**IN CONFIDENCE**

**LOUGHTON CITIZENSHIP AWARDS**

**APPLICATION FORM**

**(Please complete the form clearly in black ink using capital letters and keep within the boxes. Continue on another sheet of paper if necessary)**

|  |  |
| --- | --- |
| Name of nominee |  |
| Private Address of nominee |  |
| Telephone number |  |
| Email address |  |
| Which category is nomination for - A or B? |  |

**Nomination for Category A awards**

|  |  |
| --- | --- |
| 1 | Give a full account of the act of bravery or courage in respect of which the nomination is made. Continue on a separate sheet if you wish. |
| 2 | Where did the act take place? |
| 3 | If the nominee was not a resident of Loughton at the time, which Loughton resident(s) did it benefit? |

**Nomination for Category B awards**

|  |  |  |  |
| --- | --- | --- | --- |
| Nominee under 25 years of age |  | Nominee aged 25 or over |  |

|  |  |
| --- | --- |
| 1 | Give an account of the voluntary activity the nominee has undertaken (including the period of activity), with a brief curriculum vitae., and if any such activity was remunerated, please state |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 2 | What, in your view, are the benefits for the well-being, cultural or charitable resources and community of Loughton that have accrued from her/his voluntary activities? |

|  |
| --- |
|  |

**YOUR DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Address |  |
| Telephone number |  |
| Email address |  |

**SUPPORTER/REFEREES**

|  |  |
| --- | --- |
| Name of supporter/referee 1 |  |
| Address |  |
| Telephone number/Email |  |
| Name of supporter/referee 2 |  |
| Address |  |
| Telephone number/Email |  |

**TERMS AND CONDITIONS**

1 People may be nominated by any inhabitant of Loughton or by a Loughton employer, educational institution, group or society. Nominees for preference should not have been given awards by other bodies for the same service.

2 Please **do not inform the nominee** you have put his/her name forward.

3 Applications are to be submitted on the form provided by **31 January**.

4 Two supporters and/or referees’ details are required for each nomination.

5 Loughton Town Council officers and councillors (of any authority) are disqualified from being nominated in Categories B (i) and (ii).

6 Service in political organisations is excluded from all categories. Service to religious bodies is applicable only if it involves a substantial contribution to the wider community.

7 The judging panel will comprise the Town Clerk, Town Mayor, Deputy Town Mayor and Chairman of the Resources and General Services Committee, whose decision will be final.

8 One award and one runner up will be made in each category. However, there is no compulsion to award in the absence of valid nominations.

9 For each category, the winner’s prize will be an illuminated scroll, plus a cheque for £250 made payable to whichever local charity the winner nominates or, if she/he does not want to nominate a charity, the Council reserves the right to use the money in its Financial Assistance Scheme.

Please return completed nomination forms by 31 January to:

Loughton Citizenship Awards

Loughton Town Council

1 Buckingham Court

Rectory Lane

Loughton IG10 2QZ

Please mark your envelopes “**PRIVATE & CONFIDENTIAL**”