



All over Tower Hamlets, there are special people who are working to make things better.

People who live, work or study in the area and who help to improve the quality of life for other people.

The Council's Civic Awards Scheme enables us to thank the borough's unsung heroes and heroines.

## If you know someone who:

- A** Gives outstanding service to the community;
- B** Has brought credit to the borough through sporting, artistic or cultural achievements;
- C** Has improved the quality of life for local people by providing services, beyond what they are paid to do;
- D** Has benefited the community through success in business and in community involvement;
- E** Is a young achiever under 25 years old whose accomplishments are extraordinary and should be recognised.

## Nominate them for a Civic Award

Just fill in the form contained within this leaflet and return it to the address indicated or by email to [speaker@towerhamlets.gov.uk](mailto:speaker@towerhamlets.gov.uk).

If you would like any advice or assistance completing the form please phone 020 7364 4883.

### Notes and tips on completing the nomination form

Posthumous awards will only be given within 1 year of death.

Please complete the form overleaf, you do not need to write a long essay. We need facts supported by examples to show, eg. how the person changes peoples' lives in a way that others may not.

It may help to consider the four 'W's –

#### **Who, What, Where and When.**

- **What** do they do that you consider merits an award? (remember, if the person undertakes these services/activities as part of their paid job, they will not be eligible, but if you feel that their actions exceed what they are paid to do your submission must demonstrate this.)
- **Where** do they undertake these activities? (it must be within the borough of Tower Hamlets – in the case of Category B have they represented the borough?)
- **When** did the person undertake these activities? (it should be recent or ongoing.)