**CONFIDENTIAL**

**Congleton Coronavirus Civic Award**

**(Closing date for nominations Friday 28th May 2021)**

**IMPORTANT NOTE: Please do not inform a nominee that they are being considered for an award.**

Those selected will be contacted and asked whether or not they wish to accept the award. As the nominator you will be informed whether or not the nomination has been successful.

# Your contact details

|  |  |
| --- | --- |
| Your name |  |
| Your address |  |
| Your email |  |
| Your telephone number |  |

**Nominee's contact details**

|  |  |
| --- | --- |
| Nominee's name |  |
| Nominee's address |  |
| Nominee's email |  |
| Nominee's telephone number |  |

**Is the nominee? (Place a X next to the appropriate category)**

Individual Community Organisation Business Youth Award nominee

Please give as much detail as to why the nominee should be considered for an award. The award criteria is explained below. **Please use black ink if submitting a paper form.**

For nominees over 19 years old all **General Criteria** must be met. In addition, please explain how the nominee meets points 1, 2 and at least one of the points under number 3 of the **Covid-19 Specific Criteria**.

For nominees of the Youth Coronavirus Civic Award please detail how the nominee meets points 1-5 of the **Youth Award Criteria** as well as at least one point under number 6.

Please provide any additional supporting evidence that you wish to. Please ensure that your reasons for making the nomination are concise, accurate and clear. The more detailed information you can give us will enable the awards panel to make their decision.

## General Criteria

1. The length of time the nominee has been giving service or benefiting the community.
2. Details of how the individual, community organisation or business has made a significant contribution to the local community of Congleton.
3. Details of the ways the nominee is seen as a role model in their field or worthy of respect for their achievements.
4. An estimate of how many people have benefited either directly or indirectly as a result of the nominee's contribution?
5. Details of how the service given has made a difference in practical terms and/or what has been achieved as a result of it?

## COVID-19 Specific Criteria

1. The nominee must have a close link to Congleton - living and/or working in the town for example.
2. The nominee must have done something in addition to their normal duties.
3. Details of how the nominee has been (at least one to be met):
	* supporting the most vulnerable members of society and those who have caught Coronavirus.
	* developing innovations to support the vulnerable and those with Coronavirus.
	* going to extraordinary lengths to keep services going.
	* volunteering in the community or for service organisations in support of those affected by Coronavirus.

## Youth Award Criteria

1. Nominee is up to the age of 19 at the time of nomination.
2. Show continued commitment to helping local people.
3. Be a positive role model for other young people.
4. Be an active member in their community.
5. Live, work or be in education within Congleton.
6. Demonstrate how they have (at least one to be met):
	* gone to extraordinary lengths to support the most vulnerable members of society and those who have caught Coronavirus.
	* provided care to Coronavirus patients.
	* developed innovations to support the vulnerable and those with Coronavirus.
	* volunteered in the community or for organisations in support of those affected by Coronavirus.

The information you provide on this form will be used solely for the purposes of assisting the Coronavirus Civic Award Panel. Any personal information you provide to us as part of this process will not be shared outside of the Town Council office or the Award Panel without your express consent. The information you provide will be kept securely and deleted in accordance with the Council's retention policy. For further information about how the Council collects and uses personal information, you can view our privacy notice here: www.congleton-tc.gov.uk/corona-virus/civicaward-privacy-notice

**Please return your completed form to:-** info@congleton-tc.gov.uk

**By post:-** Congleton Town Council, Town Hall, High Street, Congleton, CW12 1BN

**Telephone:** 01260 270350

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| Please use this space to give as much detail as to why the nominee should be considered for an award. Please ensure the award criteria is met. Continue on a separate sheet/s if necessary. |