



NOMINATION FORM

CATEGORY OF MAYOR'S CIVIC AWARD

(Please tick as applicable):

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

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

Surname of nominee: (Where applicable)	
Forename: (Where applicable)	
Title: (Where applicable)	
Business/ Organisation Name: (Where applicable)	
Contact details for nominee (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, business sector or the community.

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Details of the person making the nomination:

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

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 see our [Privacy Notice](#).

Please complete and return the form by 5pm Wednesday 13 December 2023 to:

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

Or email: 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, organisation or business for an award as long as the nominee meets the criteria for that award.

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 eg. acts of bravery, kindness in helping others, outstanding commitment for caring for others or improving our community.

Organisation Award

This award recognises an organisation that has made a positive impact on the community of Alcester. This could include a voluntary body, sports club or charity which has made a significant contribution to our unique community spirit and has promoted Alcester outside of the town.

Business of the Year Award

This award seeks to recognise a business that has made a significant contribution to Alcester in the broadest sense. This could include the economy, promotion of tourism, establishing Alcester as a centre of excellence or support for community events.

Citizen of the Year Award

This award recognises an individual's exceptional and continued commitment to Alcester 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 could include volunteering, community work, helping neighbours or carrying out exceptional deeds.

When can nominations be made?

Nominations are open between Monday 13 November and Wednesday 13 December 2023. Nomination forms can be downloaded from the Alcester Town Council website as an editable PDF. Alternatively, hard copies can be obtained from the Town Council office in Globe House or from Alcester Library. Completed forms can be sent by e-mail to 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 reviewed by 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 Friday 19 January 2024 at the Greig Hall. Invitations to shortlisted nominees and nominators will be sent ahead of the Awards Evening.

Important nomination information

- 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 Wednesday 13 December 2023**
- The Mayor's decision is final