



## Individual Nomination Form

# The South Gloucestershire Chair's Community Awards 2021/22

**A celebration of community work and volunteering**

**Thank you for submitting a nomination for the South Gloucestershire Chair's Community Awards 2021/22. The deadline for applications is 19 November 2021.**

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

1. The individual must be making their contribution as a volunteer (without pay apart from expenses) 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. Please make this clear on the form.
3. The candidate has 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 as follows:
  - from immediate family members
  - self-nominations
  - groups – a separate form is available for group nomination at [www.southglos.gov.uk/communityawards](http://www.southglos.gov.uk/communityawards)
  - for elected Councillors currently in post, unless the nomination is for work not associated with the Councillor role
  - previous winners for the same area 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**

- Closing date is Friday 19 November 2021
- Award Winners will be notified in December 2021. All award winners will be invited to attend the South Gloucestershire Chair's Community Awards on 19 January 2022.

## Section 1: About You

Complete **your** contact details

Surname:	
Forename:	
Title: (Mr/Mrs/Miss/Other-please specify)	
Relationship to the person you wish to nominate (e.g. colleague, friend)	
How can we contact you?	

## Section 2: About the person you wish to nominate

Complete the contact details for the person you are nominating.

Surname:	
Forename:	
Title:(Mr/Mrs/Miss/Other-please specify)	
Date of Birth or approximate age	
Address of person you are nominating	
How can we contact the person you are nominating?	
Email Address	

### Section 3: Tell us about the person you wish to be awarded

Please list the roles/activities which the person has been/is involved in.

<b>Role/Activity</b> (e.g. Chairperson/Volunteer)	<b>Length of time in role.</b> (Please include start & end dates if possible.)	<b>Is the role; Paid/Unpaid/Don't know</b> (If paid –which activities do they undertake which are over and above their paid duties?)

In order for the panel to decide if an award is to be made, we will need **as much detail as possible**. Please answer the following questions as fully as you are able.

(If necessary use a separate sheet.)

**Please describe the service(s) for which you consider the person you wish to nominate should receive an award.**

Please describe in the box below the impact of their voluntary service and how their actions benefit others in the group, community or area.

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**Are there others who provide this service/role? Yes/No (please delete as appropriate)**

**If yes, please explain in the box below what makes the person and their contribution stand out from others.**

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**If you are aware, please list any other way in which the persons contribution has been recognised, for example media, by awards by professional/interest groups or through local government?**

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**Please include any documents which 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 or scan them as part of the attachment.

### **Letters of support**

It is helpful if there are others whom are able to support your application. If possible, please obtain a letter/email which endorses the persons 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 complete all of the boxes below in full.

Name of Supporter	Email or Telephone	How does the supporter know the person nominated? (e.g.friend/colleague)	Letter Attached/To Follow (Please confirm)	Is the supporter happy to be contacted? (Please confirm)

### **National Honours**

In some instances we feel that the individual nomination may be suitable to be considered for a National Honour. If you would like this person to be considered for a National Honour and are happy to be contacted about this, please indicate below.

For more information about National Honours, please see [www.gov.uk/honours](http://www.gov.uk/honours)

**Can we contact you to discuss submission of this application for a National Honour? (please tick)**

Yes

No

### **Submitting your nomination**

This form and scanned documents can be returned via email to:  
[communityawards@southglos.gov.uk](mailto:communityawards@southglos.gov.uk)

Any supporting documents or printed forms can be sent to: Member Services,  
Community Awards, South Gloucestershire Council, Chief Executive & Corporate  
Resources Department, P.O Box 1953, Bristol, BS370DB

If you have any queries about completing the form please contact us as follows;

Email: [communityawards@southglos.gov.uk](mailto:communityawards@southglos.gov.uk) Telephone: 01454 863019

**The closing date for nominations is: Friday 19 November 2021**

## Equality monitoring

The information provided in this section is used for monitoring purposes only.

It allows us to compile information about who nominates and is nominated for awards. By collecting this information, we can check whether all diverse communities across South Gloucestershire participate and are aware of the opportunity to participate.

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 will help us to ensure that as many people as possible across South Gloucestershire are aware of the opportunity to participate in the Community Awards process.

### Age

Please select for yourself

Under 18 years	<input type="checkbox"/>	45-64 years	<input type="checkbox"/>
19-24 years	<input type="checkbox"/>	65-74 years	<input type="checkbox"/>
25-44 years	<input type="checkbox"/>	Over 75 years	<input type="checkbox"/>

Please tick all that apply for the group you are nominating

Under 18 years	<input type="checkbox"/>	45-64 years	<input type="checkbox"/>
19-24 years	<input type="checkbox"/>	65-74 years	<input type="checkbox"/>
25-44 years	<input type="checkbox"/>	Over 75 years	<input type="checkbox"/>

### Gender

Please select for yourself

Please tick all that apply for the group you are nominating

Male	<input type="checkbox"/>	Male	<input type="checkbox"/>
Female	<input type="checkbox"/>	Female	<input type="checkbox"/>
Other	<input type="checkbox"/>	Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

### Disability

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment which 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?

Do you consider that anyone in the group you have nominated has a disability?

Yes	<input type="checkbox"/>	Yes	<input type="checkbox"/>
No	<input type="checkbox"/>	No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>



Ethnic origin			
The options are listed alphabetically.			
Which group <b>do you</b> identify with? Please tick one box.		Which group does the <b>person you have nominated</b> for an award identify with? Please tick all boxes that apply	
Arab	<input type="checkbox"/>	Arab	<input type="checkbox"/>
Asian/Asian British – Bangladeshi	<input type="checkbox"/>	Asian/Asian British – Bangladeshi	<input type="checkbox"/>
Asian/Asian British – Indian	<input type="checkbox"/>	Asian/Asian British – Indian	<input type="checkbox"/>
Asian/Asian British – Pakistani	<input type="checkbox"/>	Asian/Asian British – Pakistani	<input type="checkbox"/>
Asian/Asian British – Chinese	<input type="checkbox"/>	Asian/Asian British – Chinese	<input type="checkbox"/>
Asian/Asian British – Other (please state)		Asian/Asian British – Other (please state)	
Black/African/Caribbean/Black British – African	<input type="checkbox"/>	Black/African/Caribbean/Black British – African	<input type="checkbox"/>
Black/African/Caribbean/Black British – Caribbean	<input type="checkbox"/>	Black/African/Caribbean/Black British – Caribbean	<input type="checkbox"/>
Black/African/Caribbean/Black British – Other (please state)		Black/African/Caribbean/Black British – Other (please state)	
Mixed/Multiple Ethnic Groups – White & Asian	<input type="checkbox"/>	Mixed/Multiple Ethnic Groups – White & Asian	<input type="checkbox"/>
Mixed/Multiple Ethnic Groups – White & Black African	<input type="checkbox"/>	Mixed/Multiple Ethnic Groups – White & Black African	<input type="checkbox"/>
Mixed/Multiple Ethnic Groups – White & Black Caribbean	<input type="checkbox"/>	Mixed/Multiple Ethnic Groups – White & Black Caribbean	<input type="checkbox"/>
Mixed/Multiple Ethnic Groups – Other (please state)		Mixed/Multiple Ethnic Groups – Other (please state)	
White – English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>	White – English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>
White – Irish	<input type="checkbox"/>	White – Irish	<input type="checkbox"/>
White – Roma	<input type="checkbox"/>	White – Roma	<input type="checkbox"/>
White – Other (please state)		White – Other (please state)	
Other ethnic group (please state)		Other ethnic group (please state)	
Prefer not to say	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>