



Mayor's Award for Service to the Community

The Mayor of Guildford
Councillor Howard Smith

will present this award to recognise individuals and groups
who have done exceptional work in their community
to improve the lives of others or foster good relationships.

The award aims to recognise and encourage
positive community working within the Borough of Guildford.



Kindly sponsored by The County Club

Guidelines

The Mayor's Award for Service to the Community recognises people and organisations who have gone above and beyond to serve the community and who have made a significant difference to the lives of our borough's residents.

You can see previous recipients at:

www.guildford.gov.uk/mayorsawardforservicetothecommunity

- Mayor's Awards are given to recognise individuals or groups who have gone above and beyond to serve the community. We are looking for people who have made an outstanding contribution to life in Guildford.
- Mayor's Awards are given to recognise people who live or work in the borough, or organisations that are based and operate within the borough.
- Mayor's Awards can be awarded for paid or unpaid (voluntary) work. However, if you do nominate someone/an organisation for paid work, you must demonstrate in a meaningful way how they have gone above and beyond what is typically expected from their job role. If you submit a nomination for someone which simply describes their job role, the nomination may not be eligible for a Mayor's Award.
- The selection process is based on the strength of the nominee's contributions, the lasting impact on the community, and the quality of the supporting materials.
- Mayor's Awards cannot be awarded posthumously or to organisations that are no longer in operation. An individual/organisation cannot win a Mayor's Award more than once, so please do not make nominations for people who have previously been given a Mayor's Award.

The nomination form is deliberately brief and simple to complete as we do not require lengthy submissions.

To support your nomination, we do ask for two letters of support from individuals who have experience of the nominee's contributions, character, or achievements. They should clearly outline why the nominee is deserving of recognition.

The following provides an idea of how nominations will be assessed, and you should consider these when completing the form:

1. What activities has the nominee undertaken?
2. Where do the activities take place and where do the beneficiaries come from?
3. How long has the nominee been undertaking those activities?
4. How often do the activities take place and how much time does the nominee devote to them?
5. How do the activities improve the community or the quality of life of its residents?

6. How many and what groups of people (e.g. older or younger residents) benefit from the activities?
7. How do the activities contribute to meeting local needs?
8. What personal strengths and skills does the nominee bring to their role?

You can complete the form online at: www.guildford.gov.uk
or you can return completed forms to: The Mayor's Office
Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB.

Nomination forms must be received by 5pm on Monday, 9 February 2026.

Successful nominees will be invited to attend an awards event.

If you have any questions or communication needs such as Braille or large print, screen reader audiotape, sign language or a community language, please contact us by:

- telephone 01483 444031
- email: civicsecretary@guildford.gov.uk
- textphone if you have a hearing impairment

Contact Details

Person making the nomination.

Name

Address

.....

.....

Postcode

Telephone number

Email

Person or group being nominated for the award.

Name

Address

.....

.....

Postcode

Telephone number

Email

Please note:

Your personal information

Processing of your personal details is necessary to carry out a public task - which in this case is processing the nomination of the named nominee. We will always ensure that your information is held confidentially and accessed only by those people involved in processing the nomination.

Personal details of the nominee

Processing of the nominee's personal details is also necessary to carry out the public task - which in this case is the purpose of the conferring by us of any award. We collect the personal information necessary to process applications. This is with the purpose of making a determination of eligibility and suitability for an award. We may collect or receive sensitive personal data about a nominee. Such data includes personal data revealing ethnicity, disability or health conditions if this is part of the nomination story. Nominations should always be made in confidence. There is no requirement for the nominator to obtain the consent of the nominee.

The information you supply will only be used in relation to the Mayor's Award for Service to the Community and will be held by Guildford Borough Council for a maximum of two years. During this time, any information provided about the nominee may be shared with sponsors, judges or scheme administrators in order to assess the nominations. Details may also be passed to or published in the media for publicity purposes.

For more information regarding data protection please visit: www.guildford.gov.uk/privacy.

Your nomination

Using the guidelines to help you, please complete the following.

What activities has the nominee undertaken, where do these activities take place and for how long has the nominee undertaken them? How much time does the nominee devote to them?

.....
.....
.....

How many and what groups of people benefit from the activities?

.....
.....

How do the activities improve the community or the quality of life of its residents?

.....
.....

What personal skills and strengths does the nominee bring to their role?

.....
.....
.....

Please provide a summary of the nominee's contribution to the local community (no more than 500 words) which will be presented to successful recipients, along with their certificate.

.....
.....
.....