

Nomination form

Please read the accompanying guidance notes before completing this form

Please clearly print or type the following details about the group you are nominating. You must complete all sections of this form or we will be unable to consider your nomination

Group you are nominating

I nominate the following volunteer group for a Queen's Award:

Name and contact details of group

It is important that the name given is accurate and that the spelling is correct as, if the nomination is successful, this will appear on the Award certificate

Number/name of building

Street

Village

Town

County

London borough
if applicable

Postcode

Website

Tel no.

Name of group leader or main contact in the group

This is the person with whom the County Assessment Panel will address any questions or arrange a visit

Position held in the group

How long has this person been involved in the group?

Contact address *if different from first page*

Number/name of building

Street

Village

Town

County

London borough
if applicable

Postcode

Tel no.

Website

Mobile no.

E-mail

Eligibility

Please refer to guidance notes for clarification

How long has the group been operating?

How long has this person been involved in the group?

Is the group a branch of, or affiliated to, a larger or national organisation? If yes, please give details:

How many people are actively involved in the group's work?

To be eligible for an Award, at least half the group members must be volunteers

Volunteers *including unpaid
trustees/committee members*

Paid staff
including full time and part time

Please explain where the group's beneficiaries (i.e. the people it helps) live

Do at least half the volunteers have the right of residence in the UK?

I confirm that I have read and understood the eligibility criteria and that I believe this group meets them

Signature

Date

Work of the group

In this section you should set out brief information about the group, its main area of work and its volunteers and beneficiaries. Please refer to the guidance notes for details of groups eligible for an Award and answer each question in no more than **50 words**

In what area(s) of work has the group excelled?

Please provide some general information about the group's volunteers

e.g. age, sex, work done, length of service

Who benefits from the group's work?

How many people have benefited from the group during the last 12 months?

If the group benefits the whole community e.g. by improving the environment, please say so

Has the group's contribution been recognised elsewhere? *e.g. in the media, by local government, by other awards*

Your recommendation

In this section, please explain how your nominated group has made a significant contribution in its area of activity. We are looking for groups that have given excellent service to their beneficiaries and communities; have delivered their service in innovative ways; and have shown other examples of selfless voluntary service that distinguish their work.

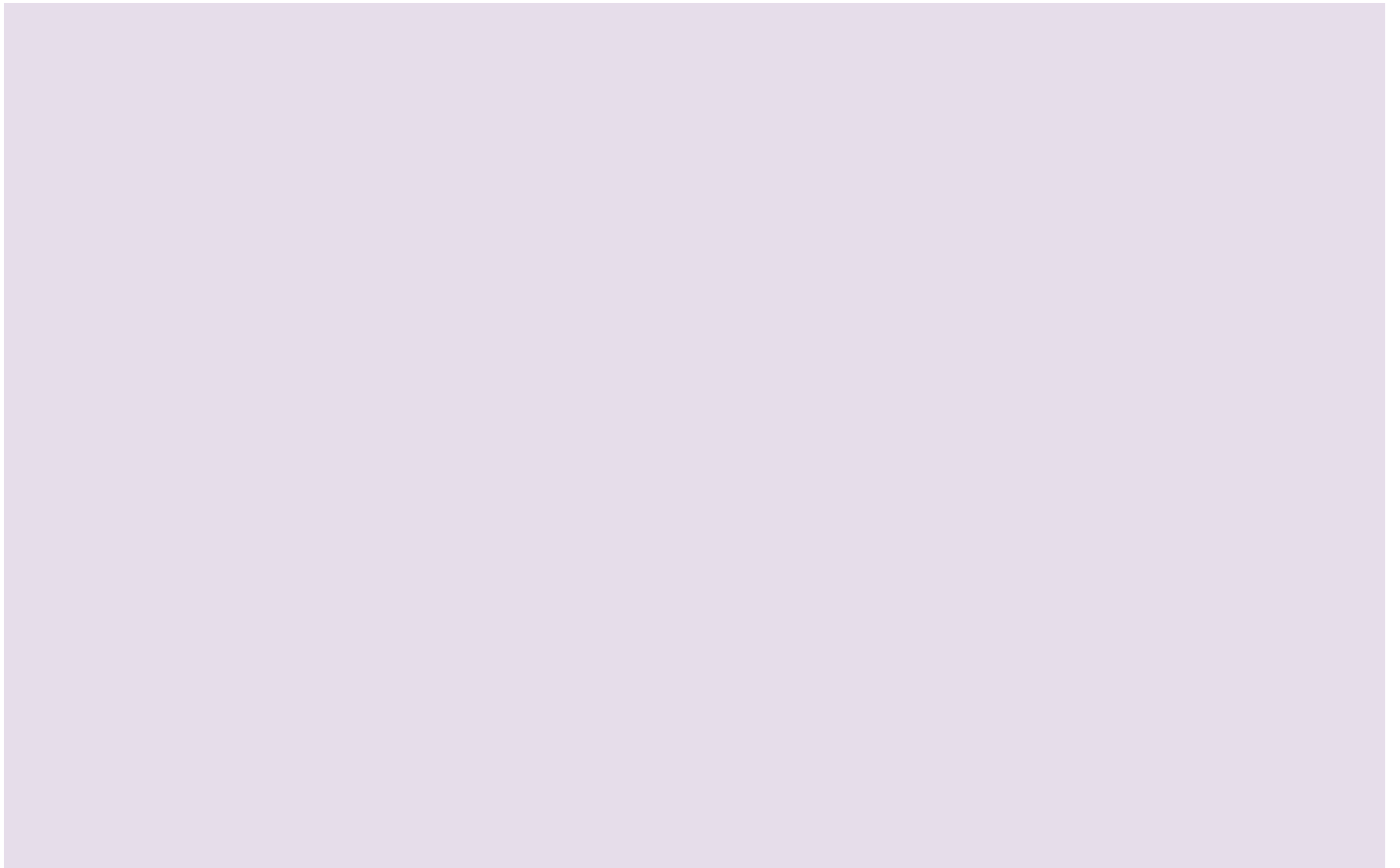
Please answer each question in up to **200 words**, showing what achievements make the nominated group stand out from others.

Is the group meeting an obvious need to improve the social, economic or environmental wellbeing of individuals, groups or the community as a whole and how is it doing this?

How has the group generated a high level of good will and respect among those it serves and the community as a whole?



How has the group overcome significant obstacles outside its control, showing determination and commitment to benefit those it wishes to help?



How has the group achieved, or how is it moving towards achieving, some or all of the examples of high standards of excellence in volunteering?

This can include some or all of the following:

- *Are there opportunities for volunteers to develop their skills and receive appropriate training or learning?*
- *Do volunteers receive support and guidance?*
- *Can volunteers give feedback on what they are doing and how they would like to develop their roles?*
- *Are there ways for the group to recognise the volunteers' contribution?*
- *Are health-and-safety procedures in place?*
- *Are volunteers reimbursed for their out-of-pocket expenses?*

Letters of support

Please obtain two letters that endorse the nominated group's contribution from people who are familiar with its work. Supporters must not be volunteers or paid workers in the group. Letters of support must be attached to this form. Please list below the names of the supporters and their relationship (if any) to the group.

1.

2.

Details of person making the nomination

Name and address

Surname

Forenames

House number and street

Village

Town

County

Postcode

Tel no.

E-mail

Relationship (if any) to the nominated group:

I confirm that, to the best of my knowledge and belief, the information in this form is true and correct. I have discussed the nomination with the group. It is happy to be nominated and is aware that the scheme will take detailed steps to assess the group and its work.

Signature

Date

Please send this form, two supporting letters and any other relevant documents to:

Tamara Cummings-John *Queen's Award Administrator*

The Queen's Award Office • Consolidated PR • 22 Endell Street London WC2H 9AD

Tel: 020 7781 2397 • Fax: 0207 781 2301 • E-mail: queensaward@consolidatedpr.com

For Award Office Use Only

Date form received:

Reference no:

Date

acknowledged:

How did you hear about the Award?

National newspaper

Local newspaper

TV

Radio

Online search engine

Word of mouth

Previous winner/entrant

Voluntary organisation/charity

Local library

Local council

Other *Please specify*

Ethnic origin

Which ethnic group do you regard yourself as coming from? Please tick one box.

You do not need to complete the ethnic origin sections but it will help us if you do

Asian

Bangladeshi

Indian

Pakistani

Any other Asian background
Specify if you wish

Chinese

Any Chinese background
Specify if you wish

White

White background
Specify if you wish

Black

African

Caribbean

Any other black background
Specify if you wish

Mixed ethnic background

Asian and white

Black African and white

Black Caribbean and white

Any other mixed ethnic background
Specify if you wish

And which group does your nominee for the Award identify with? Please tick one box.

Asian

Bangladeshi

Indian

Pakistani

Any other Asian background
Specify if you wish

Chinese

Any Chinese background
Specify if you wish

White

White background
Specify if you wish

Black

African

Caribbean

Any other black background
Specify if you wish

Mixed ethnic background

Asian and white

Black African and white

Black Caribbean and white

Any other mixed ethnic background
Specify if you wish