**The Queen’s Award for Voluntary Service**

*The MBE for volunteer groups*

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**Nomination form available at:**

W: [https://qavs.direct.gov.uk](https://qavs.direct.gov.uk)
T: 020 7271 6206
E: queensaward@cabinet-office.gsi.gov.uk

**More information**

If you want to speak to someone in N. Ireland about the Award contact:

**Walter Rader**
NI QAVS Representative  T: 078 8073 7158  E: walterrader44@gmail.com

**Sandra Adair**
Volunteer Now  T: 028 9081 8304  E: sandra.adair@volunteernow.co.uk

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**Guidance on how to nominate a group for the Queen’s Award for Voluntary Service**

- Youth
- Children
- Environment
- Older People
- Education
- Regeneration
- Health
- Sports
- Arts
- Heritage
- Self Help
- Transport
- Community
- Emergency Support
- Crime Prevention
- Animals
- Faith
- Disability
- Social Welfare
- Housing

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Supported by the Northern Ireland Executive through the Department for Social Development.

Who is the Award for?
The Queen’s Award for Voluntary Service is the highest award given to local volunteering groups across the UK to recognise outstanding work done in their own communities. Any voluntary group doing work that provides a social, economic or environmental service to the local community can be nominated for the Award. The group should have been in existence for at least three years and have two or more volunteers.

Why should I nominate a group?
If you have been impressed by a group of volunteers (that you know about but do not work or volunteer with) and who you feel deserves recognition for the work they do, then you can nominate them for this Award. You may have come across a group that has given excellent service to their beneficiaries and communities; you, or a family member, may have benefited from the services of the group; the service which the group provides may have been delivered in an innovative way; or the group may have shown examples of selfless voluntary service that distinguishes their work. You, as nominator, can be the one to help them receive this prestigious Award – you will be raising their profile, saying thank you and inspiring them to keep volunteering. Award recipients can use the Queen’s Award emblem on websites, stationery and other promotional materials.

How can I nominate a group?
- You need to complete a very simple form online. The instructions for each section are clear and you will be asked to say as much as you can about the group, its main areas of work, its volunteers and beneficiaries. In particular you should tell us how the work of the volunteers and their contribution to the people and community stands out from other groups.
- You will need two letters of support from others who have first hand knowledge of the group’s activities and are willing to support the nomination. They could be from beneficiaries, funders, local public/religious officials or other organisations. These letters must be scanned in and uploaded to the form in order for the nomination to be eligible.

There is no deadline for submission of the nomination form, however, Awards are published in June each year. See address at end for details.

How are nominations assessed and Awards made?
- The nomination form is considered by the Lord Lieutenant for the County in which the group is based.
- The Lord Lieutenant, or their representative, will normally visit the nominated group and based on this will write a recommendation.
- Specialist Assessment Panels, of independent volunteering experts from across the UK, judge the nominated groups against the Award criteria.
- Recommendations are passed to the Main Award Committee which advises the Minister.
- HM the Queen approves the Awards on the advice of the Minister.
- Award recipients are informed and public announcements made on 2 June.
- The Lord Lieutenant of the County will present each group with a certificate signed by the Queen and a commemorative crystal at a local ceremony.

Checklist for ensuring the group you want to nominate is eligible.
The group I am nominating...
- involves two or more volunteers
- has been operating at a high standard for at least three years
- is a team, of which more than half are volunteers and more than half reside in the UK
- is UK based and provides specific benefit to the local area.
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