



F10 CONFIGURED SUPPORTING DOCUMENT

Award Nomination Form

A controlled, editable working derivative for M-T1-CP-11-SD-01.
Complete local facts, approvals and operational evidence before
use.

Release truth. This file is configured for substantive review. It is not approved for public distribution or operational use. Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

Release control

Field	Controlled value
Status	REVIEW — configured derivative; governance, privacy, accessibility and system approval required before nominations open
Supporting-document code	M-T1-CP-11-SD-01
Exact derivative title	Award Nomination Form
Source initiative	M-T1-CP-11 - Local Hero Awards
Source initiative code	M-T1-CP-11
Source initiative title	Local Hero Awards
Initiative disposition	Canonical retained
Canonical parent	M-T1-CP-11 - Local Hero Awards
Canonical parent code and title	M-T1-CP-11 - Local Hero Awards
Named overlay or migration label	Canonical body
Redirect or tombstone route	None
Family master	Playbook_F10_Awards_Nomination_Selection_Master.md
Family / master version	F10 / 1.0
Recorded master SHA-256	66e1970b317f45e55a82ddbe72d7c8a42d58fee5f6281a7940d5d17f5143b826
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1
Configured master variant	F10 Section 20 — M-T1-CP-11-SD-01 Award Nomination Form overlay
Derivative version	v0.1

Adaptation note

This derivative configures the canonical Local Hero Awards nomination form. It lets a person determine eligibility before providing personal information; aligns four evidence prompts to the published criteria; controls third-party nomination, nominee awareness, accessibility and safer contact; requests proportionate evidence only; separates nomination declarations from later recognition permissions; and routes every submission to a restricted register with a neutral receipt.

This is an operating and governance form, not legal advice or a certification of privacy, accessibility, safeguarding or award-law compliance. The accountable organisation must approve the local award charter, privacy position, collection notice, safeguarding route, records schedule, criteria, dates and system before release.

1. Instructions

1. Complete and approve the award charter, eligibility matrix, selection criteria, tie/no-award process, review boundaries and decision authority before opening the form.
2. Resolve every controlled field from approved records. Publish the current terms, eligibility, criteria, closing date, exact time and time zone beside the form.
3. Document why each personal-information field is necessary, who can access it and when it will be disposed of.
4. Test the actual digital and alternate-format pathways, acknowledgement, outage route and restricted intake register end to end.
5. Screen eligibility before merit scoring. Do not use this public form for detailed safety complaints, crisis reports or unnecessary sensitive information.

6. Ask for recognition/publicity permission only after selection; do not bundle blanket publicity consent into entry.
7. Keep the completed public form separate from the internal intake, eligibility, panel and incident records.

2. Controlled award and form fields

Controlled field	Approved local value
Award program / cycle / category	_____
Award purpose and recognition offered	_____
Host club or delivery unit	_____
Accountable sponsor / program owner	_____
Decision authority	_____
Privacy / safeguarding / accessibility contacts	_____
Records owner and restricted register	_____
Nominations open	_____
Closing date, exact time and time zone	_____
Eligibility terms URL or attached edition	_____
Selection criteria URL or attached edition	_____
Who may nominate / be nominated	_____
Self, posthumous, group and third-party nomination position	_____
Geography / achievement period / exclusions	_____
Delivery format and accessible alternative	_____
Word limits by evidence prompt	_____
Accepted files, types and size	_____
Save-and-return method, if used	_____
Identity verification, if required and proportionate	_____
Nominee-awareness contact sequence	_____
Child-safe or at-risk-person route, if applicable	_____
Collection notice and privacy-policy route	_____
Help, safer-contact and outage routes	_____
Acknowledgement timing and owner	_____
Retention trigger / period / disposal authority	_____
Form and wording version	_____

3. Local release gate

Gate	Pass evidence	Reviewer / date	Outcome
Governance	Charter, authority, eligibility, criteria, tie/no-award and review boundaries approved	_____	Pass / Hold
Privacy	Field-purpose register, notice, access and retention approved	_____	Pass / Hold
Safeguarding	Third-party, child and at-risk-person routes approved or not applicable	_____	Pass / N/A / Hold

Gate	Pass evidence	Reviewer / date	Outcome
Accessibility	Digital and alternate-format completion tested	_____	Pass / Hold
Records/security	Restricted intake, access, backup, outage and incident routes tested	_____	Pass / Hold
Communications	Category, claims, assistance and receipt wording approved	_____	Pass / Hold

Release decision: Open / Hold **Authorised by / date / evidence:**

4. Public form header

Award: _____ **Cycle and category:** _____

Nominations close: _____, including time zone **Form version:**

Why this award exists

Before you begin

- Read the current eligibility rules: _____
- Read the selection criteria and evidence guidance: _____
- Allow approximately _____ minutes.
- Evidence prompt limits: _____
- Accepted attachments: _____
- For an accessible format, help or another safe way to nominate, contact: _____
- Do not include identity documents, health records, allegations, private contact details about other people or information that is not necessary to assess this nomination.

5. Eligibility self-check

This check helps the nominator decide whether to continue. The program will complete a formal eligibility screen after submission.

Published requirement	Confirmation
I am permitted to nominate under the published terms	[]
The nominee is an eligible person or group	[]
The selected category is appropriate	[]
The contribution falls within the approved geography/community and achievement period	[]
No published exclusion known to me applies	[]
I can complete the required declarations and nominee-awareness status	[]

If any answer is uncertain, use the clarification contact before submitting: _____

6. Nominator details

Collect only the locally approved minimum.

Field	Response
Preferred name	_____

Field	Response
Approved contact method	Email / Phone / Other approved method
Contact detail for that method	_____
Organisation or connection to nominee, only if required	_____
Eligibility category of nominator, if required	_____
Accessible or safer-contact request	_____

Do not use these contact details for optional updates unless a separate, reviewed choice is offered.

7. Nominee details and awareness status

Field	Response
Nominee preferred/public name	_____
Individual / group / organisation	_____
Category	_____
Community, location or field of contribution	_____
Minimum approved contact or representative route	_____
Nominee is aware of the nomination	Yes / No / Approved exception route
If not aware, approved third-party process reference	_____
Child, young person or at-risk-person route, if applicable	_____
Pronunciation or respectful-contact note, only if offered	_____

Nomination does not itself authorise public naming, photography, biography, media contact or sharing with partners.

8. Category and formal eligibility confirmations

Check	Nominator response	Internal outcome — intake use only
Eligible nominee type	Confirmed / Unsure	Pass / Fail / Clarify
Eligible nominator type	Confirmed / Unsure	Pass / Fail / Clarify
Category fit	Confirmed / Unsure	Pass / Transfer approved / Fail
Geographic or community connection	Confirmed / Unsure	Pass / Fail / Clarify
Achievement period	Confirmed / Unsure	Pass / Fail / Clarify
Required nominee-awareness status	Confirmed / Approved exception	Pass / Fail / Clarify
Exclusions / prior-recipient rule	None known / Explain	Pass / Fail / Clarify

The internal outcome columns must not be exposed in a public copy of the submitted form.

9. Nomination case

Write factually and attribute collective work fairly. State limitations. Do not include sensitive or private detail that is unnecessary.

A. Contribution in one sentence

Maximum _____ words.

B. Community value and demonstrated outcomes

What changed for the relevant community, and how credibly is that change linked to the nominee? Describe relevance, depth and breadth, evidence, attribution, context and limitations. Maximum _____ words.

C. Leadership, service and contribution

What distinctive, responsible and sustained contribution did the nominee make? Leadership may be formal or informal. Describe initiative, judgement, reliability, stewardship and service. Maximum _____ words.

D. Inclusion, ethics and collaboration

How did the nominee listen, share ownership, reduce barriers, recognise partners and strengthen trust? Do not disclose personal characteristics merely to demonstrate inclusion. Maximum _____ words.

E. Sustainability or ongoing value

What capability, benefit, relationship or learning is likely to endure or transfer? A responsible close may be appropriate for a time-limited response. Maximum _____ words.

10. Evidence register

Evidence supports verification; volume is not a score. Do not upload restricted or unnecessary information.

Evidence ID	Type / title	Date / source	What claim it supports	Publicly available?	Permission / access condition	Attachment or approved route
E-01	_____	_____	_____	Yes / No	_____	_____
E-02	_____	_____	_____	Yes / No	_____	_____
E-03	_____	_____	_____	Yes / No	_____	_____

11. Optional referee or verifier

Provide only if the approved category permits it.

Field	Response
Preferred name and role	_____
Approved contact method / detail	_____
Relationship to the evidence	_____
Referee knows they may be contacted	Yes / No / Not required
Contact permitted for verification only	Confirmed / Not confirmed

12. Accessibility and safer contact

You may request an accessible format, communication adjustment or safer contact arrangement without giving a diagnosis or detailed personal history.

Requested adjustment or contact approach: _____ **Private route used, if needed:** _____

For a safeguarding, immediate-safety or sensitive concern, do not enter details in this general form. Use:

13. Collection notice

Complete with locally reviewed wording before release:

[Host entity] collects the information you choose to provide to administer, assess, verify and communicate about **[award and cycle]**. We use restricted award-process roles and the approved decision authority. Some information may be shared with authorised verifiers or reviewers only where necessary and permitted. If required information is not supplied, we may be unable to assess the nomination. Read our privacy information at **[route]** or contact **[privacy contact]** about access, correction or a concern. The approved retention and disposal route is **[plain-language summary]**.

14. Nominator declarations

Tick each declaration:

- ☐ I have read the current award terms, eligibility rules and criteria.
- ☐ To the best of my knowledge, the information is accurate and fairly attributes other people's work.
- ☐ I have not knowingly included unnecessary sensitive, defamatory, confidential or restricted information.
- ☐ I have authority or permission to supply attached evidence where required.
- ☐ I have accurately recorded nominee awareness or the approved third-party exception.
- ☐ I understand that submission does not guarantee eligibility, selection or public recognition.
- ☐ I understand that later recognition permissions will be requested separately if needed.
- ☐ I accept the locally approved declaration wording and collection notice version: _____

Nominator name / approved confirmation / date-time: _____

15. Submit and neutral receipt

Submit button: Submit nomination

Receipt copy:

Thank you. Your nomination has been received under reference **[reference]** at **[date-time and time zone]**. Receipt does not confirm eligibility or selection. We will use the published process and contact route. If you need to correct an administrative detail or report a privacy, access or safeguarding concern, use **[approved route]**.

Do not echo the completed nomination or private details in an ordinary email receipt.

16. Restricted internal intake record

Intake field	Record
Nomination reference	_____
System receipt date-time / time zone	_____
Form and notice version	_____

Intake field	Record
Acknowledgement issued	_____
Restricted record location	_____
Eligibility reviewer / result / date	_____
Clarification request and comparable deadline, if permitted	_____
Panel identifier assigned	_____
Privacy / safeguarding / evidence restriction	None / Restricted reference
Retention trigger	_____

17. End-to-end acceptance checklist

- ☐ A person can assess eligibility before providing personal information.
- ☐ Form, terms and criteria show the same program, cycle, category, version and closing time zone.
- ☐ Every collected field has an approved purpose, access role and retention rule.
- ☐ The four evidence prompts align exactly with the published criteria.
- ☐ Third-party, child-safe and at-risk-person routes are approved.
- ☐ Blanket recognition/publicity permission is not bundled into nomination.
- ☐ Keyboard, persistent labels, focus, error, contrast, zoom, screen-reader and alternate-format tests pass.
- ☐ Accepted file types, limits, malware controls and restricted access are tested.
- ☐ A test nomination reaches only the correct restricted register and creates one neutral receipt.
- ☐ Help, safer-contact, privacy and outage routes have active owners.
- ☐ Governance, privacy, safeguarding where applicable, accessibility, records and system reviewers have passed the release gate.
- ☐ Working copies, test submissions and exports are removed or retained under the approved route.

18. REVIEW approval

Approval role	Name	Decision	Date	Evidence
Program owner	_____	Approve / Hold	_____	_____
Governance reviewer	_____	Approve / Hold	_____	_____
Privacy reviewer	_____	Approve / Hold	_____	_____
Safeguarding reviewer, if applicable	_____	Approve / N/A / Hold	_____	_____
Accessibility reviewer	_____	Approve / Hold	_____	_____
Records/system owner	_____	Approve / Hold	_____	_____

Until all applicable approvals and end-to-end tests pass, this derivative remains **REVIEW**.