



U.S. Small Business  
Administration

# **NATIONAL SMALL BUSINESS WEEK 2027 AWARDS NOMINATIONS GUIDELINES**

U.S. Small Business Administration

**Deadline for Submission:** November 9, 2026, at 3:00 p.m. ET

Nomination forms and electronic submission can be found at

[www.sba.gov/nsbw](https://www.sba.gov/nsbw)

*National award winners will be announced during  
National Small Business Week, May 2–8, 2027*

## **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. They are the innovators, risktakers, and job creators who pour their heart and soul into starting, growing, and expanding their businesses. These individuals are also integral to local economies, provide vital employment and are at the forefront of leadership and engagement within our communities. National Small Business Week honors America's small businesses that make our country the greatest in the world.

The 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 following eligibility criteria, selection process and evaluation criteria apply to all awards:

- 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.
- All nominees must be in good standing on any Federal obligations.
- All nominees must be U.S. Citizens or U.S. Nationals who have their principal residence in the United States, its territories, or possessions.
- Nominations must be submitted in English.
- 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 on behalf of the nominee.

### **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**

[Small Business Manufacturer of the Year](#)

[Rural Small Business of the Year](#)

[Blue-Collar Small Business of the Year](#)

[Veteran Small Business of the Year](#)

**Phoenix Awards for Disaster Recovery:**

[Phoenix Award for Small Business Disaster Recovery](#)

[Phoenix Award for Small Business Disaster Recovery, Mitigation](#)

**Awards to SBA Resource Partners:**

[SCORE Chapter of the Year Award](#)

[Small Business Development Center Excellence and Innovation Award](#)

[Veterans Business Outreach Center of the Year](#)

[Women's Business Center of Excellence Award](#)

[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 Humtown Products, NTL Industries, Inc, 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 the following eligibility requirements. Consult your nearest SBA district office if you have questions.

- 1) Must be U.S. Citizens or U.S. Nationals who have their principal residence in the United States, its territories, or possessions;
- 2) Must be in good standing on any Federal obligations;
- 3) Owns 51% of a business;
- 4) Operates a small business for a minimum of three years prior to being 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
- 5) 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, Veterans Business Outreach Center (VBOC) assistance, Women's Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, Boots to Business programs, or participation in an SBA-funded, veteran-focused program.

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

- 1) Individuals who have received the Small Business Person of the Year 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; or
- 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 2027 BOX account. 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, November 9, 2026

## **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 Awards) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 4) High resolution digital photo of nominee – at least 300 DPI is required. 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 proven track record of stability and business expansion (e.g., physical growth, new territories, or exporting).
- 2) Financial Performance and Growth: Consistent growth in number of employees, net profit, gross/net revenue and net worth.
- 3) Community and Economic Impact: Demonstrated investment of personal time and resources into enriching the local community and strengthening the American economy.

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

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

- 1) SBA district offices will select the top three nominees.
- 2) SBA districts that serve more than one state will select the top three nominees for each state. The following areas are affected:
  - a. The Washington DC Metropolitan Area District Office will select nominees for both Northern Virginia and Suburban Maryland.
  - b. The Kansas City District Office will select nominees for both Missouri and Kansas.
  - 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.
- 3) State winners and the National Small Business Person of the Year, First and Second Runners Up will be selected by the Administrator based on, but not restricted to, the recommendations of a panel of judges of federal employees.
- 4) Nominees who are not selected as state winners may be recognized as District-level winners.

## **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 Show-Me BBQ Sauce LLC, Bauer, Inc., 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 the following eligibility requirements. Consult your nearest SBA district office if you have questions.

- 1) Must be U.S. Citizens or U.S. Nationals who have their principal residence in the United States, its territories, or possessions;
- 2) Must be in good standing on any Federal obligations;
- 3) Owns 51% of a business;
- 4) Operates a small business for a minimum of three years prior to being 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
- 5) 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, Veterans 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, Boots to Business programs, or participation in an SBA-funded, veteran-focused program.

### **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; or
- 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 2027 BOX account. 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?**

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## **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 Awards) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 4) High resolution digital photo of nominee – at least 300 DPI is required. 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. 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); and
- 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 SBA Administrator based on, but not restricted to, the recommendations of a panel of judges of federal employees.

## **Small Business Manufacturer of the Year**

A small business in the manufacturing sector that has demonstrated exceptional performance, innovation and growth. This award celebrates the vital role small manufacturers play in restoring American economic dominance, technological advancements, national security and more.

### **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) Must be U.S. Citizens or U.S. Nationals who have their principal residence in the United States, its territories, or possessions;
- 2) Must be in good standing on any Federal obligations;
- 3) Owns 51% of a business;
- 4) 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);
- 5) Must be a small business in the manufacturing sector; and
- 6) 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, Veterans Business Outreach Center (VBOC) assistance, Women’s Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, Boots to Business programs, or participation in an SBA-funded, veteran-focused program.

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

- 1) Individuals who have received the Small Business Manufacturer of the Year 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 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; or

- 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 2027 BOX account. 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, November 9, 2026

## **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 Awards) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 4) High resolution digital photo of nominee – at least 300 DPI is required. 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 proven track record of stability and business expansion (e.g., physical growth, new territories, or exporting).
- 2) Financial Performance and Growth: Consistent growth in number of employees, net profit, gross/net revenue and net worth.

- 3) Community and Economic Impact: Demonstrated investment of personal time and resources into enriching the local community and strengthening the American economy.

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

SBA will make Small Business Manufacturer 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 Manufacturer of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges of federal employees.

## **Rural Small Business of the Year**

A small business that has demonstrated exceptional performance and growth in a rural community. This award celebrates the vital role small businesses play in our rural communities.

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

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

- 1) Must be U.S. Citizens or U.S. Nationals who have their principal residence in the United States, its territories, or possessions;
- 2) Must be in good standing on any Federal obligations;
- 3) Owns 51% of a business;
- 4) 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);
- 5) Small business must be located at an address designated as rural by the [U.S. Department of Agriculture’s Rural Development Property Eligibility search tool](#); and
- 6) 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, Veterans Business Outreach Center (VBOC) assistance, Women’s Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, Boots to Business programs, or participation in an SBA-funded, veteran-focused program.

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

- 1) Individuals who have received the Rural Small Business of the Year 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 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; or
- 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 2027 BOX account. 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?**

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## **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 Awards) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);

- 4) High resolution digital photo of nominee – at least 300 DPI is required. 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 proven track record of stability and business expansion (e.g., physical growth, new territories, or exporting).
- 2) Financial Performance and Growth: Consistent growth in number of employees, net profit, gross/net revenue and net worth.
- 3) Community and Economic Impact: Demonstrated investment of personal time and resources into enriching the local community and strengthening the American economy.

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

SBA will make the Rural Small Business 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 Rural Small Business of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges of federal employees.

## **Blue-Collar Small Business of the Year**

A small business in a blue-collar industry that has demonstrated exceptional performance and growth. This award celebrates the vital role blue-collar small businesses play in our economy, communities, and day-to-day lives.

## **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) Must be U.S. Citizens or U.S. Nationals who have their principal residence in the United States, its territories, or possessions;
- 2) Must be in good standing on any Federal obligations;
- 3) Owns 51% of a business;
- 4) 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);
- 5) Small business must operate in an industry characterized by workers using physical skill and energy involving manual labor, a trade, or a vocational skill such as, but not limited to, construction, roofing, welding, painting, heating and air conditioning, carpentry, plumbing, auto repair, and/or electrical work; and
- 6) 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, Veterans Business Outreach Center (VBOC) assistance, Women's Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, Boots to Business programs, or participation in an SBA-funded, veteran-focused program.

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

- 1) Individuals who have received the Blue-Collar Small Business of the Year 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 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; or
- 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 2027 BOX account. 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.

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- 3) A completed nomination form (SBA Form 3301, Small Business Awards) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 4) High resolution digital photo of nominee – at least 300 DPI is required. 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 proven track record of stability and business expansion (e.g., physical growth, new territories, or exporting).
- 2) Financial Performance and Growth: Consistent growth in number of employees, net profit, gross/net revenue and net worth.
- 3) Community and Economic Impact: Demonstrated investment of personal time and resources into enriching the local community and strengthening the American economy.

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

SBA will make the Blue-Collar Small Business 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 Blue-Collar Small Business of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges of federal employees.

## **Veteran Small Business of the Year**

This award celebrates the vital role veteran-owned small businesses play in our economy and communities. Eligible nominees must be an honorably discharged veteran or service-disabled veteran of the U.S. Armed Forces.

### **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) Must be U.S. Citizens or U.S. Nationals who have their principal residence in the United States, its territories, or possessions;
- 2) Must be in good standing on any Federal obligations;
- 3) Owns 51% of a business;
- 4) Must be a veteran or service-disabled veteran honorably discharged from a branch of the US Armed Services; and
- 5) 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, Veterans Business Outreach Center (VBOC) assistance, Women's Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, Boots to Business programs, or participation in an SBA-funded, veteran-focused program.

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

- 1) Elected officials;
- 2) 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
- 3) 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; or

- 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 2027 BOX account. 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.

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- 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 Awards) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 4) High resolution digital photo of nominee – at least 300 DPI is required. 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 proven track record of stability and business expansion (e.g., physical growth, new territories, or exporting).
- 2) Financial Performance and Growth: Consistent growth in number of employees, net profit, gross/net revenue and net worth.

- 3) Community and Economic Impact: Demonstrated investment of personal time and resources into enriching the local community and strengthening the American economy.

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

SBA will make the Veteran Small Business 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 Veteran Small Business of the Year will be selected by the SBA Administrator 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) Must be U.S. Citizens or U.S. Nationals who have their principal residence in the United States, its territories, or possessions 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) Must be in good standing on any Federal obligations;
- 3) Businesses that suffered a physical disaster loss and received an SBA disaster loan during fiscal years 2024 through 2026; and
- 4) Businesses that suffered losses in a disaster that occurred during fiscal year 2023 or 2024 but did not receive an SBA disaster loan until fiscal year 2025.

## **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; or
- 2) Individuals may self-nominate for this award.

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

All nominations must be submitted electronically to the U.S. Small Business Administration 2027 BOX account. 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, November 9, 2026

## **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, 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) High resolution digital photo of nominee – at least 300 DPI is required. For “team” nominations, a photo of each nominee or group photo is acceptable; and
- 6) If possible, digital photos documenting the disaster damage and digital 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; and
- 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 the Office of Disaster Recovery, 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) Must be U.S. Citizens or U.S. Nationals who have their principal residence in the United States, its territories, or possessions and 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) Must be in good standing on any Federal obligations;
- 3) Businesses that suffered a physical disaster loss and received an SBA disaster loan during fiscal years 2022 through 2026; and
- 4) 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; or
- 2) Individuals may self-nominate for this award.

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

All nominations must be submitted electronically to the U.S. Small Business Administration 2027 BOX account. 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, November 9, 2026

## **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, 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) High resolution digital photo of nominee – at least 300 DPI is required. For “team” nominations, a photo of each nominee or group photo is acceptable;
- 6) If possible, digital photos documenting the disaster damage and digital 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; and
- 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-Mitigation 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 the Office of Disaster Recovery, based on the recommendations of a panel of judges comprised of federal employees.

## **SCORE Chapter of the Year 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?**

- 1) SCORE District Directors and SCORE Leadership may nominate SCORE Chapters; or
- 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 a SCORE Chapter 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 2027 BOX account. 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, November 9, 2026

### **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 SCORE director which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw). The SCORE director may also include completed background forms for individual SCORE employees, as applicable;
- 2) A completed nomination form (SBA Form 3303, SCORE Chapter of the Year 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) High resolution digital photo of the SCORE Director – at least 300 DPI is required; 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?**

Chapter performance on the SBA goals which include the following:

- 1) Clients advised
- 2) New business starts
- 3) Percent of businesses realizing revenue growth
- 4) Jobs supported

The Office of Entrepreneurial Development may establish additional goals, which will be shared with SCORE executives.

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

The SCORE Chapter of the Year award winners will be selected at the District and National levels.

- 1) SBA District Offices will select the district level winner.
- 2) SBA Associate Administrator for the Office of Entrepreneurial Development based on, but not limited to, the recommendations of SBA employees and SCORE executives, will select the national level winner.

## **Small Business Development Center Excellence and Innovation Award**

This award honors a Small Business Development Center (SBDC) Service Center or specialized team within the network for excellence in providing value to small businesses from various backgrounds and advancing program delivery and management through innovation.

### **Who may submit nominations?**

- 1) Lead SBDC Centers may nominate SBDC Service Centers or specialized team within their network; or
- 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 2027 BOX account. 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. A photo should be submitted as a separate attachment.

## When is the deadline for nominations?

3:00 p.m. ET, November 9, 2026

## 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 3304, 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) High resolution digital photo of the SBDC Director – at least 300 DPI is required; 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 centers or specialized team’s performance SBA milestones and may include other center/team 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 the service center or specialized team advising assistance.

**D – Develops**

- 3) Prepares the service center or specialized team for success by actively participating with the lead center in the professional development of counselors and staff 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 (including any relevant news articles and/or letters from partners - limited to eight 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 or specialized team must be in good standing with SBA. This includes but is not limited to having no Lead Center unresolved examination or review findings attributable to the nominee's Lead Center.

**What are the selection procedures?**

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

- 1) SBA District Offices will select the district level winner.
- 2) SBA Associate Administrator for the Office of Entrepreneurial Development based on, but not limited to, the recommendations of a panel of judges that may be comprised of federal employees, will select the national level winner.
- 3)

## **Veterans Business Outreach Center Excellence in Service Award**

This award honors a Veterans Business Outreach Center (VBOC) for its excellence and innovation in assisting veterans, military spouses, service members and National Guard and Reserve members by providing a wide variety of small business training, counseling and resource navigation. The award should focus on the work of the VBOC and not on the host organization. The VBOC director may be highlighted in the application, but the award should be about the work of the VBOC as a whole. Organizations hosting multiple VBOC grants may submit separate nominations for each VBOC.

### **Who may submit nominations?**

- 1) VBOC host organizations; or
- 2) Individuals or organizations dedicated to the support of the small business community in the United States, U.S. Territories or District Columbia such as trade, advocacy and professional associations, businesses, lenders and economic development organizations.

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

Veterans Business Outreach Centers that 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 2027 BOX account. 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, November 9, 2026

### **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 3305, Veterans Business Outreach Center Excellence in Service Award) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 4) High resolution digital photo of the VBOC Director – at least 300 DPI is required; and
- 5) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, performance & goal data, 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 nomination should demonstrate how the VBOC is efficiently and effectively delivering services to clients. This should be included in the business profile but should also be addressed in the nomination packet.

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

- 1) **Goals:** Meets or exceeds SBA performance milestones/goals such as clients served, counseling sessions, Boots to Business, Reboot classes, other training events, outreach events, new business starts, jobs created & retained and number of capital infusion;
- 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 veteran, transitioning service member, and military spouse entrepreneurs and the broader small business community;
- 4) **Develops:** Partners with a variety of local, state and other entities (including SBDCs, WBCs and SCORE) to grow the program; 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.

## What are the selection procedures?

The Veterans Business Outreach Centers Excellence in Service Award winner will be selected by the SBA Associate Administrator for the Office of Veterans Business

Development based on, but not restricted to, the recommendations of a panel of judges that may be comprised of federal employees.

## **Women's Business Center of Excellence Award**

This award honors an SBA funded Women's Business Center (WBC) for its excellence and innovation in assisting 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 WBC 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 2027 BOX account. 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, November 9, 2026

### **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 3306, Women's Business 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; and
- 6) High resolution digital photo of the VBOC Director – at least 300 DPI is required.

## **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, VBOCs 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?**

The Women's Business Center of Excellence Award will be selected at the District and National levels.

- 1) SBA District Offices will select the district level winner.

- 2) SBA Assistant Administrator for the Office of Women's Business Ownership based on, but not restricted to, the recommendations of a panel of judges that may be comprised of federal employees, will select the national level winner.

## **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. In addition to the guidelines below, specific criteria for each District Office Award are set forth at [www.sba.gov/nsbw](http://www.sba.gov/nsbw) under the corresponding district office.

### **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) Must be U.S. Citizens or U.S. Nationals who have their principal residence in the United States, its territories, or possessions;
- 2) Must be in good standing on any Federal obligations;
- 3) Owns 51% of a business;
- 4) 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
- 5) 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, Veterans Business Outreach Center (VBOC) assistance, Women's Business Center (WBC) assistance, government contracting assistance, disaster assistance, Emerging Leaders Initiative, Boots to Business programs, or participation in an SBA-funded, veteran-focused program.

## **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; or
- 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 2027 BOX account. 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, November 9, 2026

## **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 Awards) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 4) High resolution digital photo of nominee – at least 300 DPI is required. 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's 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.