

# Small Business Awards Guidelines Supplement



**National Small Business Week April 29- May 5, 2018**

**Deadline for Award Nominations January 9, 2018**

Georgia District Small Business Awards Supplement **2018**

## **Introduction**

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week. Leading up to National Small Business Week 2018, the U.S. Small Business Administration (SBA), often in conjunction with public- and private-sector small business supporters, will host special events at the local and state levels to honor and present awards to local entrepreneurs.

**When are nominations due?** All nominations must be postmarked or hand delivered **no later than January 9, 2018 at 3:00 p.m. ET.**

**SBA Georgia District Office  
ATTN: SBWA Coordinator  
233 Peachtree Street, Ste. 300  
Atlanta, GA 30303**

## **For more information**

Please contact: **Lindsay Williams** at **Lindsay.williams@sba.gov** or **404-331-0124**

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.

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 2018 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 nomination on behalf of the nominee.

*To learn how to submit award winning nominations visit: <https://www.sba.gov/blogs/how-submit-winning-national-small-business-week-award-nomination>*



*All SBA programs and services are provided on a nondiscriminatory basis.*

## **SBA Georgia District Awards**

### **District Office Small Business Awards**

1. Entrepreneurial Success Award
2. Young Entrepreneur of the Year
3. Family-Owned Business of the Year

### **District Office Small Business Champion Awards**

4. Financial Services Champion of the Year
5. Home-Based Business Champion of the Year
6. Minority Small Business Champion of the Year
7. Veteran Small Business Champion of the Year
8. Women in Business Champion of the Year

National Small Business Week award categories include Small Business Person of the Year, Exporter of the Year, and other specialized awards. The award winners of the National categories will be recognized at the district level. Criteria for National awards are not located in this packet. National award category information can be found at [www.sba.gov/nsbw/awards](http://www.sba.gov/nsbw/awards).

## **Small Business Awards**

### ***Entrepreneurial Success Award***

Individuals must own and operate businesses initially launched as a small business according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

### **Evaluation/selection criteria for the SBA Entrepreneurial Success award:**

#### **1. Staying power** — a substantiated history as an established business; including:

- a. Number of years in business; minimum three years.
- b. Sustained expansion, addition of territories, growth in square footage occupied.
- c. Steady growth in net worth as evidenced by total assets less total liabilities on calendar year end annual balance sheets for 2014, 2015 and 2016.

#### **2. Growth in number of employees** — a benchmark to judge the impact of the business on the job market.

- a. Sustained over a minimum of three years.
- b. Increase over the three years must be in excess of growth in Gross National Product.



**3. Increase in sales and/or unit volume** — an indication of continued growth over the last three years. Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for calendar years 2014, 2015 and 2016.

**4. Current and past financial performance** — financial reports substantiate an improved financial position of the business.

a. Profit-and-loss statements for the last three years, reflecting sustained upward growth.

b. Balance sheets for calendar years 2014, 2015 and 2016, showing consistent increase in net worth and/or partners' return.

**5. SBA Assistance** – documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which it was received.

***Young Entrepreneur of the Year***

To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear 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, 2018.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

***Family-Owned Business of the Year***

This award honors a family-owned and operated business which has been passed on from one generation to the next. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with **at least a 15-year track record**.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

**Who is eligible to be nominated for these awards?**

To be nominated to receive this award, the nominee must be an individual who owns and operates, or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks.

**Who may submit nominations for these awards?**

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 this award. Individuals may not be nominated for more than one National SBW 2018 award category. Individuals may self-nominate for this award. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

**What information must the nomination packages contain?**

Nominations must contain the information required below. Incomplete nomination packages will not be considered. **All evaluation/selection criteria listed above for the award category must be specifically addressed.**

A complete nomination package will include:

- 1) A completed background form (**SBA Form 3300, Award Nomination Background Form**) which is available through SBA district offices and the online at <https://www.sba.gov/nsbw/awards/awards>. For “team” nominations, a background form is required for each team member;
- 2) A brief biography of the nominee, **not to exceed one page**. For “team” nominations, a biography is required for each team member;
- 3) A business profile that includes a description of the nominee’s business and **information to support the evaluation/selection criteria** listed above.
- 4) The nominee’s financial performance in the following format:

(next page)

Financial Summary

<b>Year</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Number of Employees			
Total Sales			
Net Profit (Before Tax)			
Total Assets			
Total Liabilities			
Net Worth			