

South Carolina Women in 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 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. Nominee Biography
3. Nominee Business/Organization Profile
4. Award Merit Questions

COVER PAGE

Nominee(s) and Title(s): _____

Business/Organization: _____

Address: _____

Phone: _____ **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 “women entrepreneurs” refers to women at all stages of business ownership, including pre-startup.

1. ***Voice***

Examples:

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

2. ***Educator and/or Mentor***

Examples:

- A. Entrepreneurial training and/or counseling provided to women (including “behind-the-scenes” involvement)
- B. Mentorship of women entrepreneurs
- C. Specific technical assistance provided to women 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 women 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 women access new business resources or business opportunities
- C. Connecting women entrepreneurs to existing business resources and/or opportunities

4. ***Creator***

Examples:

- A. Creation of new resources benefiting women entrepreneurs
- B. Development of new programs for women entrepreneurs

Voice

Describe your efforts/actions as a voice for women entrepreneurs. What are your specific accomplishments and what impact have those accomplishments had on the women-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. women entrepreneurs. What is the approximate total number of women 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 women entrepreneurs to existing business resources or opportunities. What are your specific accomplishments and how have these accomplishments benefited women entrepreneurs?

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

Creator

Describe any programs, resources, etc. benefiting women entrepreneurs that you have developed or helped to develop. How specifically have women entrepreneurs benefited? If applicable, approximately how many women 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 women entrepreneurs and/or the women-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. ENCOURAGEMENT EFFORTS

Please select 1 of the following 2 support categories most relevant to your efforts and follow the instructions for the corresponding question. You may cite relevant supporting documents as applicable.

1. *Entrepreneurship Encouragement*

Examples:

- A.** Encouragement of women or girls to pursue or consider pursuing business ownership
- B.** Promoting or supporting others' efforts to encourage young women or girls to consider business ownership

2. *Leadership Encouragement*

Examples:

- A.** Encouragement of or support for women in leadership positions (e.g. community leadership, political leadership, business leadership, etc.)
- B.** Inspiring girls and young women to take on leadership roles and future leadership positions
- C.** Encouraging women, young women or girls to pursue careers or business ownership in high-growth, STEM (Science Technology Engineering Math) or other industries in which women are historically underrepresented

Entrepreneurial Encouragement

How have you encouraged or helped to encourage women, young women and/or girls to consider pursuing business ownership?

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

Leadership Encouragement

How have you encouraged women, young women and/or girls to pursue current or future leadership roles or otherwise supported women in leadership positions? **OR** How have you encouraged women or girls to consider careers or businesses in high-growth, STEM, etc. industries?

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