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## **Nomination for the Lancaster City Council Citizenship Awards 2008**

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### **GUIDANCE NOTES**

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#### **1. Who can make a nomination**

Anyone can make a nomination by completing the attached nomination form and forwarding it to the Mayor's Office, Town Hall, Lancaster, LA1 1PJ by (*closing date to be inserted*).

#### **2. Who can be nominated**

The nominee must be a person who provides an outstanding contribution in one or more ways to people in the Lancaster District.

#### **3. Completing the form**

Please complete the nomination form as accurately as you can, following the instructions in each section. Please provide as much information as you possibly can about your nominee, trying to explain their contribution to a particular cause or area of work.

You can add sheets of paper to this form, but please make sure that you clearly mark the section to which the additional information refers.

#### **4. Categories for nomination**

*(These will be confirmed following the meeting of the Council Business Committee)*

There are two categories for nomination. These are:

- Individual contribution
- Group Contribution

From these categories an Outstanding Achievement Award will also be presented.

#### **5. Success of your nomination**

Whatever the outcome, the nominating person will be advised whether their application has been successful or not. For those who have been selected as winners, they will be advised directly of their nomination and subsequent success.

#### **6. Confidentiality**

Because not everyone nominated will receive an award, please treat this application as confidentially as you can. It would not be fair to raise someone's expectations in case they are not successful this year, and you should not be deterred from applying in future years.

#### **7. Enquiries**

Enquiries about the Awards can be made to the Mayor's Office, Town Hall, Lancaster, LA1 5JA, telephone (01524) 582070 or by email to [mayor@lancaster.gov.uk](mailto:mayor@lancaster.gov.uk)

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**Nomination for the Lancaster City Council Citizenship Awards 2008**

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***NOMINEE***

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Please clearly print or type the following details about the person to be nominated. You must ensure that all sections of the form are completed.

Surname: \_\_\_\_\_ Please ensure accurate spelling

Forenames: \_\_\_\_\_

Known as: \_\_\_\_\_ If different from above

Title: \_\_\_\_\_ Eg. Mr, Mrs, Rev, Dr

Building name: \_\_\_\_\_

House number and street: \_\_\_\_\_

Village: \_\_\_\_\_

Town: \_\_\_\_\_

County: \_\_\_\_\_

Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Approximate age if date of birth not known

Telephone number: \_\_\_\_\_

*Please note:*

*The information contained in this nomination form is strictly confidential and will not be used for any other purpose than the administration of the Lancaster City Council Citizenship Awards.*

On this page, please provide information on how the nominee has made a significant contribution in their area of activity.

Please tell us how the nominee has changed things for individuals or communities, how they have achieved this and provide examples of how they have achieved this. You must also state whether this has been achieved in the public, private or voluntary sectors.

Please provide as much information as possible about what your nominee has achieved and what makes them stand out against others and make it clear whether they have helped in one area or in a number of different areas.

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***In what role(s) or area(s) has the nominee excelled?***

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***How has the nominee achieved this?***

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***How has the nominee changed the lives of people, groups or the local community?***

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***How long has the nominee been providing this commitment?***

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***Has the nominee ever received any recognition from elsewhere, for example by media coverage or receiving other awards?***

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***What makes this person stand out from other who do similar work?***

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***In this section please provide details of the work undertaken by the nominee, either in a paid or voluntary capacity. If possible please provide the start and end dates for this activity and indicate whether this person is still involved in this area of activity.***

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***Letters of support***

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**Please obtain letters of support for your nominee from people who are familiar with his or her services. These should be attached to this form on submission. Please list below the names of supporters below.**

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***DETAILS OF PERSON MAKING THE NOMINATION***

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Surname:	_____	Please ensure accurate spelling
Forenames:	_____	
Known as:	_____	If different from above
Title:	_____	Eg. Mr, Mrs, Rev, Dr
Building name:	_____	
House number and street:	_____	This address will be used for an acknowledgment and any future correspondence
Village:	_____	
Town:	_____	
County:	_____	
Postcode:	_____	
Date of Birth:	_____	Approximate age if date of birth not known
Telephone number:	_____	
Relationship to nominee	_____	Please state your relationship to the nominee eg. Son, friend, colleague

**Please return the completed form and all supporting documentation to:**

**The Mayor's Office  
Town Hall  
Lancaster  
LA1 1PJ**

**Telephone (01524) 582070  
Fax (01524) 582172  
Email [mayor@lancaster.gov.uk](mailto:mayor@lancaster.gov.uk)**