave., N.W.
Suite 900
Washington, DC 20005
Tel: 202-606-4000

Florida

100 South Biscayne Blvd.
7th Floor
Miami, FL 33131
Tel: 305-536-5533

7825 Baymeadows Way
Suite 100-B
Jacksonville, FL 32256
Tel: 904-443-1970

Georgia

1720 Peachtree Road, N.W.
6th Floor
Atlanta, GA 30309
Tel: 404-331-0100

Guam

1st Hawaiian Bank Bldg.
400 Route 8
Suite 302
Mongmong, GU 96927
Tel: 671-472-7277

Hawaii

300 Ala Moana Blvd.
Box 50207, Room 2-235

Honolulu, HI 96850
Tel: 808-541-2990

Idaho

1020 Main St.
Suite 290
Boise, ID 83702
Tel: 208-334-1696

Illinois

500 West Madison St.
Room 1250
Chicago, IL 60661
Tel: 312-353-5031

Indiana

429 N. Pennsylvania Ave.
Suite 100
Indianapolis, IN 46204
Tel: 317-226-7272

Iowa

215 4th Ave. Road, S.E.
Suite 200
Cedar Rapids, IA 52401
Tel: 319-362-6405

210 Walnut St.
Room 749
Des Moines, IA 50309
Tel: 515-284-4026

Kansas

271 West Third St. North
Suite 2500
Wichita, KS 67202
Tel: 316-269-5978

Kentucky

600 Dr. M.L. King Jr. Place
Downtown Station
Room 188
Louisville, KY 40202
Tel: 502-582-5978

Louisiana

365 Canal St.
Suite 2250
New Orleans, LA 70130
Tel: 504-589-2744

Maine

40 Western Ave.
Room 512
Augusta, ME 04330
Tel: 207-622-8378

Maryland

10 South Howard St.
Suite 6220
Baltimore, MD 21201
Tel: 410-962-4392

Massachusetts

10 Causeway St.
Suite 265
Boston, MA 02222
Tel: 617-565-5561

Michigan

477 Michigan Ave.
Suite 515
Detroit, MI 48226
Tel: 313-226-6075

Minnesota

100 North 6th St.
Suite 610
Minneapolis, MN 55403
Tel: 612-370-2303

Mississippi

AmSouth Plaza
Suite 900
210 East Capitol St.
Jackson, MS 39201
Tel: 601-965-5371

Missouri

323 West 8th St.
Suite 501
Kansas City, MO 64105
Tel: 816-374-6708

815 Olive St.
Room 242
St. Louis, MO 63101
Tel: 314-539-6600

Montana

301 South Park
Room 334
Helena, MT 59626
Tel: 406-441-1081

Nebraska

11145 Mill Valley Road
Omaha, NE 68154
Tel: 402-221-4691

Nevada

300 Las Vegas Blvd., South
Suite 100
Las Vegas, NV 89101

Tel: 702-388-6611

New Hampshire

143 North Main St.
Suite 202
Concord, NH 03301
Tel: 603-225-1400

New Jersey

2 Gateway Center
15th Floor
Newark, NJ 07102
Tel: 973-645-3580

New Mexico

625 Silver Ave., S.W.
Suite 320
Albuquerque, NM 87102
Tel: 505-346-6764

New York

111 West Huron St.
Room 1311
Buffalo, NY 14202
Tel: 716-551-4305

26 Federal Plaza
Room 3100
New York, NY 10278
Tel: 212-264-2454

401 S. Salina St.
5th floor
Syracuse, NY 13202
Tel: 315-471-9393

North Carolina

200 North College St.
Suite A-2015
Charlotte, NC 28202
Tel: 704-344-6563

North Dakota

657 2nd Ave., North
Room 219
Fargo, ND 58108
Tel: 701-239-5131

Ohio

1111 Superior Ave.
Suite 630
Cleveland, OH 44114
Tel: 216-522-4180

2 Nationwide Plaza
Suite 1400
Columbus, OH 43215

Tel: 614-469-6860

Oklahoma

210 Park Ave.
Suite 1300
Oklahoma City, OK 73102
Tel: 405-231-5521

Oregon

1515 S.W. Fifth Ave.
Suite 1050
Portland, OR 97201
Tel: 503-326-5210

Pennsylvania

Robert N. C. Nix Federal Bldg.
900 Market St.
5th floor
Philadelphia, PA 19107
Tel: 215-580-2700

1000 Liberty Ave.
Room 1128
Pittsburgh, PA 15222
Tel: 412-395-6560

Puerto Rico

252 Ponce De Leon Ave.
Suite 201
Hato Rey, PR 00918
Tel: 787-766-5002

Rhode Island

380 Westminster Mall
Suite 511
Providence, RI 02903
Tel: 401-528-4561

South Carolina

1835 Assembly St.
Room 358
Columbia, SC 29201
Tel: 803-765-5339

South Dakota

110 S. Phillips Ave.
Suite 200
Sioux Falls, SD 57104
Tel: 605-330-4231

Tennessee

50 Vantage Way
Suite 201
Nashville, TN 37228
Tel: 615-736-5850

Texas

10737 Gateway West
Suite 320
El Paso, TX 79935
Tel: 915-633-7007

4300 Amon Carter Blvd.
Suite 114
Fort Worth, TX 76155
Tel: 817-885-5500

222 East Van Buren St.
Room 500
Harlingen, TX 78550
Tel: 956-427-8625

9301 Southwest Freeway
Suite 550
Houston, TX 77074
Tel: 713-773-6500

George Manon Fed. Bldg.
1205 Texas Ave.
Room 408
Lubbock, TX 79401
Tel: 806-472-7462

727 E. Durango Blvd.
5th Floor
San Antonio, TX 78206
Tel: 210-472-5904

Utah

125 South State St.
Room 2237
Salt Lake City, UT 84138
Tel: 801-524-3200

Vermont

87 State St.
Suite 205
Montpelier, VT 05602
Tel: 802-828-4422

Virginia

Federal Building
400 North 8th St.
11th Floor
Richmond, VA 23240
Tel: 804-771-2400

Washington

Park Place Building
1200 6th Ave.
Suite 1700
Seattle, WA 98101
Tel: 206-553-7040

801 W. Riverside Ave.
Suite 200
Spokane, WA 99201
Tel: 509-353-2808

West Virginia

320 West Pike St.
Suite 330
Clarksburg, WV 26301
Tel: 304-623-5631

Wisconsin

740 Regent St.
Suite 100
Madison, WI 53715
Tel: 608-264-5261

Wyoming

100 East B St.
Room 4001
Casper, WY 82601
Tel: 307-261-6500

For More Information

SBA offices are located in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam. For the office nearest you, look under "U.S. Government" in your telephone directory, or contact:

- Phone: 1-800 U ASK SBA
- Fax: 202-481-6190
- E-mail: answerdesk@sba.gov
- TDD: 704-344-6640
- Internet
 - Home page: <http://www.sba.gov>
 - Gopher: <http://www.sba.gov/gopher>
 - U.S. Business Advisor: <http://www.business.gov>
- Your rights to regulatory fairness: 1-888-REG-FAIR

SBA Partners

Inquire at your local SBA office for the location nearest you:

- Business Information Centers (BICs)
- Tribal Business Information Centers (TBICs)
- One Stop Capital Shops (OSCSs)
- Service Corps of Retired Executives (SCORE)
- Small Business Development Centers (SBDCs)
- U.S. Export Assistance Centers (USEACs)
- Women's Business Centers (WBCs)

Publications

- *The Facts About . . . SBA Publications* -- a listing of free SBA publications

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