National Democracy Week Award Nomination

Thank you for nominating an individual, organisation or group working in collaboration for a National Democracy Week Award. We know that forms can be daunting. These guidance notes are intended to make it a bit simpler, but if you’re not sure about any part of the process, please don’t be discouraged: just give us a ring on 0207 276 1379 or email nationaldemocracyweek@cabinetoffice.gov.uk and we’ll do our best to help.

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| GUIDANCE NOTES |

**1 WHO MAY MAKE A NOMINATION**

Anyone may nominate any individual, organisation or group working in collaboration by completing this form.

##### COMPLETING THE NOMINATION FORM

Please complete the nomination form completely and accurately, following the instructions in each section.

##### TIMING OF NOMINATIONS

The deadline for nominations is Sunday 27 May 2018. The Awards ceremony will take place during National Democracy Week 2-8 July 2018.

##### CONFIDENTIALITY

You may inform the nominee that you are nominating them for a National Democracy Week Award.

**5. ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS**

We will acknowledge receipt of your nomination. We regret that we cannot enter into correspondence on the merits of a particular nomination.

**6. EQUALITY MONITORING**

Please help us to assess the effectiveness of the Awards by filling in the monitoring form. One part is about you and the other is about the nominee. This information will help us to improve the coverage of the Awards by ensuring that all areas of society are aware of the nomination process and are nominated for Awards. Monitoring helps us to identify gaps. This information will be used only in aggregate for monitoring purposes and is not part of the assessment of the nominee.

National Democracy Week Award Nomination

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| NOMINEE |
| *Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or we will be unable to consider your nominee.* |

**I nominate the following person for a National Democracy Week Award:**

|  |  |  |
| --- | --- | --- |
| Surname: |  |  |
| Forenames: |  |  |
| Known as: |  | *If different from above.*  |
| Title: |  | *E.g. Mr, Mrs, Miss, Ms, Dr, Rev etc.* |
| Address: |  | *Please include as full an address as possible.* |
|  |  |  |
|  |  |  |
|  |  |  |
| County: |  |  |
| Post Code: |  |  |
| Date of Birth: |  | *Or approximate age if date of birth is not known.* |
| Telephone no: |  | *If known. (Incl. area code if land line number.)* |

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| *The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the Awards with the exception of background information provided, which may be used in association with the announcement of any Award.* |

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| Award categories |
| The National Democracy Week Council and Cabinet Office worked together to determine four award categories: Young Advocate of the Year Award This award is for a young person or group of young people aged between 11-25 years old who have taken a leadership role in promoting democratic engagement among their peers. Understanding how to make your voice heard is important; sharing this knowledge with those around you is vital. We want to recognise young people who will be our inspiring leaders of tomorrow. Diversity Champion of the Year AwardThis award is for an individual or organisation that has increased diversity in our democratic process and electoral systems. It will recognise an individual or organisation that has supported others to have their say, and will celebrate those who work hard to ensure every member of our society has an equal chance to participate in our democracy. Changemaker of the Year AwardThis award is for an individual or organisation that has driven through change. Setting out to create change is admirable. We want to recognise an individual and/or organisation that has put a new idea forward to increase access to democracy, convinced others of the merit of their idea and affected a real change that benefits the greater good.Collaboration of the Year Award This award is for individuals and/or organisations that have come together to reach a shared goal. Collaboration can be complicated, with competing agendas and multiple stakeholders. We want to recognise individuals and organisations that have faced these challenges head on and achieved outstanding results. |
| Please tell us which category you have selected:  |

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| **How to nominate** |
| Your nomination should be no more than 250 words and use the STAR principles to demonstrate outstanding achievement by an individual, organisation or group working in collaboration.S – define the **situation**: set the scene and remember to focus on a specific event or activity.T – identify the **task**: what was required, who, when, where.A – describe the **action** taken or initiated: what the individual, organisation or group did, skills used, behaviours and/or characteristics.R – highlight the **result** achieved: the outcome or what was achieved. |
| Please tell us why you have nominated this person. Your nomination should be no more than 250 words. |

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| DETAILS OF PERSON MAKING THE NOMINATION |

**My name and address:**

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| Surname: |  | *(Incl. title e.g. Mr, Mrs, Miss, Ms, Dr, Rev etc)*  |
| Forenames: |  |  |
| Address: |  | *This address will be used for an acknowledgement and any future correspondence.* |
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|  |  |  |
|  |  |  |
| Post code: |  |  |
| Telephone no: |  | *(Incl. area code if land line number.)* |
| Email address: |  |  |
| Relationship to nominee: |  | *Please state your relationship to the nominee (e.g. son, colleague, friend).* |

By submitting this nomination you declare that the information you have provided is – to the best of your knowledge – accurate and complete. Providing false information may lead to your nominee being removed from consideration for an Award.

Signature

Date

Please return this form before 5pm Sunday 27 May.

You can email it to:

nationaldemocracyweek@cabinetoffice.gov.uk

Or you can post it to:

National Democracy Week Awards, Room 317, 70 Whitehall, SW1A 2AS

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| EQUALITY MONITORING |

The information provided in this section is used for monitoring purposes only, to allow us to compile information about who nominates and is nominated for an Award. It is not used to assess nominations and has no bearing on the outcome of the nomination. You do not have to provide this information, but it helps the monitoring of the Awards if you do.

**Disability**

Under the Equality Act 2010, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to perform normal day-today activities.

Do you consider that you have a disability? (Please delete as appropriate.) Yes/No/Prefer not to say.

Do you consider that the nominee has a disability? (Please delete as appropriate.) Yes/No/Prefer not to say.

**Ethnic Origin**

Which group do you identify with? Please tick one box. The options are listed alphabetically.

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| Asian Black□ Bangladeshi □ African□ Indian □ Caribbean□ Pakistani □ Any Other Black Background (specify  if you wish) □ Any Other Asian Background (specify if you wish) …………………………………………….……………………………………….. Mixed Ethnic BackgroundChinese □ Asian and White□ Any Chinese Background □ Black African and White (specify if you wish) □ Black Caribbean and White* …………………………………………….. □ Any Other Mixed Ethnic Background
* (specify if you wish)

White …………………………………………………□ White background Any Other Ethnic Background (specify if you wish) □ Any Other Ethnic Background (specify  if you wish)……………………………………………… ………………………………………………… |

And which group does your nominee identify with? Please tick one box

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| Asian Black□ Bangladeshi □ African□ Indian □ Caribbean□ Pakistani □ Any Other Black Background (specify  if you wish) □ Any Other Asian Background (specify if you wish) …………………………………………….……………………………………….. Mixed Ethnic BackgroundChinese □ Asian and White□ Any Chinese Background □ Black African and White (specify if you wish) □ Black Caribbean and White* …………………………………………….. □ Any Other Mixed Ethnic Background
* (Specify if you wish)

White …………………………………………………□ White background Any Other Ethnic Background (Specify if you wish) □ Any Other Ethnic Background  (Specify if you wish)……………………………………………….. …………………………………………………… |