



National Small Business Week
SBA Form 3305
Women's Business Center of the Year

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 award guidelines. Answer each question as fully as possible; if it is not applicable, state N/A.

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

1. WBC Information:

a. Name:

b. Address:

c. Phone number:

d. Email address:

e. Website URL:

2. WBC Director Information:

a. Name:

b. Phone number:

c. Email address:

3. Host organization information:

a. Organization name:

b. Executive director name:

4. Nominator Information (if applicable):

a. Nominator name:

b. Title:

c. Address:

d. Phone number:

e. Email address:

Answer each of the following questions in 200 words or less.

5. Provide a biography for the WBC director:

6. Provide a description of the WBC's services:

7. Provide a narrative of a WBC counselor who has excelled in providing counseling, training and other program services to small businesses:

8. Provide a narrative of a success story relating to a particular business served by the WBC:

9. Provide a narrative of how the WBC has worked with 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:

Answer the following question in 400 words or less.

10. Provide a business profile including the WBC mission statement, target market, and types of services offered, including any specialized programs or services. The profile should include performance on key milestones for the last three years.

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.