

South Carolina Small Business Ally 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 principal(s) and/or division leader
 - 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. Organization Profile
3. Award Merit Questions

COVER PAGE

Organization: _____

Address: _____

Phone: _____ Email: _____

Website: _____

Brief description of the organization (100 words or less):

Nominated by: _____ Title: _____

Business/Organization: _____

Address: _____

Phone: _____ Email: _____

BUSINESS/ORGANIZATION PROFILE

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

AWARD MERIT QUESTIONS

(All responses must fit within the space given: approx. maximum of 1550 characters or 250 words)

A. Major Efforts & Accomplishments

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

1. SUPPORTER / Raising awareness and advancing opportunities

Examples:

- A. Advocacy of the creation of new opportunities or new resources benefiting small businesses
- B. Advocacy of policies, practices, legislation, etc. benefiting small businesses
- C. Community outreach to increase public awareness and support of the small business community

2. ADVISER / Providing education, training and/or mentorship

Examples:

- A. Entrepreneurial training and/or counseling provided to small businesses
- B. Mentorship services for small businesses
- C. Specific technical assistance provided to small businesses (e.g. financial advice, market research assistance, etc.)

3. FACILITATOR / Developing connections to resources and opportunities

Examples:

- A. Organization or growth of business-to-business networks (formal or informal) for small businesses 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 small businesses access new business resources or business opportunities
- C. Connecting entrepreneurs to existing small business resources and/or opportunities

4. INITIATOR / Creating programs and resources

Examples:

- A. Creation of new resources benefiting small businesses
- B. Development of new programs for small businesses

SUPPORTER

Describe your organization's efforts/actions raising awareness of the small business community and/or championing new policies, regulations, etc. benefiting small businesses. What are your specific accomplishments and what impact have those accomplishments had on the small business community?

ADVISER

Describe your organization's efforts to educate, train, mentor or otherwise assist small businesses. (Provide statistics on small businesses assisted, if possible.) What are some significant results of your efforts?

FACILITATOR

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

INITIATOR

Describe any programs, resources, etc. benefiting small businesses that your organization has developed or helped to develop. Provide statistics on small businesses assisted, if possible. How specifically have small businesses benefited?

B. Other Qualifications

Describe additional efforts, accomplishments, characteristics, etc. not covered in the sections above that you feel merit this award. You may cite relevant supporting documents as applicable.

End of Required Nomination Responses

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

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