

# Shining Light Awards 2020/21

## Bath and North East Somerset



### Guidance notes and terms and conditions

#### 1. About the Awards

We are putting on hold our Community Awards for this year, as we want to **Shine a Light** on individuals, teams and organisations that have made an exceptional contribution during the Covid-19 pandemic.

During the past year the Covid-19 pandemic has tested and challenged society beyond all recognition. It has brought the very best out in our communities and we have seen many people stepping forward to help others, whether that is going above and beyond in the work that people do or volunteering to help out in the community. There have been so many extraordinary acts of kindness and compassion, we wanted to take this opportunity to recognise all those amazing people who have worked tirelessly during the past year.

We have ten Awards to give away and we are seeking nominations for volunteers, carers, local charities, businesses, nurses, teachers, public sector workers, anyone who has gone over and above and made a significant contribution to support their local community or an individual during the past 12 months.

#### 2. Who are the partner organisations?

The Awards are organised by Bath & North East Somerset Council in partnership with BSW CCG, CURO, Student Community Partnership (University of Bath, Bath Spa University & Bath College), B&NES Virgin Care and the 3SG.

#### 3. What are the eligibility requirements?

There are no specific categories in this year Awards. Winners will be selected from all the nominations received. All nominations must demonstrate that they:-

- have provided support to the local community or an individual during the past 12 months of the Covid-19 pandemic.
- in addition to their normal work or volunteering, they made a significant difference to the lives of the community or an individual that they have supported during the past year.
- are supported, recognised and respected by the local community and the people who benefit from it.
- benefit residents of Bath and North East Somerset.

Eligibility criteria:

- All nominations must be completed in full.
- Provide no more than 2000 words about the nominee, the role / tasks that they have undertaken, what they have done over and above their normal role, the impact they have made and reasons why they deserve the award. Please also include any testimonials. Please do not send any attachments as this will not be considered.

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- The Council may seek further information about the nominee for the purposes of considering their nomination, please see terms and conditions below for more information.
- A group must be made up of two or more people.
- Organisations not required to be located or live within Bath and North East Somerset, although their impact and benefit must benefit the residents of the area.
- Nominations received after the deadline date may not be accepted. This will be at the discretion of the Council.

#### 4. How to nominate?

Nomination forms must be completed in full to be eligible.

We would encourage nominations to be completed on-line here:

<https://www.bathnes.gov.uk/form/nomination-form-shining-light-award-community-awards>

However, nomination forms can also be obtained from:

- Downloading a form from the Council's website: [www.bathnes.gov.uk/CommunityAwards](http://www.bathnes.gov.uk/CommunityAwards)
- Requesting a form by email [connecting\\_communities@bathnes.gov.uk](mailto:connecting_communities@bathnes.gov.uk)
- By phone on 01225 477807

#### 5. Who can nominate?

We encourage nominations from local residents, staff, councillors, businesses, charities, voluntary or community organisation, teachers, volunteers and individuals within the authority area. We will accept nominations from individuals or organisations that are registered outside of the authority area but their service or impact must benefit residents of Bath and North East Somerset.

#### 6. Any advice on completing the nomination form?

Please complete the form accurately. Tell us as much as you can within the number of words allowed, and read carefully these guidance notes and terms and conditions. It is important that you provide full but concise information about your nomination and explain exactly how they contribute to the people and the community they benefit. If you need help or advice to complete the form, please contact: [community\\_awards@bathnes.gov.uk](mailto:community_awards@bathnes.gov.uk).

#### 7. What if the nomination is unsuccessful?

If your nomination does not meet the eligibility criteria your nomination will be withdrawn and you will be notified.

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The Council reserves the right to withdraw any nomination that it considers unsuitable based on the information contained in the nomination and obtained from other sources, subject to the terms and conditions of the Awards. The Council will not be obliged to disclose the reasons for withdrawal.

#### 8. What is the deadline for nominations?

Nomination forms must be returned by no later than **Friday 30<sup>th</sup> April 2021**. Forms which are not completed via the on-line nomination form must be sent by email and be clearly marked **Shining Light Awards 2020/21**.

#### 9. What happens next?

You will receive acknowledgement of your nomination once the Council has registered the nomination details. You will not be contacted again until after the nomination deadline.

You and your nominee will receive an invitation to an on-line Awards Ceremony. Please do let us know whether you will be attending the event.

#### 10. Who considers the nominations?

All eligible nominations will be considered by a Judging Panel of people made up of the partners of the Awards. Each nomination is judged solely on merit and based on the information provided within the nomination form. The Council may obtain additional information from other sources in line with the terms of conditions of the Awards, when considering the nomination if deemed appropriate.

#### 11. About the online Awards evening

We will be holding an online Awards evening. Everyone nominated for an Award will be invited and will receive a Certificate in recognition of their contribution. The winners of each category will receive a Certificate and a Bath Aqua Glass Award.

#### 12. Terms and conditions

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 daytime telephone number of your parent or legal guardian on request.

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 daytime telephone number of their parent or legal guardian on request.

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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.

Nominees under 18 years old who attend the online Awards evening must be accompanied by a parent or legal guardian or have permission by their parent or legal guardian to attend.

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 Awards Privacy Policy which can be found here.

[https://www.bathnes.gov.uk/sites/default/files/privacy\\_notice\\_20.3.21.pdf](https://www.bathnes.gov.uk/sites/default/files/privacy_notice_20.3.21.pdf)

The nominator must inform the nominee that they will be invited to attend the on-line Awards evening. The nominator will be contacted separately if their nominee is a winner to arrange an individual presentation of the awards. This will be filmed and photographed and used at the Awards evening and in publicity thereafter. Subject to government guidelines and restrictions in place at the time, the council may organise a small gathering of winners following the on-line event.

The information provided in the nomination form will be used to select the winners, at the Awards evening and in further publicity about the Awards. Please ensure the information you provide is a true and accurate summary of the volunteer, team or business. Please ensure that your nominee has agreed for you to submit the nomination and agreed the details you have provided within the application.

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 offenses. 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).

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.