

# CANVEY ISLAND TOWN COUNCIL COMMUNITY AWARDS



## AWARD DETAILS AND NOMINATION PROCEDURES

### What is the purpose of the awards?

The purpose of the awards are to recognise those individuals or organisations who have made a significant contribution to enriching the lives of Canvey Island residents, those unsung heroes whose work (either voluntary or paid) has made an outstanding contribution to the quality of life in this community.

### What are the award categories?

There are six awards as follows:

- Citizen of the Year (over 18 years)
- Young Person of the Year (18 years or under)
- Community/Charity Group of the Year
- Youth Community Group of the Year
- Best Community Contribution from a local Business
- Best School Community Project

All nominations should be for a person or group living or working on Canvey Island.

### Who can make a nomination?

Any individual of any age who resides within Canvey Island (other than Councillors or Council staff). A nominee cannot nominate themselves for an individual award. Only one nomination may be submitted on behalf of any charitable organisation or group. Only one nomination may be submitted by a nominee for each particular category or individual.

### Who can be nominated?

Any person or organisation either living in or working on Canvey Island can be nominated. If the person/s nominated performs the tasks as part of their paid employment then in order to qualify their contribution must be well above and beyond that normally expected as part of their role. Town Councillors, Borough Councillors, County Councillors or Council staff are not eligible, both as nominees and nominators.

### How should enquiries and nominations be made?

Nominations should be made by completing the nomination form which is available on the Town Council's website at [www.canveyisland-tc.gov.uk](http://www.canveyisland-tc.gov.uk) or in paper format from the Town Council office at 11 High Street, Canvey Island, SS8 7RB on 01268 683971/683965.

### When should nominations be made?

All nominations must be returned either by email to [events@canveyisland-tc.gov.uk](mailto:events@canveyisland-tc.gov.uk) or by post to the Town Clerk's Office, Canvey Island Town Council, 11 High Street, Canvey Island, SS8 7RB by **Friday, 28th February 2019.**

### Who are the Judging Panel?

A judging panel including the Town Mayor, Deputy Town Mayor and Town Clerk will select one winner from each category w/c 4<sup>th</sup> March 2019 and the winners will be notified on 5<sup>th</sup> March 2019. Both nominators and nominees will receive invitations to the Town Council's Annual Town Meeting where the presentation will be made to the winners.

### What form will the awards take?

The Awards are a trophy bearing the name of the individuals or organisation and category will be presented at the Annual Town Meeting on the evening of Monday, 11th March 2019.

**CANVEY ISLAND TOWN COUNCIL  
COMMUNITY AWARDS  
NOMINATION FORM**



Please read the Award Details and Nomination Procedures sheet for nomination criteria before completing this form.

**Name of Award Nomination:** (Please tick which one)

- Citizen of the Year (resident over 18 years)
- Young Person of the Year (resident 18 years or under)
- Community Group of the Year (living and or working on Canvey Island)
- Youth Community Group of the Year
- Best Community Contribution from a local Business
- Best School Community Project


Please complete the following in block capitals as follows:

**Details of Individual/Organisation Nominated:**

Name and Address: .....

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.....Postcode .....

Telephone Number: .....Email address: .....

**Your Details as Nominee:**

Name and Address: .....

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.....Postcode .....

Telephone Number: .....Email address: .....

**Reasons for Nomination:**

You should describe the contribution to the community that the person or organisation has made including why you think they're special and deserve some recognition whether it's in a voluntary role or if they go the extra mile in their paid role and also who has benefited from the help, whether it's a group or individual. Photographs illustrating activities may also be attached in addition to the completed form. Please comment on your personal knowledge of the candidate/organisation's contribution to the community and why you are supporting the above nomination. Each nomination will be considered on its own merits by the Town Council. Please use an extra sheet if necessary.

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By signing this form, I certify that to the best of my knowledge all details given are true and correct; the reasons given in support of the nomination are valid; that I have not been influenced or canvassed in any way and that the person/organisation nominated has no knowledge of this present application. If my nomination wins this award, I agree to being involved in any publicity.

Signature: .....Date: .....

Please send your completed nomination form to Canvey Island Town Council, 11 High Street, Canvey Island, Essex SS8 7RB, FAO Miss L Shirley by the deadline of **Friday, 28th February 2019**. **Entries received after this date will not be considered.**

Canvey Island Town Council is committed to protecting and safeguarding your personal data. Please refer to the Privacy Notice which can be found on the website [www.canveyisland-tc.gov.uk](http://www.canveyisland-tc.gov.uk) or a hard copy can be provided by the office. In order to comply with the General Data Protection Regulations please complete the attached consent form in order for the Town Council to hold your data.