A logo of a town council

Description automatically generated**Kirkbymoorside Community Awards 2024**

**Award Nomination Form**

**and Guidance Notes**

**Guidance Notes**

*Kirkbymoorside Town Council is looking for ‘Local Heroes’, a voluntary organisation / charity / membership organisation or individual which / whom you consider deserves recognition in one of the following categories:*

* 1. The voluntary organisation / charity of the year
  2. The membership group of the year
  3. The ‘quiet contributor’ of the year
  4. The young person of the year (0 – 25 years of age)

*As a voluntary organisation / charity / membership group they might have undertaken an initiative that has contributed to the life of the local community e.g. litter-picking, collecting for a food bank etc.*

*As an individual within a voluntary organisation / charity / membership group, they might have connected with their membership to increase participation or inclusivity.*

*The ‘quiet contributor’ is the ‘unsung hero’ who might have done your shopping when you were ill.*

*And the young person of the year has looked out beyond their own world to make a positive difference to someone else’s.*

*If you know this organisation, group or person, then please nominate them by completing the form below and returning it to Kirkbymoorside Town Council by Friday 6th September 2024; either return it to the Library in hard copy or email it to the Town Clerk (*[*town.clerk@kirkbymoorsidetowncouncil.gov.uk*](mailto:town.clerk@kirkbymoorsidetowncouncil.gov.uk)*).*

*Shortlisted nominees (or their individual representatives if a group) and their nominators will be invited to an award ceremony (date).*

*Note: if there are several people nominating the same organisation / person, it may not be possible to invite all of the nominators to the awards ceremony – selection will be based on the date that nomination forms were received.*

|  |  |  |
| --- | --- | --- |
| *Name of the nominee (voluntary organisation / charity / membership organisation / individual)* |  | |
| *Your relationship to them. How do you know them?* |  | |
| *The category for which you are nominating them (please circle ONE)*  *Please also note that, although you may make multiple submissions across the different categories, you must use separate nomination forms; multiple nominations for any single category from the same person/source will be rejected.* | ***The voluntary organisation / charity of the year*** | ***The membership group of the year*** |
| ***The ‘quiet contributor’ of the year*** | ***The young person***  ***of the year (0 – 25 years of age*** |
| *Operationally active in the designated geographic area (Kirkbymoorside)* | *Yes / No*  *Location(s)* | |
| ***What is it that they did*** *that you feel means they deserve recognition?* | | |
| *The number of people they have impacted (approximately). (In the case of the ‘quiet contributor’ category this may be few/confined to a single beneficiary.)* |  | |
| *Over what period of time?* |  | |
| ***Why are you nominating them****? (As a person/group)* | | |
| ***What difference has their contribution made to the community?*** | | |
| *How difficult do you think it was for the organisation / person you have nominated to make their contribution to the community? How would you assess the level of effort?* |  | |
| *Your name (and organisation you represent, if applicable). (Please note individuals are welcome to make nominations.)* |  | |
| *Your contact details (address, telephone number and email address).*  *Note: your contact details will not be shared outside of the judging panel and will only be used to inform you if your nominee has been shortlisted for an award* |  | |
| *You are welcome to support your nomination with testimonials. Please ensure that any supporting documents have the name of the organisation / person you are nominating on them.* | *Additional testimonials included?*  *Yes / No*  *Number of additional pages:* | |
| **Additional questions if you are nominating a voluntary organisation / charity or membership group.** | | |
| *If the organisation you are nominating wins the award, please propose an individual in that organisation who you feel should accept the award on behalf of the organisation.* |  | |
| *Do you think that the Council should also consider this person for an individual award?* | *Yes / No* | |
| ***If yes, why?*** | | |

Thank you. Please return your completed form either:

* in person to the library in a sealed envelope marked ‘Kirkbymoorside Community Awards 2024 Nomination Form’, or
* by post to the Kirkbymoorside Town Clerk, Church House, 7 High Market Place, Kirkbymoorside, York, YO62 6AT, in a sealed envelope marked ‘Kirkbymoorside Community Awards 2024 Nomination Form’, or
* by email headed ‘Kirkbymoorside Community Awards 2024 Nomination Form’ to [town.clerk@kirkbymoorsidetowncouncil.gov.uk](mailto:town.clerk@kirkbymoorsidetowncouncil.gov.uk) .

***Office Use Only***

Date Received*: ………………………………………*