South Carolina Young Entrepreneur 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 the business principal(s)
     - 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. Biography of Principal(s)
3. Business Profile (i.e. business description, history, special attributes, etc.)
4. Business Financial, Sales and Employee Growth data
5. Award Merit Questions

COVER PAGE

Nominee(s) and title(s): _____

Business: _____

Business address: _____

_____

Phone: _____ Email: _____

Home address of principal: _____

_____

Date or year business was started: _____

Current total number of employees: _____

Describe any SBA assistance received (e.g. SBA guaranteed loan, SCORE counseling, etc.):

Brief description of the business (around 100 words or less). Include information on the age of the nominee(s) when business started and now:

Nominated by: _____ Title: _____

Business/Organization: _____

Address: _____

_____

Phone: _____ Email: _____

NOMINEE BIOGRAPHY

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

BUSINESS PROFILE

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

FINANCIAL, SALES AND EMPLOYEE GROWTH DATA

Growth Data for the Last 3 Years

Year definition options:

- **A.** Federal fiscal year (10/01 – 09/30)
- **B.** Calendar year (01/01 – 12/31) *
- **C.** Other fiscal year – If your business runs on another form of fiscal year, please specify

NOTE: *To ensure completeness of financial data provided, we are requesting data up through 2012. Nominees may incorporate information from 2013 financials in the "recent growth" response on the following page as appropriate.*

	FY/CY 2010	FY/CY 2011	FY/CY 2012
Total Sales			
Net Profit (before tax)			
Total Assets			
Total Liabilities			
Net Worth (Assets – Liabilities)			
Average number of full-time employees			
Average number of part-time and/or seasonal employees			
Total average number of employees			

(Finalists may be asked to submit financial reports verifying the above responses.)

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)

1. Growth

In what areas has the business experienced significant growth over the past three to five years? *Examples: geographic areas served, number of clients, market share, physical expansion, etc.*

2. Sustainability

Explain how and why your business will continue to succeed.

3. Innovation

A. How does your business fulfill a niche or need not met by other businesses? In other words, what sets your business apart?

B. Describe your most creative/innovative business practices.

4. Community Contributions

Describe how you and your business are involved in/contribute to the community. *Examples: charitable contributions, active participation in/leadership of organizations, community services, etc.*

End of Required Nomination Responses

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

- Nomination letter
- Photo of principal(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