

## How does Awards Nomination process work?

1. Make sure business meets nomination criteria
2. Choose a category - A business can only be nominated in one category.
3. Prepare nomination
4. Submit nomination by December 7, 2023 at 3:00 pm central

**Nominators can submit multiple nominations! We encourage it!**

## Who can submit nominations?

- Individuals can self-nominate
- An organization that assists small businesses in the U.S (SBA employees cannot submit nominations)

## Small Business Award Eligibility

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** and has 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/THRIVE
- Boots to Business training

Exception: Start Up Owned - Operating a small business with **no more than two years** in business

## Award Categories/ Evaluation Criteria

### National Categories (opportunity to compete at national level)

Small Business Person of the Year	Small Business Exporter of the Year	8(a) Graduate of the Year
Staying power	Increased sales, profits and/or growth of employment because of exporting.	Management – overall qualifications/expertise of management
Growth in number of employees	Creative overseas marketing strategies	Exceptional results/special achievements
Increase in sales, net profit, net worth for three prior years	Effective solutions to export-related problems	Cost performance – financial stability and credit worthiness, increase in sales, growth in employees
Response to adversity	Demonstrated encouragement of other small businesses to export	Innovation – specific description of innovation or unique/superior product or service
Contributions to community-oriented projects	Effective use of Federal and/or State government trade promotion or financing programs	Economic engagement of the community

**Eastern Missouri Categories – business must be located in Missouri**

<b>Minority Owned Business</b>	<b>Veteran Owned Business</b>	<b>Rural Owned Business</b>	<b>Small Business Advocate</b>
Staying power	Staying power	Staying power	Staying power
Growth in number of employees	Growth in number of employees	Growth in number of employees	Growth in number of employees
Increase in sales, net profit and net worth for calendar years	Increase in sales, net profit and net worth for calendar years	Increase in sales, profit and net worth for calendar years	Increase in sales, profit and net worth for calendar years
Innovativeness of product or service offered	Innovativeness of product or service offered	Innovativeness of product or service offered	Increased employment opportunities created by the nominee's business
Contributions to community-oriented projects	Contributions to community-oriented projects	Contributions to community-oriented projects	Use of advocacy tools to support their cause
Response to adversity	Response to adversity	Response to adversity	Strategy and tactics use for successful advocacy
Volunteer efforts to advance minority business interests	Volunteer efforts to advance veteran business interests	Community of 50,000 or less.	Contributions to the small business community
	Increased employment opportunities for veterans	Community is considered rural.	Response to adversity

<b>Immigrant Owned Business</b>	<b>HubZoned Owned Business</b>	<b>Start- Up Owned Business</b>	<b>Young Entrepreneur Owned Business</b>
Staying power	Staying power	Staying power	Would not have reached the age of 30, by June 1, 2024
Growth in number of employees	Growth in number of employees	Growth in number of employees	Growth in number of employees
Increase in sales, net profit and net worth for calendar years	Increase in sales, net profit and net worth for calendar years	Increase in sales, net profit and net worth for calendar years	Increase in sales, net profit and net worth for calendar years
Innovativeness of product or service offered	Innovativeness of product or service offered	Innovativeness of product or service offered	Innovativeness of product or service offered
Contributions to community-oriented projects	Contributions to community-oriented projects	Contributions to community-oriented projects	Contributions to community-oriented projects
Response to adversity	Response to adversity	Response to adversity	Response to adversity
Business must be owned by an immigrant to the United States in the last 10 years.		Operating a small business with no more than two years in business	

<b>Entrepreneurial Success</b>	<b>Woman Owned Business</b>	<b>Home Based Owned Business</b>
Staying power	Staying power	Staying power
Growth in number of employees	Growth in number of employees	Growth in number of employees
Increase in sales, net profit and net worth for calendar years	Increase in sales, net profit and net worth for calendar years	Increase in sales, net profit and net worth for calendar years
Innovativeness of product or service offered	Innovativeness of product or service offered	Innovativeness of product or service offered
Contributions to community-oriented projects	Contributions to community-oriented projects	Contributions to community-oriented projects
Response to adversity	Volunteer efforts to advance woman business interests within the community	Response to adversity
Initially launched as a small business & subsequently grown into a large business		

## What is included in nomination package?

Required Forms:

- Background form is required for all categories
- Additional form required for national categories
- Release form

Additional **supporting documentation** (i.e., news clips, letters of recommendation, etc.) – not to exceed 10 pages

A digital 8" x 10" or 5" x 7" **photo of the nominee**

### Links to Required Forms:

St. Louis District Categories	
<ul style="list-style-type: none"><li>• <u><a href="#">Young Entrepreneur Small Business of the Year</a></u></li><li>• <u><a href="#">Minority Owned Small Business of the Year</a></u></li><li>• <u><a href="#">Veteran Owned Small Business of the Year</a></u></li><li>• <u><a href="#">Woman Owned Small Business of the Year</a></u></li><li>• <u><a href="#">Family Owned Small Business of the Year</a></u></li><li>• <u><a href="#">Rural Owned Small Business of the Year</a></u></li><li>• <u><a href="#">Immigrant Owned Small Business of the Year</a></u></li><li>• <u><a href="#">HUBZone Owned Small Business of the Year</a></u></li><li>• <u><a href="#">Start Up Small Business of the Year</a></u></li><li>• <u><a href="#">Home Based Small Business of the Year</a></u></li><li>• <u><a href="#">Small Business Advocate of the Year</a></u></li><li>• <u><a href="#">Entrepreneurial Success Award of the Year</a></u></li></ul>	SBA Form <a href="#">3300</a> + SBA Form <a href="#">3315</a>
National Categories	
<u><a href="#">Small Business Person of the Year</a></u>	SBA Form <a href="#">3300</a> + SBA Form <a href="#">3301</a>
<u><a href="#">Small Business Exporter of the Year</a></u>	SBA Form <a href="#">3300</a> + SBA Form <a href="#">3302</a>

<u>8(a) Graduate of the Year</u>	SBA Form <a href="#">3300</a> + SBA Form <a href="#">3309</a>
All categories	<a href="#">Authorization, Grant, and Release of Materials</a>

## How to submit a winning package

### 1. Choose the best category

Are you nominating a business or a person that helps businesses?

Remember some categories can compete at the regional/national level

### 2. Research

Do they fit the eligibility statement without question?

Do they have supporting documentation to help paint the picture for the judges?

### 3. Share

Share examples of community service-- How did the small business owner give back to the community?

Share success stories, quotes from local representatives, politicians, customers, reviews, media, etc.

Demonstrate why they are best in industry

### 4. Submit a complete package

If using a previous nomination package, make sure to update with current information

Include all required forms, the photo and supporting documents

Submit electronically by the deadline!

## Deadline

- Nominations are due to the St. Louis District Office via Box.com no later than **December 7, 2023 at 3:00pm CT**
- **Nominations** will only be accepted electronically via Box.com
- Every form **MUST** be filled out completely.

**Who selects the winner?**

- Winners at any level will be selected by a panel of six judges
- All judges will sign a non-disclosure agreement
- Each award category includes evaluation criteria (see above) that judges use to determine the All winners will be honored at the St. Louis Small Business Week Award Luncheon Ceremony May 2, 2024.

**All winners will be honored at the St. Louis Small Business Week  
Award Luncheon Ceremony May 2, 2024.**

### **Questions and Guidance**

Gary Alexander - [Gary.alexander@sba.gov](mailto:Gary.alexander@sba.gov)

Nicki Massie - [Nicholson.Massie@sba.gov](mailto:Nicholson.Massie@sba.gov)