



Department for
Communities and
Local Government

Honours – How to draft a Nomination



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Text taken from a variety of sources, including guidance from the Cabinet Office; compiled and edited by Jennifer Ryan

Background:

The aim of the Honours system is to ensure that the large numbers of people not in the public eye who give valuable service are recognised.

An Honour is a unique form of national recognition. It is a distinctive way of acknowledging someone's impact on UK life, whether they fundraise for a local cause or volunteer at the local school; promote the economy or support one of the Government's particular priorities. There is considerable competition for Honours: each nomination faces rigorous evaluation and decisions are based on the information contained on the nomination form. It is very important that your nomination gives the Government Department and the Independent Sector Committees which make the final decisions the information they need to consider the case fully and in context.

How is a nomination used?

Within Government Departments, nomination forms are used by the Senior Management Team and Ministers to decide which nominations should go forward to the Cabinet Office to be considered further by an Independent Sector Committee. You can view the membership of the Sector Committees at <https://www.gov.uk/honours-committees>.

Once final decisions have been made by the Committees, the nomination forms are used to prepare a briefing for the Prime Minister and Her Majesty the Queen, and to provide one for the press when the final Honours list is announced.

Who are we looking for?

Anyone can make a nomination and anyone can be considered; bear in mind that the Honours process is competitive, so not everyone can be successful

We are looking for people who have made a significant contribution and have added extra value to their roles. In particular we are looking for those who:

- Create jobs and economic activity across the country, and support an outward global looking Britain
- Support Children and young people to achieve their potential, whatever their background
- Aid social mobility, enhancing life opportunities and remove barriers to success
- Give their time to improve their local communities
- Work to tackle discrimination in all its forms.

Honours should be awarded on "merit first" to those who give service above and beyond and not to those who are just doing their job.

Identifying suitable candidates can be a challenge; we are looking for people whose community or organisation thinks that they are doing something extraordinary. You may want to consider people who have received awards in local schemes and people who have their achievements reported in the press. It is important to consider how the candidate's community or their peers would react to the person receiving an Honour.

What makes a good nomination?

Successful nominations tell an interesting story about the person's achievements and the impact that they have had.

The nomination is the only evidence that people involved in the Honours process will see about your candidate; so the key to success is the quality of the information on the form. You may go to great lengths to identify a good candidate, who could then be unsuccessful if the nomination is not well written.

In most cases your candidate won't be personally known to those making the decisions about them so it is important that you tell an interesting and compelling story on their behalf. The nomination must cover your candidate's impact on their community or organisation and focus on their recent achievements. Think about why your candidate should receive an Honour and remain focused on that; going off on a tangent will reduce the chances of success.

A nomination should not be an extended CV; a list of educational achievements, appointments, awards or posts; or a job description showing what the person has done. This is one of the most common reasons for a nomination to be unsuccessful.

Honours Committees actively look for the impact an individual has had on their community or profession and evidence that the candidate has gone above and beyond what is expected of their usual role. This is particularly the case for business people and State (Civil) Servants. Committees regularly reject nominations which do not demonstrate such wider commitment. Competition for Honours is so strong that this is often the dividing line between a successful and unsuccessful nomination. You must make it clear if someone's activities are part of their paid job or additional to it; if the Committee is unsure, they will assume that what is being described is paid activity.

Remember that you are trying to explain why your candidate is being nominated and why they should receive an Honour.

Why should your candidate receive an Honour?

Nominations should start with a strong sentence that sets out why your candidate should

What distinguishes your candidate from other people in a similar role?

receive an Honour; follow up with achievements and supporting facts and figures. Make it clear in the first few lines why a nomination is being made; the rest of the text should provide evidence to substantiate this. The nomination should highlight how your candidate's contribution has affected the organisation or community and the outcomes of their activity.

Timing:

Timing is important; many nominations are rejected because they are out of time.

Your candidate must still be doing what they have been nominated for six months before the Honours list is announced.

For the Birthday list they must still be in their role or carrying out the activity they are being nominated for in the December before the Honours List is announced.

For the New Year list they must still be in their role or carrying out the activity they are being nominated for in the June before the Honours List is announced.

When drafting a nomination you should consider why you are making it now. Timing may be an issue if your candidate has reached the end of a project or contract or is approaching retirement.

Confidentiality:

As long as you don't tell your candidate, and nor does anyone else, you can talk to anyone you wish in order to get the information you need to draft your nomination. Just explain why you are asking and explain that your conversation or correspondence is in confidence.

It is a myth that Honours nominations cannot be discussed. In fact you can (and should) contact people who know your candidate, such as people at their workplace or their previous managers. As long as you stress that your conversation is confidential and that nothing can be guaranteed regarding an award, feel free to speak to whoever is required to get the relevant information to enable you to present the strongest possible case for the person you are nominating. The only person you shouldn't talk to is the person that you are nominating.

Establish the facts about your candidate:

Remember that when you submit your nomination you are confirming that you are satisfied that your candidate is who you think they are and doing what you have nominated them for. It is important to be certain that your information is accurate.

If you fail to collect all the information about your candidate before drafting a nomination you will make your task much harder. It should take no more than two hours to complete the one-page nomination form used by the Departments. If you are struggling to write a nomination after two hours you should consider:

- Is there enough information about the candidate?
- Is the nomination appropriate?
- Are you the right person to write the nomination or is there someone better placed to do so?

It is important that the details provided are accurate. The nomination may take some time to negotiate the Departmental selection process and be considered on more than one occasion; so make sure that you let us know if any of your candidate's circumstances change.

When gathering information, you should think about:

Who are they?

- * What is their full name, address and telephone number?
- * How old are they? Are they due to step down from their role?
- * How long have they been doing what they are being nominated for?
- * Do you know them? If not, who could provide the information you require?

What should they be doing?

Establish what the person is paid to do or should do as part of their normal role. For volunteers, this could be taken as the average level of involvement for a volunteer.

What do they actually do?

You may have plenty of good examples that demonstrate your candidate's achievements and impact. Select two or three of the most recent and strongest to use - any more than that and your nomination will begin to look like a CV. Departments and the Independent Sector Committees are looking for recent achievements and impact, so use examples from the last five years. If you only have one example, that's fine too; just ensure that you tell a compelling story about your candidate.

Identify what you are nominating your candidate for; this may be an enhanced version of their paid role, it may be their voluntary or charitable work, or it may be in another field entirely. Look for specific achievements wherever possible, but if the subject area is specialised or outside your own field of expertise, be aware of implied achievements; a short, general statement about running a committee or completing a project may be hiding a large amount of work.

Why have they done this work?

Think about their motivation and whether they have taken the initiative to implement a project or piece of work. This could turn a good nomination into an excellent one. Consider:

- Did they volunteer?
- Were they asked to carry out the work?
- Do all their peers undertake this kind of activity?
- Did their predecessor do similar work and what is the candidate doing differently?

You are trying to identify what makes this person different from others in the same or a similar field.

Where do they do the work?

A Knight or Dame candidate will have had a national impact.

Someone receiving a CBE will have had a national impact, but to a lesser extent than someone who has been nominated for a Knighthood or Damehood.

The recipient of an OBE will have had a regional impact.

MBE recipients will be making an impact on a County level.

People who are awarded a BEM (British Empire Medal) will have had an impact on their local

For Honours nominations, it's important to make reference to the geographical reach of the candidate's work. This helps to determine the level of any award.

When did they do the work?

Nominations commonly fail if the work happened too long ago. Look for examples of work and achievement from the last five years or the nomination will seem dated.

Letters of Support:

Letters of support are only useful if they contain information that supports your nomination and can help you draft a citation.

Letters of support that say "I support the nomination" but do not contain any other information do not add weight to the case.

Make sure you request specific information such as:

Is the nomination supported by the community?

What impact has your candidate had?

What are their most recent (less than five years old) significant achievements?

Remember that quality is better than quantity: you are better off with two or three letters that will help you draft a nomination than 20 letters that tell you how wonderful your candidate is without saying why.

Letters of support are needed to help verify the identity of the person being nominated for an Honour, and confirm that they are carrying out the role they have been nominated for; only submit letters of support that contain significant information.

Target who you ask to support your nomination, a high profile person who doesn't know your candidate will not be able to add anything significant to your case, think about who will know and understand what your candidate does. Request specific information; lots of letters that merely state how pleasant or deserving the candidate is does not add weight to the nomination.

Consider asking for letters of support from:

- A senior person in the organisation or community that your candidate works with.
- High profile members of the community such as MP's Councillors, or Lord Lieutenant's.
- Someone who regularly works with your candidate.

Ask for letters that:

- Confirm that the person is doing what they are being nominated for and that they are known to the organisation they are associated with.
- Confirm that an Honour would be supported by the community.
- Include significant, recent achievements that the person has made (achievements should be from the last five years).
- Describe the impact that the person has had on their organisation or community. One of the easiest ways to think about impact is to consider what wouldn't exist or happen without your candidate's input.

What information should I include in the citation?

Evidence for Honours purposes would usually be the outcomes of the candidate's actions. You should include facts and figures that support the outcomes, such as significant savings achieved, the number of people affected and an example of how things have improved.

The most important thing is to provide evidence of what the candidate has done and how they've improved matters for others. Every nomination is different, but it must tell the story of what your candidate has done and put it into context for a reader who won't necessarily have detailed knowledge of the subject.

It's essential to have a strong opening sentence that summarises the case. What is the most significant information that the committee needs to know about the individual?

Give examples of how they have demonstrated outstanding quality. If you have several good examples, use no more than two or three of the most recent and most relevant to ensure that you don't inadvertently dilute your message and write a CV.

A good nomination should also vividly and precisely describe the difference your candidate's contribution has made. Try to answer the following questions:

- What was the situation before they began?
- What is it now and why is it better?
- What makes your candidate different from others occupying the same role?
- What has their impact been?
- When did they carry out their work?
- Why should they be recognised now? If there's a time factor - an anniversary, a launch, a closure of the organisation, a particular target reached or some other success - mention it in your nomination.

As long as they are accurate, do not be afraid of using superlatives in nominations. Honours exist specifically to recognise superlative achievement, but remember that superlatives without an explanation are just hot air. Take care always to support all assertions with hard evidence. Do not just say that an achievement has had a widespread effect: describe the effect and why it has been important.

The rules for writing a nomination:

You have only 3,000 characters (including spaces) for the text in your nomination, so only include important and relevant information.

Your nomination should be in full sentences and should not contain bullet points.

Do not use quotes but weave them into the story, for example: Fred feels that the project has been successful rather than Fred said “the project has been successful.”

Your nomination should be written in the third person and should not refer to ‘I’ or ‘we’.

Do not keep referring to your candidate by name: use they, he, him, his, her or she.

Do not use paragraphs or change the font, font size or colour of the text.

Talk about the individual personally rather than their organisation or team: like a job application, you’re trying to show that this is the right person to choose from many.

The successes of the candidate’s organisation or team might be relevant, particularly if your candidate has had a leading role; but the nomination should be about the individual not the group effort. What have they, as an individual, done?

Only include information about your candidate’s education or early life if it’s strictly relevant to the nomination. It’s fine to talk about their earlier career or activities if this gives context or demonstrates sustained contribution, but the Committee doesn’t need to know what school someone attended or their early career history.

Top Tips:

Nominate! Make as many strong nominations as you can. The Committees want to see lots of examples of people who have made a significant contribution to and impact on the country, society or their community.

Ensure your nomination is as well written as possible. While nominations won’t be marked down for writing style, a clear, well-expressed nomination form is much easier to read and judge. Be concise.

Evidence proves the case! Provide relevant facts and figures to show the impact your candidate has had.

Highlight what your candidate has done differently. The Committees are excited to hear about innovative projects and new approaches; don’t be afraid to emphasise how the candidate has challenged the status quo.

Be direct, say what you mean and mean what you say. Always talk about your candidate’s achievements rather than those of their organisation.

Write as one human being to another, as nominations are considered by people who make decisions based on what you have written.

Write like a normal person. The people who read nominations do not necessarily know the person or what they do, so you need to be clear about why they should receive an Honour. Archaic and pompous language won’t do your candidate any favours.

Don’t assume that people know everything about what your candidate does. Put what you say in context and use real life examples and facts and figures that people can relate to.

Be transparent: would someone who doesn't work with your candidate understand what you are trying to say? Would you see that word or phrase in a newspaper? If not, change it.

Spell out acronyms and avoid jargon. Where you need to use technical terms, you can – they're not jargon. You should explain what they mean the first time you use them and do so in plain English.

Be clear about what you want to say and do your research so you know what you want to say. If you have a clear idea about why you are nominating someone for an Honour before you start to write the citation, it will be much easier to put it down on paper.

Keep your sentences short, as most experts agree that clear sentences are no more than 15 to 20 words.

A nomination check list:

- Have you started with a strong sentence that immediately sets the scene?
- Have you ensured that the information is relevant to why your candidate should receive an Honour?
- Have you highlighted their individual achievement(s)?
- Have you started with the most recent and important achievement(s)?
- Have you checked that the information is factual and up-to-date?
- Have you included dates, job titles and actions that support the impact the person has had?
- Have you taken advantage of the limited space and provided as much information as possible?
- Have you checked that the nomination is about your candidate's personal achievements rather than their organisations?
- Have you included, where appropriate, mention of your candidate's influence on the practices of colleagues, or on good practice across their community or profession?
- Have you checked that the form is fully completed?
- Have you included anecdotal evidence to support your nomination? This could be outcomes, facts and figures, and details of change.

Make sure you have not:

- Started with a dull sentence. Nominations which begin with something like "xxx has been with the organisation for xxx number of years" lack impact and are not relevant.
- Included paragraphs, bullet points, acronyms or flowery language, and check that you haven't changed the font.
- Used information about your candidate's education and early career unless it is directly relevant to the nomination.
- Written about team and organisational achievements. Comments such as "he and his team" don't explain your candidate's personal role; the Committees only want information about what the individual did.
- Listed posts held without an indication of your candidate's contribution to them and the wider impact that they have made.
- Used unsubstantiated comments on performance or other 'padding'.
- Used your candidate's name.
- Used acronyms or abbreviations unless they are obvious.

- Used unnecessary comments such as "an Honour would be the most appropriate recognition of his efforts".

How do I find the right words?

The following is meant to inspire you. You shouldn't aim to use all of these words - buzzword bingo isn't as much fun as it sounds and Plain English often takes up less space.

Effective citations often include nouns such as:

determination	commitment	respect
drive	sustainability	recognition
innovation	creativity	selflessness
impact	zeal	performance
ambassador		

and adjectives such as:

trusted	unstinting	conscientious
wise	inspirational	peerless
persuasive	passionate	exemplary
resourceful	enthusiastic	fair
tenacious	sympathetic	admired
unflustered	supportive	vibrant
dogged	articulate	diligent
dedicated		

and phrases such as:

- making a difference by going the extra mile
- a role model overcoming obstacles
- head and shoulders above the rest

Some examples of good starting sentences:

"She has devoted most of her spare time to running a social club for elderly people with learning difficulties. She says such people are sadly neglected in society and, although she is in full-time employment in a Tesco store, she runs this club with two helpers, a small budget and a lot of hard graft. Over the past five years, more than 200 people have benefited from the facilities, as well as their carers who have been given valuable respite from their responsibilities."

"He lived on an estate with high numbers of single mothers and disaffected young people but, instead of moaning about the youth of today, he started to listen to them and, as a result, started a club with sporting activities and facilities for mothers and their children. This is now used by 500 local teenagers. He had to work hard to gain the support of police and other agencies but was determined to succeed. Now, a once crime-ridden, hugely unpopular estate is thriving with a real sense of purpose and achievement, and crime rates have plummeted."

"She has transformed the agency from an organisation troubled by high profile technical operational challenges into a highly effective body with 96% of customers satisfied with the services her staff provide. The IT system is user-friendly and a model of good practice."

"He found that the charity was wasting over a £1m a year on time-consuming inefficient administration and had no effective PR. He altered procedures, reduced staff and adopted a 'can do' approach by putting the people the organisation was supposed to be helping at the top of his priority list, rather than at the bottom."

"When she took over the company it was running at an annual loss of £4.2m and it took her five years to produce a healthy profit of £2.5m. She has maintained a steady increase in profits since 2001 with a £7.2m profit in year ended March 2006. Employees have increased from 356 to 870 in her time, in an area of high unemployment following the closure of the local car plant."

"For over 40 years he has been a prolific fundraiser in the community. Since 1970 he has stood outside the local supermarket every Saturday in all weathers rattling his tin for good causes. He has during this time raised around £40,000 for the local hospice and the Old Rectory Club for disabled people. On retirement in 1990 he began to organise bingo nights three times a week at three different village halls and also arranges a monthly dance. These activities have brought the community together and have helped to raise over £15,000 for several local charities."

"She is unusual because she is a black woman farmer in a rural county but she is keen to rid the world of stereotypes and uses her status to promote diversity and encourage women from non-British ethnic backgrounds to try different careers, particularly in male-dominated industries like agriculture."

"Although in full-time employment in local government, he gives up two evenings a week and all day Sunday to helping in the hospice. He has managed their very complex finances and is prepared to help behind the scenes or on the frontline, wherever he is most needed. He has contributed his services consistently for the last 32 years."

"She has been the under-16s football team coach for 15 years. During the season she gives up every Tuesday evening for training and every Sunday for matches against other local teams. It is a testament to her success as a coach that there are now enough junior members for two boys' and a girls' team. She has undertaken all manner of tasks to support the club, from mowing the pitch to acting as club secretary. She organised several fundraising tournaments to raise £4,000 towards renovation of the football pitch and clubhouse, a facility now used by the whole community for village events."

The Nomination Form:

**OFFICIAL – SENSITIVE
HONOURS CITATION FORM**

Dept (A-L)				Dept (M-Z)			
Surname			Forename(s)				
Title	Post Noms	Preferred Name		AKA			
Voluntary	Public	Gender		Nationality	British	Foreign	
Nominee's Origin		Nominator's Origin					
List		Award	Rating		Date of Birth	Approx DoB	Age
Committee				Category			
Length of Service		In Current Post		In Grade		Leaving Post	
Prev Hons & Dates					Prev Recs & Dates		
Short Citation							
Long Citation							
<p><u>Voluntary and Charitable Services-</u></p>							
Support from other Depts							
Building		No. & Street		Village			
Town		County		Postcode			
Country		Telephone		Secure Address?			
Recommended							
Supported by							
COMMENTS (Honours and Appointments Secretariat only)							

Instructions for completing the form:

All the information you provide about your candidate is securely held and only used for the purpose of processing their nomination for an Honour. Only people within Departments who are directly involved in the processing of Honours nominations have access to all the information on the form. Apart from your candidate's address, the Independent Sector Committees also have access to the information on the form to allow them to make informed

The nomination form is designed to provide the Independent Sector Committees with relevant information in a manageable format. It is therefore very important to complete the form as instructed. Failing to do so will affect your candidate's chances of success.

Certain fields are mandatory and if significant information is missing then your candidate could be held back until the next list. Mandatory fields are marked with a *.

Factual information

Department

Select the relevant Department, but this isn't vital so don't worry if you don't know what it is.

***Title**

If you know your candidate has a particular title (Doctor, Professor, Captain etc.) please include it.

***Name /AKA/Preferred name**

It is very important that the candidate's full name is included. Please consider whether the candidate is known by:

- * a different forename name from their given one;
- * a first name which is a shortening of a first or middle name, e.g. Jim for James or Betty for Elizabeth. This should be listed under 'preferred name' but you should still list their full name in the forename box.
- * if the person is known by a completely separate name from their real one or has a different maiden/married name by which they are also known, this should be listed in the AKA box.

A little research can often reveal a candidate's full names. The internet and reference books like *Who's Who* and *Debrett's* are particularly useful for higher-level and better-known candidates.

Post-nominals

A post-nominal is an abbreviation of an Honour, Decoration, Medal or Role that follows the name. If your candidate already has an Honour which gives post-nominal letters, please include them here. In addition, please use this box to indicate any decorations, professional memberships or appointments held by the candidate.

The following is a list of post-nominal letters which may be used:

AM	—	Member of the Welsh Assembly Government
DL	—	Deputy Lieutenant
FBA	—	Fellow of the British Academy
FREng	—	Fellow of the Royal Society of Engineering
FRS	—	Fellow of the Royal Society
FRSE	—	Fellow of the Royal Society of Edinburgh
JP	—	Justice of the Peace
MLA	—	Member of the Legislative Assembly (NI)
MP	—	Member of (UK) Parliament
MSP	—	Member of the Scottish Parliament

QC	–	Queen’s Counsel
QFSM	–	Queen’s Fire Service Medal
QPM	–	Queen’s Police Medal
TD	–	Territorial Efficiency Decoration

The following should be listed after any existing Honour, in the following format:

- * Any post-nominal indicating that someone holds a decoration (medal) comes next – so CBE TD.
- * Any post-nominal indicating that someone holds an appointment from/on behalf of the Queen comes next – so CBE TD QPM.
- * Any post-nominal indicating that someone is a member of a professional body comes after an honour – so CBE TD QPM FRS.
- * Any post-nominal indicating that someone is appointed to an office – e.g. a member of a parliament of the UK – comes after any other post-nominals – so CBE TD QPM FRS MP.

Other post-nominal letters included on the Nomination form will be removed.

Voluntary

Please tick this box only if your candidate has done something which can truly be called voluntary. Most obviously this will be if they are being nominated for community or charitable work. In the context of paid employment, a voluntary contribution is something which goes beyond the expectations of their paid work – such as a contribution to their wider profession or industry. There must be tangible evidence to support the claim of a voluntary contribution.

Public

This box should be ticked if the nomination originated from a member of the public.

***Nationality**

The Sovereign may honour any of her own subjects. For foreign nationals, however, the UK must have the agreement of their Government before an award can be made to one of their citizens. Failure to obtain such clearance could lead to an international incident.

General rules relating to nationality are as follows:

- UK citizens receive substantive awards;
- Dual nationals (with UK nationality) who are resident in the UK receive substantive awards. The Government of the other country whose nationality they hold is informed of the award;
- Dual nationals (with UK nationality) who are resident in their non-UK country of nationality receive substantive awards but the country (of their second nationality) must approve the award before it is offered;
- Nationals of Commonwealth countries of which The Sovereign is Head of State receive substantive awards. Awards usually have to be cleared with the Commonwealth Government concerned;
- Nationals of Commonwealth countries of which The Sovereign is not Head of State may be considered for honorary awards. Awards usually have to be cleared with the foreign Government concerned;

- Nationals of non-Commonwealth countries may also be considered for honorary awards. Again these awards usually have to be cleared with the foreign Government concerned.

Nominee origin/Nominator origin

These fields track the ethnicity of people making and being nominated for honours. If you don't know the answer to either question, please mark it 'not known' rather than make a guess. The information is solely used for monitoring how representative the Honours system is in reflecting the UK's population and has no bearing on whether your candidate is selected.

***Date of birth**

Please include the candidate's date of birth if you know it. The Honours and Appointments Secretariat at the Cabinet Office uses this information to help identify individuals (for example, whether they have already received an honour) and for subsequent checks throughout the process. We appreciate that you will not always be able to provide a date, but in that case please suggest their approximate age instead.

Committee

The Department will complete this for you.

Award

The level of the award can be filled in if you wish to suggest a suitable Honour, but the Department may decide that a different level is appropriate.

Rating

The Department will complete this for you.

***Length of service/In current post/In grade**

It is useful for Committees to know for how long someone has provided service. The 'Length of service' box should indicate the span of someone's activities or career. The 'In current post' box should include the length of time that the candidate has held their current job or role and should be left blank if the individual is involved in a number of equally significant endeavours or is generally involved in community/voluntary work. The 'In grade' box should be completed only when nominating a Civil Servant.

Leaving post

The candidate should be actively engaged in the activity for which they have been nominated, or have only very recently ceased the activity. You can nominate someone for about six months after they have stopped the activity, but any longer will probably be considered out of time. If you are aware that the candidate will soon retire, leave their post or is in ill health, please mention it on the form. Remember that it takes several months for a nomination to go through the system, so don't leave it too late to put your candidate forward.

Previous honours and dates

This applies only to Honours awarded by HM The Queen, i.e. awards in the Royal Victorian Order, the Order of the Bath, the Order of St. Michael and St. George, the Order of the British Empire plus the Order of Merit and the Companion of Honour. You should also say if the candidate holds a Queen's Police Medal or a Queen's Fire Service Medal. You should indicate on which list the Honour was received.

Previous recommendations

The Department will complete this for you.

***Short citation**

The short citation is what is published alongside a recipient's name to indicate why they have received an award. Short citations need to be succinct but, at the same time, informative. There should be no more than two sentences in the short citation and it should not include adjectives ('outstanding' service, for example).

Non-State candidates (people outside the Civil Service):

The nomination should include the candidate's job title (where this is relevant to the nomination), but should also go further by setting out a brief reason for any prospective award. The following would be a typical example:

Chief Executive, Fulchester Borough Council. For services to Local Government.

or:

Fundraiser, Riversdale Branch, MENCAP. For services to People with Learning Disabilities in Greater Fulchester.

If someone is involved in a variety of activities, something like the following would be appropriate:

For voluntary service to the community in Bassetshire.

The term 'For charitable services' may be used where appropriate, for example when someone is a prolific fundraiser.

State (Civil) Servants:

Short citations should begin with a job title and then briefly explain what the individual has achieved. Significant voluntary contributions should always be mentioned.

Each significant word in the short citation should be capitalised (the exceptions are 'voluntary' and 'charitable', which should be lower case).

Support from other Departments.

If support from other Departments is required, the Department that you are approaching will secure this for you.

***Address**

Your candidate's full postal address is required, preferably their home address. The Honours and Appointments Secretariat at the Cabinet Office needs to be able to write to them if they are selected in order to ask if they wish to accept the award. At this stage of the process the timetable is usually very tight and allows no time to find an address if one isn't provided. Home addresses are preferable because the offer of an Honour is made in complete confidence. It is not usually appropriate to provide a workplace address, where post might be opened by someone other than the recipient.

Secure address

The secure address box should be ticked only if your candidate carries out work which may affect their personal safety or that of their family. Examples include candidates involved in some types of policing and security work, and certain professions, such as biomedical research. Ticking the box will ensure that the candidate is listed publicly under a cover location in the regional breakdown section.

***Recommended by/Supported by**

The Department uses this information to keep track of the nominator and their supporters. Please include your name and email address in the 'Recommended by' box and the names of any prominent supporters in the 'Supported by' box.

***The long citation**

This is the section in which the case to give an award to the candidate should be made.

Voluntary and charitable contribution

The final section of the nomination form should describe your candidate's charitable or voluntary contribution. The Prime Minister's strategic priority for the Honours system is to recognise people who are helping to build stronger, more integrated communities and who 'give back' beyond the call of duty. Individual achievements will still be recognised but a wider contribution will make a strong case even more compelling.

If your candidate's case is entirely about their voluntary or charitable contribution, please indicate this on the nomination form by moving that heading to the top of the long citation box before completing it.