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**NOMINATION FOR AN HONOUR - TEMPLATE**

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| **Personal Details** |  **Response** | **Comment** |
| First Name |  | Please provide full names and not abbreviated or “nick” names here. **Mandatory.** Nominations cannot progress without this information. |
| Middle Name |  |
| Surname |  |
| Title  |  |  |
| Familiar or preferred name  |  |  |
| Address Line 1 |  | A home address is **mandatory**. Nominations cannot progress without this information. Please discuss with the P&H team if you are experiencing difficulty in obtaining this information.  |
| Address Line 2 |  |
| Town |  |
| Postcode |  |
| Telephone/Mobile  |  | This information is **mandatory** as it is required to contact successful nominees. |
| Email address |  |
| DOB  |  | This information is **mandatory.** |
| Nationality |  | This information is **mandatory**. We cannot progress the nomination without this. Please ensure you advise of Dual Nationality where appropriate. |
| Ethnicity  |  | This information is voluntary and allows us to monitor and inform diversity. |
| Living with a disability or Life limiting condition ? |  | This information is voluntary and allows us to monitor and inform diversity. |
| Leaving/Retirement Date if relevant |  | There is a 12 month time bar on work related nominations following retirement. This can be impacted by the timing of each round. |
| **Honours Information** |
| Suggested Level of award |  | e.g. OBE, MBE - leave blank if unknown  |
| Suggested Honours Committee |  | e.g. a medical professional would be seen by the Health Committee, while a teacher by Education  |
| Post-Nominals/Previous Honours |  | e.g FRSE and or MBE  |
| Position & time in current role and Organisation |  | e.g Director of Services, Homeless Community Action, 7 years.This information is **mandatory** |
| Voluntary/Charity  |  Yes/No | All voluntary actions strengthen nominations and should be included. |
| Time in voluntary/charitable service if relevant |  |  |
| **Short Citation –**this provides the public with an overview of the nomination  |  | e.g. For services to the Homeless Community in North East Scotland |
| **Contributors of Supporting Letters\*** |
| Supporting Letter OneName of supporter |  | Please see the additional template |
| Supporting Letter TwoName of supporter |  |
| **Nominator Details** |
| Name |  |  |
| Address |  |  |
| Email  |  | We may need to contact you for further information or clarification |
| Telephone  |  |
| Relationship  |  |  |

**Please read the following information through to the end before attempting to complete your nomination**. It will be helpful to consult the accompanying document *“Guidance On Nomination Writing”* before progressing.

Please note any nomination will be edited to comply with the Cabinet Office requirements of a citation not exceeding 2700 characters inclusive of spaces – we therefore need strong examples of the nominees actions and impacts which are deserving of consideration of an award.

**\* All nominations must be accompanied by two letters of support. Further information can be found on the “Letter of Support Template”**

1. Provide strong examples of the nominee’s work and the impact their actions have had. This can be powerfully illustrated with “before and after” scenarios while details such as funds raised, economic impact and numbers assisted all add to making the nomination robust. It is easy to fall into the trap of providing a CV like document, however the committees require more than a list of achievements so consider your nominee and their actions as the story and make a tale of the reasons why they are deserving of an Honour.

**SITUATION – provide a brief introduction of the situation before the nominee’s impact. Recommended Max 100 word count**

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**TASK – Outline the steps required to achieve a positive outcome.** **Recommended Max 100 word count e.g.***To correct this situation would require x amount of time/ money freely given*

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**ACTION – What did your nominee do about the situation?** this is a good opportunity to provide some facts and figures to support the nomination. **Recommended** **Max 200 word count**

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**RESULT – What was the outcome and impact of your nominee’s actions** (we will compare this to the situation, this will illustrate the improvements your nominee has achieved) **Recommended** **Max 100 word count**

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**BACKGROUND – This is your opportunity to tell us any information that you may wish to include that is relevant to the nominee.**

**Recommended** **Max 100 word count**

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**Things to consider**

* Please do not make subjective comments or repeat previous information.
* Please attempt to limit your evidence to the recommended words per box.
* Please do not submit information in a CV like format.
* Please provide any family background where it informs the purpose of the nomination, e.g. “all achieved while raising two children alone.”
* Please attach any additional documents and at least two supporting letters before returning the completed form to: ScottishHonours@gov.scot