South Carolina Family Business Of the Year

INSTRUCTIONS

1. Complete each section of the fillable nomination document.
2. Complete the attached forms: SBA Form 3300 (Award Nomination Form) and SBA Form 2137 (Award Nomination Consent Form).
3. Add the following required documents:
   - A. Nomination letter
   - B. High-quality photo of the business principal(s)
     - 4x6, 5x7 or 8x10 if print, or
     - 300 DPI if digital
   - C. Supporting documents (e.g. letters of recommendation, news articles, etc.)
4. Submit the completed nomination to the South Carolina District Office by Thursday, January 3, 2013.

SUBMISSION

You may submit the completed nomination in one of three ways:

1. IN PERSON: Bring the completed nomination form and all required documents to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC on or before January 3.
2. MAIL: Mail or ship the completed nomination form and all required documents to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC. Mail/shipments must be postmarked no later than January 3.
3. EMAIL: Submit the completed nomination form and all required documents to *anna.huntley@sba.gov* on or before January 3. If emailing the nomination, you must either:
   - A. Submit the nomination form and all required documents as a zip file, or
   - B. Submit the nomination form and all required documents as a PDF portfolio file.

SECTIONS

The fillable nomination document includes the following sections:
(Click each section to go directly to the corresponding page)

1. Cover Page
2. Biography of Principal(s)
3. Business Profile (i.e. business description, history, special attributes, etc.)
4. Business Financial, Sales and Employee Growth data
5. Award Merit Questions

COVER PAGE

Nominated Business: _____

Principal(s) and Title(s): _____

_____

Other family members in the business: _____

_____

_____

Address: _____

_____

_____

Phone: _____ **Email:** _____

Home address of principal: _____

_____

Month & year business started: _____

Any SBA assistance received (e.g. SBA guaranteed loan, SCORE counseling, etc.):

Brief description of the business (100 words or less). Include information on the founder(s) of the business and the relationship to the current owner(s):

Nominated by: _____ **Title:** _____

Business/Organization: _____

Address: _____

_____

Phone: _____ **Email:** _____

BIOGRAPHY OF PRINCIPAL(S)

Profile must fit within the space given (approx. 3200 characters or 500 words)

BUSINESS PROFILE

Profile must fit within the space given (approx. 3200 characters or 500 words)

FINANCIAL, SALES AND EMPLOYEE GROWTH DATA

Growth Data for the Last 3 Years

Year definition options:

A. Federal fiscal year (10/01 – 09/30)
B. Calendar year (01/01 – 12/31) *
C. Other fiscal year – If your business runs on another form of fiscal year, please specify

* *Note: If using calendar year, you may either use CY 2009, 2010 and 2011 or CY 2010, CY 2011 and CY 2012 through October. If using CY 2012 data through October, please include a notation of your projected data for November and December.*

	Year 1 FY/CY 20__	***Year 2*** FY/CY 20__	***Year 3*** FY/CY 20__
Total Sales			
Net Profit (before tax)			
Total Assets			
Total Liabilities			
Net Worth (Assets – Liabilities)			
Average number of full-time employees			
Average number of part-time and/or seasonal employees			
Total average number of employees			

Note: Finalists may be asked to submit financial reports verifying the responses above.

AWARD MERIT QUESTIONS

Please respond to the following. You may cite relevant supporting documents, if applicable.

1. Growth (recent)

In what areas has the business experienced significant growth over the past three to five years?

Examples: geographic areas served, number of clients, market share, physical expansion, etc.

Response must fit within the space given *(approx. 1550 characters or 250 words)*

2. Growth (historical)

In what areas has the business experienced significant historical growth (e.g. since start-up)?

Examples: employees, geographic areas served, market share, physical expansion, etc.

Response must fit within the space given *(approx. 1550 characters or 250 words)*

3. Innovation

What new directions and/or innovative business strategies has the current owner introduced? In other words, how has the owner helped the business to succeed and grow in the 21st century?

Response must fit within the space given *(approx. 1550 characters or 250 words)*

4. Community Contributions

Describe how the business and employed family members are involved in/contribute to the community.

Examples: charitable contributions, active participation in/leadership of organizations, community services, etc.

Response must fit within the space given *(approx. 1550 characters or 250 words)*

End of Fillable Nomination Document

Do not forget to include the following in your completed nomination:

- Nomination letter
- Photo of principal(s)
- Supporting documentation