Template for Supporting Information for a UK Honour Nominee.

Please use this template, or equally ask each supporter to send letters on headed paper, using this template as a guide to demonstrate their support for your nomination. At least 2 letters of support are required for each nomination:

|  |  |
| --- | --- |
| **Nominee’s Details** |  **Please complete all fields in typeface** |
| Title and Name of Nominee – to include any post nominals |  |
| Town/Location  |  |
| Organisation i.e. name of charity or business associated with the Nominee |  |
| Name of Nominator (who requested this letter)  |  |
| **Supporter’s Details** |
| Title and Name of Supporter – to include any post nominals |  |
| Please provide details of any public office you may hold, for example – MSP or Local Councillor, or details of your professional role.  |  |
| Contact details, including email and telephone number  |  |
| Relationship to Nominee  |  |
| Time span of that relationship  |  |
| **Reasons for Support Response** |
| Please provide examples of how the nominee’s actions have made a difference to the community/business/ individuals etc. Please only provide those examples you can evidence with details of the nominees impact (Max words 100)  |  |
| Please provide details of any funds raised for charities/ business growth – financial impact and employment opportunities created – hours donated to voluntary work etc. . (Max words 100) |  |
| Please tell us a little about the nominees character and your relationship with them, this can include how the nominees honour worthy actions have affected you personally. (Max words 100) |  |
| Please add anything which may be helpful in supporting this nomination which has not been covered in the previous sections. (Max word 50)  |  |
| Please finish by explaining why you believe this person is worthy of an honour (Max 50 words)  |  |
| Signature and date – including post nominals i.e. Dr A.Body FRSE (Electronic signatures are acceptable) |  |

Once completed, with your main nomination documents. Please send to: ScottishHonours@gov.scot