**2024 Civic Award Nomination Form**

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| Your name |  |
| Your address |  |
| Your telephone number |  |
| Your email |  |
|  |
| **Award you are nominating for***Tick box as appropriate* | **Individual Award**-Help and Support Within the Community  |  **Individual Award**-Help and Support with the Cost of Living |
| **An Individual** who has gone above and beyond in helping other people | **Community Group Award** for services to residents of Burnham-on-Sea and Highbridge |
| Name of nominee/group |  |
| Address  |  |
| Contact number |  |
| **Your written nomination should be between 250 – 500 words.****Please read the guidance questions on the next page to help you write your nomination.****Your nomination can be written in the box on the next page. You may go onto another page if necessary to complete your nomination write up.** |
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**GUIDANCE QUESTIONS TO HELP YOU WRITE YOUR NOMINATION**

1)What selfless activities has your nominee undertaken and for what cause(s)? Include the specific activities you are nominating for.

2)Why did your nominee decide to get involved in their chosen cause(s)? What sparked their interest to get involved in the first place? Why are they passionate about the cause?

3)Describe the impact your nominee’s activities have had on the lives of others.

4)Detail any personal challenges that the nominee(s) has faced and overcome as well as the skills and personal qualities they developed to achieve success.

**Criteria for potential recipients of a Civic Award**

Any resident of Burnham -on-Sea or Highbridge who is to be considered for this honour must meet the following criteria:

* Have provided services of an exceptional nature for a significant period of time
* Have provided services which have been of benefit to people within the parish
* Not be a current serving member or officer of the Town Council
* Not be nominated for providing a service which constitutes their usual activity as a business

Any Council member who makes a nomination should declare an interest and not take part in any discussion or vote relating to this nomination

**The closing date for nominations is 5pm Monday 26th February 2024.**

**Nominations received after this date will not be considered.**