



Dear Sir/Madam

**Re: Mayor's Community Awards 2017**

Thank you for your interest in the **Mayor's Community Awards 2017**.

Enclosed is a Nomination Form with guidance notes included for each section.

Please note that the Assessment Panel can only score on information provided in the nomination form so it is important that you read the guidance notes and complete each section, supplying as much information as possible to enable the assessment panel to award an appropriate score.

Completed nominations may be returned by hand or post to:

Community Services  
Bridge Community Centre  
50 Railway Street  
Lisburn BT28 1XP  
T: 028 92 662496  
E: [bridge.community@lisburncastlereagh.gov.uk](mailto:bridge.community@lisburncastlereagh.gov.uk)

or

Community Services  
Bradford Court Offices  
Upper Galwally  
Castlereagh BT8 6RB  
T: 028 90 494550  
E: [community.services@lisburncastlereagh.gov.uk](mailto:community.services@lisburncastlereagh.gov.uk)

**Closing date for receipt of nominations is:**

**4.00pm on Friday 4th November 2016**

*Late nominations **will not** be accepted.*

If you have any additional questions please contact Community Services at the above contact details.

Good luck with your nomination!

Yours sincerely

Rhonda Frew  
Community Support Officer  
Lisburn & Castlereagh City Council

# NOMINATION FORM

This form must be completed in BLOCK CAPITALS, printed in black ink or typed.

Please return nominations to:

Community Services  
Bridge Community Centre  
50 Railway Street  
Lisburn BT28 1XP  
T: 028 9266 2496  
E: [bridge.community@lisburncastlereagh.gov.uk](mailto:bridge.community@lisburncastlereagh.gov.uk)

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The Mayor's Community Awards scheme has been developed by Lisburn & Castlereagh City Council in partnership with Volunteer Now, South Eastern Health & Social Care Trust and the Education Authority. The aim of the awards is to recognise the valuable contribution and time commitment of individuals and groups across the Lisburn & Castlereagh City Council area.

We all know people who go the extra mile to help others without looking for praise. They may volunteer or work alone or as part of a group. Why not take the time to say 'thank you' to those people/groups who do so much in our local communities. All you have to do is take a few moments to complete a Nomination Form. Nominees and nominators will be invited to attend the Mayor's Community Awards Ceremony in March 2017.

## 2017 AWARD CATEGORIES

### Fundraiser of the Year

Nominations will be accepted for **volunteers** who are making a significant contribution towards sustaining the work of community/voluntary groups in the Lisburn & Castlereagh City Council area through fundraising initiatives.

### Young Champion of the Year

Nominations will be accepted for young people (between the ages of 16 – 25) who are making a significant contribution to community life in the Lisburn & Castlereagh City Council area.

### **The Brian McDowell Life Long Commitment Award**

Nominations will be accepted for individuals who have served the local community or a particular cause for over 20 years making a significant difference to the lives of others in the Lisburn & Castlereagh City Council area.

### **Bringing Communities Together Award**

Nominations will be accepted for individuals and groups in the Lisburn & Castlereagh City Council area working tirelessly to bring people together and who have demonstrated a commitment towards improving community relations and a more united and shared society.

### **Office Bearer Award**

Nominations will be accepted for individuals who are a member of a community/voluntary sector management committee or board in the Lisburn & Castlereagh City Council area, making a huge contribution towards group sustainability and good governance.

### **Community Impact Award**

Nominations will be accepted for individuals and groups in the Lisburn & Castlereagh City Council area who are making a significant difference to the lives of others or to community life, for example, a particular project or cause that has changed the community for the better.

### **Team Spirit Award**

Nominations will be accepted for groups working within the community/voluntary sector in the Lisburn & Castlereagh City Council area to help address needs within local communities or the lives of other people and in doing so have shown exceptional team spirit.

### **Arts & Culture Award**

Nominations will be accepted for individuals and groups in the Lisburn & Castlereagh City Council area using arts and culture to help make a difference and impact within local communities.

### **NOMINATING IS EASY!**

Simply complete the following sections of the Nomination Form and return to Community Services at the contact details above.

Our Selection Panel will consider every nomination and overall winners will be selected for each category.

## **Tips for Nominating**

### **Don't assume that the Assessment Panel members know what the person/group you are nominating does.**

Panel members can only assess the nomination based on the information that is provided on your Nomination Form. Therefore, provide as much information as you can. Although panel members may know the person/group nominated they cannot add any extra information to the assessment process.

### **Talk to the person/group that you are thinking of nominating about their work/service, or to others who know them.**

It can be surprising to discover what other areas of work/service that people are involved in. If you don't want a person/group to know that you are thinking of nominating them, simply have a conversation with them over a cup of tea/coffee to find out what else they do. You may find out that they have more experience than you realised.

### **Tell the person/group's story in simple terms.**

To let the Assessment Panel members have a better sense of what the person/group does, write your nomination to clearly show how what they are doing makes a difference in the community. Keep it simple without overuse of jargon so that the nomination becomes real for the Assessment Panel members.

### **Don't forget the small things that make a real difference.**

When thinking of nominating a person/group consider the small things that they do beyond their role. Everyone has something to offer and every role is valued. It may be that they are always there when needed; that they go that extra mile; that they are willing to undertake any duties; are always thinking of others and how they can help.

### **Nominate as many of your people/groups as you wish to.**

Organisations sometimes are reluctant to nominate because they don't wish to single anyone out for special recognition above others. We would encourage you to nominate as many people as you wish to. Even better, why not nominate all of your team.

PLEASE SELECT WHICH CATEGORY YOU ARE SUBMITTING THIS  
NOMINATION FORM UNDER:

Please Note: The Assessment Panel reserves the right to move  
nominations to a different category if they feel it is appropriate to do so.

◆ FUNDRAISER OF THE YEAR

◆ YOUNG CHAMPION OF THE YEAR

◆ THE BRIAN MCDOWELL LIFE LONG COMMITMENT AWARD

◆ BRINGING COMMUNITIES TOGETHER AWARD

◆ OFFICE BEARER AWARD

◆ COMMUNITY IMPACT AWARD

◆ TEAM SPIRIT AWARD

◆ ARTS & CULTURE AWARD

## GUIDANCE NOTES

PLEASE COMPLETE ALL RELEVANT SECTIONS OF THIS FORM

### SECTION 1 – YOUR DETAILS (NOMINATOR)

Name

Address

Postcode

Telephone

Mobile

Email address

### SECTION 2 – DETAILS OF THE INDIVIDUAL/GROUP YOU ARE NOMINATING

Name

Group

Address

Postcode

Telephone

Mobile

Email address

Is the service/work carried out within the Lisburn & Castlereagh City Council Area?

Yes  No

Please ensure that you provide us with full contact details, including telephone number. This information will be used in case we need to contact you for any clarification or additional information about your nomination.

We will also use these contact details to issue any invitation to attend the Awards Ceremony.

Please ensure that you provide up-to-date contact information for the person / group that you are nominating and please print their name as it would appear on a certificate.

We will use this information to inform the nominee of their nomination and to issue invitations to the Awards Ceremony.

Only service/work taking place in the Lisburn & Castlereagh City Council area will be considered.

**PLEASE NOTE**

The Assessment Panel can only assess your nomination based on the information contained within this Nomination Form. Any prior knowledge will not be taken into consideration

If you don't know the exact number please provide an estimate

Please outline who benefits from the work/service carried out by the individual.

Please explain how you know the individual and tell us about their work/service.

For example: 'Voluntary Advisor' – provides a range of advice and information to local communities on benefits, debt and employment issues.

**SECTION 3**

Please complete **ONE** of the following sections for either an individual or a group nomination:

**INDIVIDUAL NOMINATIONS ONLY**

(Please complete for individual nominations only)

How long has the individual been involved in their role?

What are the average hours per week spent carrying out their role?

Who are the people that benefit from the individual's service/ work?

How do you know the individual?

**GROUP NOMINATIONS ONLY**  
(Please complete for group nominations only)

Please indicate the type of group you are nominating?

For Example:  
Older Person's  
Group, Youth  
Group, Sports  
Group, etc.

Please indicate the date group was formed?

How many people are currently involved in the group?

Does the group employ any staff?

Yes  No

If you don't  
know the exact  
number please  
provide an  
estimate.

If yes, how many?

How many hours per week does the group operate?

If you don't  
know the exact  
number please  
provide an  
estimate.

Who are the people that benefit from the group's service/work?

Please include  
everyone you  
know of that  
the group  
supports.

Please tell us how the group you are nominating demonstrates Good Governance/Practice?

Please  
consider the  
group's  
policies/  
procedures,  
training/  
development  
and roles/  
responsibilities





**What would be the impact in the community if the individual/group stopped doing what they do?**

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**Why do you believe this person/group should be selected as the Mayor's Community Awards Winner?**

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**In one sentence describe the individual/group?**

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**Use this section as your personal statement to explain what makes this person or group stand out and why you feel they should become the winner of the Mayor's Community Award.**

## SECTION 5 – ANY ADDITIONAL INFORMATION

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Use this section to provide any additional information which you feel the Assessment Panel would find beneficial when making their decision.

### How did you hear about the Mayor's Community Awards?

Local paper (Please specify) _____	<input type="checkbox"/>
Correspondence from Council	<input type="checkbox"/>
Facebook <input type="checkbox"/>	Local community centre <input type="checkbox"/>
Council website <input type="checkbox"/>	Promotional leaflet <input type="checkbox"/>
Word of mouth <input type="checkbox"/>	Poster in local shopping centre <input type="checkbox"/>

## SECTION 6 – DECLARATION

I confirm that to the best of my knowledge all the information on this Nomination Form is correct and up to date.

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Only signed and dated Nomination Forms will be accepted.

The Mayor's Community Awards have been developed by Lisburn & Castlereagh City Council's Community Services in partnership with Volunteer Now, South Eastern Health & Social Care Trust and the Education Authority.

