

2016 Kentucky Small Business Media Advocate of the Year

Who is eligible to be nominated?

The Small Business Media Advocate of the Year Award will recognize an outstanding journalist from television, radio, web, electronic or print media whose work supports the growth and expansion of small businesses in the SBA Kentucky District Office territory. The nomination package must include a minimum of three of the nominee's originally authored and published articles or URL links to such content. Nominees may or may not be small business owners.

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 Small Business Media Advocate of the Year?

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

1. Concerted and demonstrated efforts to increase public understanding of the importance of small business contributions to the economy, especially in Kentucky.
2. Contribution of content and feature stories, editorials, columns and commentary that highlight and analyze small business issues in Kentucky.
3. Voluntary community service aimed at enhancing small business opportunity and growth.
4. Other achievements that exemplify the nominee's efforts to improve the understanding and importance of small businesses to the U.S. economy with a particular focus on those in Kentucky.

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. **Note:** Financial information is not required on this form for Kentucky Advocacy Awards.
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.

