

South Carolina Small Business Ally of the Year

AWARD FORM

About the Award

Who is eligible to be nominated?

A South Carolina-based non-profit organization that has supported and advanced South Carolina's small business community. Nominees must have at least a three-year track record of assisting small businesses.

Who may submit nominations?

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

What does the nomination include?

1. The completed award form (i.e. this document).
2. SBA Form 3300 completed by the relevant organization leader(s), available via https://nationalsmallbusinessweek.sba.gov/sites/all/documents/SBA_3300.pdf.
3. A high resolution photo – preferably digital – of either the organization's staff or of the organization's leader(s), whichever is more appropriate.
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. Business education, training and/or mentorship
 - c. Facilitation of beneficial networks or alliances
 - d. Development of new programs and resources
2. Other qualifications meriting the award (based on information provided in letter, profile, etc.)

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 the SBA Form 3300 completed by the relevant organization leader(s), 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 organization leadership or staff, 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. Organization Profile
3. Award Merit Questions

COVER PAGE

Organization: _____

Relevant leader(s) and/or staff (including titles): _____

Address: _____

Phone: _____ Email: _____

Website: _____

Brief description of the organization (100 words or less):

Nominated by: _____ Title: _____

Business/Organization: _____

Address: _____

Phone: _____ Email: _____

BUSINESS/ORGANIZATION PROFILE

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

AWARD MERIT QUESTIONS

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

A. Major Efforts & Accomplishments

An ally can help in many ways. Please select 3 of the following 4 advocacy categories most relevant to your organization's efforts and follow the instructions for the corresponding questions. You may cite relevant supporting documents as applicable.

1. SUPPORTER / Raising awareness and advancing opportunities

Examples:

- Advocacy of the creation of new opportunities or new resources benefiting small businesses
- Advocacy of policies, practices, legislation, etc. benefiting small businesses
- Community outreach to increase public awareness and support of the small business community

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

Examples:

- Business training programs
- Small business mentorship services
- Specific technical assistance services (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 small businesses 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 small businesses access new business resources or business opportunities
- Connecting entrepreneurs to existing small business resources and/or opportunities

4. INNOVATOR / Creating unique new programs and resources

Examples:

- Creation of innovative programs to fit small business needs not otherwise being met
- Implementation of other services that stand out from existing resources

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

SUPPORTER

Describe your organization's efforts/actions raising awareness of the small business community and/or championing new policies, regulations, etc. benefiting small businesses. What are your specific accomplishments and what impact have those accomplishments had on the small business community?

EDUCATOR

Describe your organization's efforts to educate, train, mentor or otherwise assist small businesses. (Provide statistics on small businesses assisted, if possible.) What are some significant results of your efforts?

FACILITATOR

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

INNOVATOR

Describe any innovative programs, resources, etc. benefiting small businesses that your organization has developed, helped to develop or implemented. How specifically have small businesses benefited? (Cite statistics on small businesses assisted, if possible.)

B. Other Qualifications

Describe additional efforts, accomplishments, characteristics, etc. not covered in the sections above that you feel merit this award. You may cite relevant supporting documents as applicable.

End of Required Nomination Responses

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

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