

# South Carolina Minority Entrepreneurship 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](mailto: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

Please respond to the following. You may cite relevant supporting documents, if applicable. (All responses must fit within the space given: approx. maximum of 1550 characters or 250 words)

### 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. SUPPORTER / Raising awareness and advancing opportunities**

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

Examples:

- A. Entrepreneurial training and/or counseling provided to minority entrepreneurs (including “behind-the-scenes” involvement, such as hosting classes)
- B. Mentorship of minority entrepreneurs
- C. Specific technical assistance provided to minority entrepreneurs (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 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. INITIATOR / Creating programs and resources**

Examples:

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

***SUPPORTER***

Describe your efforts/actions raising awareness of the needs of minority entrepreneurs and/or advancing new policies, opportunities, etc. What are your specific accomplishments and what impact have those accomplishments had on the minority-owned business community?

***ADVISER***

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.)?

***FACILITATOR***

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?

***INITIATOR***

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 entrepreneurs have been assisted?

## **B. Other Qualifications**

Describe additional efforts, accomplishments, characteristics, etc. not covered in the sections above that you feel merit this award.

## **C. 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. *(These can overlap with your other responses.)*

## ***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](http://www.sba.gov/content/award-nomination-form)*
- SBA Form 2137, available at:  
*[www.sba.gov/content/small-business-week-consent-disclosure-information](http://www.sba.gov/content/small-business-week-consent-disclosure-information)*