



**GLENFIELD CITIZEN
OF THE YEAR AWARD
&
GLENFIELD YOUNG CITIZEN
OF THE YEAR AWARD**

Any individual can be nominated for the Glenfield Citizen Award (GCA) or the Glenfield Young Citizen Award (GYCA for those under 17), provided they have had a meaningful impact on their community. The common defining aspect among nominees is that they have improved the lives of those around them



Nomination Process

Please thoroughly complete the nomination form.

When submitting your nomination, you will need a Secunder to approve it and consent to providing their personal details on their behalf. An email with an attached copy of the nomination will be forwarded to your Secunder upon submission.

Provide as much information as possible about the nominee and the specific action/activity for which you wish them to be recognised. Background details and supporting evidence are highly useful for the Assessment Panel to evaluate the nominee's impact. If certain parts of the form cannot be completed, either ask the nominee for the missing information or explain on the form why the details are incomplete.

The word count on the application form is a guideline. If you need to elaborate on the nominee's achievements, please do so. The Assessment Panel, responsible for ratifying the Glenfield Citizen Award (GCA) / Glenfield Young Citizen Award (GYCA), will not view additional information negatively.

If you have any supporting materials such as PDF newspaper cuttings, references to local TV or radio broadcasts, comments from others affected, or photographs, please upload them as attachments before submitting the nomination form (on-line applications). Copies for postal nominations.

- Entries must be received before **31st March 2025**
- Recipients will be announced and awarded at a May Presentation Ceremony.

What happens next?

Once we have received your completed nomination form, you will receive an acknowledgement of receipt.

The contents of the nomination form will remain confidential from the nominee unless stated otherwise. If it becomes necessary to corroborate facts contained in the nomination form, we may need to refer these facts to the nominee, but we will contact you first.

There can be four possible outcomes for your nomination:

1. Successful: The nominee is recommended to receive the Citizen of the Year Award.
2. Certification: The nominee is recommended to receive a Certificate of Recognition (at the discretion of the Assessment Panel).
3. Further Information: More detailed information is required from the nominee for further consideration.
4. Unsuccessful: In the Assessment Panel's evaluation, the nominee's efforts do not meet the benchmark for a higher recognition.



The Assessment Panel will evaluate the information contained in your submission, as well as any additional information available in the public domain, to determine one of the four outcomes listed above.

If there is insufficient evidence or if the Panel decides not to honour your nominee at this time, you will be notified in writing of the Panel's binding decision. Unfortunately, no further correspondence will be entertained, but repeat nominations can be made after one year, provided that the resubmission includes significant additional information.

Once the submission has been reviewed by the Panel, the nominator, seconder, and nominee will be notified in writing of the outcome. Nominees awarded a Glenfield Citizen Award will be required to sign a Declaration Form granting permission to publish their details and feature photographs in any media or PR activities. They will also remain subject to due diligence until they are officially presented with their Glenfield Citizen Award or Glenfield Young Citizen Award.

Entry Regulations

Anyone can make a nomination by completing the nomination form and submitting it to us by post or email. Please ensure you fill out the nomination form accurately, providing detailed reasons for your nomination. Every nominator must supply the name and address of at least one other person who supports the nomination (a seconder). Both the nominator and the seconder will need to sign the declaration at the bottom of the nomination form, attesting to the truthfulness of the information provided.

1. We will acknowledge receipt of your nomination by email. Please note that we cannot enter into correspondence regarding the merits of any particular nomination while it is under consideration or if it is ultimately unsuccessful. We may contact you to provide additional information about the candidate to facilitate a final decision.

2. We will keep you informed about the status of your nomination. The Assessment Panel's decision is final.

Eligibility requirements:

- Nominees for the Glenfield Citizen of the Year Award must have been a resident of Glenfield for at least 12 months [details will be checked against the electoral role for the parish] **AND** have made significant contributions to the community of GLENFIELD
- Nominees for the Glenfield Citizen of the Year Award must have been a been an employee of a Glenfield business for more than 12 months to qualify for nomination (details with be checked with



the organisation) **AND** their volunteer work must have made a significant contribution to the community of GLENFIELD

- Nominations will **not** be considered if the nomination relates mainly to the individual's paid employment
- Nominees for the Glenfield Young Citizen of the Year Award must have resided with a resident of Glenfield for more than 12 months to qualify for nomination **AND** have made significant contributions to the community of GLENFIELD
- The age limit for the Glenfield Young Citizen Award is 17 years and under.
- Employees of Glenfield Parish Council and Council Members may not be nominated.
- Each nomination is evaluated by the Assessment Panel, who will assess candidates and recommend those suitable for the Glenfield Citizen of the Year Award or Glenfield Young Citizen of the Year Award.
- Nominations will not be accepted for any individual who were winners or runners-up in any previous year.

