

South Carolina Minority Enterprise Advocate of the Year AWARD FORM

About the Award

Who is eligible to be nominated?

Any individual who has advanced minority business ownership and economic development within South Carolina. South Carolina residency is required; exceptions can be made on a case-by-case basis for nominees residing in areas adjoining South Carolina. Nominee business ownership is not required.

Who may submit nominations?

Any individual, business or organization may submit nominations. Individuals may also self-nominate.

What does the nomination include?

1. The completed award form (i.e. this document).
2. A completed SBA Form 3300, available via https://nationalsmallbusinessweek.sba.gov/sites/all/documents/SBA_3300.pdf.
3. A high-resolution photo – preferably digital – of the nominee.
4. A nomination letter serving as a concise statement of the qualities and performance that merit the award, not to exceed two pages.
5. Supporting documentation, including news clips, letters of recommendation and other evidence of the nominee's qualifications. Supporting documentation must not exceed 10 pages; reasonable exceptions may be made for documentation that includes multi-page news articles. Videos will not be considered.

What are the selection procedures?

All completed nominations meeting the eligibility requirements will be evaluated by a panel of both SBA and non-SBA judges. All judges will be federal employees. The judges will individually score each nomination based on the evaluation criteria below. Winning nominations will be those with the highest combined scores. All winners will be confirmed by the SBA South Carolina District Office.

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. Development 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

When will nominees be notified and winners announced?

Nominees and nominators will be notified of their nomination's status around March 2015. Winners will be publicly announced in March or April 2015.

How will winners be recognized?

Winners will be honored during the 12th annual Salute to Small Business, South Carolina's major Small Business Week kick-off event, to be held in spring 2015.

Nomination Instructions

Directions

1. Complete each section of this award nomination form.
2. Add your completed SBA Form 3300, available via https://nationalsmallbusinessweek.sba.gov/sites/all/documents/SBA_3300.pdf.
3. Add the following required documents:
 - A. Nomination letter
 - B. High-resolution photo of the nominee, preferably in digital form.
 - 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 5, 2015.

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 5, 2015.

Nominations may either be compiled on a disk or flash drive or printed single-sided on plain 8 ½ x 11 paper and collated. (Printed nominations may be secured in a folder or binder if desired. Please do not bind printed nominations.)

2. **MAIL:** Mail or ship the completed nomination form and all required documents to the SBA South Carolina District Office, c/o Anna Huntley, at 1835 Assembly Street, Suite 1425, Columbia, SC. Mail/shipments must be postmarked no later than January 5, 2015.

Nominations may either be compiled on a disk or flash drive or printed single-sided on plain 8 ½ x 11 paper and collated. (Printed nominations may be secured in a folder or binder if desired. Please do not bind printed nominations.)

3. **EMAIL:** Submit the completed award nomination form and all required documents to anna.huntley@sba.gov on or before January 5, 2015. The size of the entire nomination must not exceed 15 MB. 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.

Award Form Sections

This award nomination document includes the following sections:

1. Cover Page
2. Nominee Biography
3. Business/Organization Profile
4. Award Merit Questions

COVER PAGE

Nominee name and title: _____

Business/Organization: _____

Address: _____

Phone: _____ Email: _____

Home address: _____

Brief description of the nominee's business or organization and the nominee's role in that organization (around 100 words or less):

Nominated by: _____ Title: _____

Business/Organization: _____

Address: _____

Phone: _____ Email: _____

NOMINEE BIOGRAPHY

Profile must not exceed the space given (approx. 3500 characters or 650 words)

BUSINESS/ORGANIZATION PROFILE

Profile must not exceed the space given (approx. 3500 characters or 650 words). If applicable, the profile should also include a description of the nominee's role in the organization.

AWARD MERIT QUESTIONS

DIRECTIONS: Respond to the questions and prompts on following pages. You may cite relevant supporting documents, if applicable. (Responses must not exceed the space given.)

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 on the next two pages. You may cite relevant supporting documents as applicable.

Note: The term “minority entrepreneurs” encompasses all stages of business ownership, including pre-startup.

1. SUPPORTER / Raising awareness and advancing opportunities

Examples:

- Advocacy of the creation of new opportunities or new resources benefiting minority entrepreneurs
- Advocacy of policies, practices, legislation, etc. benefiting minority entrepreneurs
- Community outreach to increase public awareness and support of minority entrepreneurship and/or minority-owned businesses
- Active participation in relevant organizations on behalf of minority entrepreneurs

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

Examples:

- Entrepreneurial training and/or counseling provided to minority entrepreneurs (including “behind-the-scenes” involvement, such as hosting classes)
- Mentorship of minority entrepreneurs
- Specific technical assistance provided to minority entrepreneurs (e.g. financial advice, market research assistance, etc.)

3. FACILITATOR / Developing connections to resources and opportunities

Examples:

- Organization or growth of business-to-business networks (formal or informal) for minority entrepreneurs in order to help foster new business opportunities and relationships
- Formation of strategic alliances with non-profit organizations, government agencies, other businesses, etc. to help minority entrepreneurs access new business resources or business opportunities
- Connecting minority entrepreneurs to existing business resources and/or opportunities

4. INITIATOR / Creating programs and resources

Examples:

- Creation of new resources benefiting minority entrepreneurs
- Development of new programs for minority entrepreneurs

The examples given for the above categories are intended as a guide only. Your own efforts and services may or may not be similar.

SUPPORTER

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

ADVISER

Describe your efforts to educate, advise, assist, mentor, etc. minority entrepreneurs. What is the approximate total number of minority entrepreneurs educated/assisted/mentored, and what are some significant results (such as businesses started, improved, saved, etc.)?

FACILITATOR

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

INITIATOR

Describe any programs, resources, etc. benefiting minority entrepreneurs that you have developed or helped to develop. How specifically have minority entrepreneurs benefited? If applicable, approximately how many entrepreneurs have been assisted?

B. Other Qualifications

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

C. Volunteer Efforts

Describe all of your volunteer efforts (i.e. efforts outside of your job) on behalf of minority entrepreneurs and/or the minority-owned business community. *(These can overlap with your other responses.)*

End of Required Nomination Responses

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

- Nomination letter
- Photo of nominee
- Supporting documentation
- SBA Form 3300 for nominee(s), available at:
https://nationalsmallbusinessweek.sba.gov/sites/all/documents/SBA_3300.pdf