

## **Nomination guidance for the Civic Awards**

### **Who can be nominated?**

The Civic Awards use an 'open' nomination scheme. This means that anyone can nominate a resident, group, organisation or business within the city for an award as long as the nominee meets the criteria for that award.

To be accepted for nomination the resident, group, organisation or business **must** have met criteria within the category for which they are making a nomination, outlined as follows:

#### **Young Person 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 fields, including success in subjects that are not normally recognised or awarded in other ways, for acts of bravery, kindness in helping others, outstanding commitment for caring for others or improving their community.

#### **Lifetime Achievement Award**

- This award recognises an individual's exceptional and continued commitment to the life of the community over a considerable period of time and demonstrated an outstanding contribution to the life of the community, typically for a period exceeding twenty years.
- This award recognises individuals who support the community and make a difference time and time again, with a real commitment to others who live, work or learn in the city and includes volunteering, community work, helping neighbours or carrying out exceptional deeds spanning a lifetime.

#### **Community Involvement Award**

- This award recognises individuals or community and voluntary groups based in Peterborough who have made a positive contribution to the local community, people who make an extra effort to bring the community together or those who go out of their way to help others or a charity in their own time.
- This award is for those who make an outstanding contribution to the community; whether it's popping in on a neighbour every day, organising or supporting community groups or events, or improving the locality for the benefit of everyone.

#### **Business Award**

- This award recognises businesses who have contributed best to the community in any way or for those who champion local businesses and their interests.
- This award can be presented to a local business that has created jobs or nurtured and promoted the skills of local residents or invested in making the city a great place to live, work and conduct business.

#### **Environment Award**

- This award is for those who have made a significant difference to the conservation and protection of the city and its surrounding area's natural environment.
- This award highlights those people who work to celebrate or protect the environment we live in.
- It could be someone who champions recycling, is passionate about protecting and conserving the environment or who is involved with an environmental project in the city.

### **Contribution to Art and Culture Award**

- This award recognises work in the arts in a voluntary or professional capacity for anyone who has made an outstanding contribution within the city.
- Typically the nominee would have undertaken imaginative work in any one of the arts, such as drama, dance, music literature, the visual arts and crafts including photography and/or demonstrated good practice in the organisation of arts, projects and events.
- This award is for those who may be the star of the show or they could work behind the scenes, helping to make it happen.

### **Contribution to Sport Award**

- This category recognises sporting endeavour, whether it's playing, organising or contribution to local sports development or coaching.
- This award is for those who have achieved in any sport and recognises achievements for performances and representing at local, national or international sport.
- They may have overcome adversity such as illness or disability to achieve a personal goal.
- It is also to celebrate and thank those who give their time to working behind the scenes at the city's local sporting clubs and groups.

### **When can nominations be made?**

Nominations are now welcomed and nomination forms can be downloaded from this website. Nomination forms are also available from the Civic Office, please ask for an Officer at the Town Hall Reception. If you have difficulty in understanding the form, please do let us know

### **When is the closing date for nominations for the Civic Awards?**

Nominations can be made until **5pm on 30 October 2018**. They can be sent by e-mail to [susan.proctor@peterborough.gov.uk](mailto:susan.proctor@peterborough.gov.uk) or posted to:

Sue Proctor  
Civic Office  
Peterborough City Council  
Town Hall  
Peterborough  
PE1 1HG

### **How will the winners of the awards be decided?**

Following the deadline date all the nominations will be passed to the Honours Panel who will meet in November 2018 to draw up a shortlist of finalists and select the winner of each award category.

### **Who forms the Honours Panel?**

The Honours Panel is chaired by Councillor Peter Hiller and will include representatives from the political groups and the Chief Executive.

### **When will the winners be announced?**

The winners of the Civic Awards will be announced at one of the Council Meetings. Nominees will be invited to hear the Winners Announcement.

### **Important nomination information:**

- A separate form must be completed for each nomination.
- Nomination forms that highlight more than one category will be disqualified.
- Please ensure your applications are returned by 5pm on 30 October 2018.
  
- Peterborough City Council is collating information for the sole purpose of evaluating the nominations for the Civic Awards.

- Information provided on the nomination form will only be disclosed to relevant council officers dealing with the Awards and members of the Honours Panel. The names of each winner, reasons for their nomination and the award category will be disclosed to the press and other media.
- You should note that applications for the Awards will be kept for a period of three years.
- The Honours Panel's decision is final.