

# **2013 Kentucky Women Small Business Advocate of the Year**

## **Who is eligible to be nominated?**

An individual who has fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

## **Who may submit nominations for this award?**

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations. Individuals may not be nominated for more than one Small Business Week 2013 award category.

## **What information must the nomination package contain?**

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" 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 single cover page stating —
  - the nominee's full name, title, business and home addresses with telephone and fax numbers, and e-mail address;
  - the award for which the nomination is being made;
  - the nominator's name, title, place of business, business address and telephone number and e-mail address; and

- a one-paragraph description of the nominee’s business and/or professional occupation.
2. A completed [background form \(SBA Form 3300, Award Nomination Form\)](#), which is also available through SBA field offices. For “team” nominations, a background form is required for each team member.
  3. 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.
  4. Four to five additional photos of the nominee’s company, employees at work.
  5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
  6. A brief biography of the nominee, not exceeding one page.
  7. A business profile, not exceeding one page, if applicable.
  8. The nominee’s business financial statement — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2” x 11” paper – for the last three years, if applicable.
  9. Any other 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.
  10. A completed [SBA Form 2137 Award Nomination Consent Form](#), which is also available through SBA field offices.

**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 Thursday, January 3, 2013**. Contact Michael Ashcraft at [michael.ashcraft@sba.gov](mailto:michael.ashcraft@sba.gov) or (502) 582-5971, extension 225, regarding questions about the Kentucky District Office awards.

SBA Kentucky District Office  
Small Business Week Awards Committee  
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