

The Community Awards 2024/2025

Guidance notes and Terms and Conditions

1. About the Awards

We are delighted to see the Community Awards return this year with the aim of recognising the positive contributions made by individuals and organisations across Bath and North East Somerset.

This year we have nine categories for which we are inviting nominations that recognise exceptional contributions to the community that those nominees serve.

2. Categories

Category 1 - The Beryl Dixon Community Leader of the Year:

The Beryl Dixon Community Leader Award is designed to acknowledge exceptional leadership within the charitable sector. Named in memory of the late Beryl Dixon MBE, who sadly passed away in 2017. A passionate advocate for Black and Minority Ethnic (BME) communities, this award recognises individuals who have demonstrated outstanding leadership qualities in advancing equality and championing the rights of marginalised groups. Whether they are paid employees or dedicated volunteers, this award seeks to honour those who have made a significant impact in promoting equality and inclusivity within the groups and services they support. Winners of this category will be selected by the Judging Panel.

Category 2 - The Willson Volunteer of the Year Award:

The Willson Volunteer of the Year Award is named after Jenny Willson, a former employee of Bath & North East Somerset Council who passed away in 2023. Jenny was known for her leadership in promoting health and wellbeing initiatives within the community. The award will acknowledge volunteers who have made an exceptional contribution to the community. Winners of this category will be selected by the Judging Panel.

Category 3 -Young Volunteer of the Year:

The awards will acknowledge young volunteers who have made exceptional contributions to the community. Winners of this category will be selected by the Judging Panel.

Category 4 – Carer of the Year:

This is a chance to recognise individuals who go beyond in caring for children and adults in Bath and North East Somerset. Nominees do not have to be residents of the area, but they must support someone who lives there. Winners of this category will be selected by the Judging Panel.

Category 5 –Young Carer of the Year:

This is a chance to recognise individuals who go beyond in caring for children and adults in Bath and North East Somerset. Nominees do not have to be residents of the area, but they must support someone who lives there. Winners of this category will be selected by the Judging Panel.

Category 6 - The Peter Duppa-Miller Parish Award:

The Peter Duppa-Miller Parish Award was established in memory of Peter Duppa-Miller, who passed away in 2015. Peter was a dedicated advocate for rural communities and parishes in the Bath and North East Somerset area. This award aims to acknowledge the commitment and service provided by Town or Parish Councils within the district. Winners of this category will be selected by the Judging Panel.

Category 7 - Charity of the Year:

The award will be given to a charitable organisation that provides outstanding services to support residents and the communities of Bath and North East Somerset. Nominations will be shortlisted by the Judging Panel. Members of the public will be invited to vote on the shortlisted nominees to select the winner of the category.

Category 8 – Volunteer Team of the Year:

This award will be given to a volunteer team that have made an exceptional contribution to the community. Nominations will be shortlisted by the Judging Panel. Members of the public will be invited to vote on the shortlisted nominees to select the winner of the category.

Category 9 – Young Volunteer Team of the Year:

The award will be given to a young volunteer team that has made an exceptional contribution to the community. Nominations will be shortlisted by the Judging Panel. Members of the public will be invited to vote on the shortlisted nominees to select the winner of the category.

If your nomination is for a volunteer, team or carer, who is aged 25 or under, please confirm that they were born on or later than 1999 at the time of submitting your nomination form.

3. How to nominate?

a. Eligibility

The Awards will be given to those individuals, teams or organisations that contribute towards activities and services within Bath and North East Somerset.

We will accept nominations for individuals or organisations that are registered outside of the authority area, but their community work must benefit residents of Bath and North East Somerset. Please see above individual categories for eligibility. A word limit of 600 words is applied to all nominations. Please do not send any additional information as this will not be considered. Nominations received after the deadline date may not be accepted.

The information provided in the nomination form will be used in publicity about the Awards. Please ensure the information you provide is a true and accurate summary of the volunteer, team or organisation. Please ensure that your nominee is aware of the nomination and the details within the application.

b. About the nomination

Nomination forms must be completed in full providing the following details.

- Name and contact details of the person nominating the volunteer, team or organisation
- Name and contact details of the volunteer. If under 18 please ensure the name of a parent or guardian is supplied.
- Information about what they have done to deserve the nomination
- One category only that applies to the nomination.
- Nomination forms can be completed on the Council's Website

<https://beta.bathnes.gov.uk/community-awards-2024>

or obtained from:

- By email to: connecting_communities@bathnes.gov.uk
- In writing to: Mark Hayward, The Community Awards 2024/25, Bath & North East Somerset Council, Lewis House, Manvers Street, Bath BA1 5JG

c. Who can make nominations?

Anyone can make a nomination including individuals or a groups applying together or, a company, charity, partnership, association etc. However, we do not accept self-nominations. There are no restrictions on the number of nominations that can be submitted.

d. Deadline

Nomination forms must be returned by no later than ~~5pm~~, 31st December 2024
Forms can be completed online or can be sent by email or postal address clearly marked "The Community Awards 2024/25":

e. What happens next

You will receive acknowledgement of your nomination once it has been registered. If your nomination results in the nominee being successful, you will be contacted with details about how and when the award will be presented.

f. The Awards

An event will be arranged for the winners of the individual award categories and separate arrangements will be made for the Charity and Team award winners. The Peter Duppa-Miller Parish Award will be presented at The Parish Liaison Meeting.

4. Terms and conditions

- a) The nominator is responsible for obtaining permission from the nominee to nominate them, and where required have the consent of their parent or guardian, before submitting their nomination. They must make them aware that their nomination is subject to these terms and conditions and the Community Awards Privacy Policy which can be found here.

<https://beta.bathnes.gov.uk/council-privacy-notices/community-awards-privacy-notice>

- b) The nominator must inform the nominee that they will be invited to collect their award if they are selected as a winner. The winners of the awards may be filmed and photographed.
- c) The information provided in the nomination form will be used to select the winners, during the event and in further publicity about the Awards.
- d) Please ensure the information you provide is a true and accurate summary of the nominee. Please ensure that your nominee has agreed for you to submit the nomination and agreed the details you have provided within the application.
- e) If you (the nominator) are under 18 years old, you must have your parent or legal guardian's permission to nominate and you must provide the name and telephone number of your parent or legal guardian on request.
- f) If your nominee is under 18 years old on the date the nomination is made, you must obtain consent from their parent or legal guardian before you put them forward to be considered for the award and you must provide the name and telephone number of their parent or legal guardian on request.
- g) The Council reserves the right to contact the relevant parent or legal guardian to check consent and to exclude nominations for which the requisite consent has not been given.
- h) Nominees under 18 years old who attend the Awards event must be accompanied by a parent or legal guardian or have permission by their parent or legal guardian to attend with the organisation they volunteer with.
- i) Nominations for individuals or teams that are aged 25 and under are asked to confirm that they were born on or later than 1999 at the time of submitting the nomination form.
- j) All nominations will be considered by a Judging Panel made up of partner representatives of the Community Awards and any other representative that the Council deems appropriate. Nominations for the categories of Charity of the Year, Volunteer Team of the Year, and Young Volunteer Team of the Year will be shortlisted by the Judging Panel and members of the public will be invited to vote to select the winners of these categories.
- k) Nominees must let the Council know if they have ever been convicted of a crime, if they are the subject of ongoing criminal proceedings or investigations, or if they have any County Court Judgments against

them. This does not relate to minor traffic offences. Nominees agree that the Council has the right to do, or to engage third party organisations to do, background checks on them to verify the information that they provide in this regard (including but not limited to Disclosure & Barring Service checks carried out by third party organisations).

- l) Disclosure of criminal convictions, current criminal proceedings or investigations and other matters including those that may cause potential disrepute, may not automatically exclude nominees from the selection process but the Council and/or any judging panel shall be entitled to exercise their sole discretion in this regard and may invalidate a nominee's application or otherwise result in the termination of the nominee's participation in Awards. In all cases the decision of the Council and/or the judging panel(s) shall be final.