

South Carolina Veteran Entrepreneur of the Year

AWARD FORM

About the Award

Who is eligible to be nominated?

An individual who owns and operates (or bears principal responsibility for operating) a for-profit small business and who has been discharged or released from active duty in the Armed Forces under honorable conditions.

Nominees must have been in business a minimum of three years.

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. 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

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 profile (i.e. business description, history, special attributes, etc.)
4. Business financial, sales and job creation data
5. Award merit questions

COVER PAGE

Nominee name and title: _____

Service branch: _____ Years of service: _____ Rank: _____

Business name: _____

Business address: _____

Phone: _____ Email: _____

Nominee home address: _____

Date or year business started: _____

Number of employees at startup: _____ Current number of employees: _____

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

Brief description of the business (around 100 words or less):

Nominated by: _____ Title: _____

Business/Organization: _____

Address: _____

Phone: _____ Email: _____

NOMINEE BIOGRAPHY

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

BUSINESS PROFILE

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

FINANCIAL, SALES AND EMPLOYEE GROWTH DATA

Growth Data for the Last 3 Years (2011, 2012 and 2013)

Year definition options:

- A. Federal fiscal year (10/01 – 09/30)
- B. Calendar year (01/01 – 12/31)
- C. Other fiscal year (please specify _____)

NOTE: To ensure completeness of financial data provided, we are requesting data for 2011, 2012 and 2013. [†] Nominees may incorporate information from 2014 financials in the “recent growth” response on the following page as appropriate.

[†] If the business has been in existence for fewer than four years, data may be submitted for 2012-2014 instead.

| | Year_____ | Year_____ | Year_____ |
|--|-----------|-----------|-----------|
| Total Sales | | | |
| Net Profit (before tax) | | | |
| Total Assets | | | |
| Total Liabilities | | | |
| Net Worth (Assets – Liabilities) | | | |
| Average number of full-time employees | | | |
| Average number of part-time and/or seasonal employees | | | |
| Total average number of employees | | | |

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

AWARD MERIT QUESTIONS

Please respond to the following questions and prompts. You may cite relevant supporting documents, if applicable. (Responses must not exceed the allotted spaces.)

1. Growth

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

2. Sustainability

Explain why you foresee the business's continued success.

3. Innovation

- A.** How does your business fulfill a niche or need not met by other businesses? In other words, what sets your business apart?
- B.** Describe your most creative/innovative business practices.

4. Community Contributions

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

End of Required Nomination Responses

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

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