Details about the 2017 Annual Greenville Area SBDC Awards:

**AWARD CATEGORIES**
- Small Business of the Year
- New Business of the Year
- Service Provider of the Year

**ELIGIBLE NOMINEES:**
A nomination may be submitted for any individual or partners whose business is client of the Small Business Development Center by March 1, 2017.

**THE WINNERS:**
Local people, who have excelled in their businesses, are selected as winners. These individuals performed in outstanding ways in one of the categories.

**ENGAGING THE NOMINEE:**
It is recommended that anyone nominating an individual consult with them and solicit assistance from the nominee and his or her accountant, attorney, banker or other professional advisor, as well as key staff. Suggest a meeting or lunch to review the information that is required. You might want to suggest a “team approach” and involve the banker, accountant, attorney etc. At this meeting, carefully review all the criteria within the given category.

**PREPARING THE APPLICATION:**
The nominator typically compiles the nomination packet using the guidelines and formats in this document. It is important to follow the criteria since scoring is based on these factors. A completed nomination should generally include four documents: award application, nomination letter, business profile, and supporting documents. A sample nomination packet may be found online at [www.clemson.edu/sbdc](http://www.clemson.edu/sbdc) or by calling the Greenville SBDC office at (864) 370-1545.

**DETERMINING THE WINNERS:**
An Awards Committee – comprised of individuals from the banking, accounting, legal, business and higher education communities – selects the finalists. Each committee member completes a scoring sheet, assigning a numerical value to each criterion within the nomination category. Finalists are selected based on a ranking of the compiled scores.

**FINANCIAL REQUIREMENTS:**
Financial information is necessary to evaluate the strength and growth of a business. However, you need only provide company financial information in a summary format.

**CONFIDENTIALITY:**
The SBDC Awards Committee goes to great lengths to ensure that information contained in the submitted nomination packets remains confidential. Awards Committee members are the only people who view the information.

**ASSISTING IN THE PROCESS:**
For assistance, call the Greenville SBDC at (864) 370-1545 or email clemsonsbd@clemson.edu.
DEADLINE FOR SUBMISSIONS:
Nomination packets can be completed online and emailed to the Greenville Area SBDC Office at Clemsonsbdcclemson.edu or can be mailed to the office at 1 North Main Street, Greenville, SC 29601. All submissions must be received by March 1, 2017.