South Carolina Minority Small Business Advocate 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 nominee
     - 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 31, 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 31.
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 31.
3. Email: Submit the completed nomination form and all required documents to *anna.huntley@sba.gov* on or before January 31. 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. Nominee Biography
3. Nominee Business/Organization Profile
4. Award Merit Questions

COVER PAGE

Nominee(s) and Title(s): _____

Business/Organization:_____

Address: _____

_____

_____

Phone: tr_____ **Email:** _____

Home address: _____

_____

_____

Brief description of the nominee's business/organization (100 words or less):

Nominated by: _____ **Title:** _____

Business/Organization: _____

Address: _____

_____

_____

Phone: _____ **Email:** _____

NOMINEE BIOGRAPHY

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

BUSINESS/ORGANIZATION PROFILE

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

AWARD MERIT QUESTIONS

A. MAJOR EFFORTS & ACCOMPLISHMENTS

An advocate can help in many ways. Please select 3 of the following 4 advocacy categories most relevant to your efforts and follow the instructions for the corresponding questions. You may cite relevant supporting documents as applicable.

Note: The term "minority entrepreneurs" encompasses all stages of business ownership, including pre-startup.

1. ***Voice***
   Examples:
   - **A.** Advocacy of the creation of new opportunities or new resources benefiting minority entrepreneurs
   - **B.** Advocacy of policies, practices, legislation, etc. benefiting minority entrepreneurs
   - **C.** Community outreach to increase public awareness and support of minority entrepreneurship and/or minority-owned businesses
   - **D.** Active participation in relevant organizations on behalf of minority entrepreneurs

2. ***Educator and/or Mentor***
   Examples:
   - **A.** Entrepreneurial training and/or counseling provided to minority entrepreneurs (including "behind-the-scenes" involvement)
   - **B.** Mentorship of minority entrepreneurs
   - **C.** Specific technical assistance provided to minority entrepreneurs (e.g. financial advice, market research assistance, etc.)

3. ***Organizer & Ally***
   Examples:
   - **A.** Organization or growth of business-to-business networks (formal or informal) for minority entrepreneurs in order to help foster new business opportunities and relationships
   - **B.** Formation of strategic alliances with non-profit organizations, government agencies, other businesses, etc. to help minority entrepreneurs access new business resources or business opportunities
   - **C.** Connecting minority entrepreneurs to existing business resources and/or opportunities

4. ***Creator***
   Examples:
   - **A.** Creation of new resources benefiting minority entrepreneurs
   - **B.** Development of new programs for minority entrepreneurs

Voice

Describe your efforts/actions as a voice for minority entrepreneurs. What are your specific accomplishments and what impact have those accomplishments had on the minority-owned business community?

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

Educator and/or Mentor

Describe your efforts to educate, advise, assist, mentor, etc. minority entrepreneurs. What is the approximate total number of minority entrepreneurs educated/assisted/mentored, and what are some significant results (such as businesses started, improved, saved, etc.)?

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

Organizer & Ally

Describe your efforts to develop/grow networks, form strategic alliances and/or otherwise connect minority entrepreneurs to existing business resources or opportunities. What are your specific accomplishments and how have these accomplishments benefited minority entrepreneurs?

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

Creator

Describe any programs, resources, etc. benefiting minority entrepreneurs that you have developed or helped to develop. How specifically have minority entrepreneurs benefited? If applicable, approximately how many minority entrepreneurs have been assisted?

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

B. VOLUNTEER EFFORTS

Describe all of your volunteer efforts (i.e. efforts outside of your job) on behalf of minority entrepreneurs and/or the minority-owned business community. You may cite relevant supporting documents as applicable. *(These can overlap with your other responses.)*

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

C. LEADERSHIP QUALITIES

What other characteristics and efforts qualify you as an outstanding leader in or advocate of the minority business community?

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
- Nominee photo
- Supporting documentation