2020 Salute to Small Business Week
Region IV Awards Guidelines

**Rural Small Business Person of the Year:** This award honors any small business owner that has operated successfully for the last three years in a community of 50,000 people or less (or is considered rural).

**Young Entrepreneur of the Year:** This award honors a young individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three year track record.

**Second Chance Hiring Advocate of the Year** This award honors an individual who advocates for individuals that need a chance in employment by providing job opportunities within their business. Nominees must have been in business a minimum of three years.

**Regional Awards Requirements**
All nominees are required to complete SBA Background Form 3300.

**What does the nomination include?**
- The completed District Office Award Form, SBA Form 3315.
- A completed SBA Form 3300, SBA Background Form 3300.
- A high-resolution photo – preferably digital – of the nominee.
- A nomination letter serving as a concise statement of the qualities and performance that merit the award.
- Supporting documentation, including news clips, letters of recommendation and other evidence of the nominee’s qualifications.

**What are the evaluation/selection criteria?**
- Evidence of success as measured by an increase in sales and profits over the course of 3 years
- Increase in the number of jobs created over the course of 3 years
- Innovativeness of product or service
- Response to adversity
- Demonstrated potential necessary for long-term business success and economic growth
- Community-based contributions or service
Nomination Instructions
1. Complete each section of this award nomination form.

2. Make sure to specify for which award you are applying.

3. Completed SBA Form 3300, available via SBA Background Form.

4. Add the following required documents:
   - Nomination letter
   - High-resolution photo of the nominee, preferably in digital form
   - Supporting documents (e.g. letters of recommendation, news articles, etc.)

5. Submit the completed nomination to the South Carolina District Office by Tuesday, January 7, 2020.

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

You may submit the completed nomination in one of two ways:
1. IN PERSON: Bring the completed nomination forms and all required documents to the South Carolina District Office c/o Savannah Wilburn, at 1835 Assembly Street, Suite 1425, Columbia, SC 290201 on or before January 7, 2020 no later than 3:00 pm ET.

2. MAIL: Mail or ship the completed nomination form and all required documents to the South Carolina District Office c/o Savannah Wilburn, at 1835 Assembly Street, Suite 1425, Columbia, SC 290201. Mail/shipments must be postmarked no later than January 7, 2020.

Nomination Deadline
No later than 3:00 pm ET, January 7, 2020