



## NOMINATION FORM

CATEGORY OF THE MAYOR'S CIVIC AWARD (please tick):

<input type="checkbox"/>	Young Person of the Year Award
<input type="checkbox"/>	Citizen of the Year Award
<input type="checkbox"/>	Organisation Award

I nominate the following person/ organisation for a Mayor's Civic Award:

Surname:	
Forename:	
Title:	
Organisation Name:	
Contact details (including email)	

### THE RECOMMENDATION

Please state how the nominee has made a significant contribution to their nominated category. It is important that you provide as much detail as possible about the achievements of your nominee to help them stand out.

Please state in no more than 200 words the reasons why you consider that the nominee should receive a Mayor's Award.

Please describe in no more than 200 words the benefits resulting from the nominee's service to a particular field, area, group or community.

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Details of the person making the nomination:

<b>Surname:</b>	
<b>Forename:</b>	
<b>Title:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone No:</b>	
<b>Email address:</b>	
<b>Relationship to nominee</b>	
<b>Signature:</b>	
<b>Date:</b>	

By completing this form you are giving consent for Alcester Town Council to retain the information in accordance with the Data Protection Act 2018. Contact details are provided for the purposes of the Awards evening only.

**Please complete the form by 5pm Friday 18 October 2019 and return to:**

Sarah Duran  
Alcester Town Council  
Globe House  
Priory Road  
Alcester  
B49 5DZ

**Or email :** [mayor@alcester-tc.gov.uk](mailto:mayor@alcester-tc.gov.uk)

### **Guidance Notes for the Mayor's Civic Awards**

#### **Who can be nominated?**

The Mayor's Civic Awards use an 'open' nomination scheme. This means that anyone can nominate a resident or organisation for an award as long as the nominee meets the criteria for that award. To be accepted for nomination the resident or organisation must have met criteria within the category for which they are making a nomination outlined as follows:

#### **Young Person of the Year Award**

This award recognises an individual young person or group of young people, aged 18 and under who have made a positive contribution to the local community and demonstrated exceptional community spirit and civic responsibility. Nominations can be for excellence displayed in a number of ways including success in areas that are not normally recognised or awarded in other ways, for acts of bravery, kindness in helping others, outstanding commitment for caring for others or improving their community.

#### **Organisation Award**

This award recognises organisations that have made a significant contribution to the community of Alcester. This could include a voluntary body, sports club or charity. The award recognises organisations that make a significant contribution to our unique community spirit and promote Alcester outside of the town.

#### **Citizen of the Year Award**

This award recognises an individual's exceptional and continued commitment to the life of the community over a considerable period of time and an outstanding contribution to the life of the community. Someone who has supported the community and made a difference time and time again, with a real commitment to others who live, work or learn in the town and includes volunteering, community work, helping neighbours or carrying out exceptional deeds.

### **When can nominations be made?**

Nominations are open between Monday 2 September and Friday 18 October 2019. Nomination forms can be downloaded from the Alcester Town Council website or obtained from the Town Council office in Globe House or from Alcester Library. They can be sent by e-mail to [mayor@alcester-tc.gov.uk](mailto:mayor@alcester-tc.gov.uk) or posted to Sarah Duran at Alcester Town Council, Globe House, Priory Road, Alcester, B49 5DZ.

### **How will the winners of the awards be decided?**

Following the deadline date all the nominations will be passed to the Mayor who will select the winner of each award category.

### **When will the winners be announced?**

The winners of the Mayor's Civic Awards will be announced at a special event to be held on the evening of 29 November 2019 at the Jubilee Centre off St Faiths Road. Invitations to shortlisted nominees and nominators will be sent ahead of the Awards Evening.

### **Important nomination information**

- Nominees must be Alcester residents
- A separate form must be completed for each nomination
- Nomination forms that highlight more than one category will be disqualified
- Alcester Town Council is collating information for the sole purpose of evaluating the nominations for the Mayor's Civic Awards
- Information provided on the nomination form will only be disclosed to relevant council officers dealing with the Awards
- Nominations for the Awards will only be kept until the Awards Evening
- Award Winners will be disclosed to the press and other media
- Please ensure your applications are **returned by 5pm on Friday 18 October**
- The Mayor's decision is final