



U.S. Small Business  
Administration

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## **SUPPLEMENTAL MEMORANDUM IN SUPPORT OF NATIONAL SMALL BUSINESS WEEK**

### **SBA Guam Branch Office Awards:**

To be nominated and receive one of the following local awards, the small business nominee must fit within the category of the award, demonstrate success in business and complete and submit the required nomination package information. **Nomination guidelines for District Office Awards can be found at [National Small Business Week](#).** \*Incomplete packages will not be accepted.

### **Minority Small Business Champion or Business of the Year:**

An individual who has fulfilled a commitment to the advancement of small business opportunities for minority business owners may be nominated or a minority-owned small business owner has experienced the rewards and difficulties of owning their own business. Champion nominees may or may not be small business owners.

### **Veteran Small Business Champion or Business of the Year:**

An individual who has fulfilled a commitment to the advancement of small business opportunities for veterans of the U.S. armed forces may be nominated or a veteran small business owner who has experienced the rewards and difficulties of owning their own business. Champion nominees may or may not be veterans.

### **Women in Business Champion or Business of the Year:**

An individual who has fulfilled a commitment to the advancement of women's business ownership may be nominated or a women-owned small business owner who has experienced the rewards and difficulties of owning their own business. Champion nominees may or may not be small business owners.

### **Home-Based Business Champion or Business of the Year:**

Individuals who have experienced the rewards and difficulties of owning a home-based business and have worked voluntarily to improve the climate for other home-based businesses. Champion nominees may or may not be small business owners.

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

All nominations must be submitted electronically to the U.S. Small Business Administration Guam Branch Office BOX account. BOX account information is available at [National Small Business Week Awards](#).

**When is the deadline for nominations?**

3:00 p.m. ET, December 8, 2022.

***SBA will make the above referenced awards to eligible small businesses at the Guam Branch level only. Awards for Small Business Person of the Year and Exporter of the Year will be forwarded for National competition.***

## **District Office Awards**

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.

### **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) Any legal resident of the United States or its Territories who owns and operates or who bears principal responsibility for operating a small business 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).

### **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.
- 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 district office BOX account in the state or territory where the nominee is located. 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, December 8, 2022

### **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 3315, District Office Award) which is available at [www.sba.gov/nsbw](http://www.sba.gov/nsbw);
- 4) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable. 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’ 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.