

2016 Kentucky Home-Based Business of the Year

Who is eligible to be nominated?

The nominee must be a majority owner (51% or more) and operator or bear principal responsibility for operating a small business with a minimum three year track record.

Nominees must also be residents of and employed in Kentucky and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

What are the evaluation/selection criteria for the Kentucky Home-Based Business of the Year?

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

1. Staying power — a substantiated history as an established business; including:
 - Number of years in business; minimum three years.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market.
 - Sustained over a minimum of three years.
 - Increase over the three years must be in excess of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of the last three years.
4. Increase in sales, net profit, and net worth for calendar years 2012, 2013 and 2014.
5. Innovativeness of products or services offered — an illustration of the creativity and imagination of the nominee.
 - Specific description of uniqueness of product or service.
 - Explanation of how product or service fits a niche not being adequately addressed by the competition.
6. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes.
 - Membership in councils, boards and clubs providing support and services to the community.

8. If applicable, a description of the products exported and markets served.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in Kentucky, including, but not limited to, trade and professional associations and business organizations, may submit nominations. Individuals may not be nominated for more than one 2016 Small Business Week award category.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8½" x 11" white stationery, collated and secured in a 1½" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A 2016 Kentucky Local Small Business Week Nomination Form.
2. A completed background form ([SBA Form 3300](#), Award Nomination Form), which is available through the SBA online nominations portal, <http://awards.sba.gov>, and SBA district offices. For "team" nominations, a background form is required for each team member, up to four key members of the management team.
3. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages. The nominator's name, title, place of business, business address, telephone number and e-mail address must be included. The nominator is encouraged to copy and paste the evaluation/selection criteria and provide supporting information directly under each topic.
4. Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
5. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable. For "team" nominations, a photo is required for each team member.
6. Four to five additional photos of the nominee's company and, if applicable, employees at work.

What is the deadline for nominations?

All nominations must be postmarked/hand delivered to the SBA Kentucky District Office address listed below **no later than 3:00 p.m. ET, January 11, 2016**. Please contact Michael Ashcraft by email at michael.ashcraft@sba.gov or call (502) 582-5971, extension 225, regarding questions about the Kentucky District Office awards.

SBA Kentucky District Office
Attn: Small Business Week Awards Committee
600 Dr. M.L. King, Jr. Place, Room 188
Louisville, KY 40202