

## 2016 Kentucky Local Small Business Week Nomination Form

### Instructions:

This form must be completed by the nominee or by the nominator. The completed form must be submitted with the nomination package as noted in the award guidelines. Answer each question as fully as possible; if it is not applicable, state N/A. **NOTE:** All nominee information will remain confidential.

Award Category: \_\_\_\_\_

### 1. Lead Nominee Information:

- a) Name:
- b) Title:
- c) Business name:
- d) Business address:
- e) Business phone number:
- f) Business email address:

2. Co-nominee(s) Information (Note: you may nominate up to 3 additional co-nominees per business. Each co-nominee must fill out the [SBA Form 3300](#)):

- a) Name(s):
- b) Title(s):
- c) Email address(es):

3. Nominator Information (if you are nominating yourself, write N/A):

Nominator name:

- a) Title:
- b) Address:
- c) Phone number:
- d) Email address:

4. Provide the nominee(s) percentage of ownership or stock owned in the small business.
5. How many years has the nominee's business been operational (minimum 3 years)?
6. How many employees does the business **currently** have? List full and part-time employees separately.
7. Does the business have a website? If yes, list the URL:
8. To assess the financial performance of the business for the last 3 calendar years, fill out the chart below. This information will remain confidential. **Note:** Advocacy Awards do not have to provide financial information in the table below.

	Financial Summary		
	2012	2013	2014
<b>Number of Employees</b>			
<b>Total Sales</b>			
<b>Net Profit (Before Tax)</b>			
<b>Total Assets</b>			
<b>Total Liabilities</b>			
<b>Net Worth</b>			

**Answer each of the following questions in 200 words or less.**

9. Provide a brief biography for the nominee(s); you may include this as an attachment, but each biography should be 200 words or less:
10. Has the business received SBA assistance (e.g. SBA loan, SBDC assistance, SCORE counseling, Women's Business Center assistance, veteran's assistance, contracting or Emerging Leader Initiative, etc.)? If yes, please explain, and include the amount and date of financial assistance received, if applicable:
11. Describe the nominee's business, including areas served:

12. Has the business expanded to additional locations, grown in square footage, increased web traffic, etc. since its founding? If yes, please explain.

13. Based on the financial chart provided above, please explain in more detail the business's year to year changes in financial health (e.g. sales, net profit, net worth) and number of employees.

14. What products or services does the business provide and how does the business fit a niche not addressed by the competition in the marketplace?

15. Does the business export? If yes, please explain.

16. Has the nominee had a financial, physical, legal, or other crisis while in business? Please explain the situation and actions taken to resolve it.

17. Does the nominee contribute money, time or resources to his or her community or charitable causes? If yes, please explain.

18. Is the nominee a member of a council, board or club providing support and services to his or her community? If yes, please explain.

***The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.***

***All SBA programs and services are provided on a nondiscriminatory basis.***