

2014 SBA Award Nomination Guidelines | South Carolina

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INTRODUCTION

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week (SBW). SBW 2014 will be celebrated May 12-16, 2014. Leading up to SBW 2014, the U.S. Small Business Administration—in conjunction with public- and private-sector small business supporters—will host special events at the local and state levels to present awards to local entrepreneurs and those who champion small business. Eligible winners will be invited to the SBW 2014 celebration in Washington, D.C.

National SBA Awards

Winners of the following awards will be invited to Washington to participate in SBA's celebration of SBW 2014.

- Small Business Person of the Year (one from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam)
- Small Business Exporter of the Year
- Phoenix Awards
 - Phoenix Award for Small Business Disaster Recovery
 - Phoenix Award for Outstanding Contributions to Disaster Recovery
- Federal Procurement Awards
 - Small Business Prime Contractor of the Year
 - Small Business Subcontractor of the Year
 - Dwight D. Eisenhower Awards for Excellence (for large prime contractors who use small businesses as suppliers and contractors)
 - 8(a) Graduate of the Year (*national winners or finalists only*)
- SBA Resource Partner Awards
 - Small Business Development Center (SBDC) Excellence and Innovation Center Award (*national winners or finalists only*)
 - Women's Business Center of Excellence Award (*national winners or finalists only*)
 - Veterans Business Development Center of the Year (*N/A in South Carolina*)
- Small Business Investment Company of the Year

South Carolina Awards

Winners of the following awards will be honored in the spring at the 2014 Salute to Small Business in Columbia – part of South Carolina's celebration of Small Business Week.

- Small Business Person of the Year for South Carolina
- Small Business Exporter of the Year for South Carolina
- The SOHO Award (*15 or fewer employees*)
- Family Business of the Year
- Young Entrepreneur of the Year (*under 30 years-old*)
- Veteran Entrepreneur of the Year
- Minority Entrepreneurship Advocate of the Year
- Women in Business Advocate of the Year
- Small Business Financing Advocate of the Year
- Small Business Ally of the Year
- 8(a) Graduate of the Year for South Carolina
- SBDC Excellence and Innovation Center Award
- Any national winners or finalists from South Carolina

Other Awards

Although not for public nomination, the following awards will also be presented during SBW 2014: 7(a) Small Business Lender of the Year, 504 Lender of the Year and SCORE Chapter of the Year.

SMALL BUSINESS PERSON OF THE YEAR

SBA will make Small Business Person of the Year awards at the State level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam) and the National level. The National Small Business Person of the Year is selected from the State winners.

Who is eligible to be nominated?

- Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four.
- Nominees must also be residents of the United States or its territories and will be subject to background checks.
- The nominee’s business must be defined as “small” under the applicable SBA size standards.
- Small businesses owned and operated by nominees must comply with federal civil rights laws.
- Individuals who have received the small business person award at the state level within the past five years are not eligible.
- Receipt of SBA assistance is not required.

Who may submit nominations?

Any individual or organization dedicated to the support of the small business community in the United States, including (but not limited to) trade and professional associations and business organizations, may submit nominations for the Small Business Person of the Year award. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

South Carolina Small Business Person nominations must either be submitted via the SBA online award portal at <http://nationalsmallbusinessweek.sba.gov> or to the SBA South Carolina District Office at:

1835 Assembly Street
Suite 1425
Columbia, SC 29201
Attn: Anna Huntley

What is the deadline for nominations?

South Carolina Small Business Person nominations must be *either* submitted online no later than **Friday, January 17, 2014** *or* postmarked or hand delivered no later than **Friday, January 17, 2014**.

What information must the nomination package contain?

Nominations must be typewritten on **one side** of 8½” x 11” white stationery. Unless submitted online, they must be collated and secured in a 1½” binder. **Incomplete nomination packages will not be considered.** A complete nomination package will include:

1. A single cover page with:
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and email address;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and email address if applicable;
 - the type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.) if applicable;
 - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form), which is available at www.sba.gov/content/award-nomination-form. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
3. An original 8x10 or 5x7 photo of the nominee, or a digital photo that is at least 300 DPI.
4. Four to five additional photos of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's financial statement — including balance sheets, profit- and-loss statements and financial reports — for the 2010, 2011 and 2012 calendar or fiscal years (not to exceed 12 pages).
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form, which is available at www.sba.gov/content/small-business-week-consent-disclosure-information.

What are the selection procedures?

Small Business Persons of the Year Award winners will be selected at the district (in multi-district states), state and national levels. Winners at each level will be selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to the appropriate regional SBA office and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National Small Business Person of the Year will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria?

All evaluation/selection criteria must be specifically addressed. In evaluating the nomination packages, the judges will look at the following criteria:

1. **Staying Power**
A substantiated history as an established business, including:
 - Number of years in business; minimum three years.
 - Sustained expansion, addition of territories, growth in square footage occupied, etc.
 - Steady growth in net worth as evidenced by total assets less total liabilities on year-end annual balance sheets over three years.

2. **Growth in Number of Employees**

A benchmark to judge the impact of the business on the job market:

- Sustained over a minimum of three years.

3. **Increase in sales and/or unit volume**

An indication of continued growth over the last three years:

- Consistent growth in net income as evidenced by annual profit-and-loss statements for a minimum of the last three years.

4. **Current and past financial performance**

Financial reports substantiate an improved financial position of the business:

- Profit-and-loss statements for the last three years, reflecting sustained upward growth.
- Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.

5. **Innovativeness of product or service offered**

An illustration of the creativity and imagination of the nominee:

- Specific description of uniqueness of product or service.
- Explanation of how product or service fits a niche not being adequately addressed by the competition.

6. **Response to adversity**

Examples of problems faced in the nominee's business and the methods used to solve them, including:

- Specific description of financial, physical, legal or other crisis.
- Substantiation of the threat to the continuity of the business.
- Defined actions taken by the nominee to resolve the crisis.

7. **Contributions to community-oriented projects**

Evidence of the use of personal time and resources, including:

- Listing of specific contributions of money, time, or resources to charitable causes.
- Membership in councils, boards and clubs providing support and services to the community.

Notifications

Finalists will be notified around March 2014. Winners will be notified around April 2014.

SMALL BUSINESS EXPORTER OF THE YEAR

SBA will make Small Business Exporter of the Year awards at the State level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam) and the National level. The National Small Business Exporter of the Year will be selected from the State winners.

Who is eligible to be nominated?

- Any individual who owns and operates or who bears principal responsibility for operating a small business engaged in exporting may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed four.
- Nominees must also be residents of the United States or its territories and will be subject to background checks.
- The nominee’s business must be defined as “small” under the applicable SBA size standards.
- Small businesses owned and operated by nominees must comply with federal civil rights laws.
- Individuals who have received the small business person award at the state level within the past five years are not eligible.
- Receipt of SBA assistance is not required.

Who may submit nominations?

Any individual or organization dedicated to the support of the small business community in the United States, including (but not limited to) trade and professional associations and business organizations, may submit nominations for the Small Business Person of the Year award. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

South Carolina Small Business Exporter nominations must either be submitted via the SBA online award portal at <http://nationalsmallbusinessweek.sba.gov> or to the SBA South Carolina District Office at:

1835 Assembly Street
Suite 1425
Columbia, SC 29201
Attn: Anna Huntley

What is the deadline for nominations?

South Carolina Small Business Exporter nominations must be *either* submitted online no later than **Friday, January 17, 2014** *or* postmarked or hand delivered no later than **Friday, January 17, 2014**.

What information must the nomination package contain?

Nominations must be typewritten on **one side** of 8½” x 11” white stationery. Unless submitted online, they must be collated and secured in a 1½” binder. **Incomplete nomination packages will not be considered.** A complete nomination package will include:

1. A single cover page with:

- the nominee's full name, title, business and home addresses with telephone and fax numbers, and email address;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and email address, if applicable;
 - the type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.) if applicable;
 - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form), which is available at www.sba.gov/content/award-nomination-form. For "team" nominations for Small Business Exporter of the Year, a background form is required for each team member.
 3. An original 8x10 or 5x7 photo of the nominee, or a digital photo that is at least 300 DPI.
 4. Four to five additional photos of the nominee's company and employees at work.
 5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
 6. A brief biography of the nominee, not to exceed one page.
 7. A business profile, not to exceed one page.
 8. The nominee's financial statement — including balance sheets, profit- and-loss statements and financial reports — for the 2010, 2011 and 2012 calendar or fiscal years (not to exceed 12 pages).
 9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
 10. A completed SBA Form 2137 Award Nomination Consent Form, which is available at www.sba.gov/content/small-business-week-consent-disclosure-information.

What are the selection procedures?

Small Business Exporter of the Year Award winners will be selected at the state and national levels. Winners at each level will be selected by a panel of judges. Nomination packages for each state winner will be sent to the appropriate regional SBA office and prepared for transmittal to the SBA's Office of International Trade for review. The National Small Business Exporter of the Year will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria?

In evaluating the nomination packages, the judges will look at the following criteria:

1. Increased sales, profits and/or job creation because of exporting
2. Creative overseas marketing strategies
3. Effective solutions to export-related problems
4. Demonstrated encouragement of other small businesses to export
5. Volunteer assistance to other small businesses entering the export market
6. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

Notifications

Winners will be notified around April 2014.

THE SOHO (SMALL OFFICE/HOME OFFICE) AWARD

Who is eligible to be nominated?

A small business with 15 or fewer employees. The business must have been in existence for at least three years. (For questions regarding counting seasonal employees, contact anna.huntley@sba.gov.)

Who may submit nominations?

Any individual or organization dedicated to the support of the small business community in the United States may submit nominations. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

South Carolina SOHO Award nominations must either be submitted via email to anna.huntley@sba.gov or to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

South Carolina SOHO Award nominations must be emailed, postmarked or hand delivered **no later than Friday, January 31, 2014**. Incomplete nomination packages will not be considered.

What information must the nomination package contain?

Nominations must be typed. Unless emailed, nominations must be printed one-sided on 8½" x 11" white paper, collated and secured. A complete nomination package will include:

1. A completed nomination sheet, available for download at www.sba.gov/sites/default/files/2014%20SOHO%20nomination%20form.pdf. To request a copy by email, contact Anna Huntley at anna.huntley@sba.gov.
2. A 4x6, 5x7 or 8x10 photo of the nominee or a digital photo that is at least 300 DPI.
3. A nomination letter serving as a concise statement of the qualities and performance that merit the award, not to exceed two pages.
4. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the nominee's qualifications. Supporting documentation must not exceed 10 pages; some exceptions may be made for multi-page news articles. Videos will not be considered.

What are the selection procedures?

Winners of the South Carolina SOHO Award will be selected at the state level by a panel of judges and confirmed by the SBA South Carolina District Office. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria?

1. Financial performance
2. Business growth (e.g. growth in sales, employees, market, space, etc.)
3. Innovativeness of business and of business methods/practices
4. Community contributions and/or involvement

Notifications

Winners will be notified around April 2014.

FAMILY BUSINESS OF THE YEAR

Who is eligible to be nominated?

A family-owned and operated small business that has been passed on from one generation to the next. The current owners must have owned and/or operated the business for at least the past three years.

Who may submit nominations?

Any individual or organization dedicated to the support of the small business community in the United States may submit nominations. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

South Carolina Family Business nominations must either be submitted via email to anna.huntley@sba.gov or to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

South Carolina Family Business nominations must be emailed, postmarked or hand delivered **no later than Friday, January 31, 2014**. Incomplete nominations will not be considered.

What information must the nomination package contain?

Nominations must be typed. Unless emailed, nominations must be printed one-sided on 8½" x 11" white paper, collated and secured. A complete nomination package will include:

1. A completed nomination sheet, available for download at www.sba.gov/sites/default/files/2014%20Family%20Business%20nomination%20form.pdf. To request a copy by email, contact Anna Huntley at anna.huntley@sba.gov.
2. A 4x6, 5x7 or 8x10 photo of the nominee or a digital photo that is at least 300 DPI.
3. A nomination letter serving as a concise statement of the qualities and performance that merit the award, not to exceed two pages.
4. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the nominee's qualifications. Supporting documentation must not exceed 10 pages; some exceptions may be made for multi-page news articles. Videos will not be considered.

What are the selection procedures?

Winners of the South Carolina Family Business Award will be selected at the state level by a panel of judges and confirmed by the SBA South Carolina District Office. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria?

1. Financial performance
2. Recent growth (e.g. increased sales, increased employment and other indicators of growth)
3. Historical growth (e.g. years in business, increased employment and other indicators of growth)
4. Evidence of continued success due to new strategies, directions, etc. developed by current owners
5. Community contributions and/or involvement

Notifications

Winners will be notified around April 2014.

YOUNG ENTREPRENEUR OF THE YEAR

Who is eligible to be nominated?

An individual who owns and operates (or bears principal responsibility for operating) a small business with at least a three-year track record, and who will not have reached the age of 30 by June 1, 2014.

Who may submit nominations?

Any individual or organization dedicated to the support of the small business community in the United States may submit nominations. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

South Carolina Young Entrepreneur nominations must either be submitted via email to anna.huntley@sba.gov or to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

South Carolina Young Entrepreneur nominations must be emailed, postmarked or hand delivered **no later than Friday, January 31, 2014**. Incomplete nominations will not be considered.

What information must the nomination package contain?

Nominations must be typed. Unless emailed, nominations must be printed one-sided on 8½" x 11" white paper, collated and secured. A complete nomination package will include:

1. A completed nomination sheet, available for download at www.sba.gov/sites/default/files/2014%20Young%20Entrepreneur%20nomination%20form.pdf. To request a copy by email, contact Anna Huntley at anna.huntley@sba.gov.
2. A 4x6, 5x7 or 8x10 photo of the nominee or a digital photo that is at least 300 DPI.
3. A nomination letter serving as a concise statement of the qualities and performance that merit the award, not to exceed two pages.
4. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the nominee's qualifications. Supporting documentation must not exceed 10 pages; some exceptions may be made for multi-page news articles. Videos will not be considered.

What are the selection procedures?

Winners of the South Carolina Young Entrepreneur Award will be selected at the state level by a panel of judges and confirmed by the SBA South Carolina District Office. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria?

1. Financial performance
2. Business growth (e.g. growth in sales, employees, market, space, etc.)
3. Business sustainability (e.g. number of years in business, viability of business vision, etc.)
4. Innovativeness of business and of business methods/practices
5. Community contributions or involvement

Notifications

Winners will be notified around April 2014.

VETERAN ENTREPRENEUR OF THE YEAR

Who is eligible to be nominated?

An individual who owns and operates (or bears principal responsibility for operating) a small business with at least a three year track record, and who has been discharged or released from active duty in the Armed Forces under honorable conditions.

Who may submit nominations?

Any individual or organization dedicated to the support of the small business community in the United States may submit nominations. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

South Carolina Veteran Entrepreneur nominations must either be submitted via email to anna.huntley@sba.gov or to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

South Carolina Young Entrepreneur nominations must be emailed, postmarked or hand delivered **no later than Friday, January 31, 2014**. Incomplete nominations will not be considered.

What information must the nomination package contain?

Nominations must be typed. Unless emailed, nominations must be printed one-sided on 8½" x 11" white paper, collated and secured. A complete nomination package will include:

1. A completed nomination sheet, available for download at www.sba.gov/sites/default/files/2014%20Vet%20Entrepreneur%20nomination%20form.pdf. To request a copy by email, contact Anna Huntley at anna.huntley@sba.gov.
2. A 4x6, 5x7 or 8x10 photo of the nominee or a digital photo that is at least 300 DPI.
3. A nomination letter serving as a concise statement of the qualities and performance that merit the award, not to exceed two pages.
4. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the nominee's qualifications. Supporting documentation must not exceed 10 pages; some exceptions may be made for multi-page news articles. Videos will not be considered.

What are the selection procedures?

Winners of the South Carolina Veteran Entrepreneur Award will be selected at the state level by a panel of judges and confirmed by the SBA South Carolina District Office. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria?

1. Financial performance
2. Business growth (e.g. growth in sales, employees, market, space, etc.)
3. Business sustainability (e.g. number of years in business, viability of business vision, etc.)
4. Innovativeness of business and of business methods/practices
5. Community contributions or involvement

Notifications

Winners will be notified around April 2014.

MINORITY ENTREPRENEURSHIP ADVOCATE OF THE YEAR

Who is eligible to be nominated?

An individual who has advanced minority entrepreneurship within South Carolina. Nominees do not need to be minorities themselves. Small business ownership is not required.

Who may submit nominations?

Any individual or organization dedicated to the support of the small business community in the United States may submit nominations. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

South Carolina Minority Entrepreneurship Advocate nominations must either be submitted via email to anna.huntley@sba.gov or to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

South Carolina Minority Entrepreneurship Advocate nominations must be emailed, postmarked or hand delivered **no later than Friday, January 31, 2014**. Incomplete nominations will not be considered.

What information must the nomination package contain?

Nominations must be typed. Unless emailed, nominations must be printed one-sided on 8½" x 11" white paper, collated and secured. A complete nomination package will include:

1. A completed nomination sheet, available for download at www.sba.gov/sites/default/files/2014%20Minority%20Ent%20Advocate%20nomination%20form.pdf. To request a copy by email, contact Anna Huntley at anna.huntley@sba.gov.
2. A 4x6, 5x7 or 8x10 photo of the nominee or a digital photo that is at least 300 DPI.
3. A nomination letter serving as a concise statement of the qualities and performance that merit the award, not to exceed two pages.
4. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the nominee's qualifications. Supporting documentation must not exceed 10 pages; some exceptions may be made for multi-page news articles. Videos will not be considered.

What are the selection procedures?

Winners of the South Carolina Minority Entrepreneurship Advocate Award will be selected at the state level by a panel of judges and confirmed by the SBA South Carolina District Office. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria?

1. Efforts and accomplishments in 3 of the following 4 advocacy categories:
 - a. Support of beneficial policies and actions, including efforts to raise awareness
 - b. Education, training and/or mentorship
 - c. Facilitation of beneficial networks or alliances
 - d. Creation of new programs and resources
2. Volunteer efforts on behalf of minority entrepreneurs and/or the minority business community
3. Other qualifications meriting the award

Notifications

Winners will be notified around April 2014.

WOMEN IN BUSINESS ADVOCATE OF THE YEAR

Who is eligible to be nominated?

An individual who has advanced female entrepreneurship within South Carolina. Nominees do not need to be women themselves. Small business ownership not required.

Who may submit nominations?

Any individual or organization dedicated to the support of the small business community in the United States may submit nominations. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

South Carolina Women in Business Advocate nominations must either be submitted via email to anna.huntley@sba.gov or to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

South Carolina Women in Business Advocate nominations must be emailed, postmarked or hand delivered **no later than Friday, January 31, 2014**. Incomplete nominations will not be considered.

What information must the nomination package contain?

Nominations must be typed. Unless emailed, nominations must be printed one-sided on 8½" x 11" white paper, collated and secured. A complete nomination package will include:

1. A completed nomination sheet, available for download at www.sba.gov/sites/default/files/2014%20Women%20in%20Business%20Advo%20nomination%20form.pdf. To request a copy by email, contact Anna Huntley at anna.huntley@sba.gov.
2. A 4x6, 5x7 or 8x10 photo of the nominee or a digital photo that is at least 300 DPI.
3. A nomination letter serving as a concise statement of the qualities and performance that merit the award, not to exceed two pages.
4. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the nominee's qualifications. Supporting documentation must not exceed 10 pages; some exceptions may be made for multi-page news articles. Videos will not be considered.

What are the selection procedures?

Winners of the South Carolina Women in Business Advocate Award will be selected at the state level by a panel of judges and confirmed by the SBA South Carolina District Office. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria?

1. Efforts and accomplishments in 3 of the following 4 advocacy categories:
 - a. Support of beneficial policies and actions, including efforts to raise awareness
 - b. Education, training and/or mentorship
 - c. Facilitation of beneficial networks or alliances
 - d. Creation of new programs and resources
2. Volunteer efforts supporting women entrepreneurs and/or the women-owned business community
3. Other qualifications meriting the award

Notifications

Winners will be notified around April 2014.

SMALL BUSINESS FINANCING ADVOCATE OF THE YEAR

Who is eligible to be nominated?

An individual committed to increasing financing for small businesses. Examples of nominees include, but are not limited to, lenders, community leaders and investors. Small business ownership is not required.

Who may submit nominations?

Any individual or organization dedicated to the support of the small business community in the United States may submit nominations. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

South Carolina Financing Advocate nominations must either be submitted via email to anna.huntley@sba.gov or to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

South Carolina Financing Advocate nominations must be emailed, postmarked or hand delivered **no later than Friday, January 31, 2014**. Incomplete nominations will not be considered.

What information must the nomination package contain?

Nominations must be typed. Unless emailed, nominations must be printed one-sided on 8½" x 11" white paper, collated and secured. A complete nomination package will include:

1. A completed nomination sheet, available for download at www.sba.gov/sites/default/files/2014%20Financing%20Advocate%20nomination%20form.pdf. To request a copy by email, contact Anna Huntley at anna.huntley@sba.gov.
2. A 4x6, 5x7 or 8x10 photo of the nominee or a digital photo that is at least 300 DPI.
3. A nomination letter serving as a concise statement of the qualities and performance that merit the award, not to exceed two pages.
4. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the nominee's qualifications. Supporting documentation must not exceed 10 pages; some exceptions may be made for multi-page news articles. Videos will not be considered.

What are the selection procedures?

Winners of the South Carolina Small Business Financing Advocate Award will be selected at the state level by a panel of judges and confirmed by the SBA South Carolina District Office. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria?

1. Efforts and accomplishments in facilitating the flow of capital to small businesses
2. Advocacy of policies, practices and other actions to increase the availability of financing or financing opportunities for small businesses
3. Development or use of innovative or unique methods, practices or programs in support of small business financing

Notifications

Winners will be notified around April 2014.

SMALL BUSINESS ALLY OF THE YEAR

Who is eligible to be nominated?

A non-profit organization that has supported and advanced South Carolina's small business community.

Who may submit nominations?

Any individual or organization dedicated to the support of the small business community in the United States may submit nominations. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

South Carolina Small Business Ally nominations must either be submitted via email to anna.huntley@sba.gov or to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

South Carolina Small Business Ally nominations must be emailed, postmarked or hand delivered **no later than Friday, January 31, 2014**. Incomplete nominations will not be considered.

What information must the nomination package contain?

Nominations must be typed. Unless emailed, nominations must be printed one-sided on 8½" x 11" white paper, collated and secured. A complete nomination package will include:

1. A completed nomination sheet, available for download at www.sba.gov/sites/default/files/2014%20SB%20Ally%20nomination%20form.pdf. To request a copy by email, contact Anna Huntley at anna.huntley@sba.gov.
2. A 4x6, 5x7 or 8x10 photo of the appropriate organization leader(s) or a digital photo that is at least 300 DPI.
3. A nomination letter serving as a concise statement of the qualities and performance that merit the award, not to exceed two pages.
4. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the nominee's qualifications. Supporting documentation must not exceed 10 pages; some exceptions may be made for multi-page news articles. Videos will not be considered.

What are the selection procedures?

Winners of the South Carolina Small Business Ally Award will be selected at the state level by a panel of judges and confirmed by the SBA South Carolina District Office. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria?

1. Efforts and accomplishments in 3 of the following 4 advocacy categories:
 - a. Support of beneficial policies, legislation and/or other actions
 - b. Education, training and/or mentorship
 - c. Facilitation of beneficial networks or alliances
 - d. Creation of new programs and resources
2. Other qualifications meriting the award

Notifications

Winners will be notified around April 2014.

RESOURCE PARTNER AWARDS | *SBDC Excellence and Innovation Center Award*

This award honors a Small Business Development Center (SBDC) Service Center for excellence in providing value to small businesses and advancing program delivery and management through innovation. (The nominated SBDC must be in good standing with SBA. This includes but is not limited to having no outstanding examination or review findings.)

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may nominate an SBDC Service Center for this award. Lead SBDC Centers may nominate SBDC Service Centers in their network.

Where are the nominations to be sent?

South Carolina SBDC Excellence and Innovation Center Award nominations must either be submitted via the SBA online award portal at <http://nationalsmallbusinessweek.sba.gov> or to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

South Carolina SBDC Excellence and Innovation Center Award nominations must be *either* submitted online no later than **Friday, January 17, 2014** *or* postmarked or hand delivered no later than **Friday, January 17, 2014**.

What information must the nomination package contain?

Nominations must be typewritten on **one side** of 8½" x 11" white stationery. Unless submitted online, they must be collated and secured in a 1½" binder. Incomplete nominations will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information in the order indicated below:

1. A single cover page stating:
 - SBDC name, business address with telephone and fax numbers, website, and email;
 - The SBDC director's full name, title, business and home addresses with telephone and fax numbers, and email address;
 - Name of the host organization;
 - Name of the executive director;
 - The award for which the nomination is being made;
 - Nominator's name, title, place of business, business address, telephone number and email;
 - A one-paragraph description of the services provided by the SBDC.
2. Nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding five pages. In addition to describing the basis for the nomination, the nomination letter should highlight an individual counselor at the SBDC who, in the view of the nominator, has excelled in providing counseling, training and other program services to small businesses. The nomination letter should also highlight a success story relating to a particular client business served by the SBDC.
3. A completed background form (SBA Form 3300, Award Nomination Form) for the Center director, which is available at www.sba.gov/content/award-nomination-form. The Center director may also include a background form for individual Center employees, as applicable.
4. An original 8" x 10" or 5" x 7" photo of the SBDC director; or a digital photo – at least 300 dpi.

5. A brief history of the SBDC, not exceeding one page.
6. A business profile, not exceeding one page.
7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
8. A completed SBA Form 2137 Award Nomination Consent Form, which is available at www.sba.gov/content/small-business-week-consent-disclosure-information.
9. Please include the chart below in the nominee's submission:

	<u>Goal</u>	<u>Actual</u>	<u>% Achieved</u>
Long Term Counseling Clients			
New Business Starts			
Capital Infusion			
Client Satisfaction			
Other			
Other			
Other			

**SBDCs may have additional goals and performance measures that can be included in the "other" categories.*

What are the selection procedures for this award?

Small Business Development Center Award winners will be selected at the state and national levels. State-level winners at each level will be considered for awards at the next highest level.

Nomination packages for each state-level SBDC winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National SBDC Excellence and Innovation Award of the Year will be selected from the state winners based on the recommendations of the Agency's National SBDC Advisory Board, whose members are appointed by the SBA Administrator.

What are the evaluation/selection criteria for this award?

In evaluating the nomination packages, the judges will look at the following criteria:

S – Surpasses

Meets or exceeds the service center's performance milestones including long-term counseling clients (5 hours of counseling contact time), new businesses started, capital infusion, client satisfaction and may include other center goals. (Include actual results and the related goal).

B – Builds

Helps build small businesses by creating and implementing innovative programs, events, publications, research materials, and online applications. This success is demonstrated through success stories, job creation/retention and revenue growth resulting from SBDC counseling and training assistance.

D – Develops

Prepares the service center for success by actively participating with the lead center in the professional development of counselors in accordance with the network's strategic plan.

C – Champions

Acknowledged by the local/regional small business and economic development community as an advocate for advancing opportunities for entrepreneurial development (include any relevant news articles and/or letters from partners-limit 4).

RESOURCE PARTNER AWARDS | *Women's Business Center of Excellence Award*

This award honors a Women's Business Center (WBC) for its excellence and innovation in assisting women entrepreneurs by providing a wide variety of training and counseling. The award should focus on the work of the WBC and not on the host organization or the women's business center director.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award.

Where are the nominations to be sent?

South Carolina WBC of Excellence Award nominations must either be submitted via the SBA online award portal at <http://nationalsmallbusinessweek.sba.gov> or to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

South Carolina SBDC Excellence and Innovation Center Award nominations must be *either* submitted online no later than **Friday, January 17, 2014** *or* postmarked or hand delivered no later than **Friday, January 17, 2014**.

What information must the nomination package contain?

Nominations must be typewritten on **one side** of 8½" x 11" white stationery. Unless submitted online, they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information in the order indicated below:

1. A single cover page stating:
 - Name of the WBC, business addresses with telephone and fax numbers, website, and email;
 - WBC director's full name, title, business and home addresses with telephone and fax numbers, and email;
 - Name of the host organization;
 - Name of the host organization's executive director;
 - Award for which the nomination is being made;
 - Nominator's name, title, place of business, business address and telephone number, and email address; and
 - A one-paragraph description of the services provided by the WBC.
2. A completed background form (SBA Form 3300, Award Nomination Form), available at www.sba.gov/content/award-nomination-form.
3. An original 8" x 10" or 5" x 7" photo of the nominated WBC's Center Director; or a digital photo – at least 300 dpi.
4. A nomination letter, to include a concise statement of the qualities and WBC performance that merit the award, not exceeding five pages. In addition to describing the basis for the nomination, the nomination letter should highlight an individual counselor at the WBC who, in the view of the nominator, has excelled in providing counseling, training and other program services to small businesses. The nomination letter should also highlight a success story relating to a particular client business served by the WBC.

5. A brief biography of the Center Director, not exceeding one page.
6. A business profile, not exceeding one page, including the WBC mission statement, target market, and types of services offered, including any specialized programs or services.
7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
8. A completed SBA Form 2137 Award Nomination Consent Form, which is available at www.sba.gov/content/small-business-week-consent-disclosure-information.
9. A statement by the WVC Director that the Center is in compliance with the Notice of Award.

What are the selection procedures for this award?

The National Women's Business Center for Excellence Award of the Year recipient will be selected by the SBA Assistant Administrator for Women's Business Ownership based on the recommendations of a panel of judges that may include both SBA and non-federal employees. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

In evaluating the nomination packages, the judges will look at the following criteria:

1. **Delivers Results:** Meets or exceeds performance milestones, i.e. long-term clients, new businesses created, jobs creation/retained, capital infusion, client satisfaction, success stories, counseling evaluations, etc. (This is reflected in the center's on-site review, the DOTR mid-year and year-end evaluations, and SBA's data collection system for counseling and training.)
2. **Innovates:** Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions.
3. **Champions:** Advocates for women's entrepreneurship and the overall small business community.
4. **Develops:** Partners with a variety of local, state and other entities (including SBDCs and SCORE) to grow the program through unique collaborations that not only bring in monetary matching funds but also help market the WBC.
5. **Good Standing:** Center must be in good standing with the SBA. This includes but is not limited to having no outstanding examination or review findings.

PHOENIX AWARDS | *Award for Small Business Disaster Recovery*

Phoenix awards are given to those individuals (business owners, volunteers and public officials) whose efforts and contributions have enabled their businesses or communities to recover successfully from a disaster.

Who is eligible to be nominated?

Any individual who owns and operates or bears principal responsibility for operating a small business that suffered physical damage following a disaster during the previous fiscal year and received an SBA physical disaster loan may be nominated. Partners who jointly own and operate a small business may be nominated as a team so long as the number of individuals in the team nomination does not exceed four.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one SBW 2014 award category. Individuals may self-nominate for this award.

Where are the nominations to be sent?

Nominations must either be submitted via the SBA online award portal at <http://nationalsmallbusinessweek.sba.gov> or to the SBA Disaster Field Operations Center – East at:

101 Marietta Street, N.W., Suite 700
Atlanta, GA 30303
404-331-0333

What is the deadline for nominations?

All nominations for Phoenix Awards must be submitted online or postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than January 17, 2014.**

What information must the nomination package contain?

Nominations must be typewritten on **one side** of 8½" x 11" white stationery. Unless submitted online, they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information:

1. A single cover page including:
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and email address;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and email address if applicable;
 - a one-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available at www.sba.gov/content/award-nomination-form. For team nominations, a background form is required for each member.
3. An original 8x10 or 5x7 photo of the nominee, or a digital photo that is at least 300 dpi/ppi.

4. Four to five additional photos of the nominee's company and employees at work. Official company photos may be submitted provided the submitter has permission from the company and/or employees in the photo.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile that must include documentation supporting approval of the SBA disaster loan.
8. A narrative reporting how the disaster damaged the business, how the company was able to rebuild and maintain 90 percent of its pre-disaster work force after receiving the SBA disaster loan, steps taken to prevent future disaster damage (if any), photos documenting the disaster damage (if possible), and photos of the rebuilt property.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
10. A completed SBA Form 2137 Award Nomination Consent Form, which is available at www.sba.gov/content/small-business-week-consent-disclosure-information.

What are the selection procedures for this award?

Following determination of eligibility by the appropriate SBA Disaster Field Operations Center, nominations will be forwarded to the Office of Communications and Public Liaison for review. Winners will be selected by the SBA Administrator based on the recommendations of a panel of judges composed of federal employees.

What are the evaluation/selection criteria for this award?

1. Recent disaster — Businesses that suffered a physical disaster loss and received an SBA disaster loan during fiscal years 2012 or 2013 are eligible for nomination. A business that suffered losses in a disaster that occurred during fiscal year 2011 but did not receive an SBA disaster loan until fiscal year 2012 is also eligible for nomination.
2. Resiliency — The business successfully resumed its operations within the same geographic area.
3. Extent of damage — The business suffered at least 40 percent physical damage.
4. Staying Power — The business was able to maintain at least 90 percent of its pre-disaster employment level or has plans to rehire employees.
5. Contribution to the local community (e.g., the only supermarket in town, a major source of employment in the city, etc.).
6. Speed of recovery.
7. Initiative and innovation displayed during recovery.
8. Efforts made by the business to protect the property from future disaster losses.

PHOENIX AWARDS | Award for Outstanding Contributions to Disaster Recovery

Phoenix awards are given to those individuals (business owners, volunteers and public officials) whose efforts and contributions have enabled their businesses or communities to recover successfully from a disaster.

Who is eligible to be nominated?

Any private-citizen volunteer or public official may be nominated for his/her outstanding contribution to a community's recovery following a natural disaster which occurred during the previous fiscal year. For purposes of this award, a public official is a person who has been elected to carry out some portion of a government's powers, whether Federal, state, or local, or a person who has been appointed to a position at the Federal, state, or local level of government. In some cities, mayors or city council members are appointed, not elected, yet those non-elected officials are also eligible. For purposes of this award, a private citizen volunteer is an individual who uses available resources to support the recovery efforts of the community. Corporate citizens are not eligible for this award.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one SBW 2014 award category. Individuals may self-nominate for this award.

Where are the nominations to be sent?

Nominations must either be submitted via the SBA online award portal at <http://nationalsmallbusinessweek.sba.gov> or to the SBA Disaster Field Operations Center – East at:

101 Marietta Street, N.W., Suite 700
Atlanta, GA 30303
404-331-0333

What is the deadline for nominations?

All nominations for Phoenix Awards must be submitted online or postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than January 17, 2014.**

What information must the nomination package contain?

Nominations must be typewritten on **one side** of 8½" x 11" white stationery. Unless submitted online, they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include, in the following order:

1. A single cover page including:
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, and email address;
 - the award for which the nomination is being made;
 - the nominator's name, title, place of business, business address and telephone number and email address if applicable;
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available at www.sba.gov/content/award-nomination-form.

3. An original 8x10 or 5x7 photo of the nominee, or a digital photo that is at least 300 dpi/ppi.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A brief biography of the nominee, not to exceed one page.
6. A narrative detailing how that person responded to the needs of the community in the aftermath of the disaster.
7. Any other supporting documentation deemed significant by the nominator, including photos, news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
8. A completed SBA Form 2137 Award Nomination Consent Form, available at www.sba.gov/content/small-business-week-consent-disclosure-information.

What are the selection procedures for this award?

Phoenix Award nominees in the Outstanding Contribution to Disaster Recovery by a Public Official and Private-Citizen Volunteer categories are judged on the substantive, selfless and far-reaching nature of their contribution to the post-disaster recovery of their respective communities. Following determination of eligibility by the appropriate SBA Disaster Field Operations Center, nomination packages will be forwarded to the Office of Communications and Public Liaison, Washington, D.C., for review and recommendation of national award winners. Winners will be selected by the SBA Administrator, based on the recommendations of a panel of judges comprised of federal employees.

What are the evaluation/selection criteria for this award?

Public official:

1. Recent disaster — Communities that suffered a physical disaster during fiscal years 2012 or 2013 are eligible for nomination.
2. Took quick, proactive steps to establish calm in the aftermath of the disaster
3. Functioned as an organized and focused leader, communicating effectively with local and federal emergency responders while coordinating rescue and recovery efforts
4. Gave selflessly of his/her time, energy, and skills to protect and reassure the public
5. Deeply involved in the long-term recovery and future disaster preparedness of the community.

Volunteer:

1. Recent disaster — Communities that suffered a physical disaster during fiscal years 2012 or 2013 are eligible for nomination.
2. Took the initiative, in the face of their own losses and/or risk, to coordinate the gathering and distribution of food, water, clothing, cleaning supplies, and other survival essentials to disaster victims
3. Creatively used their own resources toward providing assistance to those in need.
4. Reached out to local media, elected officials, and those not affected by the disaster to expand the circle of recovery support
5. Selflessly, consistently and tirelessly worked to help as many disaster victims as possible to take the first steps toward rebuilding their lives

FEDERAL PROCUREMENT AWARDS | *Small Business Prime Contractor of the Year Award*

Who is eligible to be nominated for this award?

This award honors small businesses that have provided the government with outstanding goods and services as prime contractors. All nominees must be defined as “small” according to applicable SBA size standards. Firms that have received this award within the past three years are not eligible. For more information, contact the Area III Government Contracting Area Office at 404-331-7587.

Who may submit nominations for this award?

Only federal agencies may nominate firms for the Small Business Prime Contractor of the Year Award. Each federal agency may nominate only one firm for this award.

Where are the nominations to be sent?

Nominations must either be submitted via the SBA online award portal at <http://nationalsmallbusinessweek.sba.gov> or to the SBA Area III Government Contracting Office, attention Government Contracting Area Director, at:

233 Peachtree Street, N.E.
Suite 1900
Atlanta, GA 30303
Tel: 404-331-7587

What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than January 17, 2014.**

What information must the nomination package contain?

Nominations must be typewritten on **one side** of 8½” x 11” white stationery. Unless submitted online, they must be collated and secured in a 1½” binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include, in the following order:

1. A single cover page stating:
 - the nominee’s full name, title, business and home addresses, telephone and fax numbers, and email address if applicable;
 - the award for which the nomination is being made;
 - the nominator’s name, title, agency name, buying activity name, business address and telephone number, and email address (if available); and
 - a one-paragraph description of the nominee’s business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available at www.sba.gov/content/award-nomination-form.
3. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi.
4. Four to five additional photos of the nominee’s company and employees at work; official company photos may be submitted provided that the submitter has permission to use them from the company and/or employees in the photo.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.

7. A business profile, to include any SBA assistance, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
9. A completed SBA Form 2137 Award Nomination Consent Form and additional required forms, which are available at the Government Contracting Area Office, Attn: Government Contracting Area Director and through the online nominations portal.

What are the selection procedures for this award?

Small Business Prime Contractor of the Year award winners will be selected at the regional and national levels. Regional winners will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. Regional winners will automatically be considered for the national award. The nomination packages of regional winners will be transmitted to the Office of Government Contracting for review. The National Small Business Prime Contractor of the Year will be selected by the SBA Administrator, based on the recommendations of a panel of judges of federal employees. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

In evaluating the nomination packages, the judges will look at the following criteria:

1. Management
 - Overall Qualifications/Expertise of Management
 - Familiarity with Government Regulations/Contracting Practices
 - Staff Qualifications in line with Contract Requirements (Technical Capabilities)
 - Customer Interface (Customer Support)
2. Exceptional Results/Special Achievements
 - Deliverables in line with, or exceed, contract requirements
 - Full and efficient utilization of assets
3. Cost Performance
 - Sustained control over Performance Costs
 - Financial Stability over length of contract
 - Contingency Labor Adjustments
 - Value Engineering Change Proposals (Performance Adjustments)
 - Internal Cost Controls
4. Increase in government sales and/or unit volume over the last three years.
5. Current and past financial performance — document an improved financial position of the business through:
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
6. Innovativeness of product(s) or service(s) offered:
 - Specific description of unique/superior product or service.
 - Explanation of how product or service fills a niche or a technical need not being adequately addressed by the competition.
7. Description of exceptional results and/or delivery performance that makes this company a valued product/service provider.

FEDERAL PROCUREMENT AWARDS | *Small Business*

Subcontractor of the Year Award

Who is eligible to be nominated for this award?

This award honors small businesses that have provided the government and industry with outstanding goods and services as subcontractors. All nominees must be defined as “small” according to applicable SBA size standards. Firms that have received this award within the past three years are not eligible. For more information, contact the Area III Government Contracting Area Office at 404-331-7587.

Who may submit nominations for this award?

Only large federal prime contractors may nominate a firm for the Small Business Subcontractor of the Year Award. Each large federal prime contractor may nominate one firm for the award

Where are the nominations to be sent?

Nominations must either be submitted via the SBA online award portal at <http://nationalsmallbusinessweek.sba.gov> or to the SBA Area III Government Contracting Office, attention Government Contracting Area Director, at:

233 Peachtree Street, N.E.
Suite 1900
Atlanta, GA 30303
Tel: 404-331-7587

What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than January 17, 2014.**

What information must the nomination package contain?

Nominations must be typewritten on **one side** of 8½” x 11” white stationery. Unless submitted online, they must be collated and secured in a 1½” binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include, in the following order:

1. A single cover page stating:
 - the nominee’s full name, title, business and home addresses, telephone and fax numbers, and email address if applicable;
 - the award for which the nomination is being made ;
 - the nominator’s name, title, agency name, buying activity name, business address and telephone number, and email address (if available); and
 - a one-paragraph description of the nominee’s business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which is available at www.sba.gov/content/award-nomination-form.
3. An original 8” x 10” or 5” x 7” photo of the nominee; or a digital photo – at least 300 dpi.
4. Four to five additional photos of the nominee’s company and employees at work; official company photos may be submitted provided that the submitter has permission to use them from the company and/or employees in the photo.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not exceeding one page.

7. A business profile, to include any SBA assistance, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
9. A completed SBA Form 2137 Award Nomination Consent Form and additional required forms, which are available at the Government Contracting Area Office, Attn: Government Contracting Area Director and through the online nominations portal.

What are the selection procedures for this award?

Small Business Subcontractor of the Year award winners will be selected at the regional and national levels. The regional winners will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. Regional winners will automatically be considered for the national award. The nomination packages of regional winners will be transmitted to the Office of Government Contracting for review. The National Small Business Subcontractor of the Year will be selected by the SBA Administrator, based on the recommendations of a panel of judges. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

In evaluating the nomination packages, the judges will look at the following criteria:

1. Management
 - Overall Qualifications/Expertise of Management
 - Familiarity with Government Regulations/Contracting Practices
 - Staff Qualifications in line with Contract Requirements (Technical Capabilities)
 - Customer Interface (Customer Support)
2. Exceptional Results/Special Achievements
 - Deliverables in line with, or exceed, contract requirements
 - Full and efficient utilization of assets
3. Cost Performance
 - Sustained control over Performance Costs
 - Financial Stability over length of contract
 - Contingency Labor Adjustments
 - Value Engineering Change Proposals (Performance Adjustments)
 - Internal Cost Controls
4. Increase in government sales and/or unit volume over the last three years.
5. Current and past financial performance — document an improved financial position of the business through:
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
6. Innovativeness of product(s) or service(s) offered:
 - Specific description of unique/superior product or service.
 - Explanation of how product or service fills a niche or a technical need not being adequately addressed by the competition.
7. Description of exceptional results and/or delivery performance that makes this company a valued product/service provider.

FEDERAL PROCUREMENT AWARDS | *Dwight D. Eisenhower Award for Excellence*

Who is eligible to be nominated for this award?

This award recognizes large prime contractors that have excelled in their utilization of small businesses as suppliers and subcontractors. One award may be made in each of the following five categories: manufacturing; service; research and development; construction; and utilities. Firms that have received this award within the past three years are not eligible for nomination. For more information, contact the Area III Government Contracting Area Office at 404-331-7587.

Who may submit nominations for this award?

The Dwight D. Eisenhower Award for Excellence is a self-nomination award program; large prime contractors nominate themselves.

Where are the nominations to be sent?

Nominations must either be submitted via the SBA online award portal at <http://nationalsmallbusinessweek.sba.gov> or to the SBA Area III Government Contracting Office, attention Government Contracting Area Director, at:

233 Peachtree Street, N.E.
Suite 1900
Atlanta, GA 30303
Tel: 404-331-7587

What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than January 17, 2014.**

What information must the nomination package contain?

Nominations must be typewritten on **one side** of 8½" x 11" white stationery. Unless submitted online, they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include, in the following order:

1. A single cover page stating:
 - the nominee's full name, title, business and home addresses, telephone and fax numbers, and email address if applicable;
 - the award for which the nomination is being made
 - the category for which the nomination is being made under the Dwight D. Eisenhower Award for Excellence;
 - a one-paragraph description of the nominee's business and/or professional occupation.
2. An original 8" x 10" or 5" x 7" photo of the nominee, or a digital photo – at least 300 dpi.
3. A completed SBA Form 3300, which is available at www.sba.gov/content/award-nomination-form.
4. Four to five additional photos of the nominee's company and employees at work; official company photos may be submitted provided that the submitter has permission to use them from the company and/or employees in the photo.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A detailed narrative summarizing the company's subcontracting and supplier program.

7. A brief biography of the nominee, not exceeding one page.
8. A business profile, not exceeding one page.
9. A five-year trend analysis, in table format.
10. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. (Supporting documentation must not exceed 10 pages.)
11. A completed SBA Form 2137 Award Nomination Consent Form and additional required forms, which are available at the Government Contracting Area Office, Attn: Government Contracting Area Director and through the online nominations portal.

What are the selection procedures for these awards?

Following determination of eligibility by the appropriate Government Contracting Area Offices, nomination packages will be forwarded to the Office of Government Contracting in Washington, D.C. for review and recommendation of national award winners in each category. The SBA Administrator will select the winners based on the recommendations of a panel of judges composed of federal employees.

What are the evaluation/selection criteria for these awards?

1. Summary Subcontract Report(s) for fiscal the year ending September 30, 2012 must reflect maximum practicable opportunity for small business, veteran-owned small business, service-disabled veteran owned small business, Historically Underutilized Business Zone (HUBZone) small business, small disadvantaged business, and women-owned small business as required by statute and regulations.
2. Demonstrated management support of the small business program.
3. Effectiveness of the small business liaison officer.
4. Outreach efforts during the past 12 months (i.e., seminars, conferences, trade shows and any other related procurement functions).
5. Assistance to small businesses during the past two years. (In the narrative submitted with the nomination, include the various kinds of assistance such as technical, managerial, etc. and where possible, identify recipients by category: small business, HUBZone small business, veteran-owned small business, service-disabled veteran-owned small business, small disadvantaged business, and women-owned small business).
6. Participation in a mentor-protégé program.
7. Receipt of other awards for small business activities (i.e., federal, state, trade shows, etc.) during the past three years.
8. Use of the Dynamic Small Business Search for identification of potential vendors, and use of SUB-Net for publication of subcontracting opportunities.
9. Nomination of firms under the Small Business Subcontractor of the Year Award Program in FY 2011, FY 2012 and FY 2013. (If the company has not yet submitted a nomination for the Subcontractor of the Year Award Program, it must indicate if it intends to do so).
10. Federal agencies with which the company had contracts containing subcontracting plans as of September 30, 2013

FEDERAL PROCUREMENT AWARDS | *8(a) Graduate of the Year Award*

SBA will make the 8(a) Graduate of the Year Award to a formerly certified 8(a) Business Development Program participant that graduated from the 8(a) Program for at least a year as of April 1, 2013. (**Note:** *The firm does not have to currently be a small business.*)

Who is eligible for the 8(a) Graduate of the Year Award?

- Firm must have a demonstrated history of successful performance on 8(a) contracts while in the 8(a) Business Development Program.
- Companies and/or their principal owner(s) must not appear on the suspending or debarred list as published by GSA at www.sam.gov.
- Firm must still be primarily owned, managed, and controlled by the person(s) whom 8(a) eligibility was based at the time of participation.
- The most recent fiscal year-end financial statement must reflect non-8(a) sales of not less than 51 percent of total sales.
- If nominee or nominee's firm has an SBA loan, payment record must be satisfactory and the loan must be current and in good standing.
- Firm must be in satisfactory financial condition, i.e. financial capability: sufficient capitalization, financial performance, bonding capacity, manageable debts. Applicants are ineligible if it is found that the firm, or any of its principals, has failed to pay Federal financial obligations.
- For government contracts, the nominee must have performed satisfactorily on all contracts, and have had no terminations for default.
- Before SBA publicly announces any awards, nominee must be cleared by the SBA's Office of Inspector General and EEO/CR offices.
- The nominee must be a formerly certified 8(a) Business Development Program participant that graduated from the 8(a) Program for at least one year as of April 1, 2013.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States may submit nominations for the 8(a) Graduate of the Year award. Individuals may self-nominate. Individuals may not be nominated for more than one SBW 2014 award category.

Where are the nominations to be sent?

South Carolina 8(a) Graduate of the Year Award nominations must either be submitted via the SBA online award portal at <http://nationalsmallbusinessweek.sba.gov> or to the SBA South Carolina District Office at 1835 Assembly Street, Suite 1425, Columbia, SC 29201.

What is the deadline for nominations?

South Carolina 8(a) Graduate of the Year Award nominations must be *either* submitted online no later than **Friday, January 17, 2014** *or* postmarked or hand delivered no later than **Friday, January 17, 2014**.

What information must the nomination package contain?

Nominations must be typewritten on **one side** of 8½" x 11" white stationery. Unless submitted online, they must be collated and secured in a 1½" binder. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include the following information in the order below:

1. Nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
2. A single cover page stating:
 - Award for which the nomination is being made;
 - Nominator's name and title, business address, telephone number and email address.

3. A completed background form (SBA Form 3300, Award Nomination Form) available at www.sba.gov/content/award-nomination-form.
4. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi.
5. Four to five additional photos of the nominee's company and employees at work (official company photos may be submitted if permission granted by the company and/or employees in the photo).
6. A brief biography of the nominee, not exceeding one page.
7. A business profile, not exceeding one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
9. A completed Award Nomination Consent Form (SBA Form 2137), available at www.sba.gov/content/small-business-week-consent-disclosure-information.

What are the evaluation/selection criteria for this award?

In evaluating the nomination packages, the judges will look at the following criteria:

1. Management
 - Overall Qualifications/Expertise of Management
 - Familiarity with Government Regulations/Contracting Practices
 - Staff Qualifications in line with Contract Requirements (Technical Capabilities)
 - Customer Interface (Customer Support)
 - Response to adversities, obstacles, etc. to achieve present level of success
 - Participation in community projects and charitable affairs
2. Exceptional Results/Special Achievements
 - Deliverables in line with, or exceed, contract requirements
 - Full and efficient utilization of assets
3. Cost Performance
 - Sustained control over Performance Costs
 - Financial Stability over length of contract
 - Contingency Labor Adjustments
 - Value Engineering Change Proposals (Performance Adjustments)
 - Internal Cost Controls
4. Increase in sales and/or unit volume over the last three years
5. Current and past financial performance showing improved financial position of the business through:
 - Profit-and-loss statements for past 3 years, reflecting sustained upward growth
 - Balance sheets for past 3 years, showing consistent increase in net worth and/or partners' return
 - Growth in full-time employees
6. Innovativeness of product(s) or service(s) offered:
 - Specific description of unique/superior product or service
 - Explanation of how product or service fills a niche or technical need not being adequately addressed by the competition
7. Description of exceptional results and/or delivery performance that makes this company a valued product/service provider
8. Economic engagement of the disadvantaged community
 - Use of minority firms as suppliers, subcontractors, etc.
 - Noted employment of the disadvantaged

What are the selection procedures for this award?

The 8(a) Graduate of the Year Award winner will be selected at the District, Regional and National levels. Each District office will select a winner from which the Regional winner will be selected. Each Regional winner will be sent to the Headquarters Office of Business Development where final selection will be made for the National winner by a panel of judges that will be comprised of SBA employees. The National winner will be announced during National Small Business Week.