

## Need to include new logo

### Appendix B Nomination guidance for the Mayor of Peterborough Community Awards

#### Who can be nominated?

These 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:

#### Good Neighbour Award

- recognises unsung heroes who have been caring for people in their local neighbourhood - for example by helping neighbours with errands, advice, support, companionship and friendship.
- It is also aimed at people who undertake voluntary work to help others in need, such as homeless people, people with mental health needs, disabilities and refugees.

#### Outstanding Contribution Award

- is aimed at individuals who have made an outstanding contribution to the social, cultural or environmental well-being of the city and made Peterborough a better place to live.
- Successful candidates might be involved in supporting people to participate in cultural or sporting activities and events. Alternatively, they might be taking a leading role in activities to improve the local environment or the safety of their local community.
- The Outstanding Contribution Award is also for people who have excelled in bringing people from different backgrounds together to improve their neighbourhood or tackle a local issue and, by doing so, have strengthened community ties. This may have been through community campaigns and initiatives or social events, such as street parties.

**NB** The main difference between the Good Neighbour Award and the Outstanding Contribution Award is that the Good Neighbour Award is for people who have provided support to individuals, whereas the Outstanding Contribution Award is more concerned with people who have played a prominent role in group activity or activity that benefits a particular neighbourhood or the City as a whole.

#### Youth Excellence Award

- supports the Council's aim of making Peterborough the best place for children and young people to grow up and reach their full potential.
- It is aimed at children and young people under the age of 25, who have excelled in volunteering or social change activities. These activities could include mobilising people to tackle a big issue in their neighbourhood, such as improving the local environment, making the City safer or getting involved in initiatives designed to improve people's health.
- The award is also open to young people who have raised funds for a good cause or given help and support to other people.

#### Green Champion Award

- recognises groups and organisations which have dedicated their time and energy to improving the local environment.
- This might be by organising litter picks, setting up a community garden, improving public areas through community planting projects, or making it easier to reuse or recycle unwanted products or waste materials.
- This award also recognises those organisations which have contributed significantly towards the delivery of green initiatives.

### **Create & Thrive Award**

- recognises groups or organisations which have made an outstanding contribution to arts, culture or sport in the city
- It is also open to groups or organisations that have provided social opportunities to children and young people. This might be by widening opportunities to participate or the direct delivery of activities and events.

### **Business Award**

- is aimed at entrepreneurs, companies and organisations which have made a strong contribution to Peterborough's economy.
- We want to recognise good employers, who employ local people and purchase goods and services within the city.
- We are also keen to reward businesses that contribute to the social and physical regeneration of the city, for example, by supporting local environmental improvements and taking measures to help tackle climate change.

### **Outstanding Organisation**

- recognises established voluntary and community organisations in Peterborough, including not-for-profit social enterprises and community interest companies, which have made a significant long-term contribution to the City's social, cultural, economic or environmental well-being

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

Nominations are now welcomed, and nomination forms can be completed using the electronic form on this website. Please ensure that you submit your supporting information along with the nomination as it cannot be accepted without this. Nomination forms are also available from the Town Hall for those who are unable to use the electronic link.

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

Nominations can be made until **5pm on *to be inserted***.

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

Following the deadline date all the nominations will be passed to the Constitution & Ethics Committee who will meet following the closure for nominations to draw up a shortlist of finalists and select the winner of each award category.

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

The shortlist for each award category will be announced at a future Council Meeting, all nominees and their nominators will be invited to join the mayor at a presentation evening where the winner for each category will be announced.

### **Important nomination information:**

- A separate form must be completed for each nomination.

- Nomination forms that highlight more than one category may be disqualified.
- Nominations will not be accepted without the inclusion of supporting documentation.
- Please ensure your applications are returned by 5pm *tbc*.
- Peterborough City Council is collating information for the sole purpose of evaluating the nominations for the Mayor of Peterborough Community Awards.
- Information provided on the nomination form will only be disclosed to relevant council officers dealing with the Awards and members of the Constitution & Ethics Committee. 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 Committee's decision is final.

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