



TERMS AND CONDITIONS FOR THE NORTH EAST LINCOLNSHIRE CIVIC AWARDS

1. Eligibility:

- Nominations are open to residents, community groups and organisations within the North East Lincolnshire Council area.
- **Exclusions:**
 - Employees of North East Lincolnshire Council (NELC)
 - Elected Members of North East Lincolnshire Council (NELC)
 - Sub-contractors working on behalf of North East Lincolnshire Council

2. Nomination Process:

- Nominations must be submitted via the official online form or in writing by the specified deadline
- Self-nominations are permitted
- Nominations must clearly outline with nominee's contributions and impact on the community

3. Judging Criteria:

- All nominees will be evaluated based on their achievements, innovation and contribution to the local community
- Judges will consider evidence of inclusivity and diversity in the nominee's work or projects

4. Transparency and Inclusion:

- The nomination and judging process will be monitored by the Civic Services Manager to ensure fairness and equity
- Efforts will be made to represent a diverse range of nominees, including individuals from underrepresented groups

5. Judging Panel:

- Apart from the Mayor of the Borough of North East Lincolnshire, the judging panel will comprise impartial members, free from any affiliations with NELC employees, elected members or sub contractors.

- Panel members will be encouraged to judge with unconscious bias to promote fair decision making

6. Awards Ceremony:

- Winners will be announced at the official Civic Awards Ceremony, and finalists will be notified in advance
- The decisions of the judging panel are final and not subject to appeal

7. Data Protection and Confidentiality:

- Personal data provided in nominations will be used solely for the purpose of the awards process
- Nominee details may be shared with the judging panel but otherwise will remain confidential
- By submitting a nomination, nominators agree to the processing of personal information in accordance with the relevant data protection laws

8. Publicity:

- By participating, nominees agree to the use of their names, photographs and achievements in promotional materials for the Civic Awards

9. General:

- The organisers reserve the right to modify or cancel the awards process at any time without prior notice
- Any attempt to influence the judging panel or nomination process may result in disqualification
- Participation in the awards implies acceptance of these terms and conditions.