

Federal Reserve Banks' Small Business Credit Survey Roles and Responsibilities of Distribution Partners

Thank you for agreeing to work with the Federal Reserve Banks on their annual Small Business Credit Survey (SBCS). The results from the SBCS offer policymakers, business representatives, and service providers timely information about business financing and credit conditions. To administer the SBCS, the Reserve Banks' Small Business Credit Survey Team ("SBCS team") partners with organizations ("Distribution Partners") across the nation to reach potential SBCS participants.

Qualifying Distribution Partners include nonprofit 501(c) organizations; state, local, and tribal government entities; and nonbank Community Development Financial Institutions (CDFIs). Noneligible organizations include lending entities and organizations that are currently regulated or may be regulated in the future by the Federal Reserve, the Office of the Comptroller of the Currency, or the Federal Deposit Insurance Corporation. Also ineligible are partisan public officeholders and for-profit businesses.

The roles and responsibilities of a Distribution Partner are listed below.

1. Share the Survey invitation and link provided by the SBCS team with your members and small business contacts during the time period specified by the SBCS team. Promote the Survey through the communication channels your organization finds most effective.
2. In distributing the Survey invitation, please refrain from suggesting that any of the Reserve Banks or the Federal Reserve System endorse your organization. You may describe our relationship as a "partnership to conduct the Small Business Credit Survey." The Reserve Banks will use this language to describe the relationship and will not imply any endorsement of the Survey by our Distribution Partners.
3. Distribution Partners may not take the Survey on behalf of small business owners.
4. The Reserve Banks plan to publish reports and findings using SBCS data. The Reserve Banks may name your organization as a Distribution Partner in public communications, including on the fedsmallbusiness.org website.
5. If the Survey yields at least 50 complete and valid responses from participants reached through your organization's outreach efforts, the SBCS team will provide you with a partner report based on those responses. Distribution Partners may share partner report findings internally and outside their organization by
 - a) Using statistics included in the provided report and data Excel file for analysis and reporting.
 - b) Citing these statistics in accordance with guidance included in the FAQs.

The PDF report, including its graphics and logos, may not be published or distributed outside your organization.

6. The Federal Reserve Banks may preserve the raw Survey responses and associated data. Anonymized responses may be made available to qualified researchers to support research and analysis initiatives.