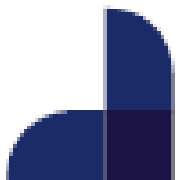




Nomination Guidance 2016



INTRODUCTION

The Lord Ferrers Awards recognise outstanding contributions to volunteering in policing. Awarded annually, the Lord Ferrers Awards are open to a wide range of policing volunteers across eight individual and team categories.

From 2016, we are including a leadership award for the special constabulary. The Employer Supported Policing Award is open to organisations that support their employees to volunteer in policing. The Award recognises the contribution of employers and includes those accredited under the Community Safety Accreditation Scheme.

A panel of judges will select a winner and runner-up from each category on the basis that they meet the following criteria:

- A high quality piece of work –the nomination demonstrates effectiveness, creativity, well planned work and that the person or team nominated played a leading role in its design, implementation or delivery.
- A measureable impact – the nomination demonstrates how they have achieved and sustained a measureable impact for the benefit of policing or communities.
- Inspiring contribution – the nomination demonstrates a positive and inspiring contribution to others within policing.

The awards are not intended for those that may also apply for other policing awards. Judges for the Lord Ferrer's Awards will not shortlist nominations where long service, extra hours or bravery are the sole case for nomination as these are recognised by other awards.

SUBMITTING THE NOMINATION FORM

The nomination form for all award categories can be found online at <http://www.homeofficesurveys.homeoffice.gov.uk/s/TO6DL/>. Please provide as much information on what the nominee has achieved as you can within the word limit.

- All sections of the form must be completed or the nomination will not be shortlisted.
- The selection panel will not consider 'self' nominations from individuals or teams.
- Persons nominating teams or individuals can make a maximum of three nominations per application. You may make more than one application. Multiple nominations in one award category for the same nominee(s) will not be shortlisted.
- If you have any queries or are unable to submit an online application, please email LordFerrersAward@homeoffice.gsi.gov.uk for more information.
- Nominations close at **midnight on Sunday 17th July 2016**. We cannot accept late nominations.

AWARDS TIMETABLE AND CEREMONY DETAILS

Timetable	
Saturday 4 June 2016	Nominations open
Sunday 17 July 2016	Nominations close
July 2016	Shortlisting (unsuccessful nominations will be notified)
July/August 2016	Selection panel (shortlisted nominations will be notified as to whether or not they will be invited to the ceremony)
September 2016	Awards ceremony

Winners and runners-up will be invited to the awards ceremony in September 2016 and receive further information in due course, including the number of guest places that will be available.

Winners and runners-up in the Employer Supported Policing category will also be invited to bring their employee(s) to the ceremony so their contribution can be recognised jointly.

USE OF INFORMATION

Any personal information that you provide will be treated in confidence and only used in connection with the Lord Ferrer's Awards. It will be stored securely throughout the nomination process and only accessed by those directly connected with the process. This may include sharing it with nominated officers within the force that the nominee is stationed. Once the award ceremony is complete then all personal information collected in connection with the Lord Ferrer's Awards will be securely destroyed as soon as is reasonably possible.

The nominee must agree to all press activity as authorised by their force, the Home Office and the College of Policing, including the details of their nomination being used to promote the Lord Ferrers Awards, policing and volunteering more widely.