

PRO3 ITEM 41

Clerk to the Lieutenancy
for the County of East Sussex
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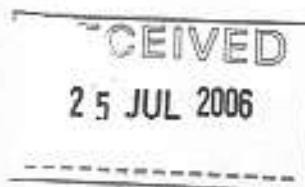
If calling ask for
Hilary Humphreys

Our reference

Your reference

18 July 2006

Mr R Farhall
Town Hall
RYE
East Sussex
TN31 7LA



Dear Mr Farhall

Set up in 2003 to commemorate The Queen's Jubilee, The Queen's Award for Voluntary Organisations recognises and rewards excellence in voluntary activities carried out within the community. The Award is given in recognition of outstanding achievement by groups who volunteer their own time and through their actions are able to enhance and improve the quality of life and opportunity for individuals. One hundred and four voluntary groups won the National Award in 2006.

There are five successful groups within East Sussex (including Brighton & Hove): Bexhill Caring Community; Crowborough Vale Drama Group; Cuckmere Community Bus; Homecall and Woodingdean Youth Centre.

The Lord Lieutenant of East Sussex has asked me to write to you to seek your assistance to ensure that worthy volunteer organisations from across the County are nominated for this prestigious award. Not only will this assist volunteers to receive the recognition they deserve but it will also serve to highlight the role of the volunteer and thereby encourage others to offer their services.

The closing date for nominations for the 2007 awards is Saturday, 30 September. Groups can be nominated by people who have been helped by the volunteers, members of the public, representatives of public bodies or other voluntary organisations but may not self nominate.

I enclose a copy of the nomination guidance notes, which I hope will prove useful to you. Further information about how to nominate a voluntary organisation can also be obtained on the following website: www.queensawardvoluntary.gov.uk or by telephoning 0845 000 2002

Yours sincerely

Mrs Hilary Humphreys MBA
Assistant Clerk to the Lieutenancy

Nomination Guidance Notes

About The Queen's Award for Voluntary Service

To celebrate her Golden Jubilee in 2002, the Queen announced a new annual UK National Honour to recognise and reward excellence in voluntary activities carried out by groups in the community. The Award is given in recognition of outstanding achievement by groups of two or more people in the United Kingdom, Channel Islands and Isle of Man (subsequently referred to as the United Kingdom), who volunteer their own time to enhance and improve the quality of life and opportunity for individuals or other groups in the community.

Successful groups will receive a certificate signed by The Queen. They will also receive a commemorative piece of crystal for display at their main place of operation.

Who is eligible?

A group (two or more persons) is eligible to be **nominated** for the Award if:

- it is providing a high quality service to benefit individuals or groups in the community*;
- it is operating and providing a service in the United Kingdom;
- it has been operating for a minimum of 3 years (exceptions may be made for short-term projects); and
- it is made up entirely of volunteers (including Trustees), or it includes some paid staff but they must be in the minority of those involved.

* This could include a community of 'common interest' as well as a community in terms of locality. Examples of the former might be a group set up to support people in coping with rare diseases, or a group supporting an ethnic minority population.

A group **solely** involved in fundraising activities for charitable purposes e.g. street collections, jumble sales or charity shops, is not eligible unless it is also providing a service to the community. Examples of services are concerts, fêtes, hospital café facilities.

- Groups must be nominated for the Award. Self-nomination is not permitted.
- Groups operating outside the United Kingdom are not eligible.

Who can nominate a group?

A nominator can be anyone who is not involved directly in the running of the group (groups cannot be nominated by a partner or relative of anyone involved in running it or by its own volunteers). Beneficiaries of a group's service are able to nominate the group, however two supporters independent of the group will be required.

Nominator's role

As a nominator you must establish with the group that it is, in principle, eligible for consideration and is content to be nominated, and on the enclosed form:

- provide detailed background information on the group;
- provide a testimonial on the group's worth and value to the community; and,
- obtain an endorsement from two independent supporters.

We will acknowledge your nomination shortly after the deadline for receipt of nominations has passed, telling you if the group is eligible or ineligible. At the end of the assessment process, we will tell you the result. You will be asked to tell the group if the nomination was unsuccessful. We will notify the successful groups and copy our letter to you.

(continued on the inside back cover)

Who can support a nomination?

Two supporters are needed. They must not be involved in running the group, or be a partner or relative of anyone running it. A volunteer with the group or a beneficiary of its services may act as a supporter, but if they do, **the other supporter must be completely independent of the group.**

Supporters' role

Supporters must provide relevant comment on the group based on their personal knowledge of its work. Supporters should state their relationship with the nominated group.

The assessment process

Nominations will be assessed locally in each region of England, nationally in Northern Ireland, Scotland and Wales, and locally in the Channel Islands and Isle of Man. The process will include verification checks on the group and its work. A Local Selection Panel will short-list nominations for its area. The Panel will be chaired by the Government Office Regional Director, a senior official in Scotland, Wales and Northern Ireland or by the Lieutenant-Governor in the Channel Islands and Isle of Man.

Short-listed nominations will be passed to The Queen's Award for Voluntary Service Committee for a final decision and recommendation to The Queen.

The announcement of winners will be made on 2 June 2007.

How we assess your nomination

The local panels and The Queen's Award for Voluntary Service Committee will consider whether the nominated group:

- meets a particular need;
- provides community-focused voluntary activities of a very high quality;
- has generated a high level of goodwill and respect amongst those it serves and the community as a whole;
- has evolved locally and is locally run; and,
- has a proven track record of involvement in the community, for a period of three years or more, for the social economic or environmental wellbeing of local individuals or groups.

Getting advice

You may find it helpful to talk to the group leader and / or people benefiting from the group's services when completing the nomination form.

If you have any queries about the Award or would like advice in completing the form, you can phone The Queen's Award for Voluntary Service Office on 0845 000 2002.

Further information about the Award and a nomination form can be found on the Award website: www.queensawardvoluntary.gov.uk

Closing date for nominations - 30 September 2006.