

Nomination form

Please read the accompanying guidance notes before completing this form

Please clearly print or type the following details about the group you are nominating. You must complete all sections of this form or we will be unable to consider your nomination.

1. Group you are nominating

I nominate the following volunteer group for a Queen's Award. It is important that the name is accurate and spelt correctly, as this will appear on the Award certificate if your nomination succeeds.

2. What is the work of the group? What makes it excellent?

Please answer this question in no more than 50 words.

3. Contact details for the group

Number/name of building

Street

Village

Town

County

London borough
if applicable

Postcode

Website

Tel no.

4. Name of the group leader or main contact in the group

This is the person the County Assessment Panel will contact to ask any questions or arrange a visit.

Position held in the group

How long has this person been involved in the group?

5. Contact address of the group leader or main contact if different from first page

Number/name of building

Street

Village

Town

County

London borough
if applicable

Postcode

Tel no.

Mobile no.

E-mail

6. Eligibility

Please see the guidance notes for more about eligibility.

How long has the group been operating?

Is the group a branch of, or affiliated to, a larger or national organisation? If yes, please give the name of the organisation:

How many people are actively involved in the group's work?

To be eligible for an Award, more than half the group members must be volunteers.

Volunteers including unpaid
trustees/committee members

Paid staff
including full time and part time

Please explain where the group's beneficiaries (i.e. the people it helps) live

Do at least half the volunteers have the right of residence in the UK?

I (the nominator) confirm that I have read and understood the eligibility criteria and that I believe this group meets them.

Signature

Date

7. Work of the group

In this section you should give brief information about the group, its main area of work and its volunteers and beneficiaries. Please see the guidance notes for more information about which groups are eligible for an Award and answer each question in **no more than 50 words**.

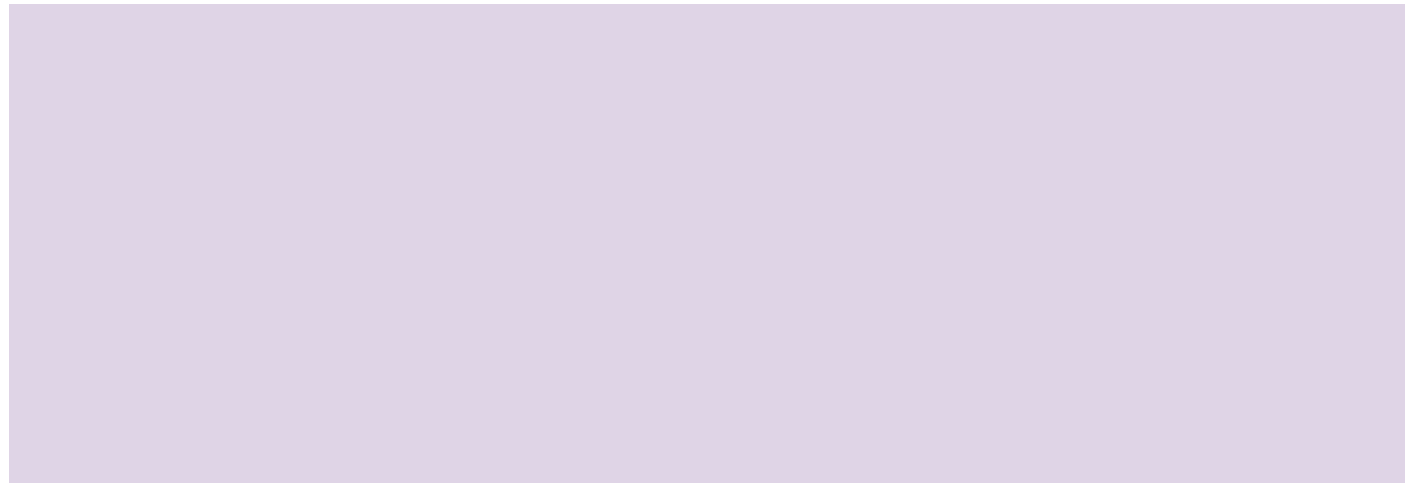
Please tell us about the group's volunteers.

For example, age, gender, how long involved with the group, the type of work they do for the group



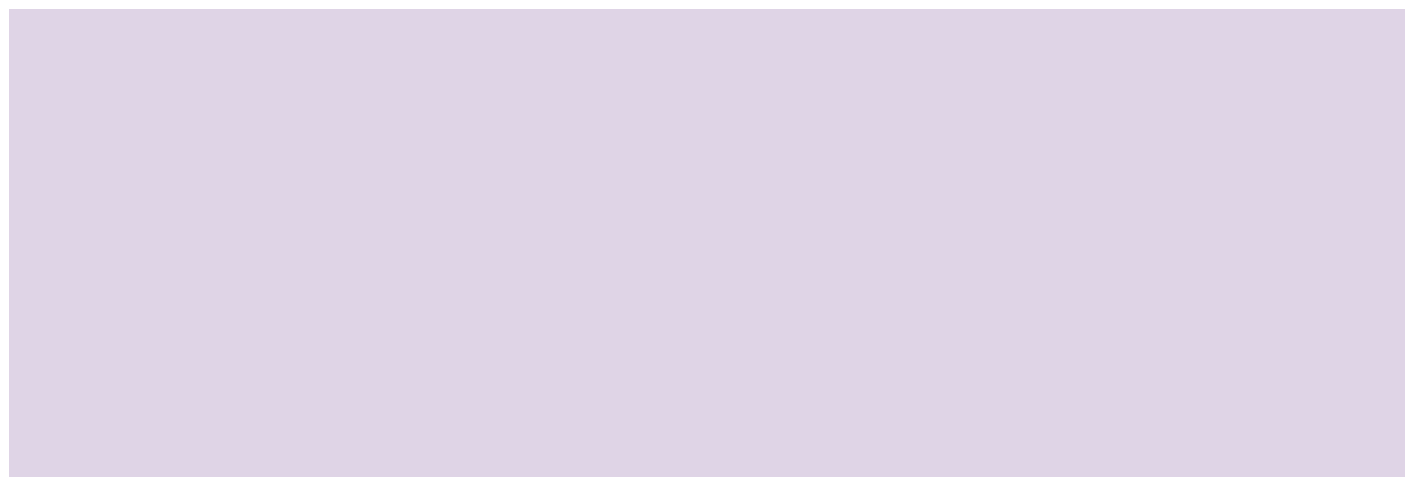
Who benefits from the group's work? And how many people have benefited in the last 12 months?

You may give an estimated number.



Has the group's contribution been recognised elsewhere?

For example, in the media, by local government, by other awards.



8. Your recommendation

In this section, please explain how your nominated group has made a significant contribution in its area of activity. We are looking for groups that have given excellent service to their beneficiaries and communities; have delivered their service in innovative ways; and have shown other examples of selfless voluntary service that distinguish their work.

Please answer each question in no more than **200 words**, explaining what achievements make the nominated group stand out from others.

What social/economic/environmental need is this group meeting for individuals, groups or the whole community? How is it doing this?

How has the group generated a high level of good will and respect among those it serves and the whole community? Please give examples.

If there have been significant obstacles to the group's programme, please list them here and say how the group has overcome them.

How has the group achieved, or how is it moving towards achieving, some or all of the examples of high standards of excellence in volunteering?

Please answer all the following:

- Are there opportunities for volunteers to develop their skills and receive appropriate training or learning?
- Do volunteers receive support and guidance?
- Can volunteers give feedback on what they are doing and how they would like to develop their roles?
- Are there ways for the group to recognise volunteers' contributions?
- Are health-and-safety procedures in place?
- Are volunteers reimbursed for their out-of-pocket expenses?
- Does the group satisfy requirements to safeguard children and vulnerable adults, if appropriate? These requirements may include Criminal Records Bureau checks.
- If needed, does the group have public liability insurance?

9. Letters of support

Please obtain two letters that endorse the nominated group's contribution from people who are familiar with its work. One of the supporters may be a volunteer in the group. Letters of support must be attached to this form. Please list below the names of the supporters and their relationship (if any) to the group.

1.

2.

10. Details of person making the nomination

Surname and title

First name

Number/name of building

Street

Village

Town

County

Postcode

Tel no.

Mobile no.

E-mail

Relationship (if any) to the nominated group: Please note that volunteers **may not** nominate their own group.
Volunteers include: all trustees, all committee members, active volunteers and paid staff.

I confirm that, to the best of my knowledge and belief, the information in this form is true and correct. I have discussed the nomination with the group. It is happy to be nominated and is aware that the scheme will take detailed steps to assess the group and its work.

Signature

Date

Please send this form along with two supporting letters only (any other documents **will not** be read) to:

Queen's Award for Voluntary Service Administrator

The Queen's for Voluntary Service Award Office

Consolidated PR

22 Endell Street London WC2H 9AD

Tel: 020 7781 2397

Fax: 0207 781 2301

E-mail: queensaward@consolidatedpr.com

For Award Office Use Only

Date form
received:

Reference no:

Date

acknowledged:

11. How did you hear about the Award?

National newspaper	<input type="checkbox"/>	Voluntary organisation/charity	<input type="checkbox"/>
Local newspaper	<input type="checkbox"/>	Local event	<input type="checkbox"/>
TV/radio	<input type="checkbox"/>	Local library	<input type="checkbox"/>
Internet	<input type="checkbox"/>	Local council	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>	Other Please specify	<input type="checkbox"/>
Previous winner/entrant	<input type="checkbox"/>	<input type="text"/>	

12. Ethnic origin

Which ethnic group do you consider you belong to? Please put a cross in one box only. You do not need to complete the ethnic origin sections, but if you do it will help us check that we are reaching all sections of the community.

White

British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>
Please specify	<input type="text"/>

Asian

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>
Please specify	<input type="text"/>

Chinese or other ethnic group

Chinese	<input type="checkbox"/>
Any other	<input type="checkbox"/>
Please specify	<input type="text"/>

Mixed

White and black Caribbean	<input type="checkbox"/>
White and black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed background	<input type="checkbox"/>
Please specify	<input type="text"/>

Black

Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other black background	<input type="checkbox"/>
Please specify	<input type="text"/>