

## **WEST MOORS PARISH COUNCIL**

### **2017 Jean Ware Award**

#### **THE AWARD**

**In 2012 West Moors Parish Council celebrated the Queen's Diamond Jubilee and the Summer Olympic Games in London, by introducing the Legacy Award. Due to the success of the award the Parish Council will be continuing with the award scheme. The recipient of the award will receive up to £1,000.**

**The award has previously been granted to a young resident of West Moors who has demonstrated a particular talent in sport or other physical activity, with the aim of furthering that individual's talent.**

**In 2015 the council extended the award scheme to include the Arts, such as music, drama, painting, literature etc.**

**This award is an exceptional case in respect of existing WMPC grant policy and it is therefore governed by the rules as set out below.**

#### **THE MONEY**

1. Up to £1,000 to be awarded to a single individual either as a lump sum or in instalments depending on circumstances.
2. The award to cover only items that are pertinent to the sport or activity, for example, essential clothing, necessary equipment, extra coaching and travel expenses but not accommodation or living expenses.
3. Proof of costs incurred, or to be incurred, by the successful applicant to be verified by the Clerk to the Council before any money is released.
4. The Clerk to the Council to regularly report to Finance & General Purposes Committee on the state of the financial situation of this scheme.
5. WMPC will not award any money in the event of there being no suitable application.

#### **THE APPLICANT**

1. Must be a resident of West Moors on 30th November 2017.
2. Must be aged between 11 and 17 years old on 30th November 2017.

3. Must be able to prove a level of talent in a sport, other physical activity or the Arts that indicates a degree of excellence.
4. Must have the formal backing of a recognised organisation/body covering the particular activity.
5. Must have parental / guardian approval for participation in this award scheme.
6. The successful applicant must agree to acknowledge the sponsorship of West Moors Parish Council (WMPC) (for example, by wearing a badge or similar) and agree that WMPC can publicise, including the use of photographs, their sponsorship of the Recipient at any time and in any form of media.
7. Applications which may result in personal financial gain will not be considered.
8. The applicant must not be an employee or member of WMPC, or related to an employee or member of WMPC.

### **THE SELECTION PROCESS**

1. WMPC will form a Selection Panel constituting of three parish councillors and the Clerk to the Council, who will act as non-voting Chairman. All volunteers must assure that they will be available to attend meetings during the two weeks commencing 27<sup>th</sup> November 2017 as time is of the essence in this procedure. It will be the job of this Selection Panel to oversee the entire process of the applications. The decisions of the Selection Panel are final and no correspondence will be entered into.
2. The Selection Panel will meet on Monday 27<sup>th</sup> November 2017 to open and read the applications received by the closing date of Friday 24<sup>th</sup> November 2017. The time and place of this meeting will be decided by the members of the Selection Panel and confirmed to them no later than noon on Friday 24<sup>th</sup> November 2017.
3. The Selection Panel will read and consider all applications and decide a shortlist of candidates who will be interviewed during the week commencing 4<sup>th</sup> December. All shortlisted applicants are to be verified as bona fide. If the number of applications is too great for a decision on the shortlist to be made at the first meeting of the Selection Panel they will hold further meetings during the week commencing 27<sup>th</sup> November 2017 provided that a decision on the names of the applicants to be invited for interview is made no later than noon on Friday 1<sup>st</sup> December 2017.
4. Interviews will be held in the Pavilion or Parish Office during the week commencing 4<sup>th</sup> December 2017 at times convenient to all members of the Selection Panel and to the applicants. If any applicant is unable to attend during that week consideration will be given to an interview being held on

Monday 11<sup>th</sup> or Tuesday 12<sup>th</sup> December. Applicants must attend in person and may be accompanied by a parent/guardian and a sponsor.

5. The Selection Panel should ensure that all applicants are able to present themselves in the best possible way, giving due regard to their age and experience.
6. The decision of the Selection Panel will be notified to the Chairman and Vice-Chairman of West Moors Parish Council no later than noon on Wednesday 13<sup>th</sup> December and the formal announcement will be made at the meeting of full council on Thursday 14<sup>th</sup> December, with the intention of a formal presentation to take place at a later date.