



GWOBRAU DEWI SANT
ST DAVID AWARDS



Llywodraeth Cymru
Welsh Government



Notes for Nominators

St David Awards 2015

**Celebrating and recognising
the extraordinary achievements
of people in Wales**



Notes for Nominators

All the guidance you need to fill out a St David Award Nomination Form is in these Notes - including general criteria, tips on form filling and answers to Frequently Asked Questions.

In selecting winners of the St David Awards special regard will be given to the nominees' achievements over the year leading up to the beginning of the nomination period and any current and on-going contributions to Wales as a community and nation – as well as their other achievements in general of course.

Criteria

Selection

The main selection criteria for all nominations are

- exceptional and significant contribution to life in Wales
- excellence in their field
- inspiring others as a role model.

The awards judging panels may also consider the following additional criteria in assessing and comparing nominations where necessary:

- academic, professional and personal achievements
- contributions in their particular field (how the nominee 'gave back' and so benefited others)
- demonstrations of creativity, leadership and innovation
- personal interests and involvement in the community
- goals for the future and their likely impact
- difficulties overcome and the sacrifices they may have made
- current country of residence
- other awards and recognition received
- voluntary work outside paid employment
- nature and length of their activity or service
- if the achievements were as an individual/part of a group or team/ an organisation
- availability and commitment to promote the values of the St David Awards scheme during the year after receiving the award

In particular categories the specialist knowledge and experience of the expert judging panellists shall also of course apply

Eligibility

- Nominators and nominees don't have to be UK citizens or live in Wales
- Awards will not be granted posthumously
- Self-nominations will be accepted
- Nominees must be at least 16 years of age on 21 July 2014, with the exception of the Young Person's Award
- A person will not be able to receive a second award in the same award category, but can be considered for recognition in a separate category in following years
- Unsuccessful nominees may be re-nominated in subsequent years but in doing so they should be able to instance and detail any new or additional achievements
- Groups of people or teams are eligible as well as individuals. In filling out the nomination form one named individual should be given as contact point and also attend the Awards Ceremony as the group or team's collective representative
- No weight will be given to the number of times a person is nominated

St David Award categories

Each award is given in a specific category of activity and achievement, decided upon by the First Minister of the Welsh Government and senior officials. There are **9 award categories**:

Bravery

This is an award for an individual or group in Wales who have demonstrated remarkable courageous behaviour or character: doing what is right in difficult situations. This may entail simple fearlessness or physical bravery and involves acting in spite of possible harm to one's body.

Citizenship

This award recognises an individual or group in Wales who through their unselfish actions have served the public good. These could reflect "active citizenship" in which citizens have worked towards the betterment of their community through economic participation, public action, volunteer work and other such efforts to improve life for their fellow citizens.

Culture

This is an award for an individual or group in Wales who have excelled in the arts and other manifestations of human intellectual achievement, expressed in any art form, language or medium.

Enterprise

This is an award for an individual or group in Wales who through their endeavours have achieved remarkable success in business. This may include the creation of meaningful employment for oneself and others.

Innovation & Technology

This award is intended for an individual, group or research team in Wales which has developed techniques or solutions that meet new requirements and provided more effective products, processes, services, technologies or ideas that are available to society at large.

International

This award recognises any individual or group who has through their work, personal prominence or influence has promoted Wales on the world stage.

Sport

This award recognises an individual, team or group in Wales who have achieved excellence or success in recognised activities based on physical athleticism or physical dexterity typically involving an element of competition.

Young Person's Award

This award will be given to an exceptional inspirational young person of up to 19 years of age in any field in Wales.

The First Minister's Special Award

This award is in the personal gift of the First Minister only – the public cannot nominate for it directly.

To learn more about the previous finalists and winners of the St David Awards in all these categories and what they have achieved why not look at their profiles on www.stdavidawards.org.uk

Key dates

July – October 2014

The Welsh Government calls on all individuals, groups and organisations to nominate a person or group who makes them proud for a St David Award. Nominations can be submitted from 21 July until 28 October 2014. Receipt of all nomination submissions will be acknowledged automatically.

November 2014 – February 2015

After the nomination period closes on 28 October, all submissions will be meticulously sifted and scored by departmental specialist teams in Welsh Government. They will produce a long-list of nominees for consideration by a panel of expert judges who will meet in early January 2015. These will be overseen by a Chair of Judges in person. Appropriate and expert judges shall be selected and invited on the basis of extensive sectoral research conducted by government officials. The judging panel shall normally select three shortlisted nominees or finalists for each award (of whom one will be the category winner).

February – March 2015

Shortlisted finalists for the awards panellists will be announced at a high-profile reception hosted by the Chair of Judges in early February 2015. If your nominee is successful in becoming a category finalist you will be notified either by email or post. Special features and news items will be filmed and broadcast profiling all finalists and their achievements in the build-up to the awards ceremony and dinner. Once announced these short-listed nominees will be filmed and interviewed, and short films detailing their achievements shall be prepared for showing at the awards ceremony and on television or in other media.

19 March 2015

All short-listed nominees – and all panel judges and the overall chair - will be invited to the St David Awards Ceremony and dinner on Thursday 19 March 2015 in Cardiff, at which the names of all the award category winners will be revealed. All finalists will receive

certificates of achievement and recognition, and the winner in each category will be awarded in addition a specially commissioned trophy by a leading Welsh artist.

The Awards Process

Completing and submitting the Nomination Form

Complete the nomination form as fully and accurately as you can using the online form or the downloadable form (which you can email back or return as hard copy by post), following the instructions for each section closely. It is important that you provide as much information as possible about the person/group you are nominating, and explain what their contribution has been to the award category you have chosen. The Awards sifters in Welsh Government reserve the right to move submissions where necessary for consideration into what they deem more appropriate awards categories.

You can email or send in with your completed nomination form copies of examples of the nominee's work (e.g. paper clippings, artwork, photos, literature etc - don't send us the originals) and Letters of Support. Links to websites where these materials can be easily viewed or read are also very acceptable.

There will be a period of three months every year in the late-summer-early autumn when nominations can be submitted, The period of nomination will be from the opening of the nominating period at noon Monday 21 July 2014 until the deadline for receipt of nomination forms (online/email or hard copy) at 5.00 pm, Tuesday 28 October 2014. It is essential that nomination forms are submitted by the deadline – optional letters of support can however be sent in after the form is submitted, for up to two weeks after the deadline. Receipt of all nominations will be confirmed automatically. All nominations for the awards will be treated in the strictest confidence. You may inform the nominee however they have been nominated by you, or they may nominate themselves of course.

Letters of Support

You have the option to submit with the Nomination Form - or to follow-on - Letters of Support from other parties who have first hand knowledge of the nominee and who can endorse the nominee's contribution. These must be clearly marked with the nominee's name and the award category in which they are being nominated (see Nomination Form and also the downloadable online Letter of Support template www.stdavidawards.org.uk). These can be sent in up to two weeks after the deadline for nomination form submissions – i.e. by 11 November 2014.

Acknowledgement and progress of nominations

On receipt of your nomination, we will send you an automatic acknowledgement. We will subsequently contact you only if your nomination is successful and your nominee has been shortlisted. We will not unfortunately be able to enter into detailed correspondence on the merits or otherwise of any particular unsuccessful nomination however at any stage of the awards process.

Changes to information submitted

You will have to pay due consideration to filling in all the relevant sections of the awards nomination form before you submit it online or otherwise. Once submitted we will not accept any changes to the details you have supplied and any optional supporting documents, unless they relate to changes to essential contact details.

Please notify us immediately if your nominee dies or is seriously indisposed.

Selection

After the nomination period closes on 28 October 2014, all submissions will be sifted and scored by teams of departmental specialists in Welsh Government. They will produce a long-list in each category of nominees for consideration by an expert judging panel who shall meet in early January. This panel will be overseen by a Chair of Judges in person.

The judging panel will normally select three shortlisted nominees for each award (of whom one will be the category winner), whose names shall be made public in early February 2015.

Once announced these short-listed nominees will be filmed and interviewed and short films detailing their achievements shall be prepared for showing at the Awards Ceremony and on television or in other media. All short-listed nominees will be invited to the Awards Ceremony on Thursday 19 March 2015 in Cardiff, at which occasion the names of all the award winners will be revealed.

Some Tips

Here are some tips you should keep in mind when filling out the nomination form so that you supply us with sufficient information about the achievements of your nominee:

- Type out a draft of your nomination recommendation in Word and check and correct it before cutting and pasting it into the online nomination form. It will save time and allow you to give your message greater clarity.

- Complete as much of the form as you can. Even if you do not know the person you are nominating try to give as much detail as possible.
- Include the age of the person you are nominating in one of the age ranges supplied, even if it is a guess.
- Insert or forward by email (or post) supporting documentation such as newspaper articles, websites, personal references and/or CVs with your nomination. If sending these proofs on separately please be sure to mark with the details as stipulated on the Nomination Form so we can match them up later.
- Include Letters of Support if possible. These provide us with referees who also know of the nominee's achievements and can supply further information if required.
- Do not nominate the same person more than once in the same category. Award finalists are chosen based on the selection criteria, rather than the number of times they might be nominated.
- Provide a mail address, phone number and email address for yourself and your nominee – if you don't know them supply as many of these as you can. This helps us get in contact with both of you if your nominee is shortlisted.
- The nomination form requires you to tell us about your nominee. Why are they exceptional? How have they contributed to improving life in Wales and shown excellence in their field and for their community?

When answering these questions you should consider:

- In what type of activity and/or roles has the nominee excelled?
- Which award category definition do their achievements match most closely? Read the definitions to help you do this. If your nominee has excelled in a number of fields then submit a number of nomination forms for different award categories if you wish.
- How does the nominee stand out from the crowd? How has their achievement or contribution been more than what you might usually expect of a person in their field? Try to focus on the quality and the quantity of their achievement or contribution. How much of their work has been beyond the call of duty, dedicated to helping other people or making Wales a better place?
- What personal qualities make the nominee inspiring?
- Have they overcome any challenges or adversities? How difficult has it been for them to succeed?
- How has the nominee been acknowledged elsewhere - other awards, commendations etc?
- In what ways has the nominee shown achievement/ contribution outside of their particular specialism or expertise e.g. through their personal causes and

involvement in wider community life?

- How does the nominee make you proud to live in Wales? Is your view shared by others? If so, who?
- Why should people in Wales look up to the nominee as a role model?
- Are there any particular community groups who could or should find the nominee an inspiration?

Give examples supporting your statements for all of the above. Don't just make assertions – back them up.

Some sample nominations

Many people have probably never written a nomination form so it might be helpful if you check out the profiles of past Awards finalists and winners on www.stdavidawards.org.uk which are based on the details in nomination recommendations we actually received.

Here are also some **award nomination sample recommendations** we've composed containing the typical quantity and quality of information you will need to supply:

Sample 1: International

Gareth spent over 25 years promoting the rights and well-being of disabled youngsters. He is a manager at International Youth Work Wales, Youth Lighthouse and Deputy Director of Global Disabled Youth 201-2007 and Vice-Chair of the Pan-European Young People Exchange 2009-2012. He has ensured that professionals internationally have been linked in to the exceptional policy and practice developed in Wales. His work has resulted in Wales being internationally recognised as a significant player in the field of disability welfare. Gareth also took the lead in bringing major international international disability welfare events to Wales, such as organising a weekend long international congress for disabled children in Aberhenfelen and the Annual Global Disabled Youth Conference in Caernarfon in 2011. These events were opportunities for young people from a variety of countries to learn about Wales and work with our youngsters successfully. The promotion of Wales was at the forefront of all his activities. Of particular note is the fact that Gareth ensured that International Youth Work Wales staff were empowered to be consistent actors and contributors in their field globally – e.g. arranging exchanges between Wales and Senegal. He has been very effective in ensuring work in Wales on disability youth rights is recognised and respected across the world. He has also brought to us in Wales approaches and techniques which have succeeded elsewhere - Gareth is a true internationalist of the finest calibre who has not left Wales behind and continues to promote our contacts and engagement with the rest of the world with vigour and total commitment...

Sample 2: Culture

Betsan is a remarkable young artist who shares her passion for her art with the community of Aberhenfelen, particularly through her role as Chair of the Aberhenfelen Folk Craft Group (AFDCG). Aged 13 she won best prize at the North Wales regional craft pottery competition in Bangor and in 2005 won first prize in the National Crefft Cymru Show in Cardiff, followed by the National Eisteddfod Gold Medal for Craft and Design. Betsan has since become a fellow of the prestigious Cardiff Arts Makers Association, but decided to stay in Aberhenfelen to teach her craft to the youth of region and develop her business. Throughout her training she has faced the isolation of being a long way from the big sources of commissions and commercial outlets in the south-east of Wales and London. She worked two part time jobs to raise the funds to travel each spring to undertake intensive mentoring and training with world renowned ceramicists in London and Belgium. Betsan is business champion for the Crefft Ifanc Youth Craft Wales Group (CIYCWG) and has recently exhibited two major shows of her work at MOMA in New York and at the Palais de Chaillot in Paris. Betsan was the driving force behind the Wales = Craft makers tour to Vancouver and Toronto in September last year and she is planning a similar residency-tour to Seattle again this year. Betsan is not only an exceptional artist -she is also committed to building the arts community in general in Aberhenfelen and district. All of Betsan's outreach work with the AFDCG has been voluntary. I would estimate that she has spent at least 15 hours every week for the past five years working with and mentoring the younger crafts professionals in the group. She is unrelenting in combining her talents and passion for her craft to promote high-end and uniquely Welsh ceramics She is an exceptional person doing her all for Wales...

Sample 3: Sport

Nerys' passion for her sport began back in 1986 when she began her coaching career. Although she was working full-time in her day job at an engineering firm, she also coached at Aberhenfelen Leisure Centre and Cwm Sgwrt Badminton Club. Her coachees were boys under 16 and under 19 and the men's squad. Her passion for this sport led her to develop accredited coaching qualifications which progressed into a professional role, becoming National Coach in 1999 for Badminton Wales. Her role then expanded to take in coaching of youth national squads, both male and female. Nerys lives and breathes her sport and the remarkable successes of the team nationally and internationally and her commitment, inspiration and passion led to her being appointed Coordinator of Coaching and Development in 2005. She has also been active in developing her own skills through climbing the CPD tutor and assessor qualifications ladders as well as being a fantastic role model

and through her passion and interest in this sport transformed attitudes nationally. Nerys is the face of badminton in Badminton Wales and her passion and enthusiasm are visible to everybody, ensuring that match tournaments and coaching courses etc. all move forward successfully and with added impact. Her motto is "We really can!" and she always goes the extra mile beyond her actual role to ensure the smooth running of the organisation. Whilst maintaining a punishing and high pressure role, Nerys still volunteers and coaches in Bro Felen, ensuring that children/young people continue to engage and drive the sport forward. She is the greatest example and asset to the sport that the organisation possesses in Wales and really deserves national recognition...

Frequently Asked Questions

What are the St David Awards?

Wales aspires to be a modern, vibrant, 21st century country, with a growing reputation as a confident and clever nation valuing innovation, community spirit, and above all its people. The awards celebrate these values and recognise inspirational and exceptional people who promote them. They are the highest accolades for those who do exceptional things and make a real difference to the quality of life in Wales. They recognise the contribution of individuals who raise Wales' profile in the world and make a difference to our social and economic wellbeing.

How often do the St David Awards take place?

Annually in the early spring around the time of the national day of Wales, 1 March.

Why are the St David Awards being held?

The St David Awards are a uniquely Welsh scheme dedicated to rewarding and exalting the achievements of people from all walks of life in Wales. Although there are a number of sectional and community award schemes in existence in Wales there is no other which operates over the entire country recognising the achievements of all people who live here and serve this nation, regardless of class or profession.

Are St David Awards linked to the UK Honours system or to any other awards?

No. The awards are unique to Wales and are not linked to any other award scheme or system.

What is the significance of the awards logo?

The symbol of a dove used on the logo is associated with our patron saint, David. The best known story associated with the saint describes how he was preaching in the middle of a large crowd. When those at the back complained that they could not hear him, the ground on which he stood rose up to form

a small hill so that everyone had a good view. A white dove then settled on his shoulder, a sign of grace and blessing.

When do nominations open and close?

Nominations for the St David Awards 2015 open on 21 July 2014 and close on 28 October 2014.

Who is eligible to be nominated?

Anyone alive who is living or has lived in Wales or has done exceptional service to this country. An individual or a group or team. You do not have to be a UK citizen.

If you are or were in prison serving a sentence for a criminal act however (as nominator or nominee) we would not accept a nomination by you or for you.

Who can nominate?

Anyone can nominate someone they think worthy of an award – or they may nominate themselves.

How do I nominate?

You simply have to fill out a nomination form online - or alternatively download and email or post on to us. To get a hard copy form email us at stdavidawards@wales.gsi.gov.uk

Do I have to know the person I nominate?

No. You can nominate friends, members of your family, colleagues or even a public figure. They don't have to be born in Wales or be a UK national either – but they must have a meaningful link to this country.

If I decide to attach Letters of Support with my nomination form, who should I use as referees?

Referees should ideally be those who are able to comment personally on the achievements of the nominee. If you intend to send in Letters of Support as well you should ask the referee if they are happy to supply them. If you wish to nominate a well-known public figure or a person you do not know personally it may be more difficult for you to find someone to write Letters of Support, which are optional. We supply a blank Letter of Support template you can download from www.stdavidawards.org.uk

What other optional supporting documentation can I submit with my nomination form?

Newspaper articles and digital or social media links are preferred as detailed in the nomination form. Due to resource limitations we will not be able to return any hard-copy proofs to you after judging is complete however – so we suggest you send photocopies or scanned electronic attachments to us by email or post and not your original documents. Send copies of these materials stating clearly your nominee's name and their

award category by email to stdavidawards@wales.gsi.gov.uk or if in hardcopy by post to:

St David Awards Nominations 2015
Welsh Government
Cathays Park
Cardiff CF10 3NQ

Can you suggest some tips to help me compose my nomination?

See other sections of *Notes for Nominators* – especially *Some Sample Nominations* and *Some Tips*.

Can I check if my nomination has been received?

You will receive an automatic acknowledgement of receipt of submission by email.

What are the selection criteria for nominees?

See the relevant section of *Notes for Nominators*.

If someone has previously received an Award, can they be nominated again?

Yes - but not in the same category, unless they have accomplished something new or different since the previous nomination was submitted.

If I nominate someone and they do not receive an Award, can I nominate them the following year?

Yes. You can nominate them as often as you wish as long as you can add information about new achievements or further good work they have done.

How are award recipients selected?

All finalists and award winners are selected by expert panels of judges in each category. See other parts of *Notes for Nominators* for a fuller explanation.

Why were these award categories chosen?

The First Minister and senior officials discussed the categories at great length and commissioned research looking at the spread and nature of all citizen activities in Wales before arriving at these topics and defining them. All the award categories reflect the core priorities of the Welsh Government's Programme for Government. The Awards have been named to reflect the traditions of moral excellence and altruism associated with the patron saint of Wales, St David, which are in themselves universal values shared by people of all religions and no religion.

What are you looking for in an award winning nomination?

All nominations will be assessed on their own merit according to the category definitions set out in Notes for Nominators. The First Minister has laid down the general criteria and the ethos of the awards which will guide all judges in assessing nominations and in deciding who is worthy of winning.

Can I nominate a person for more than one award category?

Yes - but you will have to fill out a separate nomination form for each category.

Can I nominate more than one person – i.e. a team or group?

Yes. Groups or teams of people are very welcome as nominees.

Will my application form and supporting documentation be made public?

No. Everything that we receive is treated as strictly confidential and is handled and stored according to Welsh Government and other legal guidance on data protection, unless you give your explicit consent to the contrary.

Can I self-nominate?

Yes. Self-nominations are acceptable. If you are doing so as part of/for a group or team we would prefer to have one named lead individual in the group on the form as the main contact point.

The person I want to nominate has already received a UK Honour or another award. Can I still nominate them?

Yes. The St David Awards complement existing awards and UK Honours where relevant.

Does my nominated person have to participate in media coverage if they are successful?

Yes, if they are willing. The St David Awards Ceremony is a public event and may be broadcast and reported through a number of national channels both in the build-up to the Ceremony, on the Ceremony evening and during the year afterwards and in the future.

How many nominees will be shortlisted/be finalists in each category?

There will normally be three finalists in each category, with one of these designated the category winner.

Would I be able to appeal against the awards judges' decisions?

No. The integrity, ethics and expertise of the awards judges is a given and you will have to abide by their decisions whatever they might be.

What will award winners and finalists receive?

All finalists will receive a certificate. The winner in each category will receive an award trophy designed and made by a leading Welsh artist and a certificate. All finalists will be invited to the Award Ceremony and Dinner with either a friend or a partner of their choice and their expenses will be covered within reason.

Will the person who submits the nomination (the nominator) receive anything?

No. Nominators will be named in the literature and the reporting of the Awards if they so wish but they shall receive no fee or monetary prize etc. Self-nominators will naturally be named and commended as well in like fashion.

Can I find out who nominated me?

Yes. If you are shortlisted as a finalist we would inform you and them. The name of the nominator would be only be made known to you and the public however with their express consent.

Can a nominee decline an award?

Yes, if they so wish – the awards are not compulsory.

Is there a monetary award?

No. The winner in each Award category is recognised and honoured through the giving of an award trophy and through invitations to the Awards Ceremony and Dinner. Transport and accommodation overheads of finalists and their guests will also be covered within reason but no fees as such can or should be expected

Enquiries

If you have any queries about the St David Awards visit our website which is:

www.stdavidawards.org.uk

or email the team at:

stdavidawards@wales.gsi.gov.uk