

Guidelines - Nominations for the Citizen of the Year 2022

Middlesbrough Council

Do you know an unsung community champion? We'd love to hear from you!

1. Local people and volunteers make a huge contribution to lives across Middlesbrough assisting the council in delivering critical services and providing social networks which reduce isolation and enable people to live independently for longer.
2. They also help to deliver a wide range of critical services, from organising lunch clubs and helping in schools, running cultural and social events, helping elderly neighbours, volunteering at youth groups and organisations and community libraries/hubs, and so much more.
3. This award recognises someone who's gone the extra mile to help and support others, and who is passionate about making a difference in their community. They inspire others and are a true shining beacon in the local area. The person you nominate **must** live in Middlesbrough (postcodes TS1, TS2, TS3, TS4, TS5, TS7, or TS8)..

Who can be nominated?

4. The Citizen of the Year Award uses an 'open' nomination scheme. This means that anyone can nominate a resident who has helped people within Middlesbrough as long as they meet the criteria.

When can nominations be made?

5. Nominations can be made from 13 March 2023. Nomination forms can be downloaded from the Council website (www.middlesbrough.gov.uk/civicawards), or you can request them from the Civic Officer by calling (01642) 727728 or sending an e-mail to julie_lewis@middlesbrough.gov.uk . If you have difficulty in understanding the form, please contact us.
6. Nominations that are illegible, have been altered, reconstructed, forged or tampered with or incomplete will not be accepted. Anyone can be nominated.

When is the closing date for nominations for the Citizen of the Year Award?

7. Nominations can be made until 5pm on 30 April 2023.
8. They can be sent by e-mail to Julie_lewis@middlesbrough.gov.uk, completed online via the link or posted to: Citizen of the Year Award, Middlesbrough Council, PO Box 503, Town Hall, Middlesbrough TS1 9FX

How will the winners of the award be decided?

9. Following the deadline date, all the nominations will be passed to the Judging Panel who will meet to select the winner of the Citizen of the Year Award. Please include as much information as you can on the person you are nominating to assist the judging panel in choosing a winner. The decision of the awards panel is final and the panel reserves the right not to make awards if there are no eligible nominations.

Who will be on the Judging Panel?

10. The Citizen of the Year Award will be assessed by a judging panel consisting of senior council officers, elected members, partner and voluntary organisations.
11. All nominations will be judged on how the individual has tackled issues that affect people living in Middlesbrough, made a difference to their community and helped get people involved and inspired others.

When will the winner be announced?

12. The winner will be announced in May 2023 and will receive an engraved trophy.

Important nomination information:

- A separate form must be completed for each nomination.
- Please complete the nomination form with as much relevant information as you can.
- Please ensure your applications are returned by 5pm on 30 April 2023
- If your nominee is a finalist we may contact you for further information.
- **You will need to inform the person that they have been nominated for an award as we will need to contact them.**
- Appropriate checks will be made on short-listed nominations prior to the decision to make an Award and Awards will only recognise those who have acted with honesty and integrity. The eligibility criteria are subject to review at any point.
- All nominations and correspondence will be treated with the strictest confidentiality.
- Middlesbrough Council is collating information for the sole purpose of evaluating the nominations for the Citizen of the Year. Middlesbrough Council is the 'Data Controller' as defined by Data Protection regulations.
- Personal information is collected as part of the nomination process to enable us to assess the nominations and to communicate directly with nominees and nominators. The contact details will be used to send letters and to arrange judging. Some information may be used to promote the Citizen of the Year Award.

- You should note that the personal information from shortlisted applications for the Citizen of the Year Award will be kept for a period of two years.
- For more information about how Middlesbrough Council uses your data, please see our corporate Privacy Notice - <https://www.middlesbrough.gov.uk/open-data-foi-and-have-your-say/data-protection>
- The Awards Panel's decision is final.



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Middlesbrough

