

# The South Gloucestershire Council Chair's Community Awards 2016

**A celebration of community work and volunteering**

Nomination form

[www.southglos.gov.uk/communityawards](http://www.southglos.gov.uk/communityawards)



Thank you for nominating for the South Gloucestershire Council Chair's Community Awards 2016. The deadline for applications is 31 January 2016.

### Please read these notes before completing your nomination form

1. If the individual is a volunteer, working without pay apart from expenses, they must be making their contribution for the benefit of residents in South Gloucestershire.
2. If the person has received payment for their work, they must have shown additional voluntary effort and dedication well beyond that expected from their employment.
3. The candidate must have made a real difference in a number of ways, for example:
  - time dedicated to the work they do
  - leadership and the motivation of others
  - developing ideas that have helped others
  - helping others overcoming significant challenges
4. We **cannot** accept nominations from:
  - immediate family members
  - self-nominators
  - groups
  - elected Councillors currently in post, unless the nomination is for work not associated with the Councillor role
  - previous winners for the same type of contribution
5. You may nominate more than one person using a separate nomination form for each.
6. If possible we would prefer the forms to be returned via email to the address at the end of this form. If you have additional printed supporting material for the application this can be posted following an email submission.

### Important Information

- The closing date is 31 January 2016.
- Nominees will be notified in the week commencing 15 February 2016.
- All award winners will be invited to attend the South Gloucestershire Council Chair's Community Awards ceremony in March.

## Section 1: The nominee

Complete the contact details for the individual you are nominating

Nominee's surname:

Nominee's forename:

Nominee's title:

Nominee's date of birth –  
or approximate age if  
date of birth is unknown

### Nominee's contact details

Telephone:

Email:

Nominee's nationality

## Section 2: About you (the nominator)

Complete your contact details

Your surname:

Your forename:

Your title:

Your contact details

Your relationship to the nominee  
(e.g. colleague, friend)

## Section 3: Information to support your nomination

**3a:** Please state in no more than 20 words the service for which you consider the nominee should receive an award:

**3b: Please list the roles/activities in which the nominee has excelled.**

**The more detailed the description the better. Please include the following;**

- The start and end dates of the role /activity (if you do not know exact dates, please estimate the period of time)
- How you feel that the nominee has excelled in their role/activity (outline their achievements)
- The benefits and positive outcomes to the area, group or the community at large (consider how widely the benefits have been felt)
- Please state if the role was paid or unpaid or if you do not know.

**3c: Are there other people providing a similar service to that of the nominee?**

(Please tick as appropriate)

Yes      No

If yes, please tell us what makes the nominee and their contribution stand out from others providing a similar service?

## Section 4: National honours

We would like to submit some individual nominations to be considered for a national honour. All details of this nomination, including contact details, could be sent to the national honours committee. For more information on national honours see [www.gov.uk/honours](http://www.gov.uk/honours)

**4a: Can we submit this application for a national honour?**

Yes, please complete 4b to 4d

No, please skip to 'Submitting your nomination'

**4b:** Please list any other way in which the nominee's contribution has been recognised elsewhere, for example media, by awards, by professional/interest groups or through local government:

**4c:** Please include any documents that provide evidence of that recognition for example newspaper clippings or letters.

If sending the form via email, please list the relevant documents and post them using the details at the end of this form.

**4d: Letters of support**

Please obtain two or more letters that endorse the nominee's contribution from people who are familiar with his or her services. Ideally these should be returned with this form, but they may be sent separately. Please list below the names of the supporters, and tick the box if their letter is to follow.

Supporter's name	Role in which the supporter has known the nominee (for example colleague or friend)	Please tick the box if their letter of support is to follow
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## Submitting your nomination

This form can be returned via email to: [communityawards@southglos.gov.uk](mailto:communityawards@southglos.gov.uk)  
(Please note this email is only monitored between December and April).

Any supporting documents or printed forms can be sent to: Community Awards, Member Services, South Gloucestershire Council, Chief Executive & Corporate Resources Department, PO Box 300, Civic Centre, High Street, Kingswood, Bristol BS15 0DS.

If you have any queries about completing the form please contact us via:  
Email: [communityawards@southglos.gov.uk](mailto:communityawards@southglos.gov.uk)  
Phone: 01454 863019

**The closing date for nominations is: 31 January 2016.**

## Equality monitoring

The information provided in this section is used for monitoring purposes only, to allow us to compile information about who nominates and is nominated for awards. It is not used to assess nominations and has no bearing on the outcome of the nomination.

You do not have to provide this information, but it helps the monitoring of the awards system if you do.

## Equality monitoring – Disability

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to perform normal day-to-day activities.

Do you consider that you have a disability? (Please tick as appropriate.)

Yes      No      Prefer not to say

Do you consider that the nominee has a disability? (Please tick as appropriate.)

Yes      No      Prefer not to say

## Equality monitoring – Ethnic origin

Which group **do you** identify with? Please tick one box.  
The options are listed alphabetically.

### Asian

Bangladeshi

Indian

Pakistani

Any other Asian background (specify if you wish)

### Black

African

Caribbean

Any other Black background (specify if you wish)

### Chinese

Any Chinese background (specify if you wish)

### Mixed Ethnic background

Asian and White

Black African and White

Black Caribbean and White

Any other mixed Ethnic background (specify if you wish)

### White

White background (specify if you wish)

### Any other Ethnic background

Any other Ethnic background (specify if you wish)

