



ELLOUGHTON - CUM - BROUGH TOWN COUNCIL

PETUARIA COMMUNITY AWARD 2018

Elloughton cum Brough Town Council's Petuaria Community Award has been created to recognise the hard work and determination of volunteers in Elloughton and Brough. To celebrate those who selflessly give up their time for the benefit of the community. The award is for an individual volunteer not a group of volunteers. The award will be a glass trophy to keep and a shield to hold for a year.

- Nominees must live in the parish
- Nominees must be doing or have done voluntary work in the parish
- The project(s) involved must operate on a non-commercial basis
- Made a difference to people's lives in the parish

Please complete the application form below, writing clearly and in black ink. Press cuttings, photographs, leaflets and brochures to support your nomination may be included.

Opening date for nominations is 1 October 2017, closing date for nominations is **Friday 2nd March 2018**. The judging of the award will take place in March 2018 and the winner will be announced at an awards ceremony to be held on Saturday 7 April 2018 at the Petuaria Centre.

Guidelines for filling in the application form

Who can make a nomination? Anyone, except the Nominee, may make a nomination.

How do I nominate? Nominations must be made by completing the nomination form attached. Please make your application as clear as possible. The judging panel will assess each nomination based only on the information you provide, so the more detail you can include about the individual you are nominating, the better. The application form may also be downloaded from the Town Council website

Can I ask people to send letters of support? Yes, letters of support should be from those who have firsthand knowledge of and who can endorse the nominee's contribution.

What is the closing date for nominations? Closing date **Friday 2nd March 2018**

Can I make changes to the information I have submitted? The Town Council should be advised of any important changes or additions to information supplied on the nomination form.

How are the nominations judged? It is important that the information you provide is as comprehensive as possible as the judging panel use this information to assess the nomination. The judging panel will meet in March to draw up a shortlist of the top nominations and the winner. Those on the shortlist will be invited to an awards ceremony at the Town Council's Annual Art and Photography Exhibition where the winner will be announced.

Who can I contact for more information? If you need more information please contact:
The Town Council Office on (01482) 665600 or email clerk@elloughtonbrough.karoo.co.uk

List the main achievements of your nominee over the last 12 months (max 200 words)

.....

..... *continue on a separate sheet if necessary*

Describe or sum up the individual (max 100 words)

.....

..... *continue on a separate sheet if necessary*

Where did you hear about the awards? (please tick)

Media Website Word of mouth Councillor Other

If other, please list:

Signed: Date:

Once completed please return this form by **Friday 2nd March** to: The Town Clerk, PO Box 124, Brough, HU15 1YH 01482 665600, clerk@elloughtonbrough.karoo.co.uk

Nomination forms received after the closing date will not be considered