

# BE PROUD AWARDS 2012

## GUIDANCE NOTES

### Choose your category

Have a read through the descriptions of all the categories before deciding which one to enter your nominee for. You can nominate the same person or group in more than one category if you feel that their work applies to the definitions of each one (please submit a separate nomination for each.) Please remember: the work that is done by the person or group you want to nominate must take place within the Manchester boundaries.

### Categories

1. Blossoming Communities
2. Business in the Community
3. Community Force Award
4. Community Project of the Year
5. Creativity in the Community
6. Green Futures
7. Neighbour of the Year
8. Unsung Hero
9. Volunteer of the Year
10. Young Achiever of the Year (under-18)

### How to complete your nomination

When thinking about what to include in your nomination, remember a few basics: Why are you nominating them? What have they done to deserve this award? We'd suggest a minimum of 200 words.

### Why do you think they deserve to win?

Tell us about the person or group you are nominating. How long have they been doing this work and how many people have they helped? Who has benefited from what they've done? Why does their work really stand out? Tell us everything you think is relevant, continuing on a separate sheet if necessary. You can send us supporting information too, such as newspaper clips, photographs or letters of support.

The judging panels will assess each nomination based only on the information you provide, so the more details you can include about the person or group you are nominating, the better.

### What happens next?

- The closing date for all nominations is Monday 24 September 2012
- Each entry is judged by a panel of sponsors, community representatives, winners from 2011, and Council officers
- The judges will draw up a shortlist of three finalists for each category. The winner of each category will be announced at a Gala Awards Evening at Manchester Town Hall on Friday 30 November 2012
- The overall winner, chosen from all categories, will be declared 'Pride of Manchester 2012'.

The judges' decisions are final and no correspondence will be entered into

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