



Guidelines - Nominations for the Good Neighbour Awards Middlesbrough Council

Do you have a brilliant neighbour who regularly helps others in the community and makes a difference? If so, we'd love to hear from you!

1. Good neighbours make a huge contribution to many people's lives across Middlesbrough. They help lots of people with their day to day lives often without thinking about the positive impact it has on them. Good neighbours can be found in every part of the town and are involved in many things from organising lunches, walking dogs, helping elderly neighbours, cooking meals, shopping and so much more.
2. We want to highlight the fantastic contributions made by residents of all ages who have improved the lives of others and gone that extra mile. Whether they have provided care and support for others, are always on hand when needed, or simply been a friendly face around your neighbourhood, you can nominate them for a Good Neighbour Award.

Who can be nominated?

3. Anyone can nominate a neighbour who has helped people within their community.

When can nominations be made?

4. Nominations can be made at any time. Nomination forms can be downloaded from the Council website (www.middlesbrough.gov.uk/good-neighbour-awards), or you can request them from Jolande Mace by calling (01642 729523) or sending an e-mail to communityawards@middlesbrough.gov.uk.
If you have difficulty in understanding the form, please contact us.

How will the winners of the awards be decided?

5. All nominations will be passed to the Good Neighbour Awards Judging Panel who will meet on a monthly basis to select a winner. Please include as much information as you can on the person you are nominating to assist the judging panel in choosing a winner. The decision of the awards panel is final and the panel reserves the right not to make awards if there are no eligible nominations.

When will the winners be announced?

6. The winner will be contacted every month and will be presented with an award certificate.

Important nomination information:

- A nomination form must be completed for each person which needs to contain as much relevant information as you can.
- If your nominee is chosen, we may contact you for further information.
- **You will need to inform the person that they have been nominated for the award as we will need to contact them.**
- **We will only contact nominees who have been chosen.**
- All nominations and correspondence will be treated with the strictest confidentiality.
- Middlesbrough Council is collating information for the sole purpose of evaluating the nominations for the Civic Community Awards. Middlesbrough Council is the 'Data Controller' as defined by Data Protection regulations.
- Personal information is collected as part of the nomination process to enable us to assess the nominations and to communicate directly with nominees and nominators. Some information may be used to promote the Good Neighbour Awards.
- You should note that the personal information from the winners of the Good Neighbour Awards will be kept for a period of two years.
- For more information about how Middlesbrough Council uses your data, please see our corporate Privacy Notice - <https://www.middlesbrough.gov.uk/open-data-foi-and-have-your-say/data-protection>
- The Awards Panel's decision is final.
- Nominees for the Good Neighbour Awards can be of any age and from any background. However, if you are nominating someone who is under 18, please make sure you have a parent's or guardian's permission to do so.

