

# South Carolina Women in Business Advocate of the Year

## AWARD FORM

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### About the Award

#### *Who is eligible to be nominated?*

Any individual who has advanced female entrepreneurship 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](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 supporting women entrepreneurs and/or the women-owned 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 12<sup>th</sup> 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](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](mailto: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**

*Biography must not exceed the space given (approx. 3200 characters or 500 words).*

**BUSINESS/ORGANIZATION PROFILE**

*Profile must not exceed the space given (approx. 3200 characters or 500 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 the 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. You may cite relevant supporting documents as applicable.

**Note:** The term “women 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 women entrepreneurs
- Advocacy of policies, practices, legislation, etc. benefiting women entrepreneurs
- Community outreach to increase public awareness and support of female entrepreneurship/ women-owned businesses
- Active participation in relevant organizations on behalf of women entrepreneurs

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

Examples:

- Entrepreneurial training and/or counseling provided to women (including “behind-the-scenes” involvement, such as organizing and hosting classes)
- Mentorship of women entrepreneurs
- Specific technical assistance provided to women 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 women 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 women access new opportunities
- Connecting women entrepreneurs to existing business resources and/or opportunities

**4. INITIATOR / Creating programs and resources**

Examples:

- Creation of new resources benefiting women entrepreneurs
- Development of new programs for women 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 women entrepreneurs and/or advancing new policies, opportunities, etc. What are your specific accomplishments and what impact have those accomplishments had on the women-owned business community?

***ADVISER***

Describe your efforts to educate, advise, assist, mentor, etc. women entrepreneurs. What is the approximate total number of women 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 women entrepreneurs to existing business resources or opportunities. What are your specific accomplishments and how have these accomplishments benefited women entrepreneurs?

***INITIATOR***

Describe any programs, resources, etc. benefiting women entrepreneurs that you have developed or helped to develop. How specifically have women 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 the scope of your job) on behalf of women entrepreneurs and/or the women-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](https://nationalsmallbusinessweek.sba.gov/sites/all/documents/SBA_3300.pdf)*