

South Carolina Small Business Financing Advocate of the Year *Award Nomination Form*

Instructions

1. Complete each section of this nomination document.
2. Complete SBA Form 3300 (Award Nomination Form) and SBA Form 2137 (Award Nomination Consent Form). Links to the forms are provided on the final page of this document.
3. Add the following required documents:
 - A. Nomination letter
 - B. High-quality photo of 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 Friday, January 31, 2014.

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 may 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

This nomination document includes the following sections:

(Click each section to go directly to the corresponding page)

1. Cover Page
2. Nominee Biography
3. 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 or organization (around 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 *(Continued)*

3. In what ways have you gone above and beyond expectations and regular duties to help small businesses obtain financing?

4. Describe additional efforts, accomplishments, characteristics, etc. not covered in your responses above that you feel merit this award.

End of Required Nomination Responses

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

- Nomination letter
- Photo of nominee(s)
- Supporting documentation
- SBA Form 3300 for principal(s), available at:
www.sba.gov/content/award-nomination-form
- SBA Form 2137, available at:
www.sba.gov/content/small-business-week-consent-disclosure-information