HOW TO USE THIS GUIDE

The South Carolina Business Resource Guide is designed to provide all types of businesses with tools and resources – including access to a variety of state, regional and local outlets – to increase their opportunity for business success. The South Carolina Department of Commerce Small Business and Existing Industry Team supports many aspects of the state’s existing and small business community including: export development, recycling market development, a Small Business Development office, supplier development assistance and comprehensive support to existing industry. This guide provides information that companies can employ for immediate results. It includes basic descriptions of the resources and specific contact information. The guide is laid out to address important elements of business success in each section, paired with the supporting resources.

WHAT TYPE OF INFORMATION WILL YOU FIND?

- **Getting Started** explores the steps necessary to begin a business.
- **Licenses, Permits & Regulations** outlines special requirements associated with certain businesses, particularly small businesses.
- **Financing** describes ways to best prepare for financing a small business.
- **Marketing & Growing Your Business** introduces tactics that increase awareness about products and services.
- **Workforce Development** provides useful information regarding employment, training and retention opportunities.
- **Business Operations** includes operational and administrative resources – everything from insurance to recycling opportunities, to production and process planning.
- **Local Area and Other Resources** includes professionals around the state who are available to assist South Carolina’s businesses as well as other beneficial resources for business owners.
- **Frequently Asked Questions** addresses questions often raised by business owners.

NEED ADDITIONAL HELP? Contact a Commerce Representative

(803) 737-1876 | fatchinson@SCcommerce.com
GETTING STARTED

Starting any business takes a significant amount of planning and research. Exploring and evaluating your business and personal goals before starting a business is extremely important. The following resources can help a business develop those goals and assist in building a concise, yet comprehensive business plan.

START-UP CHECKLIST
This check list will help you evaluate your position as you begin getting your business off the ground. Understanding your business goals from the beginning will help you along the path to success.

- Do you know what kind of business you want to start?
- Have you created a business plan, outlining your goals and expectations?
- Type of Business Structure? (e.g., LLC, Partnership, Sole Proprietorship, etc.)
- Do you have a need for financing?
- Have you picked a location?
- How many employees are you going to hire?
- Do you need occupational permits?
- Have you registered your business with the state of South Carolina?
- Do you need a business license?
- Have you handled the insurance components of your small business?
- How are you going to market your business?

BUSINESS PLANNING ASSISTANCE

⇒ Small Business Administration (SBA)
The SBA is an independent agency of the federal government created to aid, counsel, assist and protect the interests of small business concerns. The SBA helps South Carolinians start, build and grow businesses through a first rate Web site, financing options and partnerships with public and private organizations (e.g., the Small Business Development Centers).

⇒ Small Business Development Centers (SBDC)
The goal of the SBDC is to meet small business needs for managerial and technical assistance at little or no cost to the entrepreneur. The SBDC provides advice on business planning and strategic small business growth.

⇒ Service Corps Of Retired Executives (SCORE)
SCORE is a volunteer, nonprofit association focused on helping small businesses succeed. SCORE, a division of the SBA, matches clients with an expert counselor best suited to their needs. SCORE counselors are current or former business owners and executives who have achieved high levels of professional success.

⇒ NxLevel, Fastrac
This program is for entrepreneurs with an idea for a new business. Topics include Exploring Entrepreneurship, Setting Financial Goals, Planning the Product, Reaching the Market, Building the Team, and Planning for a Profitable Business.

⇒ South Carolina Business One Stop (SCBOS)
SCBOS is the official South Carolina business Web portal. It enables anyone with an existing business, or anyone starting a new business, to file permits, licenses, registrations or to pay taxes. From the convenience of your computer, 24 hours a day, 7 days a week, you can take care of important state filings, and pay for multiple filings and/or taxes with one payment.
GETTING STARTED RESOURCES

ENTREPRENEUR & SMALL BUSINESS SUPPORT

Arthur M. Sprio Institute for Entrepreneurial Leadership, Clemson University College of Business and Behavioral Science
Matthew Klein
Director
1 North Main Street
Greenville, SC 29601
Phone: (864) 656-3975
Email: sprio@clemson.edu
Web: www.clemson.edu/spiro
The mission of the Arthur M. Sprio Institute for Entrepreneurial Leadership is to support educational, research, and outreach programs that promote entrepreneurial activity and economic development of the region, state, and nation. The focus is on wealth creation through entrepreneurial activity. Here inventors and entrepreneurs may find assistance with market analyses and business planning. Also, the Institute conducts a mentoring program to link entrepreneurs with experienced business executives.

Alerion Ventures
Lee Richards
Managing Partner
105 Broad Street
Charleston, SC 29401
Phone: (843) 203-4037
Web: http://alerion.ventures/
Alerion Ventures is an evergreen venture capital firm focused on early stage investments in scalable startups. Based in Charleston, South Carolina, Alerion prefers to partner with entrepreneurs in the Southeast.

Benedict College Business Development Center
Dr. Darlene Booth-Bell
Director
2601 Read Street
Columbia, SC 29204
Phone: (803) 705-4781
Email: boothbell@benedict.edu
Web: http://www.benedict.edu/cms/?q=node/192
The goal of the Business Development Center is to increase the number of African American owned businesses in and around SC. The center houses a business incubator and a minority development entrepreneurial development program, as well as providing current and potential business owners the opportunity to participate in business-issues workshops and seminars. The center also offers a revolving loan fund to minority owned businesses.

CarolinaS-Virginia Minority Supplier Development Councils, Inc. (CVMSDC)
Eric Watson
President & CEO
9115 Harris Corners Parkway, Suite 440
Charlotte, NC 28269
Phone: (704) 549-1000 (ext. 222)
Fax: (704) 549-1616
Email: eric.watson@cvmms.org
Web: http://www.cvmms.org/
The Council works to expand business opportunities for minority-owned companies in an effort to build stronger and more equitable society by supporting and promoting minority business development. CVMSDC’s Business Innovation Center offers a wide range of capacity building business tools for your business. These include Project Planner Plus, Certified Payroll, Merger Analytics, Capital Investment Alternative Analysis, Breakeven Analyzer, Management Capacity Analyzer, Debt Capacity Analyzer, Factoring Analyzer, Valuation Analyzer, and Supplier Capacity Analysis Tool.

Clemson Institute for Economic and Community Development (CIECD)
Paul “Mac” Horton, Ph.D.
Director of CIECD and Sandhill Research and Education Center (Sandhill REC)
South Carolina Rural Development Council
900 Clemson Road
Columbia, SC 29229
Phone: (803) 788-5700 (ext. 26)
Email: mhorton@clemson.edu
Web: www.clemson.edu/public/ciecd
CIECD offers small business and business planning classes from various curriculums including NewVenture FastTrac, FirstStep FastTrac, and eCommerceSC as well as specialized business curriculums including rural, food and farming, and new farmer initiatives.

EngenuitySC
Meghan Hughes
Executive Director
1000 Catawba St., Suite 130
Columbia, SC 29201
Phone: (803) 354-5717
Email: mughes@engenuitysc.com
Web: www.engenuitysc.com
Headquartered in Columbia, EngenuitySC is public/private partnership formed to develop and grow the South Carolina Midland’s knowledge-based economy by fostering an environment where entrepreneurship, innovation, and the creation of knowledge are fundamental elements of the region’s culture, identity, and economic development strategy. Through collaboration with business, government, and higher education, EngenuitySC leads initiatives that support research development, promote commercialization, and leverage the region’s assets.

Entrepreneur Network
York Technical College
Edie Dille
Chair
Associate Dean for Business and Information Technology
452 S Anderson Road
Rock Hill, SC 29730
Phone: (803) 981-7314
Email: edille@yorktech.edu
Web: www.yorktech.com/en
The Entrepreneur Network assists, informs, and encourages local small business owners, entrepreneurs, and potential entrepreneurs to network, share experiences, and engage in valuable educational opportunities. The EN also sponsors seminars featuring speakers on a variety of entrepreneurial topics.

Francis Marion University Center for Entrepreneurship
Dr. Susan Peters
Director
P.O. Box 100547
Florence, SC 29502
Phone: (843) 661-1102
Fax: (843) 661-1432
Email: speters@fmarion.edu
Web: www.fmarion.edu/academics/centerforentrepreneurship
The Francis Marion University Center for Entrepreneurship is dedicated to providing mentoring and business planning services to start-up and existing businesses. The Center for Entrepreneurship provides one-on-one mentoring services to guide prospective and current business owners with sound business advice. Our business planning services include but not limited to business plans and feasibility studies, market research/analysis, financial analysis, and human resource development. Through our partnership with other programs, we often hold entrepreneurial and/or workforce training programs throughout the year.

Grand Strand Technology Council
John Sanders
Chairman
9209 Marina Parkway
Myrtle Beach, SC 29572
Phone: (843) 491-6060
Email: info@gstechcouncil.org
Web: www.gstechcouncil.org
The Grand Strand Technology Council (GSTC) is a non-profit organization with members comprised of technology-driven businesses, government and educational entities, technology associations, entrepreneurs, and individual professionals. All are working toward building a better environment for technology-related business, and increasing their own results through the ever more important networking among the individuals to develop partnerships and cooperative business efforts.

Internal Revenue Service (IRS)
Nivia Hayes
Stakeholder Liaison Small, Business/Self Employed
1835 Assembly Street MDP-26
Columbia, SC 29201
Phone: (803) 312-7774
Fax: (877) 477-8412
Email: nivia.hayes@irs.gov

South Carolina Just right.
Other Helpful IRS Resources:
- Business and Specialty Helplines: (800) 829-4933
- Electronic Federal Tax Payment System: www.ftp.gov or 1-800-555-4477
- Tax Forms and Publications: www.irs.gov/formspubs or 1-800-829-3676

Web: http://www.irs.gov/Businesses/Small-Businesses-Self-Employed

IOP Capital
2113 Middle Street
Sullivan’s Island, SC 29482
Email: marc@iopcapital.com
Web: http://iopcapital.com/
IOP Capital partners with passionate entrepreneurs by investing expertise and capital to grow their business. Their typical investments are geared toward pre-seed to start-up stage companies.

Michelin Development
Next Innovation Center
John Tully
President
411 University Ridge, Suite B7
Greenville, SC 29601
Phone: (864) 751-4808
Fax: (864) 751-4941
Email: john.tully@us.michelin.com
Web: www.michelinddevelopment.com
Michelin Development Upstate, SC is a job creation program, which focuses on social and/or economically disadvantaged businesses in 10 upstate counties. Michelin Development in North America works in conjunction with regional development agencies, local government and business support agencies.

Mountain Lakes Business Development Corp.
Dave Eldridge
Interim President
502 E. Main Street
Walhalla, SC 29691
Phone: (864) 638-4210
Email: deldrige@charter.net
Web: www.mountainlakesbdc.com
Mountain Lakes Business Development Corporation (MLBDC) is here to assist entrepreneurs in taking their ideas from concept to reality, from garage office to Main Street and from relative unknown to a mainstream brand. Check out the Volunteer Directory to see what our team of SCORE certified mentors has to offer. MLBDC, working closely with Tri-County Technical College, also offers Courses to budding entrepreneurs and small businesses.

NxELevel
Angelo McBride
Business Administrator
Phone: (803) 545-3960
Fax: (803) 299-8912
Email: aamclare@columbiasc.net
Web: www.bizbuildersc.com
NxELevel is a program for the entrepreneurs with an idea or a new business. Topics include, Exploring Entrepreneurship, Setting Financial Goals, Planning the Product, Reaching the Market, Building the Team, Planning for a Profitable Business.

Rebel Capital Advisors, LLC
Bert Golinski
Founder
Email: rebelcapitaladvisors@gmail.com
Rebel Capital Advisors, LLC provides capital to early stage technology companies. To date, Rebel Capital has invested in more than forty companies with potentially disruptive technologies.

South Carolina Business One Stop (SCBOS)
Helpline: (803) 898-5690
Email: scboshelp@scbos.com
Web: www.scbos.sc.gov
South Carolina Business One Stop or SCBOS is the official South Carolina business web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. From the convenience of your computer at any time, 24 hours a day – 7 days a week, you can take care of your important state filings, and pay for multiple filings and/or taxes with one credit, debit, or EFW payment.

South Carolina Department of Commerce
Ashely Teasdel
Manager of Small Business
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0325
Fax: (803) 737-0358
Email: aneasdel@sccommerce.com
Web: www.SCommerce.com
South Carolina Department of Revenue
301 Gervais Street
Columbia, SC 29201
Phone: (803) 898-5000 (General Info)
(803) 898-5709 (Income Tax Helpline)
(803) 898-5788 (Sales Tax Helpline)
Web: www.sctax.org

SC Launch!
Lori Mack
Program Coordinator
1000 Catawba Street
Columbia, SC 29201
Phone: (803) 733-9070
Email: lori.mack@scra.org
Web: www.sclaunch.org
SC Launch is a collaborative initiative involving SCRA and South Carolina’s university research foundations: Clemson University, the University of South Carolina, and the Medical University of South Carolina. It was created to facilitate applied research, product development and commercialization programs and to strengthen South Carolina’s Knowledge Economy by creating high wage-earning jobs. SC Launch provides entrepreneurs with key tools for success to help build technology startups, jobs and equity in the future for South Carolina as well as access to business, academic and economic development entities through the SC Launch Re-source Network.

Silicon Harbor Ventures
Michael Knox
Managing Partner
78 Alexander Street
Charleston, SC 29403
Email: mknox@siliconharborventures.com
Web: http://www.siliconharborventures.com/
Silicon Harbor Ventures (SVH), founded in 2013, is an investor managed venture fund targeting investments in early and growth stage companies in Charleston, South Carolina and the southeastern United States. The fund is designed to provide the benefits of angel investor clubs through the investor managed structure with the benefits of a venture fund with committed capital.

Small Business Administration (SBA)
South Carolina District Office
Susan Chavis
Business Development Specialist
1835 Assembly Street, Room 1425
Columbia, SC 29201
Phone: (803) 765-5377
Fax: (803) 765-5962
Email: susan.chavis@sba.gov
Web: www.sba.gov/localresources/district/sc/index.html
The SBA offers a myriad of services to small businesses. It provides financial assistance for new or existing businesses through guaranteed loans made by area bank and non-bank lenders. Seminars and free small business counseling is available through SCORE, Small Business Development Centers, and Women’s Business Centers. In addition, special loan programs are available for businesses involved in international trade. Federal government contracting assistance is also available.

South Carolina Manufacturing Extension Partnership (SCMEP)
Chuck Spangler
Interim President
Headquarters:
1301 Gervais Street, Suite 910
Columbia, SC 29201
Phone: (803) 252 - 6796
Fax: (803) 254 – 8512

Minority Business Development Agency
Anthony Washington
Senior Business Development Consultant
1515 Richland Street, Suite C
Columbia, SC 29201
Phone: (803) 743-1162
Fax: (803) 765-5377
Email: scboshelp@scbos.com
Web: www.scbos.sc.gov
South Carolina Minority Business Development Agency (MBDA) aims to increase the growth of minority owned business and strengthen existing ones. Its
professional consultants offer a wide range of services including initial counseling, government/private sector contracting assistance, financial management, access to capital, access to markets, and international trade franchising. The center also maintains strategic partnerships so you can have immediate access to unlimited information tailored to your trade or specialty.

South Carolina Office of the Secretary of State
Jody Steigerwalt
Director, Business Filings
1205 Pendleton Street #525
Columbia, SC 29201
Phone: (803) 734-2345
Web: www.scsos.com

South Carolina State Library
The Small Business Reference Center
This section of the South Carolina State Library offers users a collection of state-specific resources supported with demographic data and other local information. Completing the database are business videos to help foster success in all aspects of managing a business.

South Carolina Technology Alliance
Thomas Persons
President & CEO
1201 Main Street, Suite 1920
Columbia, SC 29201
Phone: (803) 748-1323
Email: tep@sctech.org
Web: www.sctech.org

The South Carolina Technology Alliance is a non-profit/private public non-partisan technology orientated Think Tank. It works diligently with stakeholders to assist in identifying and developing technology workforce skills. The management team works with all types of innovative technology companies provides access to consultants, mentors, and senior business leaders, as well as access to lists of services, companies and professionals that will ensure your business a much stronger opportunity for success. SCTA also has strategic partnerships with various venture capital companies and other investor partnerships.
Small Business Development Center
Michele Abraham
State Director
1014 Greene Street
Columbia, SC 29208
Phone: (803) 777-3130
Email: mabream@sc.edu

The SBDC aims to advance the state’s economic development by helping entrepreneurs grow successful businesses. We provide private business consulting services at no charge and affordable educational programs for a small charge.

Aiken Area SBDC
USC-Aiken, School of Business
471 University Parkway, Box 9
Aiken, SC 29801
Phone: (803) 641-3646
Email: SBDC@USCA.edu

Satellite Center – The Mill on Park
237 Park Avenue
Aiken, SC 29801

Allendale Area SBDC
465 James Brandt Blvd.
Allendale, SC 29810
803.584.3446 Ext 190
SDunbar2@scsu.edu

Beaufort Area SBDC
Martin Goodman
USC-Beaufort, Historic Beaufort Campus
801 Caterer Street
Beaufort, SC 29902
Phone: (843) 521-4143
Email: goodman@uscb.edu

Charleston Area SBDC
256 Bond Hall, Citadel School of Business
171 Moultrie St.
Charleston, SC 29409
Phone: (843) 740-6160
Email: charlestonsbdc@gmail.com

Cheraw Area SBDC
Northeastern Tech
Continuing Education Dept.
1201 Chesterfield Highway
Cheraw, SC 29520
Phone: (843) 910-7352
Email: CherawSBDC@gmail.com

Clemson Area SBDC
Ben Smith
Clemson University
413 Srrine Hall
Clemson, SC 29634-1392
Phone: (864) 710-4717
Email: bennys@clemson.edu

Columbia Area SBDC
1225 Laurel Street, Room 326
Columbia, SC 29201
Phone: (803) 777-5118
Email: oliverp@sc.edu

Florence Area SBDC
Florence DARlington Technical College
P.O. Box 100548
Florence, SC 29501
Phone: (843) 661-8256
Email: sbdc.florence@gmail.com

Georgetown Area SBDC
Georgetown Library
405 Seland Street
Georgetown, SC 29440
Phone: 843.606.0116
Email: LeemSBDC@gmail.com

Greenville Area SBDC
1 North Main Street
Greenville, SC 29601
Phone: (864) 370-1545
Email: clemsonsbdcclemson.edu

Greenwood Area SBDC
Lander University, Laura Lander Hall
LL209, 320 Stanley Avenue
Greenwood, SC 29649
Phone: (864) 388-8492
Email: wigginw@clemson.edu

Hilton Head Area SBDC
USC-Beaufort South Campus One
University Boulevard
Bluffton, SC 29909
Phone: (843) 208-8259
Email: pcameron@uscb.edu

Myrtle Beach Area SBDC
Coastal Carolina University
Atlantic Hall
P.O. Box 261954
Conway, SC 29528-6054
Phone: (843) 253-3124
Email: mm Prodigiousness of scores is challenging. SCORE matches clients with the expert counselor best suited to their needs. The SCORE counselors are current or former
business owners and executives who have achieved high levels of success

Aiken South Central Region Chapter 683
Aiken Chamber of Commerce
121 Richland
Avenue E Aiken, SC
29801
Phone: (803) 641-1111
Fax: (803) 641-4174
Web: www.aikenchamber.net

Beaufort Carolina Lowcountry Chapter 2348 Boundary Street
Beaufort, SC 29902
Phone: (843) 470-0800
Web: www.scorebeaufort.com

Camden Chapter
Kershaw County Chamber of Commerce
607 Broad St
Camden, SC 29021
Phone: (803) 765-5131

Chapin Midlands Chapter
Chapin Chamber of Commerce
302 Columbia Avenue
Chapin, SC 29036
Phone: (803) 345-1100
Web: www.scoremidlands.org

Charleston Coastal Chapter 285
Charleston Metro Chamber of Commerce
4045 Bridge View Drive B-151
N. Charleston, SC 29405
Phone: (843) 727-4778
Web: www.charlestonsc.score.org

Cheraw Chapter
Greater Cheraw Chamber of Commerce
221 Main Street
Cheraw, SC 29520
Phone: (843) 537-7681

Columbia Midlands Chapter 230
1835 Assembly Street, Suite 1425
Columbia, SC 29201
Phone: (803) 765-5131
Fax: (803) 765-5962
Web: www.scoremidlands.org

Greenville Piedmont Chapter 232
300 E Washington Street, Room B-31
Greenville, SC 29601
Phone: (864) 271-3638
Fax: (864) 271-3638
Web: www.piedmontscore.org

Greenwood Piedmont Chapter
Piedmont Technical College
620 N Emerald Road
Greenwood, SC 29648
Phone: (864) 941-8414
Web: www.piedmontscore.org

Hartsville Midlands Chapter
Hartsville Chamber of Commerce
214 N 5th Street
Hartsville, SC 29550
Phone: (843) 332-6401
Web: www.scorehiltonhead.com

Hilton Head Carolina Lowcountry Chapter 650
Hilton Head Island-Bluffton Chamber of Commerce
1 Chamber of Commerce Drive
Hilton Head Island, SC 29928
Phone: (843) 785-7107
Fax: (843) 785-3673
Web: www.scorehiltonhead.com

Lexington Midlands Chapter
Lexington Chamber of Commerce
321 S Lake Drive
Lexington, SC 29072
Phone: (803) 359-6113
Web: www.scoremidlands.org

Myrtle Beach Grand Strand Chapter 381
605 10th Avenue
N. Myrtle Beach, SC 29577
Phone: (843) 918-1079
Fax: (843) 918-1080
Web: www.mbscore.org

Northeast Chapter
Village at Sandhill
110-6 Forum Drive
Columbia, SC 29229
Phone: (803) 765-5131

Orangeburg Midlands Chapter
Orangeburg Chamber of Commerce
1570 John C. Calhoun Drive
Orangeburg, SC 29116
Phone: (803) 534-6821
Web: www.scoremidlands.org

Piedmont SCORE Chapter 232
300 E. Washington Street
Greenville, SC 29601
Phone: (864) 271-3638 or (864) 646-1700
Email: info@piedmontscore.org

Spartanburg Piedmont Chapter
Spartanburg Community College
- Tyger River Campus
1875 East Main Street (Hwy 290)
Duncan, SC 29334
Phone: (864) 592-6317
Web: score@scscsc.edu

Sumter Midlands Chapter
Sumter Chamber of Commerce
32 E Calhoun Street
Sumter, SC 29150
Phone: (803) 775-1231 or (803) 775-0915
Web: www.score285.org

Web: www.piedmontscore.org

Web: www.scorehiltonhead.com

Web: www.scoremidlands.org

Web: www.scorehiltonhead.com

Web: www.scoremidlands.org

Web: www.scoremidlands.org
BUSINESS INCUBATORS, RESOURCE CENTERS & ACCELERATORS

Abbeville County Industrial Incubator
Stephen Taylor
56 Commerce Drive
Abbeville, SC 29620
Phone: (864) 366-2181
Fax: (864) 366-9266
Email: staylor@abbevillecountysc.com
Web: www.abbevillecountysc.com
Counties Served: Abbeville, Greenwood, McCormick, Laurens, Anderson
The Abbeville County Industrial Incubator is a manufacturing incubator offering 5,000 square foot bays (expandable to 10,000 feet). Any entrepreneur is eligible to apply for space.

Applied Research Center
Fred Humes
President & CEO
Phone: (803) 215-0605
Fax: (803) 641-3369
Email: Humes@discoverARC.com
Web: www.archydrogen.com
A primary mission of the facility is the sharing of practical, useful knowledge that will advance our understanding of energy and technology. The Applied Research Center (ARC) is a program of the Economic Development Partnership, which is a non-profit public-private development corporation serving the needs of new and existing businesses in Aiken and Edgefield Counties, South Carolina.

Benedict College Small Business Incubator
Dr. Darlene Booth-Bell
Director
2601 Read Street
Columbia, SC 29204
Phone: (803) 705-4781
Fax: (803) 705-7080
Email: belld@benedict.edu
Web: http://www.benedict.edu/cms/?q=node/192
The Benedict College Small Business Incubator welcomes start-up businesses for two years as clients and tenants within the Business Development Center. Businesses selected to be participants in the incubation program are entrepreneurs interested in providing innovative new products, services, or approaches to business within the African American Community.

Bushy Park Incubator
Cooper River Partners, LLC
1588 Bushy Park Road
Goose Creek, SC 29445
Phone: (843) 820-6172
Email: inquiries@bpindustrial.us
Web: http://www.bushyparkindustrialcomplex.com/
Bushy Park Incubator provides access to high tech laboratories, technological equipment, state of the art communication networks and a wide variety of office, collaboration and manufacturing space.

Catalyst Center (Charleston Metro Chamber of Commerce)
Email: mail@charlestonchamber.org
Web: www.charlestonchamber.net/catalyst-center
Bryan Derenberry
President & CEO
4500 Leeds Avenue, Suite 100
North Charleston, SC 29405
Phone: (843) 805-3100
Fax: (843) 723-4853
Located on the second floor of the Charleston Metro Chamber of Commerce, is a space where aspiring and existing entrepreneurs can connect, receive information, identify resources, meet with mentors and take advantage of programs designed for their business’ start-up and growth.

Charleston Digital Corridor
Ernest Andrade
Executive Director
475-A East Bay Street
Charleston, SC 29403
Phone: (843) 724-3773
E-mail: ernest@charlestdigitalcorridor.com
Web: http://www.charlestdigitalcorridor.com
Charleston Digital Corridor is a creative effort to attract, nurture & promote Charleston’s knowledge economy by facilitating a business, physical and social environment where technology companies thrive. Initiatives include office & meeting space, a talent portal, educational forums, site acquisition help, funding, and networking.

Clemson Apparel Research (CAR)
Chris Jarvis
Director
500 Lebanon Road
Pendleton, SC 29670
Phone: (864) 646-8454
Fax: (864) 646-8230
Email: cwjr@clemson.edu
Web: http://car.clemson.edu/
Clemson Apparel Research was established to revitalize the domestic sewn-products industry through the proper application of advanced technology and management practices. It offers consulting services to address specific manufacturing problems, research services to create new technologies and management systems for the sewn-products and textile industries, as well as manufacturing services through a 6,000 square foot model apparel plant to demonstrate state-of-the-art technology.
Phone: (843) 740-5444
Email: lauren@lowcountrylocalfirst.org
Provides infrastructure and support to reduce the risk for new farmers launching their new farm businesses. Land lease, tractor access, packing facility, walk-in cooler, tool storage, irrigation and assistance from a mentor.

Clemson University Research Foundation (CURF)
Casey Porto
Executive Director
391 College Avenue, Suite 401
Clemson, SC 29631
Phone: (864) 656-0797
Fax: (864) 656-0474
Email: cporto@clemson.edu
Web: www.clemson.edu/curf
CURF manages the technology transfer functions of Clemson University by taking assignment of inventions, obtaining intellectual property protections, working with faculty to evaluate commercial potential of discoveries, and licensing inventions to the private sector for public use. CURF owns and operates several facilities dedicated to business incubation that enable start-up companies to accelerate their growth through access to office and wet-lab space as well as other support service.

CU-ICAR Center for Emerging Technologies
Fred Cartwright
Executive Director
4 Research Drive
Greenville, SC 29607
Phone: (864) 283-7102
Email: fcartwr@clemson.edu
Web: http://cuicar.com/
CUBEnC
Michael J. Gara
Director of Technology Development
200 C Patewood Drive
Greenville, SC 29615
Phone: (864) 284-6289
Email: mjgara@clemson.edu
Web: http://www.cubecn.com/
The Clemson University Biomedical Engineering Innovation Campus (CUBEnC) develops high-impact medical technology and devices for disease management and technology transfer from bench to bedside.

Dirt Works Incubator Farm
Nikki Kelley
Director of Sustainable Agriculture
Lowcountry Local First
1630-2 Meeting Street
Charleston, SC 29405
Phone: (843) 740-5444
Email: nikki@lowcountrylocalfirst.org
Provides infrastructure and support to reduce the risk for new farmers launching their new farm businesses. Land lease, tractor access, packing facility, walk-in cooler, tool storage, irrigation and assistance from a mentor.
EngenuitySC
Meghan Hughes

Executive Director
1000 Catawba St., Suite 130
Columbia, SC 29201
Phone: (803) 354-5717
Email: mhughes@engenuitysc.com
Web: www.engenuitysc.com

Created in 2003, EngenuitySC is an active public/private partnership focused on the knowledge-based economy in the Columbia, South Carolina region. It is comprised of business and industry leaders, along with representatives from local government and academia.

Its goal is to encourage entrepreneurship to commercialize ideas, technology, research, and public policy in an effort to help knowledge-based companies and create access to start-up investment capital.

The Enterprise Campus at Midlands Technical College
J. Tom Ledbetter Jr.
Associate Vice President
P.O. Box 2408
151 Powell Road
Columbia, SC 29202
Phone: (803) 691-3885
Email: ledbettet@midlantech.edu
Web: http://mcenterpriseincampus.com/

The Enterprise Campus allows for interaction between the corporate community, faculty and students; thereby creating a seamless integration of innovative companies, emerging technologies and education. Benefits include access to applied learning and laboratory space, office space and resources, faculty resources, training facilities, continuing education, and customized workforce training.

The Faber Entrepreneurship Center at the Moore School of Business
Dean Kress, Associate Director
Dr. Dirk D. Brown, Director
1705 College Street
Columbia, SC 29208
Phone: (803) 777-7015
Dr. Dirk Brown
Email: kress@moore.sc.edu
Dirk.brown@moore.sc.edu
Web: http://moore.sc.edu/facultyresearch/researchcenters/faberentrepreneurshipcenter.aspx

The Faber Entrepreneurship Center, endowed with a $1 million gift from University of South Carolina alumni Tim and Karen Faber, seeks to provide USC students with intensive exposure to entrepreneurial concepts, small business management training, and interaction with a network of successful entrepreneurs in South Carolina. The Faber Entrepreneurship Center has recently focused on providing companies in South Carolina with support at the intersection of New Venture Formation, Global Business, and Intellectual Property Strategy & Management

firedUP Accelerator Program
Laura Corder
Director of Communications
1225 Laurel Street, First Floor

Phone: (803) 545-4423
Email: laura@uscocolainc.org
Web: http://firedup.co/

The Flagship
475-A East Bay Street
Charleston, SC 29403
Phone: (843) 724-3773
Email: info@charlestonflagship.com
Web: www.charlestonflagship.com/#home

Located in Historic Downtown Charleston, the Flagship is Charleston’s premier business incubator for tech and tech-related businesses. The Flagship offers enterprise-class business spaces at cost-effective rates and flexible terms ideally suited for start-up stage companies. The Flagship also supports the visual arts community through the Flagship Gallery - a venue for Charleston’s up-and-coming contemporary artists.

The Harbor Entrepreneur Center
John Osborne
Co-founder/director
300 W Coleman Boulevard, Suite 204
Mount Pleasant, SC 29464
Phone: (843) 478-7483
Email: john@harborec.com
Web: www.harborec.com

The Harbor Accelerator is a business accelerator program designed with the entrepreneur in mind. We have one goal… build scalable business for the Charleston region. Each start up is provided tremendous resources and support to grow quickly, test the market quickly, and become viable. Our program is designed to introduce high impact business concepts to an intense curriculum led by successful mentor entrepreneurs. These mentors will walk side by side with the startup team throughout the 14 week program to keep them focused on the critical elements needed to grow their business. At the end of the program, the starts ups know what is needed to take the next step and are introduced to possible capital sources to help them grow.

Local Works Coworking Space
Larry Downey
Community Manager
1630-2 Meeting Street
Charleston, SC 29405
Phone: (843) 740-5444
Email: larry@lowcountrylocalfirst.org
Web: http://lowcountrylocalfirst.org

The space, community and services you need to thrive. Affordable/flexible coworking space for established and start-up entrepreneurs, with mentoring, networking and business development workshops. Local Works is a project of Lowcountry Local First.

LowCountry Innovation Center
1535 Hobby Street
N. Charleston, SC 29405
Phone: (843) 735-5840
Email: info@lowcountryinnovationcenter.com
construction, unparalleled service, and a flexible office to create the environment for a company’s continued success.

Medical University of South Carolina Foundation for Research Development
Michael G. Rusnak
Executive Director
Phone: (843) 876-1900
Email: rusnak@musc.edu
Web: www.academicdepartments.musc.edu/frd/index.htm

MUSC’s affiliated not for profit research foundation, the MUSC Foundation for Research Development (FRD) interfaces with industry in the area of technology transfer. These activities result in a contribution to MUSC’s overall economic impact for our state and nationally. Most importantly, by collaborating with industry, cutting edge discoveries have the opportunity to become real life solutions to today’s medical problems.

Michelin North American Incubator
Patrick Kirby
Director
3 Research Drive
Greenville, SC 29607
Phone: (864) 213-5201
Email: Patrick.kirby@us.michelin.com

Minority Business Accelerator
Nika White
Vice President of Diversity and Inclusion
Greenville Chamber
24 Cleveland Street
Greenville, SC 2901
Phone: (864) 242-1050 / (866) 485-5262
Fax: (864) 282-8509
Email: nwithe@greenvillechamber.org

The MBA program prepares minority-owned businesses for growth and expansion to create a competitive advantage for Upstate, SC to become the most inclusive business community in the world. The MBA program grows the economic success of disadvantaged organizations through business development services, mentoring, and access to large corporations for partnership opportunities. The program is focused on reducing disparity in the region’s business community by driving economic activity for high-potential minority owned firms. Compelling evidence exists in other comparable areas that this type of program can lead to more viable and competitive MBEs that have the ability to grow and create meaningful job opportunities.

NEXT
Greenville
Brenda Laaksjo
Vice President
NEXT Innovation Center
411 University Ridge, Suite 202
Greenville, SC 29601
Phone: (864) 751-4806

Email: blaaksjo@greenvillechamber.org
Email: blaaksjo@nextupstatesc.org
Web: http://www.nextupstatesc.org/

NEXT clients are fast growth technology companies that own their intellectual property and have high potential for national and international growth. Sectors currently served include Internet technology, electronic device, biomedical, software, nanotechnology, and pharmaceutical. NEXT offers entrepreneurs access to an entrepreneurial community, angel investors, SBIR/STTR consultation, office space, a talent portal, a CEO Best Practice Forum, as well as hosting for a functional company web page on the NEXT website.

North Dargan Innovation Center
Shelby Jenerette
Executive Director
150 N. Dargan Street
Florence, SC 29501
Phone: (843) 413-0100
Fax: (843) 413-0200
Email: Shelby@northdargan.com

We are a mixed use, Office/Professional Business Incubator. We are here to help startup companies, or home based businesses that are ready to expand into the local business community, thereby creating jobs. We offer physical support with office space, internet access, copy and fax service, a phone line and office furniture, as well as mentoring and business counseling, business plan development, financial projections and benchmarks, market research and more.

Savannah River Research Campus
A. Smith
Manager
227 Gateway Drive
Aiken, SC 29803
Phone: (803) 652-7772
Email: asmith2@aikencountysc.gov
Web: www.aikencountysc.gov/DspOfc.cfm?qOfcID=ADMARP

SC Biotechnology Incubation Facility
101 Gregor Mendel Cir
Greenwood, SC 29646
Phone: (864) 953-3980
Web: http://greenwoodschamber.org/industry/

A 22,000 square-foot, state-of-the-art-facility. In addition to six laboratory modules with related office and support space, the incubator houses a conference room, library, and 124-seat auditorium. Outfitted with the latest technology, the building contains T-1 telecommunications and video conferencing capabilities to link you to resources around the state and the world.

SC BIO
Wayne Roper
President
411 University Ridge, Suite A Greenville, SC 29601

Email: wayne@wroper.com
Web: www.scbio.org

SCBIO is a member organization that exists to support and advance South Carolina’s life science industry through collaboration, advocacy, workforce development, enhanced purchasing power and education. This mission furthers our goal of ensuring that South Carolina’s companies, research institutions, and citizens reap the economic and societal benefits of a world-class life sciences cluster.

SEBIO
Suzanne Cantando
Executive Director
P.O. Box 97182
Raleigh, NC 27624
Phone: (919) 272-4391
Email: Suzanne@sebio.org
Web: http://sebio.org/

Southeast BIO (SEBIO) is a regional non-profit organization that fosters the growth of the life sciences industry in the Southeastern United States through efforts that promote entrepreneurship and bring together the key players active in the development of the industry. SEBIO’s geographic footprint includes Alabama, Florida, Georgia, North Carolina, South Carolina, Tennessee and Virginia. We focus on key industries within the life sciences, including: bio/pharma, medical devices and technology, agricultural biotechnology, animal health, bioinformatics and biomaterials.

SC Launch Innovation Centers
Greg Hillman
Senior VP and General Manager
1000 Catawba Street
Columbia, SC 29201
Phone: (843) 760-3280
Email: Greg.Hillman@scra.org
Web: www.sclaunch.org

SCRA Innovation Centers:

SCRA USC Innovation Center at Columbia
1000 Catawba Street
Columbia, SC 29208
Phone: (803) 733-9076

The innovation center is designed to house high-tech companies emerging from research at the University of South Carolina and entering commercialization and light manufacturing stages. This facility is situated and designed to stimulate and sustain clean next-generation manufacturing.

SCRA MUSC Innovation Center at Charleston
645 Meeting Street
Charleston, SC 29403
Phone: (843) 760-5896

The innovation center is designed to support Charleston’s growing biotechnology cluster. The 28,400 square foot facility will consist of flexible use, multi-tenant laboratory and office space.
was opened in December 2009 and leasing applications are currently being accepted.

**SCRA/ATI Innovation Center at Greenwood**
117 Gregor Mendel Circle
Greenwood, SC 29646
**Phone:** (864) 953-3982
The innovation center offers wet laboratory, meeting, office, and conference space. The facility hosts companies conducting research and development as well as community events and meetings. A full genetics and biotechnology focused laboratory, support staff, and close proximity to researchers at the Greenwood Genetic Center provide a hub for diagnostic, therapeutic, and pharmaceutical companies.

**Southeastern Institute of Manufacturing and Technology (SiMT) - Manufacturing and Business Incubator**
Mark Roth
Vice President of Technology and Manufacturing
1951 Pisgah Road
Florence, SC 29502
**Phone:** (843) 413-2740
**Email:** mark.roth@SiMT.com
**Web:** www.SiMT.com
The Manufacturing and Business Incubator at SiMT is designed to house and foster startup companies that are entering commercialization and light manufacturing stages of their business. The 27,400 square foot facility consists of flexible use, multi-tenant manufacturing and office spaces. The facility also has conference rooms, and is adjacent to the SiMT’s Advanced Manufacturing Center, which offers services in the areas of CAD design, rapid prototyping, virtual reality simulations, CNC machining, workforce training, and business systems development.

**Spartanburg Area Chamber of Commerce**
105 North Pine Street
Spartanburg, SC 29304
Allen Smith
President & CEO
**Phone:** (864) 594-5000
**Email:** asmith@spartanburgchamber.com
**Web:** www.spartanburgchamber.com
The Spartanburg Area Chamber of Commerce has established a dedicated office to assist with small business consulting for startups and growing companies in all areas of concentration.

**Spartanburg Entrepreneurial Resource Network (SERN)**
Allen Smith
President & CEO
**Phone:** (864) 594-5000
**Email:** asmith@spartanburgchamber.com
**Web:** www.spartanburgentrepreneur.com
SERN is a collaborative effort between several organizations in Spartanburg County whose mutual goal is to promote a vibrant entrepreneurial environment in Spartanburg. The members are and the City of Spartanburg. Together, the group offers a wide variety of programs and support for startups and growing businesses resulting in one of the most formidable business assistance programs in the nation.

**Technology Incubator @ Knowledge Park**
David J. Warner, Director, Technology Incubator
Economic & Urban Development Department, City of Rock Hill
157 East Main Street, Suite 500
Rock Hill, SC
**Phone:** (803) 329-8721
**Email:** David.Warner@cityofrockhill.com

**The Iron Yard**
Peter Barth
Executive Director
The Forge (Iron Yard HQ/Academy)
411 University Ridge, Suite 220
Greenville, SC 29601
**Phone:** (864) 214-5609
**Web:** www.theironyard.com
The Iron Yard is a steam engine of creative people. You’ll find everyone from designers, hackers and teachers to makers, artists, and writers. We love building businesses and projects, and our fuel is the people who bring those things to life. Here ‘accelerate’ means so much more than trendy technology and giant buy-outs. We’re interested in building strong, sustainable businesses that add value to customer’s lives. Speaking the same language? We’d love for you to join us. Whether your goal is a Series A round and the City of Spartanburg. Together, the group offers a wide variety of programs and support for startups and growing businesses resulting in one of the most formidable business assistance programs in the nation.

**The Iron Yard CoWork Spaces:**
Spartanburg
Jeff Boeh, Campus Director
151 South Daniel Morgan Avenue
Spartanburg, SC 29306
**Phone:** (864) 214-5609
**Email:** Spartanburg@theironyard.com
Greenville
Roy Schmidt, Campus Director
101 North Main Street, Suite 400
Greenville, SC 29601
**Phone:** (864) 952-0099
**Email:** Greenville@theironyard.com

**ThinkTEC**
Jill Galmarini
Director
P.O. Box 975
4500 Leeds Avenue
N. Charleston, SC 29402
**Phone:** (843) 805-3015
**Email:** jgalmarini@charlestonchamber.org
**Web:** http://thinktec.com/
ThinkTEC is a Charleston Metro Chamber of Commerce initiative that facilitates start-up companies, grow existing business and attract new business in the high-tech arenas. These efforts include industry- specific conferences, public policy and legislative initiatives, program development, and educational events. Entrepreneurial training programs are offered through NxLevel.

**Tri-County Entrepreneur Development Corporation**
Tri-County Entrepreneur Development Corporation (TCEDC)
Dave Eldridge
Director
502 E. Main St.
Walhalla, SC 29691
**Phone:** (864) 638-4010
**Email:** Deldridge1940@charter.net
**Web:** www.oconeescedc.com
The TCEDC initiative seeks to stimulate economic development by working with entrepreneurs and/or small businesses in helping to grow their ideas in the Oconee area from concept to flourishing businesses. Assistance comes through mentoring services, providing incubator space and conducting training programs in partnership with Tri-County Technical College.

**USC/Columbia Technology Incubator**
Laura Corder
Director of Communications
1225 Laurel Street
Columbia, SC 29201
**Phone:** 803-545-4423
**Fax:** (803) 545-4881
**Email:** laura@usccolainc.org
**Web:** www.usccolainc.org
The USC-Columbia Technology Incubator is for entrepreneurs who have a technology-based product or service and who wish to have interaction with the university R&D enterprise. It is expected the entrepreneur will have technical education or business experience to exploit the technology, as well as have a documented business plan that includes market analysis, financial projections, and funding requirement. For such entrepreneurs, the USCTCI will provide a broad scope of services including cost- effective office/laboratory space and support, proto- type manufacturing facilities, product realization and development services and business consultation.

**University of South Carolina Salkehatchie Leadership Institute (USCSI)**
James Everett
Business Consultant
Center for Business Development
P.O. Box 617
Allendale, SC 29810
**Phone:** (803) 584-3464 Ext. 269
**Fax:** (803) 584-5180
The USCSLI seeks to stimulate economic development in Allendale, Bamberg, Barnwell, Colleton, and Hampton Counties of South Carolina. The Center provides small business training and technical assistance to current and prospective business owners.

The USC Upstate Business Incubator
Darrell Parker
Dean
George Dean Johnson, Jr. College of Business and Economics
University of South Carolina Upstate
160 East St. John Street
Spartanburg, SC 29306
Phone: (864) 503-5312
Fax: (864) 503-5583
Email: dparker@uscupstate.edu

The USC Upstate Business Incubator (USCUBI) is for entrepreneurs who wish to have interaction with the George Dean Johnson, Jr. College of Business and Economics in Spartanburg. We seek entrepreneurs with business experience and documented business plans that will enable involvement with students. Potential student project assistance includes market analysis, financial projections, and funding requirements. Student entrepreneurs are encouraged to use the incubator while developing projects working under a faculty-directed study program. The USCUBI will provide services including cubicle space and support and development services.
Various types of licenses, permits and registrations may be required in order to conduct business in South Carolina. Federal, state and local laws and ordinances establish guidelines such as occupational matters, business licensing, environmental permitting and tax withholdings.

**BUSINESS LICENSE BASICS**

South Carolina does not have a statewide business license requirement; therefore companies must apply for local business licenses. Most towns and municipalities require a business license. The following counties also require business licenses:

- Beaufort County
- Charleston County
- Dorchester County
- Horry County
- Jasper County
- Marion County
- Richland County
- Sumter County

To obtain a license in one of these counties, contact the local business license office or visit [www.SCBOS.com](http://www.SCBOS.com) for a complete listing of offices.

**BUSINESS LICENSES & PERMITS**

⇒ Depending on the type of business, registration with the State of South Carolina can be accomplished through the Secretary of State’s Office, the Department of Revenue or through the South Carolina Business One Stop. [www.SCBOS.com](http://www.SCBOS.com)


⇒ Local Business Licenses are often necessary for businesses located within city or town limits. Check with the local municipality for business license requirements. [SCBOS](http://www.SCBOS.com) lists Web site connections for each county and municipality. [www.SCBOS.com](http://www.SCBOS.com)

⇒ Occupational Permits & State Licensing may be required. New business owners should check with the South Carolina Department of License, Labor and Regulation to determine if an occupational permit is required for their business. [www.llr.state.sc.us](http://www.llr.state.sc.us)

⇒ The Department of Health & Environmental Control’s (DHEC) Small Business Environmental Assistance Program (SBEAP) team is available to answer questions on environmental permitting and compliance issues for small businesses. Their services are free and non-regulatory. [www.SCDHEC.gov](http://www.SCDHEC.gov)

⇒ State Certifications for Women and Minorities promote the growth and development of small and minority owned businesses in South Carolina. Visit their Web site to find about how to become certified. [www.govoepp.state.sc.us/osmba](http://www.govoepp.state.sc.us/osmba)

**SMALL BUSINESS REGULATORY REVIEW COMMITTEE**

The Small Business Regulatory Review Committee reviews new and existing state agency regulations that may adversely impact small businesses. The Committee, which is comprised of private-sector small business owners, was chartered to ensure that South Carolina’s small business community has a voice and a level playing field on which to compete. Small businesses facing problems with a state agency regulation can call or write to the Committee at the Small Business Development office of the South Carolina Department of Commerce to explain their concerns.

Visit Small Business and Existing Industry at [www.SCBizNetwork.com](http://www.SCBizNetwork.com) for more information.
LICENCES, PERMITS & REGULATIONS RESOURCES

Internal Revenue Service (IRS)
Nivia Hayes
Stakeholders Liaison, Small Business/Self Employed
1835 Assembly Street MDP-26
Columbia, SC 29201
Phone: (803) 312-7774
Fax: (877) 477-8412
Email: Nivia.hayes@irs.gov

Other helpful IRS resources:
• Business and Specialty Helpline: 1-800-829-4933
• Electronic Federal Tax Payment System: www.eftrns.gov or 1-800-555-4477
• Tax Forms and Publications: www.irs.gov/formspubs or 1-800-829-3676

Small Business Regulatory Review Committee (SBRRC)
Dottie Landry
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0651
Email: dlandry@SCcommerce.com
Web: www.SCcommerce.com

South Carolina Business One Stop (SCBOS)
SCBOS Helpline: (803) 898-5690
Email: scboshelp@scbos.com
Web: www.scbos.sc.gov
South Carolina Business One Stop or SCBOS is the official South Carolina business web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. From the convenience of your computer at any time, 24 hours a day – 7 days a week, you can take care of your important state filings, and pay for multiple filings and/or taxes with one credit, debit, or EFW payment.

South Carolina Commission for Minority Affairs
Thomas Smith
Executive Director
6904 N Main Street, Suite 107
Columbia, SC 29203
Phone: (803) 333-9621
Fax: (803) 333-9627
Email: tsmith@cfms.sc.gov
Web: www.state.sc.us/cma/

South Carolina Department of Commerce
Ashley Teasdel
Manager of Small Business
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0325
Fax: (803) 737-0538
Email: cbundy@SCcommerce.com
Web: www.sccommerce.com

South Carolina Department of Consumer Affairs
Carrie Grube Lybarker
Administrator
2221 Devine Street, Suite 200
Columbia, SC 29205
Phone: (803) 734-4233
Fax: (803) 743-4060
Email: Clybarker@sccomsumer.gov
Web: www.consumer.sc.gov

South Carolina Department of Health and Environmental Control (SC DHEC), Small Business Environmental Assistance Program (SBEAP)
Phyllis T. Copeland
Small Business Ombudsman
SCDHEC—Bureau of Air Quality
2600 Bull Street
Columbia, SC 29201-1708
Phone: (803) 898-0415/ (800) 819-9001
Fax: (803) 898-4487
Email: copelapt@dhec.sc.gov
Web: http://www.scdhec.gov/environment/baq/sbeap/

South Carolina Department of Labor, Licensing and Regulation
Richele Taylor
Director
Synergy Business Park
Kingstree Building
110 Centerview Drive
Columbia, SC 29210
Phone: (803) 896-4300
Web: www.lrl.state.sc.us

South Carolina Department of Labor, Licensing and Regulation
Office of OSHA Voluntary Programs
Harvey Jessup
Program Manager
110 Centerview Drive
P.O. Box 11329
Columbia, SC 29211
Phone: (803) 896-7787
Fax: (803) 896-7750
Email: harvey.jessup@lrl.sc.gov
Web: www.lrl.state.sc.us/labor/scovp

South Carolina Department of Revenue
SC Department of Revenue
301 Gervais Street
Columbia, SC 29201
Phone: (803) 898-5000 (General Info)
(803) 898-5709 (Income Tax Helpline)
(803) 898-5788 (Sales Tax Helpline)
Web: www.sctax.org

South Carolina Department of Transportation (SCDOT), Disadvantaged Business Enterprise (DBE) Program
Colette M. Swann
Business Development Manager
955 Park Street Room 107
Columbia, SC 29202-0191
Phone: (803) 737-2029
Email: SwannCM@scdot.org
Web: http://www.scdot.org/doing/businessDevelop_SCUnified.aspx

South Carolina Department of Employment and Workplace
Cheryl N. Stanton
Executive Director
1550 Gadsden Street
P.O. Box 995
Columbia, SC 29202
Phone: (803) 737-2400
Email: cspanston@dew.sc.gov
Web: www.sces.org

South Carolina Film Commission, Production Guide
Tom Clark
Dan Rogers
Executive Director
1205 Pendleton Street, Suite 225
Edgar A. Brown Building
Columbia, SC 29201
Phone: (803) 737-0490
Email: tclark@scprt.com
Email: danrogers@scprt.com
Web: www.filmsc.com

South Carolina Film Commission, Production Guide
South Carolina Office of Small and Minority Business Assistance (OSMBA)
Stanley Foreman
Director
1205 Pendleton Street, Suite 474
Edgar A. Brown Building
Columbia, SC 29201
Phone: (803) 734-0507
Email: SForeman@oepp.sc.gov
Web: www.osmaba.sc.gov

South Carolina Office of the Secretary of State
1205 Pendleton Street #525
Columbia, SC 29201
Phone: (803) 734-2345
Web: www.sccovp.com

South Carolina Workers’ Compensation Commission
Gary Cannon
Executive Director
P.O. Box 1715
Columbia, SC 29201
Phone: (803) 737-5744
Email: gcannon@wcc.sc.gov
Web: www.wcc.sc.gov
FINANCING YOUR SMALL BUSINESS

After outlining your business plan, the financial requirements of the business should become clear. This section will help you find the right financial resources.

ARE YOU READY FOR FINANCING?

- **Develop a Business Plan:** Create a written document describing your business, including type of business and legal form, annual sales, number of employees, length of time in business and the ownership structure.

- **Determine Financing Needs:** Identify all startup expenses, estimate the costs of your business for at least the first several months, and create a realistic startup budget and cash flow model.

- **Discuss Your Credit Score:** Creditors use your credit score to determine if you qualify for additional lending. Credit scores help predict who is most likely to repay debt and make payments on time.

**TYPES OF FINANCING AVAILABLE**

- **Debt Financing** involves lenders such as banks, commercial finance companies and government-related lending. Depending on financial plans and goals, one of the following programs may suit your needs.

- **The Small Business Administration (SBA)** is a group of independent agencies of the federal government created to aid, counsel, assist and protect the interests of small businesses. The SBA operates a loan guarantee program which can assist with up to $2 million dollars in potential financing. [www.sba.gov](http://www.sba.gov)

- **Community Express Loan Programs** help small businesses owned by minorities, women and veterans, or companies located in low-to-moderate income areas. [www.superiorfg.com](http://www.superiorfg.com)

- **Council of Governments Loan Programs** partner with local counties, cities and towns to provide resources to foster economic development, usually in the form of a revolving loan program. [www.state.sc.us/cogs](http://www.state.sc.us/cogs)

- **The SC Capital Access Program (SC CAP)** is designed to provide financial institutions with a tool to assist with business loans in which public resources are used to generate financing. [www.bdcofsc.org](http://www.bdcofsc.org)

- **Equity Funding** requires selling an ownership interest in the business in exchange for capital. There are several options when considering who should invest in your company.

- **Seed Capital Funds** may assist your financial goals through funding in the form of loans and equity. **SC Launch!** offers technology-based companies commercialization support and guidance, as well as up to $200K in seed funding. [www.SCLaunch.org](http://www.SCLaunch.org)

- **Angel Networks** are a good place to begin your search for funding. They are member-driven organizations that work to help support high-growth economic development in the region.
FINANCING YOUR SMALL BUSINESS RESOURCES

COMMUNITY DEVELOPMENT CORPORATIONS

Appalachian Development Corporation
Brad Schneider
CEO, Executive Director & Sr. Vice President
3531 Pelham Road, Suite 100
Greenville, SC 29615
Phone: (864) 382-2358
Email: Schneider@adcloans.com
Web: www.adcloans.com

The ADC is organized for the primary purpose of furthering the economic development in the Counties that the Appalachian Development Corporation serves. The Appalachian Development Corporation provides business lending programs through the US Small Business Administration, US Department of Agriculture, and the Appalachian Regional Commission. The Appalachian Development Corporation has been providing business loans since 1982.

Catawba Regional Development Corporation (CRDC)
Randall Pellisero
Senior Lending Officer
215 Hampton Street, Suite 200
P.O. Box 450
Rock Hill, SC 29731
Phone: (803) 327-3041
Fax: (803) 327-1912
Email: Pellisero@catawbacog.org
Web: http://catawbacog.org/economic-development-lending-small-business-loans/

CRDC is a ‘gap’ economic development lender, partnering with local banks, federal and state funders such as the Small Business Administration, the US Department of Agriculture, and the SC Department of Health and Environmental Control. Catawba Regional has worked with local businesses and governments to provide debt capital for business start-up, expansion, and brownfields cleanup. CRDC’s work has resulted in multiple benefits: over $50 million of loans have been made throughout state, leveraging $120 million of private capital and creating over 2,000 South Carolina jobs. CRDC is a certified statewide SBA 504 lender, making fixed-asset loans of up to $5.5 million. CRDC also provides small business loans (up to $300,000) through its Revolving Loan Fund in the following SC counties: Chester, Lancaster, Union, York, Beaufort, Jasper, Colleton, Kershaw, Lee, Sumter, Clarendon, Hampton, Allendale, Aiken, Orangeburg, Bamberg, Barnwell and Calhoun.

CommunityWorks Carolina
Archie Johnson,
Small Business Lender
107 W. Antrim Drive
Greenville, SC 29607
Phone: (864) 235-6331 (ext. 506)
Email: ajohnson@cwccharolina.org
Website: http://communityworkscharolina.org/support-our-small-businesses/

CommunityWorks provides financing and specialized training for small startup or existing businesses in the Upstate of South Carolina. Through the Micro-Loan Program eligible business owners can qualify for a loan up to $15,000 and receive one on one business coaching to help them grow and sustain their business. If you are interested in applying for the program, please read the additional program requirements listed in the MicroLoan Fact Sheet on the CommunityWorks website, and then complete the Initial Contact Form also located on the CommunityWorks website.

South Carolina Community Loan Fund
Michelle Mapp
Executive Director
1535 Hobby Street, Suite 209
North Charleston, SC 29405
Phone: (843) 973-7285
Fax: (843) 973-3598
Email: michelle@sccommunityloadfund.org
Website: http://sccommunityloanfund.org

Lowcountry Housing Trust (LHT) is a regional affordable housing and community development financier that works with local governments, developers, community leaders, non-profits, and businesses to build strong, healthy communities. Since inception in 2004, LHT has infused more than $13 million in community development financing into the community, resulting in the development of over 850 affordable housing units for Lowcountry families. Recognizing that viable, sustainable communities include more than affordable housing, LHT recently expanded its mission to support the fundamental needs of underserved communities. While affordable housing will remain a priority, LHT now finances community facilities, community businesses, and healthy food retail outlets.

COUNCILS OF GOVERNMENT

South Carolina’s Councils of Governments (COG) efforts include focusing on regional planning, keeping track of all types of statistical information, obtaining and administering grants, and supporting regional economic development.

Berkeley-Charleston-Dorchester (BCD) Council of Governments, Revolving Loan Fund (RLF)
(Serving Berkeley, Charleston and Dorchester Counties)
Jacquelyn Dickerson Ideozu
Community/Economic Development Specialist
1362 McMillan Avenue, Suite 100
N. Charleston, SC 29405
Phone: (843) 529-0400
Fax: (843) 529-0305
Email: JacquelynD@bcdcog.com
Web: www.bcdcog.com
Lower Savannah Council of Governments, Economic Development, Revolving Loan Fund
Connie Shade
Executive Director
P.O. Box 850
Aiken, SC 29802
Phone: (803) 649-7981
Fax: (803) 649-2248
Email: ckineley@wiprowess.com
Web: www.scangelnetwork.com/andersonangels/

Capital Angels
Charlie Banks
Managing Director
Columbia, SC
Phone: (803) 414-6702
Email: Charlie@capitalangels.sc
Web: www.capitalangels.sc

InvestSC, S.C. Venture Capital Program
Harry Huntley
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0627
Fax: (803) 737-0628
Email: hhuntley@investsc.org
InvestSC was formed for the purpose of assisting the Venture Capital Authority in meeting the goals and objectives of the program. It consists of four capital funds chosen to invest in South Carolina-based startups looking for seed capital to support economic growth of the region.

Johnson Magrath & Partners, LLP
Matt Johnson
Managing Partner
164 Market Street, #281
Charleston, SC 29401
Email: info@johnsonmagrath.com
Johnson Magrath & Partners, LLP is a private investment group founded in 2006 and managed by partners in Charleston. Johnson Magrath invests in select public companies and in small, private companies with tremendous growth potential.

SCLaunch
Greg Hillman
Director
1000 Catawba Street
Columbia, SC 29201
Phone: (843) 760-3280
Email: Greg.Hillman@SCRA.org
Julia Linton
Program Administrator
Phone: (843) 760-5893
Email: julia.linton@scra.org
Web: www.sclaunch.org
SCLaunch accelerates entrepreneurial growth for advanced technology startups by providing seed-funding of up to $200,000 in loans or investments, ongoing mentoring and business counseling, and access to Resource Network Services.

Upstate Carolina Angel Network
Matt Dunbar
Managing Director
411 University Ridge, Suite 211
Greenville, SC 29601
Email: matt@upstateangels.org
Web: www.upstateangels.com
The Upstate Carolina Angel Network, LLC (UCAN) is a group of accredited investors located in Upstate South Carolina who invest in and support start-up and early-stage, high-growth businesses in the Southeastern United States. Our members possess a broad array of business experiences and skills they bring to bear in helping to screen and evaluate potential portfolio companies. They also serve as a valuable resource for guidance and advice to entrepreneurs and their businesses once an investment is made. Since its inception in 2008, UCAN has invested $5.6 million in 22 companies.

Business Development Corporation (BDC) of South Carolina
J Connally Bradley
Senior Vice President
P.O. Box 21823
Columbia, SC 29221
Phone: (803) 744-0308
Fax: (803) 744-0608
Email: jbradley@BDCofSC.org
Web: www.BDCofSC.org
BDC is a non-bank commercial lending company specializing in the SBA 7(a) loan guarantee program.

City of Columbia
Office of Business Opportunities
Ms. Tina Herbert
Director
1225 Lady Street, 1st Floor
Columbia, SC 29201
Phone: (803) 545-3326
Fax: (803) 255-8912
Email: thherbert@cityofcolumbia.sc.gov
Web: http://www.cityofcolumbia.sc.gov/oby

Charleston Local Development Corporation
Sharon A. Brennan
Executive Director
2 George Street, Suite 3600
Charleston, SC 29401
Phone: (843) 973-7298
Fax: (843) 724-7354
Email: sharon@charlestonldc.org
Web: www.charlestonldc.org
The LDC is an alternative lender that fosters economic development by promoting and...
assisting in the creation, growth and development of small business concerns through its technical and financial assistance programs. Its service area encompasses Charleston, Berkeley, Dorchester, and Colleton counties.

South Carolina Jobs-Economic Development Authority (JEDA)
Harry Huntley
Executive Director
1201 Main Street, Suite 1745
Columbia, SC 29201
Phone: (803) 737-0627
Fax: (803) 737-0628
Email: generalinfo@scjeda.com
Web: www.scjeda.com

JEDA’s mission is to promote the business and economic welfare of South Carolina by assisting in the financing of public and private projects throughout the state. JEDA serves as a statewide conduit issuer of special obligation revenue bonds and acts on behalf of the borrower to access financial markets and capital.

S.C. Capital Access Program (SC CAP)
Edwin O. Lesley
President and Treasurer
Business Development Corporation of SC
111 Executive Center Drive
Enoree Building, Suite 225
Columbia, SC 29210
Phone: (803) 744-0312, Ext. 119
Fax: (803) 744-0612
Email: elesley@bdcofsc.org
Web: www.businessdevelopment.org/scicap.php

SC CAP is used to promote economic development and job creation through small business in South Carolina by providing financial institutions with a flexible non-bureaucratic resource.

U.S. Department of Agriculture (USDA) Business and Industry (B&I) Guaranteed Loan Program
Shannon R. Legree
Business & Cooperative Programs Specialist
1835 Assembly Street, Suite 1007
Columbia, SC 29201
Phone: (803) 253-3510
Fax: (855) 565-9482
Email: shannon.legree@usda.gov
Web: www.usda.gov

The USDA B&I Guaranteed Loan Program helps to create jobs and stimulates rural economic by providing financial banking for rural businesses. The pro-gram provides up to 80 percent of a loan made by a commercial lender.

U.S. Small Business Administration (SBA) Loan Programs
Lois Johnson
Lender Relations Officer
South Carolina Office
1835 Assembly Street, Room 1425
Columbia, SC 29201
Phone: (803) 253-3360
Fax: (803) 765-5962
Email: mae.johnson@sba.gov
Web: www.sba.gov/sc

SBA’s loan programs provide long-and short-term loans for small businesses that might not qualify though normal lending channels.

Certified Development Corporation (CDC) of South Carolina
Edwin O. Lesley
Executive Vice President
P.O. Box 21823
Columbia, SC 29221
Phone: (803) 798-4064
Email: elesley@bdcofsc.org
Web: www.bdcofsc.org

CDC is a non-profit statewide certified development company that can arrange 100% government-guaranteed debenture financing under the SBA 504 lending program, helping promote economic development and create jobs in South Carolina.

Provident Business Financial Services
Keith Black
President & CEO
3937 Sunset Boulevard, Suite D
W. Columbia, SC 29169
Phone: (803) 791-0071
Fax: (803) 233-7589
Email: kblack@providentbfs.com
Web: www.providentbfs.com

Provident provides fixed asset financing for land, building and equipment throughout SC to small business. Our fixed rate, 20 year loans can accommodate projects between $300K to $20 million.

Business Carolina, Inc. (BCI)
Mike Sandusky
Regional Executive SBA Officer – Specialty Financing
1523 Huger Street, Suite A
Columbia, SC 29201
Phone: (803) 461-3807
Email: maesj@sba.gov
Web: www.providentbfs.com

BCI provides financial assistance for the expansion and purchase of fixed assets (such as real estate or equipment), business acquisitions, replenishing working capital, and debt restructuring for the owner managed businesses throughout the Southeast.

Non-Profit Lending Institutions
(See also: Community Development Corporations and Councils of Government.)

Business Carolina, Inc. (BCI)
Mike Sandusky
Regional Executive SBA Officer – Specialty Financing
1523 Huger Street, Suite A
Columbia, SC 29201
Phone: (803) 461-3807
Web: www.providentbfs.com

BCI provides financial assistance for the expansion and purchase of fixed assets (such as real estate or equipment), business acquisitions, replenishing working capital, and debt restructuring for the owner managed businesses throughout the Southeast.
MARKETING AND GROWING YOUR BUSINESS RESOURCES

In today’s competitive marketplace, success is dependent upon clear and consistent marketing plans that make a business’ products and/or services stand out from the competition. This section highlights public sector marketing resources available throughout the state.

CREATING A MARKETING PLAN

- Make a list of your business goals, strengths and weaknesses.
- Analyze potential customer base for particular products.
- Consider product advantages and how they will be leveraged.
- Determine a pricing strategy for services and products.
- Create promotional programs, media outreach and advertising to reach preferred customer base.
- Evaluate short and long-term goals to ensure the best results.

HOW TO MARKET YOUR BUSINESS

⇒ Market your business through print, Web and radio media if possible. This can be done through purchasing advertising or via strategic public relations. Convince the customer why your company and your services would be their optimal choice. If your budget allows, utilize the services of a marketing firm to get your plan started.

⇒ Target customers that are most likely to benefit from your services and will provide you with the most sales.

⇒ Understand market size and trends that will affect your customer base.

⇒ Know your competition by realistically assessing and comparing your strength and weaknesses. Compare products, services and performance.

STATE AND FEDERAL CONTRACTING

⇒ Materials Management Office (MMO)
⇒ Procurement Technical Assistance Centers (PTAC)
⇒ The FedBizOpps for Federal Business Opportunities
⇒ The Carolinas’ Minority Supplier Development Council
⇒ The Minority Business Enterprise Center of South Carolina

GROW YOUR BUSINESS THROUGH THE BUYSC PROGRAM

BuySC is a product, material and service locator program designed to help new and existing South Carolina companies connect with South Carolina vendors and suppliers. The program utilizes resources from the South Carolina Department of Commerce, the South Carolina Technical College System, economic development allies, and national databases to match a company’s needs with in-state resources.

BuySC relies on extensive knowledge of the state’s existing supply chains, and works in concert with numerous economic development allies, which receive in-state supplier inquiries, to best serve a company’s needs. To learn how BuySC can help your business grow, visit www.SCBizNetwork.com.
BuySC Program
Tessa Monahan
Existing Business Coordinator
120 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-1336
Email: BuySC@SCcommerce.com, tmonahan@sccommerce.com
Web: www.SC BizNetwork.com

Clemson Institute for Economic and Community Development (CIECD)
Paul “Mac” Horton, Ph.D.
Director of CIECD and Sandhill Research and Education Center
900 Clemson Road
Columbia, SC 29229
Phone: (803) 788-5700 (ext. 506)
Email: mhorton@clemson.edu
Web: www.clemson.edu/public/ciecd
CIECD offers Small Business and Marketing Plan classes from various curriculums including FastTrac GrowthVenture, FastTrac Techventure and eCommerceSC.

ECI-Find New Markets
Fred Monk
President
P.O. Box 12186
Columbia, SC 29211
Phone: (803) 255-2623
Phone: (803) 777-1177
Email: fmonk@findnewmarkets.com
Web: www.findnewmarkets.com

Procurement Technical Assistance Center
Scott Bellows
SC PTAC Program Manager
1225 Laurel Street
Columbia, SC 29201
Phone: (803) 777-7877
Email: sbellows@sc.edu
Web: http://www.scsbdc.com/ptac.php

South Carolina Women’s Business Center
Amy Brennan
Executive Director
129 Cannon Street
Charleston, SC 29403
Phone: (843) 763-7333 (ext. 202)
Web: www.scwbc.net

SCWBC – Columbia
Courtney Young
Columbia Business Counselor
Phone: (803) 216-5605
Email: Courtney@scwbc.net

SCWBC – Greenville
Marnie Schwarz-Haney
Upstate Business Coordinator
Phone: (864) 906-7660
Email: marnie@scwbc.net

South Carolina Budget and Control Board
Division of Procurement Services
1201 Main Street, Suite 600
Columbia, SC 29201
Phone: (803) 737-0600
Fax: (803) 737-0639
Web: www.procurement.sc.gov/PS/PS-index.phtm

State Procurement Office (SPO)
Kimber Craig, Director of Procurement
Phone: (803) 737-2527
Email: k craig@mmo.sc.gov

Information Technology Management Office (ITMO)
Milo Spicer, Chief Procurement Office
Phone: (803) 896-5225
Email: mspicer@itmo.sc.gov

Office of the State Engineer (OSE)
John St. C. White, PE
Email: bwhite@mmo.sc.gov

STATE CONTRACTING RESOURCES

State Engineer’s Office
John St. C. White, PE
State Engineer and CPO of Construction
1201 Main Street, Suite 600
Columbia, SC 29201
Phone: (803) 737-0768
Email: JWhite@mmo.sc.gov

INTERNATIONAL TRADE RESOURCES

City of Columbia
Office of Economic Development
Ryan Coleman
Director
1201 Main Street, Suite 250
Columbia, SC 29201
Phone: (803) 734-2700
Email: rcoleman@columbiasc.net
Web: http://www.columbiasc.net/economic-development

SBA Export Trade Finance Officer
Dan Holt
521 E Morehead Street, Suite 435
Charlotte, NC 28202
Phone: (704) 333-4886
Fax: (704) 332-2681
Email: dan.holt@trade.gov

South Carolina Department of Commerce
Clarke Thompson
International Trade Director
1201 Main Street, Suite 1600
Columbia SC 29201

City of Columbia
Office of Economic Development
Ryan Coleman
Director
1201 Main Street, Suite 250
Columbia, SC 29201
Phone: (803) 734-2700
Email: rcoleman@columbiasc.net
Web: http://www.columbiasc.net/economic-development

SBA Export Trade Finance Officer
Dan Holt
521 E Morehead Street, Suite 435
Charlotte, NC 28202
Phone: (704) 333-4886
Fax: (704) 332-2681
Email: dan.holt@trade.gov

South Carolina Department of Commerce
Clarke Thompson
International Trade Director
1201 Main Street, Suite 1600
Columbia SC 29201

Phone: (803) 737-0400
Fax: (803) 737-0538
Email: cthompson@SCcommerce.com
Web: www.SCcommerce.com

Minority Business Development Agency
Anthony Washington
Senior Business Development Consultant
1515 Richland Street, Suite C
Columbia, SC 29201
Phone: (803) 743-1154
Fax: (803) 743-1162
Email: busdev@columbiambdacenter.com
Web: http://columbiambdacenter.com/

South Carolina Department of Commerce, U.S. Commercial Service, U.S. Export Assistance Centers (USEAC)
Web: www.buyusa.gov/southcarolina

Midlands Office
Dorette Coetsee
Director
US Commercial Service-South Carolina
1014 Greene Street, Suite 2061
Columbia, SC 29208
Mobile: (803) 397-4590
Phone: (803) 777-2571
Fax: (803) 777-2615
Email: Dorette.Coetsee@trade.gov
Website: www.export.gov/southcarolina

Charleston Export Assistance Center
Phil Minard
International Trade Specialist
Charleston US Export Assistance Center
1362 McMillan Avenue, Suite 100
N. Charleston, SC 29405
Phone: (843) 746-3404
Fax: (843) 529-0305
Email: Phil.Minard@trade.gov
Website: www.export.gov/southcarolina

Greenville Office
Denis Ciszmadia
Manager
Greenville US Export Assistance Center
Buck Mickel Center at Greenville Technical College
216 Pleasantburg Drive
Greenville, SC 29607
Phone: (864) 250-8429
Fax: (864) 250-6729
Email: Denis.Ciszmadia@trade.gov
Web: http://export.gov
WORKFORCE DEVELOPMENT

The South Carolina Department of Commerce is committed to ensuring that South Carolinians have the education and training necessary to fill the most in-demand jobs. This section provides valuable insight into workforce resources offered in the state of South Carolina.

THE WORKFORCE SYSTEM CAN ASSIST WITH:

- Finding qualified employees
- Employee retention
- Training programs through the Technical/Community Colleges
- Apprenticeships through the Apprenticeship Carolina Program

Regional Workforce Advisors:
The South Carolina Department of Commerce is proud to introduce our newest addition to workforce development. Our 12 Regional Workforce Advisors bring together those who educate our students and those in the business community who rely on a talented labor pool in efforts to strengthen South Carolina’s workforce.

readySC™
The readySC™ program, offered through the South Carolina Technical College System, can coordinate training needs at no cost for eligible new or expanding companies throughout the state. The program works with the state’s 16 technical colleges to develop training curriculum tailored to meet a company’s workforce requirements. More than a quarter million workers have been trained since the program’s inception. [www.readysc.org](http://www.readysc.org)

Apprenticeship Carolina Program
Apprenticeship Carolina’s primary mission is to ensure that all employers in South Carolina have access to the information and technical assistance they need to create their own demand-driven registered apprenticeship programs by working with the 16 technical colleges across the state. [www.sctechsystem.edu/ApprenticeshipCarolina](http://www.sctechsystem.edu/ApprenticeshipCarolina)

Enterprise Zone Retraining Credit Program
Manufacturing companies located in South Carolina may have the opportunity to utilize the Job Retraining Tax Credit (E-Zone) program in order to be reimbursed for certain training and education provided to employees. Subsequent to approval by the State Board for Technical and Comprehensive Education, companies may claim a credit of $1,000 per employee credit against withholding taxes. [http://www.sctechsystem.edu/business-and-industry/e-zone-program.html](http://www.sctechsystem.edu/business-and-industry/e-zone-program.html)

Incumbent Worker Training
Funds may be available to train current employees to meet changing skill requirements due to new technology, restructuring, new product lines and many other factors. An employer match is required. Funding priority is given to training that will lead to significant upgrades in employee skills or wages, or that will result in layoff aversion and better retention opportunities. Funding for this program is allocated annually.

On-the-Job Training
On-the-Job training provides wage/salary reimbursement of up to 50-90 percent (depending on the size of the business) to compensate for costs associated with training new employees. The percentage and length of reimbursement varies by the size of a company, specific skills to be acquired for the job and local workforce area.
SC WorkReady Communities Initiative
The SC Work Ready Communities provides a verifiable pool of workplace skills and is a tool used to measure the quality and capability of a county’s workforce. The basic infrastructure builds upon ACT WorkKeys®—a valid jobs skills assessment system—and the National Career Readiness Certificate (NCRC). The NCRC is certifies workplace competencies in Applied Math, Reading for Information and Locating Information.
www.scworkready.org
WORKFORCE DEVELOPMENT RESOURCES

University of South Carolina (USC), Daniel-Mickel Center for Executive Education
Angie Brown
1014 Greene Street
Columbia, SC 29208
Phone: (803) 777-5952
Email: angie.brown@moore.sc.edu

The South Carolina Manufacturing Extension Partnership (SCMEP)
Chuck Spangler, Interim President
Manufacturing Education Facility:
37 Villa Road, Suite 500
Greenville, SC 29615
Phone: (864) 288-5687
Email: cspangler@scmep.org

South Carolina Vocational Rehabilitation Department
Stephen Marshall, Statewide Contact
1410 Boston Avenue
West Columbia, SC 29171
Phone: (803) 896-4250

LOCAL WORKFORCE INVESTMENT AREAS

Contact your local Workforce Investment Area to get started. For more information, visit www.scworks.com.

Berkeley-Charleston-Dorchester Council of Governments
(Berkeley, Charleston, Dorchester Counties)
Jamie Wood
Workforce Director
1362 McMillan Avenue, Suite 100
N. Charleston, SC 29405
Phone: (843) 529-0400
Fax: (843) 529-0305
Email: Jamie2@bcdcg.com
Web: www.bcdcg.com

Catawba Regional Council of Governments & Catawba Workforce Investment Board
(Chester, Lancaster, York Counties)
Nicole Lawing
Workforce Development Administrator
P.O. Box 450
Rock Hill, SC 29731
Phone: (803) 327-9041
Fax: (803) 327-1912
Email: nlawing@catawbacog.org
Web: www.catawbacog.org

Greenville County Workforce Development Board
Dean Jones
Workforce Development Administrator
225 S. Pleasantburg Dr., Suite C11
Greenville, SC 29601-3665
Phone: (864) 467-3605
Fax: (864) 467-3603
Email: dejones@greenvillecounty.org
Web: www.greenvillewib.com

Lowcountry Council of Governments (Beaufort, Colleton, Hampton, Jasper Counties)
Hank Amundson
Workforce Development Administrator
P.O. Box 98
Yemassee, SC 29945
Phone: (843) 726-5536
Fax: (843) 726-5165
Email: hamundson@lowcountrycog.org
Web: www.lowcountryworkforce.org

Lower Savannah Council of Governments
(Aiken, Allendale, Bamberg, Barnwell, Calhoun, Orangeburg Counties)
Andre Anderson
Workforce Development Administrator
P.O. Box 850
2748 Wagener Road
Aiken, SC 29802-0850
Phone: (803) 649-7981
Fax: (803) 649-2248
Email: aanderson@lscog.org
Web: www.lswia.org

Midlands Workforce Development Board
(Fairfield, Lexington, Richland Counties)
Kevin Hill
Administrator
100 Executive Center Drive, Suite 218
Columbia, SC 29210
Phone: (803) 744-1670 (ext. 101)
Fax: (803) 744-1671
Email: khill@mwdb.org
Web: www.mspia.org

Pee Dee Regional Council of Governments
(Chesterfield, Darlington, Dillon, Florence, Marion, Marlboro)
Joette Dukes
Workforce Development Administrator
P.O. Box 5719

Lower Savannah Council of Governments
(Aiken, Allendale, Bamberg, Barnwell, Calhoun, Orangeburg Counties)
Andre Anderson
Workforce Development Administrator
P.O. Box 850
2748 Wagener Road
Aiken, SC 29802-0850
Phone: (803) 649-7981
Fax: (803) 649-2248
Email: aanderson@lscog.org
Web: www.lswia.org

Florence, SC 29502
Phone: (843) 669-3138
Fax: (843) 679-3743
Email: j-dukes@sc.rr.com
Web: www.peedeewib.org

Santee Lynches Regional Council of Governments
(Clarendon, Kershaw, Lee, Sumter Counties)
Areatha Clark
Workforce Development Administrator
P.O. Box 1837
Sumter, SC 29151
Phone: (803) 775-7381
Fax: (803) 773-9903
Email: aclark@slog.org
Web: www.slworkforcedev.org

SC Works
Jeremy Catoe
Midlands Area Partner Liaison
700 Taylor Street
Columbia, SC 29201
Phone: (803) 978-0190

Upper Savannah Council of Governments
(Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda, Lexington, Newberry)
Sandra Johnson
Administrator
430 Helix Road
Greenwood, SC 29646
Phone: (864) 941-8055
Fax: (864) 941-8090
Email: sjohnson@uppersavannah.com
Web: www.us1stops.com

Upstate Workforce Investment Board
(Cherokee, Spartanburg, Union Counties)
Ann Fesperman Angermeier
Executive Director
145 N Church Street
Spartanburg, SC 29306
Phone: (864) 596-2028
Fax: (864) 596-2199
Email: angermeier@upstatewib.org
Web: www.upstatewib.org

Waccamaw Regional Council of Governments
Thomas Langley
Deputy Director
200 N Fraser Street
Georgetown, SC 29440
Phone: (843) 436-6128
Fax: (843) 520-0642
Email: tlangley@wrcog.org
Web: www.wrcog.org
Phone: (864) 592-4158

readySC Trident Technical College
Terrance Rivers, Area Director
Phone: (843) 574-6928

Apprenticeship Carolina
Division of Economic Development & Workforce Competitiveness
SC Technical College System
Brad Neese
Director
111 Executive Center Drive
Columbia, SC 29210
Phone: (803) 896-5736
Email: Neese@stechsystem.edu
Web: www.apprenticeshipcarolina.com

SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM

SC Technical College System
Dr. Jimmie Williamson
President
111 Executive Center Drive
Columbia, SC 29210
Phone: (803) 896-5280
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Aiken Technical College
Dr. Steven Simmons
Dean of Business, Computer Technology & Training
PO. Drawer 696
Aiken, SC 29802-0696
Phone: (803) 508-7270
Fax: (803) 593-8051
Email: simmonss@atc.edu
Web: www.atc.edu

Central Carolina Technical College
Elizabeth Williams
Director, SC Environmental Training Center
506 N Guignard Drive
Sumter, SC 29150
Phone: (803) 778-7873
Fax: (803) 778-7848
Email: williamsel@cctech.edu
Web: www.cctech.edu

Denmark Technical College
Stephen Mason
Associate Vice President for Economic and Workforce Development
P.O. Box 327

readySC™
Division of Economic Development & Workforce Competitiveness
South Carolina Technical College System
Susan Pretulak
Vice President for Economic Development
111 Executive Center Drive
Columbia, SC 29210
Phone: (803) 896-5276
Email: pretulaks@stechsystem.edu
Web: www.readysc.org

readySC Aiken Technical College, Denmark Technical College, & Technical College of the Lowcountry
Robert Crenshaw, Area Director
Phone: (803) 593-9954

readySC Central Carolina Technical College
Jim Shrift, Area Director
Phone: (803) 778-7860

readySC Florence-Darlington Technical College, Horry Georgetown Technical College, Williamsburg Technical College
Bob Jay, Senior Area Director
Phone: (854) 661-8040

readySC Greenville Technical College
Johanna Gunter, Area Director
Phone: (864) 250-8375

readySC Midlands Technical College & Orangeburg Calhoun Technical College
Kent Bedenbaugh, Area Director
Phone: (803) 896-5349

readySC Northeastern Technical College & York Technical College
Marianne Borders, Area Director
Phone: (803) 981-7320

readySC Piedmont Technical College
Susan Heath, Senior Area Director
Phone: (864) 941-8404

readySC Spartanburg Community College
LaTokia Trigg, Area Director
Phone: (864) 592-4158

readySC Tri-County Technical College
Bobby Brothers, Area Director
Phone: (864) 646-1442

readySC Trident Technical College
Terrance Rivers, Area Director
Phone: (843) 574-6928

Apprenticeship Carolina
Division of Economic Development & Workforce Competitiveness
SC Technical College System
Brad Neese
Director
111 Executive Center Drive
Columbia, SC 29210
Phone: (803) 896-5736
Email: Neese@stechsystem.edu
Web: www.apprenticeshipcarolina.com

SOUTH CAROLINA TECHNICAL COLLEGE SYSTEM

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Aiken Technical College
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Dean of Business, Computer Technology & Training
PO. Drawer 696
Aiken, SC 29802-0696
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Fax: (803) 593-8051
Email: simmonss@atc.edu
Web: www.atc.edu

Central Carolina Technical College
Elizabeth Williams
Director, SC Environmental Training Center
506 N Guignard Drive
Sumter, SC 29150
Phone: (803) 778-7873
Fax: (803) 778-7848
Email: williamsel@cctech.edu
Web: www.cctech.edu

Denmark Technical College
Stephen Mason
Associate Vice President for Economic and Workforce Development
P.O. Box 327
Piedmont Technical College
Rusty Denning
Associate Vice President of Continuing Education & Economic Development
P.O. Drawer 1467
Greenwood, SC 29648
Phone: (864) 941-8417
Fax: (864) 941-8777
Email: denning.r@ptc.edu
Web: www.ptc.edu

Spartanburg Community College
Robert Leslie
Dean of Corporate & Community Education
P.O. Box 4386
Spartanburg, SC 29305
Phone: (864) 592-4910
Fax: (864) 592-4609
Email: leslier@sccsc.edu
Web: www.sccsc.edu

Technical College of the Lowcountry
Billie O’Neal
Continuing Education
921 S. Ribaut Road
Beaufort, SC 29901
Phone: 843-525-8269
Email: boneal@tcl.edu
Web: www.tcl.edu

Tri-County Technical College
Rick Cothran
Dean of Corporate & Community Learning
P.O. Box 587
Pendleton, SC 29670
Phone: (864) 646-1701
Fax: (864) 646-1897
Email: rcothran@tctc.edu
Web: www.tctc.edu/learn

Trident Technical College
Robert Walker
Vice President, Continuing Education & Economic Development
P.O. Box 118067
Charleston, SC 29423-8067
Phone: (843) 574-6152
Email: Bob.Walker@tridenttech.edu
Web: www.tridenttech.edu

Williamsburg Technical College
James Myers
Director of Distance Education
601 Martin Luther King Jr. Avenue
Kingstree, SC 29556-4103
Phone: (843) 355-4182
Email: meyersj@wiltech.edu
Web: www.wiltech.edu

York Technical College
Sonia Young
Program Manager of Corporate & Continuing Education
452 S Anderson Road
Rock Hill, SC 29730
Phone: (803) 981-7372
Fax: (803) 981-7327
Email: syoung2@YorkTech.com
Web: www.yorktech.com
BUSINESS OPERATIONS

Many issues must be addressed when running a business – from insurance to process improvements, to taxes and supply chain relationships. Business operations are all activities associated with running a business that produce value for the business. Generating revenue efficiently and effectively is a vital part of owning and running a business – which makes it extremely important to consider all aspects of running a business when building a business plan.

THINGS TO CONSIDER:

- Insurance to protect businesses as well as employees.
- Business tax filings and Certified Public Accountants.
- Operating efficiently and staying profitable.
- Energy costs and how businesses can reduce them.
- Business continuity and disaster planning. How will the business recover?
- Can a recycling program help your business?

BUSINESS OPERATIONS RESOURCES

⇒ Insurance: Consider and research the different types of insurance related to running a business – Property & Casualty, Employee Health and Workers’ Compensation to name a few. The South Carolina Insurance News Service provides insurance related information from around the state and country for business owners. Learn more at www.scinsnews.com.

⇒ Taxes: It is important to develop a good working relationship with your accountant. Your accountant should be familiar with key tax dates and the necessary documentation. For more information, contact a local IRS tax office, the South Carolina Department of Revenue or the South Carolina Business One Stop. www.irs.gov, www.scbos.com.

⇒ Process Improvement/Operational Efficiency: South Carolina’s Manufacturing Extension Partnership (MEP) and other industry related organizations are available to help with process improvement and operational efficiency. For more information about how MEP can help your business, visit www.scmep.org.

RECYCLING WORKS – BUSINESS RECYCLING OPPORTUNITIES IN SOUTH CAROLINA

Recycling can save your business money in avoided disposal costs – and may even produce revenue. Recycling also saves energy and natural resources. The South Carolina Smart Business Recycling Program provides free, confidential, non-regulatory technical assistance on recycling, waste reduction, beneficial reuse and other ways for businesses to conserve resources and improve their bottom line. The South Carolina Department of Commerce’s easy-to-use Recycling Business Directory provides convenient search features that allow users to find outlets for recycling commodities.

For more information on recycling, visit the recycling section of www.SCBizNetwork.com, or the South Carolina Smart Business Recycling Program at www.scdhec.gov/environment/lwm/recycle/index.htm.
Emergency Support Function
Business & Industry
State Warning Point
Chuck Bundy
Phone: (803) 737-0440
Email: ebundy@SCcommerce.com

GSA – Federal Acquisition Service
Janice Zeigler
Customer Service Director
Phone: (803) 310-0088
Email: Jan.zeigler@gsa.gov

GSA Technology Council
Phil Yanov
209 North Main Street, Suite 201
Greenville, SC 29601
Phone: (800) 688-2094
Email: phil.yanov@gsatc.org
Web: www.gsatc.org

Internal Revenue Service (IRS)
Nivia Hayes
Stakeholder Liaison, Small Business/Self-employed
SBSE Stakeholders Liaison
1835 Assembly Street, MDP-26
Columbia, SC 29201
Phone: (803) 512-7774
Fax: (877) 477-8412
Email: Nivia.hayes@irs.gov

Other helpful IRS resources:
• Business and Specialty Hotline:
  1 (800) 829-4933
• Electronic Federal Tax Payment System:
  www.eftps.gov or 1 (800) 555-4477
• Tax Forms and Publications:
  www.irs.gov/forms pubs or 1 (800) 829-3676
• SC Insurance News Service:
  240 Stoneridge Drive, Suite 110, Columbia, SC 29210

South Carolina Department of Health and Environmental Control- Smart Business Recycling Program
Elizabeth Rosinski
Program Coordinator
2600 Bull Street-Bureau of Land and Waste Management
Columbia, SC 29201
Phone: (803) 896-4238 or (800) 768-7348
Email: rosinsev@dhec.sc.gov
Web: http://www.scdhec.gov/environment/lwm/recycle/green_hospitality/
This program is a free, voluntary program designed to help South Carolina’s hospitality industry reduce the environmental impact of its operations and incorporate environmental stewardship and sustainability in its business practices. It also promotes and recognizes hotels, restaurants and other hospitality facilities for their environmentally conscious practices.

South Carolina Department of Health and Environmental Control- Green Hospitality Program
Elizabeth Rosinski
Program Coordinator
2600 Bull Street-Bureau of Land and Waste Management
Columbia, SC 29201
Phone: (803) 896-4238 or (800) 768-7348
Email: rosinsev@dhec.sc.gov
Web: http://www.scdhec.gov/environment/lwm/recycle/green_hospitality/
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South Carolina Department of Health and Environmental Control- Smart Business Recycling Program
Elizabeth Rosinski
Program Coordinator
2600 Bull Street-Bureau of Land and Waste Management
Columbia, SC 29201
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Email: rosinsev@dhec.sc.gov
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South Carolina Department of Health and Environmental Control- Green Hospitality Program
Elizabeth Rosinski
Program Coordinator
2600 Bull Street-Bureau of Land and Waste Management
Columbia, SC 29201
Phone: (803) 896-4238 or (800) 768-7348
Email: rosinsev@dhec.sc.gov
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Elizabeth Rosinski
Program Coordinator
2600 Bull Street-Bureau of Land and Waste Management
Columbia, SC 29201
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Elizabeth Rosinski
Program Coordinator
2600 Bull Street-Bureau of Land and Waste Management
Columbia, SC 29201
Phone: (803) 896-4238 or (800) 768-7348
Email: rosinsev@dhec.sc.gov
Web: http://www.scdhec.gov/environment/lwm/recycle/green_hospitality/
This program is a free, voluntary program designed to help South Carolina’s hospitality industry reduce the environmental impact of its operations and incorporate environmental stewardship and sustainability in its business practices. It also promotes and recognizes hotels, restaurants and other hospitality facilities for their environmentally conscious practices.
RECYCLING RESOURCES

Asphalt Rubber Technology Service
David Wingard, Program Administrator
2002 Hugo Drive
Clemson University
Clemson, SC 29634
Phone: (864) 656-6799
Email: arts@ces.clemson.edu
Web: www.Ces.clemson.edu/arts

The program promotes, designs, and tests the use of recycled scrap tires in rubberized asphalt and other civil infrastructure applications.

Carolina Recycling Association
Jenn Cooper
Office Manager P.O. Box 1296
Greenville, SC 29602
Phone: (877) 972-0007
Email: staff@cra-recycle.org
Web: http://cra-recycle.org

This association provides education, marketing, and resource tools for the recycling industry.

Charleston Green Business Challenge
Carolee Williams
Project Manager City of Charleston
2 George Street, Third Floor
Charleston, SC 29401
Phone: (843) 724-3776
Email: williams@cacak.com
Web: www.charlestonbgc.com

The goals of Charleston’s voluntary Green Business Challenge (GBC) are to improve the performance of commercial and institutional buildings and their operations through reducing energy and water consumption, and waste reduction. Businesses in the Charleston metro area sign up for annually to be a participant in the GBC.

City of Columbia Climate Protection Action Campaign
Mary Pat Baldauf
Sustainability Facilitator
Public Works Division
2910 Colonial Drive
Columbia, SC 29023
Phone: (803) 545-2722
Email: mpbaldauf@columbiasc.net
Web: www.columbiasc.net/cpac

This initiative identifies measures that can be taken to reduce greenhouse gases and promote sustainability.

E4 Carolinas
David A. Doctor
President & CEO
UNC at Charlotte
EPIC 1237
Charlotte, NC 28223
Phone: (704) 835-0004
Email: E4C@E4Carolinas.org
Website: http://e4carolinas.org/

E4 Carolinas is a two-state industry group that promotes economic growth, employment, productivity, and prosperity by cultivating a collaborative energy cluster in the Carolinas region. The trade association builds teamwork in policy, workforce development, business development and technology development. E4 Carolinas is an “all of the above” energy organization, working to increase a diverse portfolio of energy in the Carolinas. (E4 = Energy, Economy, Environment, Efficiency)

Energy Star
Phone: (888) 782-7937
Web: www.energystar.gov

This program provides information on energy efficient products and practices.

Habitat for Humanity ReStores
Web: www.habitat.org/env/restores.aspx
ReStores sell quality, used and surplus building materials at a fraction of normal prices.

Keep America Beautiful
Phone: (203) 659-3000
Fax: (203) 659-3001
Email: info@kab.org
Web: www.kab.com

This organization forms public-private partnerships and programs that encourage individuals to take greater responsibility for improving their community’s environment.

Keep the Midlands Beautiful
Jacqueline Buck
Executive Director
1307 Augusta Road
West Columbia, SC 29169
Phone: (803) 733-1139
Email: info@Keepthemidlandsbeautiful.com
Web: www.Keepthemidlandsbeautiful.org/index.asp

This organization promotes litter prevention, recycling and beautification.

Palmetto Pride
Linda Shadel
Director of Operations
P.O. Box 50217
Columbia, SC 29250
Phone: (803) 758-6034
Toll-free: (877) 752-7733
Email: info@palmettopride.org
Web: www.palmettopride.org

This organization encourages individuals to take greater responsibility for enhancing their communities.

Recycling Market Development Advisory Council (RMDAC)
Chantal Fryer
Business Specialist
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0477
Email: cfryer@sccommerce.com
Web: www.SCCommerce.com

This 14 member, Governor-appointed council tracks the success and growth of the state’s recycling industry and makes policy and program recommendations to the Governor and General Assembly.

South Carolina Environmentally Preferred Purchasing Policy
This initiative promotes and advances green purchasing among state government agencies. It also provides a guide for recycled products.

Solid Waste Association of North America- South Carolina Chapter
Ed Marr, President
1600 West Washington Street
Greenville, SC 29602
Phone: (864) 232-6721
Email: emarr@ggsc.gov
Web: www.scsdana.org

This council serves as a resource for the public and non-government organizations to promote sustainable recycling in the Southeast.

Southeast Recycling Development Council
Will Sagar
Executive Director
102 College Station, Suite 3
Brevard, NC 28712
Phone: (828) 507-0123
Email: will.sagar@serdc.org
Web: www.sercd.org

This council’s mission is to unite industry, government and non-government organizations to promote sustainable recycling in the Southeast.

South Carolina Biomass Council
John Boyd
Chair
PO Box 402
Columbia, SC 29201
Phone: (803) 540-7731
Email: jboyd@hsblawfirm.com
Web: www.scbiomass.org

This council serves as a resource for the public and decision-makers about the environmental and economic benefits of biomass energy.

South Carolina Business One Stop (SCBOS)
Helpline: (803) 898-5690
Email: scboshelp@scbos.com
Web: www.scbos.com

The official South Carolina business Web portal. It enables anyone with an existing business or anyone starting a new business to file permits, licenses, registrations, or pay taxes. From the convenience of
your computer anytime, 24 hours a day-7 days a week, you can take care of your important state filings, and pay for multiple filings and/or taxes with one credit, debit, or EFW payment.

South Carolina Department of Commerce Recycling Market Development (RMD) Program
Chantal Fryer, Manager
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0477
Or (803) 737-0449
Email: CFryer@SCcommerce.com
Web: www.recyclinginsc.com
This program helps foster a thriving recycling economy in the state and promotes sustainable business practices for business, industry, government and other organizations. RMD helps to connect markets for recyclable materials.

South Carolina Department of Health and Environmental Control-Office of Solid Waste Reduction and Recycling
Richard Chesley, Section Manager- Education, Technical Assistance and Reporting Section
Jana White, Section Manager- Solid Waste Planning and Grants Section
2600 Bull Street
Columbia, SC 29201
Phone: (803) 898-1327
Email: cheslerl@dhec.sc.gov
Phone: (803) 898-1346
Email: whitejm@dhec.sc.gov
Web: www.scdhec.gov/recycle
This program helps foster a thriving recycling economy in the state and promotes sustainable business practices for business, industry, government and other organizations. RMD helps to connect markets for recyclable materials.

South Carolina Department of Health and Environmental Control-Smart Business Recycling Program
Stacey Washington
Environmental Engineer
2600 Bull Street
Columbia, SC 29201
Phone: (803) 898-1329 or (800) 768-7348
Email: stacey.washington@dhec.sc.gov
Web: www.scdhec.gov/recyclebusiness
This program provides free, confidential, nonregulatory, technical assistance on recycling, waste reduction, beneficial reuse and other ways for businesses to conserve resources and improve their bottom line.

Environment Control – Green Hospitality Program
Anne McGovern
Program Coordinator
2600 Bull Street
Columbia, SC 29201
Phone: (803) 898-0998 or (800) 768-7348
Email: mcgovernar@dhec.sc.gov
Web: www.scdhec.gov/greenhospitality
This program is a free, voluntary program designed to help South Carolina’s hospitality industry reduce the environmental impact of its operations and incorporate environmental stewardship and sustainability in its business practices. It also promotes and recognizes hotels, restaurants and other hospitality facilities for their environmentally conscious practices.

South Carolina Department of Health and Environmental Control South Carolina Materials Exchange
Stacey Washington
Environmental Engineer
2600 Bull Street
Columbia, SC 29201
Phone: (803) 898-1329 or (800) 768-7348
Email: smartbiz@dhec.sc.gov
Web: http://www.scdhec.gov/scome
The Exchange is a free, Web-based service that seeks to reduce waste by facilitating the exchange of reusable materials by businesses, non-profit institutions and government agencies.

South Carolina Department of Health and Environmental Control–Green Resources Index
Web: https://www.scdhec.gov/environment/lwm/recycle/smart_business/green_resource_index.htm
This Index is designed to help business, industry, local government and others locate recyclers and users of by-products, equipment to help minimize waste, service providers to help you become environmentally friendly, and substitutes for hazardous materials.

South Carolina Department of Health and Environmental Control–Small Business Environmental Assistance Program
Phyllis Copeland
Ombudsman
2600 Bull Street
Columbia, SC 29201
Phone: (803) 898-0415
Email: copelapt@dhec.sc.gov
Web: www.scdhec.gov/environment/bag/sbepam
This program provides free non-regulatory environmental permitting, compliance, education, outreach and advocacy assistance to businesses.

SC Recycling Council-RecyclonomicsSC
Chantal Fryer
1601 Assembly Street
PO Box 2166
Columbia, SC 29202
Phone: (803) 737-0449
Email: CFryer@SCcommerce.com
Web: www.recyclonomicssc.com

South Carolina Department of Revenue
301 Gervais Street
Columbia, SC 29201
Phone: (803) 898-5000 (General Info) (803) 898-5709 (Income Tax Helpline) (803) 898-5788 (Sales Tax Helpline)
Web: www.sctax.org

South Carolina Energy Office
Ashlie Lancaster
Director
1200 Senate Street
408 Wade Hampton Building
Columbia, SC 29201
Phone: (803) 737-8030
Fax: (803) 737-9846
Web: www.energy.sc.gov
The office provides technical assistance, audits, workshops, education materials, project grants, loans and rebates to help businesses, public entities and the public save energy and money.

South Carolina Green Building Directory
Phone: (843) 529-3416
Web: www.scgreenbuildingdirectory.org
This directory is a free online tool of green building resources. Established by the South Carolina Sustainability Institute, it provides information on products and services that support green practices in the state.

South Carolina Recycling Markets Directory
Chantal Fryer
Senior Manager
1201 Main Street, Suite 1600
Columbia, SC 29201
Phone: (803) 737-0477
Email: cfryer@SCcommerce.com
Web: www.recyclinginsc.com/directory
This directory provides convenient search features allowing users to find outlets for recycling commodities.

South Carolina Sustainability Institute
Bryan Cordell
Executive Director
113 Calhoun St.
Charleston, SC 29401
Phone: (843) 529-3421
Email: director@sustainabilityinstitutesc.org
Web: www.sustainabilityinstitutesc.org
The institute helps homeowners, professionals and businesses transform their buildings into sustainable structures.

U.S. Green Building Council- South Carolina Chapter
Melissa Le Roy
Executive Director
1450 Fifth Street
N. Charleston, SC 29405
Phone: (843) 329-3131
Email: execdir@usgbcsc.org
Web: www.usgbc.org/index.php
This council provides courses and workshops on sustainable building design and construction, and also offers information on LEED certification.

U.S. Environmental Protection Agency-Region 4
Sam Nunn
Atlanta Federal Center
61 Forsyth Street, SW Atlanta, GA 30303
Phone: (404) 562-9900
Toll free: 1-800-241-1754
Web: www.epa.gov
This agency protects human health and the environment, develops and enforces regulations, provides grant opportunities and educational training.
LOCAL AREA & OTHER RESOURCES

A business’ success is dependent upon strong business connections – especially local connections. South Carolina has numerous local resources available to help get businesses up and running, and to help existing companies remain successful. Local resources consist of organizations that have the ability to connect businesses and key allies in the industry, both at the community level and throughout the state.

⇒ LOCAL ECONOMIC DEVELOPERS
Local Economic Development professionals are employed by South Carolina counties and municipalities to provide assistance for business in their area. They work to promote and ensure the economic growth of their community and are available to assist any business.

⇒ SOUTH CAROLINA REGIONAL ECONOMIC DEVELOPMENT ALLIANCES
There are several economic development alliances within South Carolina. Each alliance services a particular region of the state, often combining the resources of several counties to promote growth. All are willing to assist companies relocating to or expanding within South Carolina.

⇒ CHAMBERS OF COMMERCE AND OTHER BUSINESS ADVOCATE ORGANIZATIONS
Chambers of Commerce around the state serve the business community in a variety of ways. They promote the economic growth of communities and generally represent the business interests of the communities they serve. Chambers provide valuable resources that can greatly benefit a business.

⇒ COUNCIL OF GOVERNMENTS
South Carolina Council of Governments (COGs) are essential in assisting local governments with both local and regional development plans within the state. There are ten COGs in South Carolina, each representing a multi-county planning district.

⇒ SMALL BUSINESS DEVELOPMENT CENTERS
Small Business Development Centers (SBDC) provide technical business planning assistance and offer programs to assist businesses interested in access to federal procurement opportunities. SBDCs also provide assistance for firms interested in or capable of participating in the Department of Defense’s Small Business Innovation Research Program or Small Business Technology Transfer Program.

⇒ SERVICE CORPS OF RETIRED EXECUTIVES
The Service Corps of Retired Executives (SCORE) is a resource partner of the U.S. Small Business Administration, which provides business assistance with free private counseling and low-cost group workshops.

⇒ INCUBATORS
Business incubators are programs designed to assist in the successful development of entrepreneurial companies through a variety of business services and support. Incubators can help companies manage their business and provide valuable contacts that can accelerate any business.
LOCAL AREA & OTHER RESOURCES

ADVOCACY ORGANIZATIONS

Lowcountry Local First
Lauren Gellaty
Community Development Director
1630-2 Meeting Street
Charleston, SC 29405
Phone: 843-740-5444
Email: laurenl@lowcountrylocalfirst.org
Web: www.lowcountrylocalfirst.org

Lowcountry Local First is a non-profit organization with a mission to advocate the benefits of a local living economy by strengthening community support of our local independent businesses and farmers. They offer coworking space, local business networking, mentorship, GOODBusiness Summit, farm apprenticeship, incubation and workshops.

Health Sciences South Carolina
Helga Rippen
President & CEO
(803) 576-5902
Email: lindsay@lmcsc.org
Web: www.lmcsc.org

The mission of Health Sciences South Carolina is to support our members in improving the health of all South Carolinians by collaborating across the state of South Carolina with the goal of enabling evidence-based research.

Lowcountry Manufacturers Council
Lindsay S. McDaniel
LMC Director
P.O. Box 61569
N. Charleston, SC 29419
Phone: (843) 574-6300
Fax: (843) 574-6776
Email: Lindsay@lmcsc.org
Web: www.lmcsc.org

New Carolina
Ann Marie Stieritz
President & CEO
1411 Gervais Street, Suite 450
Columbia, SC 29201
Phone: 803-760-1400
Fax: 803-760-1401
Email: info@sccompetes.org
Web: www.sccompetes.org

New Carolina is a public-private partnership working to increase South Carolina’s prosperity and enhance South Carolina’s economic competitiveness through a cluster development strategy. New Carolina’s mission is to find, build and celebrate industry clusters in South Carolina and to improve the business environment for better growth.

SC Automotive Council
Catherine Hayes
Executive Director
5 Research Drive
Greenville, SC 29607
Phone: (864) 283-7109
Email: Catherine@myscma.com
Web: www.scautomotivecouncil.com

SC Manufacturers Alliance
James Richter
Communications and Marketing Director
1340 Bull Street
Columbia, SC 29201
Phone: (803) 799-9695
Email: James@myscma.com
Web: www.myscma.com

National Federation of Independent Businesses
Benjamin N. Homeyer
State Director
PO Box 8881
Columbia, SC 29202-8881
Phone: (803) 254-1476
Web: www.nfib.com

South Carolina Arts Commission
Ken May
Executive Director
1800 Gervais Street
Columbia, SC 29201
Phone: (803) 734-8696
Email: kmay@arts.sc.gov
Web: www.southcarolinaarts.com

South Carolina Chamber of Commerce
Lewis F. Gossett
President and CEO
1304 Bull Street
Columbia, SC 29201
Phone: (803) 252-5733
Fax: (803) 799-0678
Email: lgossett@myscma.com
Web: www.myscma.com

South Carolina Economic Developers’ Association
Jeff Ruble, CEcD
P.O. Box 1763
Columbia, SC 29202
Phone: (803) 929-0305 / (803) 978-7648
Fax: (803) 252-0589
Email: sceda@capconsc.com / jruble@scpowerteam.com

The South Carolina Economic Developers’ Association is a not for profit organization of 550+ members whose primary objective is to increase the effectiveness of individuals involved in the practice of economic development in South Carolina by encouraging cooperation, exchange of information and promotion of professional skills.

South Carolina Hispanic Chamber of Commerce
Evelyn Lugo
President
P.O. Box 1057
Taylors, SC 29687
Phone: (864) 643-7261
Email: elugo@sccmompetes.org
Website: http://sccmompetes.org/
The South Carolina Hispanic Chamber of Commerce was incorporated on August 30, 2007. Recognizing the need of an organization that could represent and help the growing Hispanic business community, the Chamber comes in a crucial moment in the Hispanic community. Although in the early stages, we are working toward a strong foundation, building up membership and community awareness of the existence of the Chamber. Our vision is to become a proactive Hispanic chamber of commerce by providing leadership and serving as a bridge between community leaders, different cultures, and the community at large.

South Carolina Manufacturers Alliance
Lewis F. Gossett
President and CEO
1340 Bull Street
Columbia, SC 29201
Phone: (803) 799-9695
Fax: (803) 711-8738
Email: lgossett@myscma.com
Web: www.myscma.com

South Carolina Small Business Chamber of Commerce
Frank Knapp Jr.
President & CEO
1717 Gervais Street
Columbia, SC 29201
Phone: (803) 252-5733
Fax: (803) 799-0678
Email: sbchamber@sccchamber.org
Web: www.scsbc.org

STEMinx
Tom Peters
Executive Director
100 Technology Drive
Clemson, SC 29634
Phone: (864) 650-0750
Email: ttpeters@clemson.edu
Web: sccoalition.org

LOCAL CHAMBERS OF COMMERCE

Greater Abbeville Chamber of Commerce
Kacy Pearman
Executive Director
107 Court Square
Abbeville, SC 29620
Phone: (864) 366-4600
Fax: (864) 366-4068
Email: abvchamber@wctel.net
Web: www.myscma.com

Clemson, SC 29634
Executive Director
107 Court Square
Abbeville, SC 29620
Phone: (864) 366-4600
Fax: (864) 366-4068
Email: abvchamber@wctel.net
Web: www.abbevillescchamber.com

Columbia, SC 29201
President & CEO
1304 Bull Street
Columbia, SC 29201
Phone: (803) 252-5733
Fax: (803) 799-0678
Email: sbchamber@sccchamber.org
Web: www.scsbc.org

STEMLinx
Tom Peters
Executive Director
100 Technology Drive
Clemson, SC 29634
Phone: (864) 650-0750
Email: ttpeters@clemson.edu
Web: sccoalition.org

LOCAL CHAMBERS OF COMMERCE

Greater Abbeville Chamber of Commerce
Kacy Pearman
Executive Director
107 Court Square
Abbeville, SC 29620
Phone: (864) 366-4600
Fax: (864) 366-4068
Email: abvchamber@wctel.net
Web: www.abbevillescchamber.com
South Carolina African American Chamber of Commerce
Stephen Gilchrist
President
319 Windingwood Circle
Blythewood, SC 29016
Phone: (803) 361-9479
Email: thegilchristassociates@gmail.com
Web: www.scachamber.com
The purpose of the South Carolina African American Chamber of Commerce is to be an advocate for prosperity, progress, and the permeation of success within every county and community in South Carolina as it relates to African American Businesses.

Greater Anderson Chamber of Commerce
Pamela L. Christopher, IOM
President & CEO
121 Center Drive
Anderson, SC 29621
Phone: (864) 222-8396
Email: pchchristopher@andersonscchamber.com
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The Office of Economic Engagement at USC is dedicated to fostering statewide economic growth through increased commercialization of cutting-edge research, connecting new and existing businesses with university resources and creating an environment where entrepreneurial students, faculty and staff can thrive. This office serves as a single point of contact for business and industry partners to connect to all of the resources of the university including USC’s intellectual property assets, research expertise, student talent and more. In addition, the Office of Economic Engagement is responsible for coordinating with university centers and institutes dedicated to program-specific entrepreneurship that provide mentoring and technical assistance to budding companies as well as the management of current and future Innovista district facilities, including laboratory space in IdeaLabs.

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FREQUENTLY ASKED QUESTIONS

HOW DO I START A BUSINESS IN SOUTH CAROLINA?

Starting a business should be an easy process. The first steps you should take include: obtaining a Federal Employer ID Number (EIN) or Federal Tax ID Number; registering your business with the state of South Carolina through the South Carolina Business One Stop (SCBOS); and getting a local business license anywhere you plan to conduct business. You should also use and take advantage of the resources outlined in this guide on how to successfully start and run a business. Check out the GETTING STARTED section for more information.

WHERE DO I GO TO GET A BUSINESS LICENSE?

Your local City Hall can assist you in obtaining a business license. The state does not have a business license requirement, but most cities and towns do. There are also eight counties that require additional business licenses, so check with your local municipality to determine their requirements. Check out the LICENSES, PERMITS AND REGULATIONS section for more information.

WHAT OTHER FORMS WILL I NEED TO START MY BUSINESS?

Depending on the type of business you are starting, you may need to have an Occupational Permit. The South Carolina Department of Labor, Licensing and Regulation has a listing of occupations that may require permitting. Check out the LICENSES, PERMITS AND REGULATIONS section for more information.

WHERE CAN I GO TO GET ASSISTANCE WITH WRITING MY BUSINESS PLAN?

Organizations like SCORE and the Small Business Development Centers are great resources for business planning and their services are free. Check out the GETTING STARTED section for more information.

ARE THERE ANY GRANTS FOR SMALL BUSINESSES?

Grants generally do not exist for for-profit businesses of any size. In South Carolina, grants are used primarily to fund public infrastructure and such grants are still extremely competitive. This infrastructure may benefit a for-profit company and is usually based on capital investment and job creation. Check out the FINANCING YOUR SMALL BUSINESS section for more information.

HOW DO I FINANCE MY BUSINESS?

Assistance from personal resources, such as family and friends, followed by traditional financing through a local lending institution are the most common methods for funding your startup business. Some businesses may qualify for assistance in the form of loan guarantees from the Small Business Administration (SBA). Many banks have departments that specialize in SBA lending. An SBA representative can help you to prepare your application for a loan. Check out the FINANCING YOUR SMALL BUSINESS section for more information.