



THE INTERNATIONAL DIANA AWARD 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 +44(0) 0845 337 2987 or email us at awards-info@diana-award.org.uk or see the application guide on our website – www.diana-award.org.uk

ORGANISATION DETAILS

ORGANISATION NAME:

House number and street name:

Town:

State, Province or County:

Country:

Post or Zip code:

Telephone:

Fax:

Email:

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.**

QUESTIONS

ABOUT THEIR SERVICE:

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

.....

.....

.....

.....

.....

.....

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

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 age group.

.....

.....

.....

.....

.....

.....

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.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

7. References: Please attach three references 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.

Name 1: Position:

Organisation:

Name 2: Position:

Organisation:

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

Name: Position:

Organisation (if relevant):

Each reference should be no less than 150 words.

8. Official Documentation - please include any official documentation such as:

- a certificate of incorporation
- a letter from tax office *or*
- or demonstrate that the organisation is registered

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) Website
 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 references: two from adults who know the group in a professional capacity plus one from someone who has benefited from the group's work
- Attached official documentation about your organisation
- 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, The Oasis Centre, 75 Westminster Bridge Road, London SE1 7HS, United Kingdom or emailed to nominations@diana-award.org.uk.

THE DIANA AWARD

Registered office: Diana Award, The Oasis Centre, 75 Westminster Bridge Road, London SE1 7HS, United Kingdom Tel: +44 (0) 845 337 2987 Fax: +44 (0)20 7921 4490 Web: www.diana-award.org.uk

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

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



THE INTERNATIONAL DIANA AWARD 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 M/F	Ethnicity	Email
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					