

South Carolina Women in Business Advocate of the Year *Award Nomination Form*

Instructions

1. Complete each section of the fillable 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.
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

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

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

Examples:

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

Examples:

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

SUPPORTER

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

ADVISER

Describe your efforts to educate, advise, assist, mentor, etc. women entrepreneurs. What is the approximate total number of women 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 women entrepreneurs to existing business resources or opportunities. What are your specific accomplishments and how have these accomplishments benefited women entrepreneurs?

INITIATOR

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 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 women entrepreneurs and/or the women-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
- SBA Form 2137, available at:
www.sba.gov/content/small-business-week-consent-disclosure-information