

# Nominations for the Mayor's Civic Awards 2018/19



## Who can be nominated?

The Mayor's Civic Awards uses an 'open' nomination scheme. This means that anyone could nominate a resident, group, organisation or business within the Borough for an Award as long as the nominee meets the criteria for that award.

To be accepted for nomination the person / group / organisation **must** have met **one** of the following criteria:

- achieved something particularly noteworthy **within** the Borough; **or**
- enhanced the reputation of the Borough at a national level stage; **or**
- made a significant contribution to the conservation and protection of the natural environment of the Borough.
- recognise the extraordinary dedication of an individual or couple, who have provided a loving and supportive family life to a child, or sibling group who do not live with their birth family.

In the 'Service to the Community Award – Business category' the business **must** have met **one** of the following criteria:

- created a substantial number of new jobs; **or**
- nurtured and promoted the skills of local residents; **or**
- significantly invested in making the borough a great place to live, work and conduct business.

## When can nominations be made?

Nominations are now welcomed. Nomination forms can be downloaded from the Council website ([www.stockton.gov.uk](http://www.stockton.gov.uk)), or you can request them from the Civic Office by calling (01642) 528161 or sending an e-mail to [mayors.office@stockton.gov.uk](mailto:mayors.office@stockton.gov.uk). If you have difficulty in understanding the form, please contact us.

## When is the closing date for nominations for the Mayor's Civic Awards?

Nominations can be made until **5pm on Friday 18 January 2019**. They can be sent by e-mail to [mayors.office@stockton.gov.uk](mailto:mayors.office@stockton.gov.uk) or posted to:

Mayor's Civic Awards, Civic Office, Municipal Buildings, Church Road, Stockton-on-Tees, TS18 1LD.

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

Following the deadline date all the nominations will be passed to the Civic Awards Panel who will meet in February 2019 to draw up a shortlist of finalists and select the winner of each award category.

## Who will be on the Civic Awards Panel?

The Mayor will chair the panel. It will include a representative from the business sector, education sector, the local media and a young person.

## When will the winners be announced?

They will be announced and receive their awards at the Full Council Meeting on 6 March 2019.

## Important nomination information:

- A **separate** form **must** be completed for **each** nomination.
- Nomination forms that highlight more than one category will be disqualified.
- Please complete the nomination form with as much relevant information as you can.
- Please ensure your applications are returned by **5pm on Friday 18 January 2019**.
- If your nominee is a finalist we may contact you for further information.
- Stockton-on-Tees Borough Council is collating information for the sole purpose of evaluating the nominations for the Mayor's Civic Awards.
- Information provided on the nomination form will only be disclosed to relevant council officers dealing with the Awards and members of the Awards Panel. The names of finalists, 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 Awards Panel's decision is final.