

Take 5 Steps to Wellbeing Legacy Award 2016 Guidance Notes

The inaugural Take 5 Steps to Wellbeing awards seeks to recognise, demonstrate and acknowledge the contribution of community service providers delivering programmes and activities directly connected to the Take 5 Steps to Wellbeing across Belfast.

Please read all guidance notes before completing the nomination form.

Who can nominate?

Nominations can be from an individual, community group/organisation, voluntary or statutory agency supporting the delivery of services within the community.

Who is eligible for nomination?

The nominated community group/organisation must deliver Take 5 Steps to Wellbeing activities or programmes within one of the identified localities outlined as follows, North, South, East, West Belfast and Shankill Partnership areas.

Award Category Take 5 Steps to Wellbeing Legacy Awards

We are recognising the work of local communities in delivering services directly connected to the Take 5 Steps to Wellbeing campaign across the following localities, North, South, East, West Belfast and Shankill Partnership areas.

Awards will be presented to community groups/organisations providing services under the Take 5 Steps to Wellbeing as follows; Give, Be active, Connect, Keep learning and Take notice.



When completing the nomination form please consider the following.



How does your organisation support or provide services to your local community?



Which activities do you provide which help support getting your community active?



How does the group/organisation connect with the local community and individuals within it?



What learning opportunities does the nominated organisation provide for its community?



What is it your group/organisation provides for individuals and the community to take notice and reflect on experience?

Completing the Nomination Form

1. Read the application form before beginning to answer the questions. This will give you the opportunity to see what information we are looking for.
2. Please make sure that you spell your nominated community group/organisation correctly. Each eligible group will receive a certificate to recognise their nomination.
3. Please read each question carefully and answer it as fully as possible. The award panel can only make a decision based on the information provided on the form.
4. Please outline specific factual examples that demonstrate why this group should win this award.
5. Remember what you write needs to be appreciated by someone who may have no knowledge of the group nominated, so please make sure you tell us why this group is a worthy winner.

What happens once the nomination form is submitted?

1. You will receive a confirmation letter or email.
2. Following the close of nominations all eligible nominations will be considered by the award panel. One overall winner will be chosen in each of the localities from North, South, East, West Belfast and Shankill Partnership areas.
3. The award presentation will take place in the Lord Mayor's Parlour Belfast City Hall in April 2016.

Closing date for nominations

The closing date for nominations is **Monday 29th February 2016 at 4pm.**
Nominations received after this date and time will not be accepted.

Please note

1. Nominees and those nominated agree to allow information contained in the nomination form to be used for publicity purposes.
2. The decisions made by the awarding panel are final and no correspondence will be entered into in respect of decisions made.

Further Information can be obtained from

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