



NOMINATION FORM FOR GROUPS

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS. Deadline: End of May and Mid November annually, exact dates can be found on our website. If you have any questions or require any help completing this form, please call us on 0845 337 2987 or see the application guide on our website – www.diana-award.org.uk

ORGANISATION DETAILS

ORGANISATION NAME:

If a school, are you: Secondary Special Maintained Independent International

House number and street name:

Town:

State, Province or County:

Country:

Post or Zip code:

Telephone:

Fax:

Email:

Name of LEA/EA/ELB (UK only):

CATEGORY

Please tick the category you are nominating your nominee for below. *Please tick only one box.*

- Diana Anti-Bullying Champion
- Diana Active Campaigner
- Diana Champion Fundraiser
- Diana Champion Volunteer

GROUP DETAILS

NAME OF NOMINATED GROUP:

How many members of the group are you nominating ?

Maximum Group Size is 30.

Number of Males:

Number of Females:

Age range:

I confirm that a full list of all group members, including, name, age, gender and ethnicity is attached (see form Appendix 1). **Please note that nominations will not be processed without this information.**

ARE ANY OF THE GROUP MEMBERS*:

Please tick all that apply.

- a) In local authority care?
- b) A refugee or asylum seeker?
- c) Registered disabled?
- d) A member of a Travelling community?
- e) Not in full-time education, training or employment?
- f) Other please specify

* Please specify numbers if you can. Please note these questions are optional, and all answers will be treated with the strictest confidence.

QUESTIONS

ABOUT THEIR SERVICE:

1. Addressing your chosen category, tell us what selfless activity or service the group has done for their school, community, friends or family, that is worthy of recognition.

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2. Over what period of time has the group made this commitment? (Minimum commitment required is 10 to 12 months).

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3. Please outline the impact that the group has had on the lives of others; demonstrating how this is over and above what would normally be expected of their peers.

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ABOUT THE GROUP:

4. Please tell us more about the group you are nominating. *This is your opportunity to give us more detailed information about your group and difference they have made to the lives of others.*

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5. Please tell us what exceptional personal qualities and skills the group use and demonstrate how they work together on the nominated activity.

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6. Would you describe the group members as role models? If yes, please tell us why. If no, please explain further.

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7. Testimonials: Please attach three testimonials to your nomination, each on a separate sheet.

(a) **TWO** of these need to be written statements from other adults who know the nominee in a professional capacity. You must give their name, position, address and signature and indicate how long they've known the nominee.

(b) **ONE** needs to be from someone who has benefitted from the nominee's activities.

Each testimonial should be no less than 150 words.

ABOUT YOU

We would be grateful if you could tell us a little about yourself, and how you heard about the Diana Award.

Name: (Mr/ Mrs/ Ms/ Miss/ Dr/ Other)

House number and street name:

Town:

State, Province or County:

Country:

Post or Zip code:

Telephone:

Email:

Professional title:

Relationship to nominee:

How long have you known the nominee?

Your signature:

I confirm that, to the best of my knowledge the group have not engaged in the activities described in expectation of this or any other award (*please tick*).

MARKETING INFORMATION

How did you find out about the Diana Award? Please tick: Mailshot Fax Email Conference

Local press National press Advert Word of mouth Existing Award Holder(s)

Other (*please specify*)

IMPORTANT: Nominations must be submitted on this form, or online at www.diana-award.org.uk. Please feel free to enclose any other supporting information, including photographs. We will inform you of the outcome of your nomination approximately four weeks after the nomination deadline, exact dates can be found on our website.

If this form is incorrectly completed, or lacking information, we will ask you to resubmit it. If an application is uncorrected by the nomination deadline, it will be rejected. If your nomination does not appear to meet our criteria or standards, we will inform you of our decision and reasons for rejection. An impartial selection panel will make the final decision on each accepted nomination. The closing deadlines are May and November annually, exact dates can be found on our website – www.diana-award.org.uk.

CHECKLIST

Before you send us your nomination, please check you have done the following:

Signed the form and provided your contact details

Completed each question on the nomination form

Included three testimonials: two from adults who know the group in a professional capacity plus one from someone who has benefited from the group's work

Entered the group name and details clearly and correctly

Entered the name, age, gender and ethnicity of each group member on form appendix 1

Included any other documentary evidence (where relevant/possible).

COMPLETED FORMS SHOULD BE RETURNED TO:

NOMINATIONS, Diana Award, 20 Buckingham Street, London, WC2N 6EF or emailed to nominations@diana-award.org.uk.

THE DIANA AWARD

Registered office: Diana Award, 20 Buckingham Street, London, WC2N 6EF Tel: 0044 (0)845 337 2987

Fax: 0044 (0)20 7930 7183 Web: www.diana-award.org.uk

Email (general enquiries): awards-info@diana-award.org.uk

Email (*nomination enquiries*): nominations@diana-award.org.uk

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NOMINATION FORM FOR GROUPS – APPENDIX I

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS.

ORGANISATION NAME:

NAME OF NOMINATED GROUP:

Please write the details about each member of your group below.

No.	Name	Age	Gender	Ethnicity	Hard to Reach?
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