

OMB Control Number 3245-0360

Expiration Date:



National Small Business Week
SBA Form 3301
Small Business Awards

Instructions

Refer to the National Small Business Week Award Nominations Guidelines for detailed instructions for submitting nominations.

This form must be completed by the nominee or by the nominator. The completed form must be submitted with the nomination package as noted in the awards guidelines.

Answer all questions completely; if it is not applicable, use N/A. Responses must not exceed 200 words per question.

The answers submitted on this form are strictly for award judging purposes only.

Awards Category

1. Select one award category. If you qualify, the SBA may also consider you for additional categories.

☐ Small Business Person of the Year

☐ Exporter of the Year

☐ Rural Small Business of the Year

☐ Small Business Manufacturer of the Year

☐ Blue-Collar Small Business of the Year

☐ Veteran Small Business of the Year

☐ District Office Award

a. Award name:

Nominee Information

2. Lead Nominee Information:

- a. Name:
- b. Title:
- c. Business name:
- d. Business address:
- e. Business phone number:
- f. Business email address

3. Co-nominee(s) Information (Note: you may nominate up to 3 additional co-nominees per business. Each co-nominee must fill out the SBA Form 3300):

- a. Name(s):
- b. Title(s):
- c. Email address(es):

Nominator Information (if applicable)

4. Nominator Information:

- a. Nominator name:
- b. Title:
- c. Address:

d. Phone number:

e. Email address:

Business Profile

5. What is the industry/sector of the business?
6. What year was the business established?
7. Provide the nominee(s) percentage of ownership or stock owned in the small business.
8. How many employees (full/part time) does the business currently employ?
9. Is the nominee a veteran?
10. Does the business have a website? If yes, list the URL:
11. Is the business on social media? If yes, list the handles:

SBA Assistance

12. What type of SBA assistance has the business received?
 - ☐ SBA loan or funding program [7(a), 504, Microloan, Small Business Innovation Research (SBIR), Small Business Technology Transfer (STTR), Small Business Investment Company (SBIC), Surety Bond, etc.]
 - ☐ Disaster assistance [Paycheck Protection Program (PPP), COVID-19 Economic Injury Disaster Loans (EIDLs), Restaurant Revitalization Fund (RRF), Shuttered Venue Operators Grant (SVOG), Military Reservist Economic Injury Disaster Loan (MREIDL) etc.]
 - ☐ Government contracting assistance [Women-Owned Small Business Federal Contract program, Veteran programs, 8(a) Business Development program, SBA Mentor Protégé program, HUBZone program, APEX Accelerators Program, etc.]
 - ☐ Export assistance [U.S. Export Assistance Centers, State Trade Expansion Program (STEP), etc.]
 - ☐ SBA Emerging Leaders Program or T.H.R.I.V.E. Emerging Leaders Reimagined
 - ☐ Boots to Business, Boots to Business Reboot, Boots to Business Revenue Readiness, or Military

Spouse Pathway to Business.

- ☐ SBA-funded, veteran-focused program, including but not limited to, the Service-Disabled Veteran Entrepreneurship Training Program (ETP), Veteran Federal Procurement ETP, or Women Veteran ETP.
- ☐ Veterans Business Outreach Center
- ☐ Small Business Development Center (SBDC)
- ☐ SCORE counseling
- ☐ Women's Business Center (WBC)
- ☐ Other, please explain.

13. How has SBA assistance contributed to the growth, resilience, or success of the nominee's business?

Financial Performance and Growth

14. Describe the business, including the core products or services provided and the geographic areas served (domestic and international).

15. Since its founding, has the business expanded to additional locations, increased its square footage, or seen significant growth in web traffic? If yes, please describe.

16. To assess the financial performance of the business for the last 3 calendar years, fill out the chart below. For questions, respond with yes, no or unchanged.

Financial Summary			
Year	2023	2024	2025
Total number of employees (full and part time)			
Did you report a net profit?			
Did you increase your gross revenue			

compared to the prior year?			
Is your net revenue positive?			
Is your business net worth positive?			

17. Referring to the financial chart above, provide context for the business's year-over-year financial performance (e.g., changes in revenue, net profit, staff size, or capital expansion).

Biography and Community Involvement

18. Provide a biography for the nominee(s).
19. In what ways has the nominee strengthened the American economy or enriched their local community? You may include details regarding job creation, innovation, or local involvement with boards/councils, charitable causes, and mentorship or support provided to other small businesses.

Global Markets

20. Does the business export?

☐ No

☐ Yes

If yes, answer the following questions.

- How many years has the business been exporting?
- Describe the overall impact exporting has had on the business (e.g. exports as a percentage of sales, jobs created by exporting, etc.)
- What types of creative overseas marketing, financial strategies or effective solutions has the nominee deployed?

Caution: Penalties for False Statements

Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of program participation or other benefits awarded by the agency. A false statement is punishable under 18 U.S.C. §§ 1001 and 3571 by imprisonment of not more than five years and/or a fine of not more than \$250,000 and under 15 U.S.C. § 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000.

Paperwork Reduction Act Notice:

SBA will use the information collected on this form, along with other information submitted by award nominees as part of the nomination package, to determine the nominee's eligibility for a particular small business award; to identify any actual or apparent conflict of interest and, to make eventual award determinations. Responding to this request for information is voluntary. However, failure to provide the requested information may affect SBA's ability to make a decision regarding your eligibility for an award.

You are not required to respond to any collection of information unless it displays a currently valid OMB control number (3245-0360). The estimated burden for completing this form is 1 hour and 15 minutes, including the time for reviewing the instructions, and gathering and compiling data. Combined with the time for completing the Form 3300, the total estimated time to prepare and submit the nomination package for each nominee is 90 minutes. Comments on this burden estimate should be sent to the U.S. Small Business Administration, Chief, AIB 409 3rd St., SW, Washington, DC 20416, and Desk Officer for the U.S. Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, DC 20503. **DO NOT SEND COMPLETED FORMS TO OMB. Submit them to the location indicated in the nomination guide.**

Privacy Act (5 U.S.C. § 552a):

Anyone can request copies of information that SBA has in its files when that file is retrieved by either a name or applicable individual identifiers. SBA will protect an individual's personal information from disclosure to third parties to the extent permitted by law, including the Freedom of Information Act, 5 U.S.C. § 552, and the Privacy Act of 1974, 5 U.S.C. § 552a. However, as a routine matter certain information collected may be disclosed as follows:

- a) to the news media for public disclosure of the name, address, and biography of award recipients;
- b) to communicate with State and local governments about the status of a particular nominee;
- c) to an individual nominee's Congressional office when that office is inquiring on the individual's behalf;
- d) to Agency volunteers, interns, judges, experts and contractors who need access to the records in order to perform an award-related activity;

- e) to the Department of Justice (DOJ);
- f) to a court, adjudicative body, or a dispute resolution body when any of the following is a party to litigation or has an interest in such litigation:
 - 1) the agency or any of its components;
 - 2) an agency employee in his or her official capacity;
 - 3) an agency employee in his or her individual capacity where DOJ has agreed to represent the employee; or
 - 4) the United States Government, where the agency determines that litigation is likely to affect the agency or any of its components; and
- g) to appropriate agencies, entities, and persons if SBA believes the security or confidentiality of information in the system records has been compromised.

Before making any disclosures, SBA must determine that the use of the records is relevant and necessary to the litigation, and disclosure of the records is for a purpose that is compatible with the purpose for which the records were collected.

Additional information regarding the retention and disclosure of certain collected information is listed in the systems of record notice for SBA 28, Small Business Person and Advocate Awards-, which was published in the Federal Register at 74 F.R. 14889.