

## **Nomination Form for Bolton Civic Medal**

Please complete this form to nominate an individual for Civic Medal award. Please ensure all sections are completed and returned to [mayorsoffice@bolton.gov.uk](mailto:mayorsoffice@bolton.gov.uk), by Friday 25<sup>th</sup> October 2024.

<b>Name and address of candidate:</b>	
<b>Forename(s):</b>	
<b>Surname:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Email address:</b>	
<b>In this section, please provide detailed explanation why you feel the person deserves the Civic Medal (max 500 words)</b>	
<b>Name and address of person submitting the nomination:</b>	
<b>Forename(s):</b>	
<b>Surname:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Email address:</b>	
<b>Signed:</b>	
<b>Date:</b>	



## **Guidance for Nomination for Bolton Civic Medal**

Bolton's Civic Medal awards will celebrate and recognise an individual's outstanding achievement or distinguished service to the borough, contributing in a distinctive way, showing innovation and creativity to deliver results.

### **Who to nominate**

We welcome nominations on behalf of individuals who have made outstanding contributions and shown dedication to supporting the people and borough of Bolton.

### **Nomination process and details**

Please note, under no circumstances should candidates be informed that their name is under consideration. Details will only be shared if the council has decided to support the nomination, and the proposed recipient has agreed to accept the accolade.

Following the nomination closing date, a judging panel of Council Officers and Elected Members will consider received applications against the following criteria: All applications must be made through the application form, and on the application form, a detailed explanation must be given on why the individual is deserving of the award.

The individual must have made significant contribution to Bolton or have made a difference to the Bolton community and have a connection to Bolton; this can be through birth, life, or career.

All nominations will be subject to due diligence, to ensure all finalist nominations are compliant with the highest standards of integrity and confirmation of their contribution.

Civic Medal nominations for Elected Members and Council Officers will not be accepted.

Nominees for the award must be alive at time of nomination, however Civic Medals can be awarded to next-of-kin on posthumous basis.

Nominations close on Friday 25th October 2024, at 5pm.

If you have any questions, please contact The Mayor's Office ([mayorsoffice@bolton.gov.uk](mailto:mayorsoffice@bolton.gov.uk))

### **Presentation of Civic Medals**

Following the judging panel's decision on whom to award the Civic Medal Honour, individuals will be contacted to inform them of their accolade, and upon acceptance they will be invited to a Civic Reception with the Mayor and other dignitaries to be formally awarded and recognised. The decisions to award individuals will also be acknowledged at full council meeting.

