**GUIDANCE ON COMPLETING AN HONOURS CITATION FORM**

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| **Dept:** (*This will always be* **Department for Digital, Culture, Media and Sport***)* | | | | | | | | | | | | | | | | |
| **Surname**: | | | | | | | | | | | **Forename (s):** | | | | | |
| **Title:** | | | | **Post Noms:**  *If your nominee already has an honour which gives post-nominal letters,* | | | | **Preferred Name:**  *(e.g. a different forename name from their first one; or first name which is a shortening of a first or middle name e.g. Jim for James or Betty for Elizabeth.* | | | | | | | **AKA:**  (*if the person is well-known by a completely separate name from their real one or has a different maiden/married name* | |
| **Voluntary:**  *Input “X” if your nominee has done something which can truly be called voluntary.*  *In the context of paid employment - something which goes beyond the expectations of their paid work.* | | | | **Public:**  *(To be ticked if the nomination originated from a public nomination).* | | | **Gender** | | | | | | | **Nationality:**  (*Please indicate nationality of the nominee).* | | **Foreign:**  (Yes / No) |
| **Nominee’s Origin:**  (*These fields are to track the ethnicity of people making and being nominated for honours. If you don’t know, please mark it “not known” rather than make a guess)* | | | | | | | | | **Nominator’s Origin:**  *(These fields are to track the ethnicity of people making and being nominated for honours. If you don’t know, please mark it “not known” rather than make a guess)* | | | | | | | |
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| **List:**  *BD19 /NY20* |  | **Award:**  *It is helpful to indicate an award level here. It may change further on in the process.* | | | | **Rating:**  (*Leave this blank)* | | | | **Date of Birth***:*  *(Include a date of birth)* | | | | | **Approx DoB:**  *(If not given, an approximate age can be included (if known)* | **Age:**  (*As indicated on form, or using own calculation if required)* |
| **Committee:**  Arts and Media/Sport/Economy or Community and Voluntary | | | | | | | | | | **Category:**  (*Drop down box indicating sector nominee works in/contributes to)* | | | | | | |
| **Length of Service:**  (*Should indicate the span of the nominee’s activities or career)* | | | | | **In Current Post:**  (S*hould refer to the time period in the person’s current job or role.*  *Leave blank if the individual is involved in a number of equally significant endeavours or is generally involved in community/voluntary work)* | | | | | **In Grade:**  *(Leave this blank)* | | | **Leaving Post:**  (*The nominee should be actively engaged in the activity for which they have been nominated, or have only very recently stopped the activity (approx. 6 months)*  *If you are aware that the nominee will soon retire, leave their post or is in ill health**the nominee may be considered out of time - So please mention it on the form)* | | | |
| **Previous Hons & Dates:**  *(This only applies only to honours awarded by HM The Queen. I.e. CBE, OBE, MBE, BME.*  *Do not include awards made by other bodies)* | | | | | | | | | | **Previous Recs & Dates:**  (*If you know that the nominee has previously been submitted to the Cabinet Office for an honour, please indicate which honours round and the level at which the nomination was made. If not, leave blank)* | | | | | | |
| **Short Citation:**  (*This is published alongside a recipient’s name to indicate the reason they have received an award.*  *Short citations need to be succinct – no more than two sentences but informative.*  *Do not include adjectives (“outstanding service”, for example).*  *Examples include: ‘For Service to young people in the xxx area’ )*  *Please indicate the candidate’s job title first – if relevant. EG. CEO of Groupwise Productions. For Services to the film industry.* | | | | | | | | | | | | | | | | |
| **Long Citation:**  (*This is the section in which the case to award the nominee should be made and the main bulk of the Citation form.*  *It is important that all citation forms fit on* ***one page*** *with this section included.*    ***As a guide to length, the higher the award, the more detailed a citation should be: all citation should be around the 400 word mark. If someone is being put forward for KT/DBE/CH then the citation will likely exceed 400 words.***  *Honours committees actively look for evidence that nominees have gone above and beyond.*  *You must make it clear whether someone’s activities are part of their paid job or in addition to it – if the committee is unsure, they will assume that what is being described is paid activity. It can be helpful to indicate this at the beginning of the citation.*  ***What should I include?***  *The most important thing is to provide evidence of what they have done and how they’ve made things better for others. Every citation is different. But it must tell the story of what your nominee has done and put it into context for a reader who won’t necessarily have detailed knowledge of the subject.*  *A good opening sentence that summarises the case in a creative and original way is helpful.*  *Give examples of how they have demonstrated outstanding quality.*  *A good nomination should also describe as vividly and precisely as possible the difference their contribution has made.*  *Try to answer the following questions*   * *How were things before they began?* * *How are they now? Why are things better?* * *What has the impact been?*   ***VOLUNTARY & CHARITABLE SERVICES***  Please explain all charitable services in this section, including posts held and money raise.  If the candidate has no voluntary/charitable work then please put ***none***. If not know please put ***not known***. It is important for the committee to know either way. | | | | | | | | | | | | | | | | |
| **Support from other depts.:**  (*This box should list only* ***Government departments*** *or* ***agencies*** *which support the nomination)* | | | | | | | | | | | | | | | | |
| **Building: You must include a personal home address – without one we cannot proceed with the nomination.** | | | **No. & Street:** | | | | | | | | | **Village:** | | | | |
| **Town:** | | | **County:** | | | | | | | | | **Postcode:** | | | | |
| **Country:** | | | **Telephone:** | | | | | | | | | **Secure Address?**  (*The secure address box should be ticked only if the nominee carries out work which may affect their personal safety or that of their family. Unlikely to be required for youth related nominations)* | | | | |
| **Recommended:**  (*If you wish to indicate to the committee that your nominee has support from a significant source, please ensure the information is included within the long citation, rather than here).* | | | | | | | | | | | | | | | | |
| **Supported by:**  (*If you wish to indicate to the committee that your nominee has support from a significant source, please ensure the information is included within the long citation, rather than here).* | | | | | | | | | | | | | | | | |
| **COMMENTS: (Honours & Appointments Secretariat Only)** | | | | | | | | | | | | | | | | |