



Cabinet Office

# Suggesting someone for an honour



**easy  
read**

# Contents

---



**4** Introduction



**5** Suggesting someone for an honour



**6** How does someone get an honour?



**10** How long does it take?



**12** Awards for organisations



**13** Being fair to everyone



**14** More information



**15** Nomination form



**17** Why do you think they deserve an honour?



**22** Letters of support



**25** Your details



**27** Your signature



**28** About you and your nominee



**33** Thank you



**34** For more information

# Introduction



Our country gives special awards to people who have done something important.



The awards are called 'honours'.

You can suggest someone to receive an honour if you think they deserve it.



This information explains:

- how to suggest someone and tell us about them



- what happens next

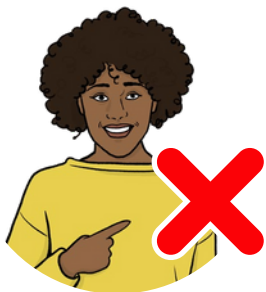


The group of experts decide which people receive an honour twice a year.

# Suggesting someone for an honour



You can suggest anyone to receive an honour.



But you cannot suggest yourself.



The people who deserve an honour are people who have:

- made a difference through their hard work



- helped our country



You should not tell people that you have told us you think they should get an honour.

# How does someone get an honour?

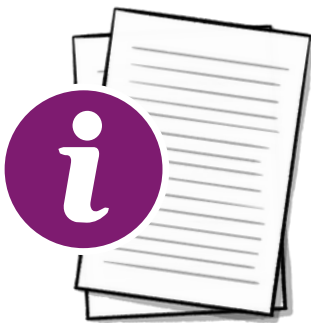


You should suggest the person for an honour while they are still doing their good work.



To suggest them you must complete a 'nomination form'.

There is a nomination form at the back of this information, starting on **page 15**.



It is important that you provide as much information on the form as possible.

You can use extra sheets of paper if you need to.



You can also send more information later on, after you have sent the form you have filled in.

## What to include on the nomination form



You need to tell us about:

- what the person has done



- how they have made a difference.



You should give examples of the good work they have done.



We want you to tell us:

- what the person has done for people who need help



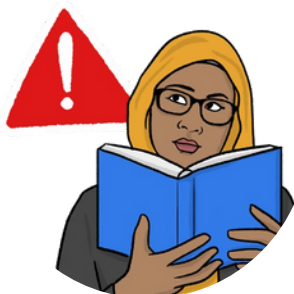
- about the work they have done for others, without pay



- how they are different to other people



- how much other people respect them



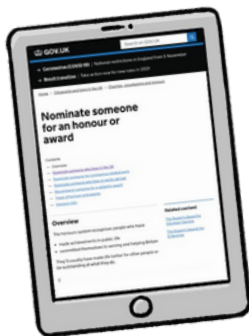
- how they have managed to deal with difficult things.





## Letters of support

Along with the nomination form, you will need to send us letters from 2 other people who say they agree with your suggestion.



## Help with the form

You can get help to complete the form:

- at: [www.gov.uk/honours](http://www.gov.uk/honours)



- by calling **020 7276 2777**.



We keep all the information on the forms safe and private.



If the person dies after you have suggested them, you must tell us. We cannot give honours to people who have died.

# How long does it take?



We will write to you when we get your nomination form.



We check everything you have told us. This can take between 18 months and 2 years.



Not everyone who is suggested gets an honour.



Honours are given to people:

- in the new year



- on the King's birthday



If the person you tell us about has not been given an honour after 2 years, it means they have not been successful.



You can tell us about them again, if they have done more good work.

# Awards for organisations



The King's Award  
for Voluntary Service

The King's Award for Voluntary Service is an award that can be given to an organisation that has done a lot of voluntary work for its community.



If you want to suggest an organisation you should go to:

Website: [www.gov.uk/kings-award-for-voluntary-service](http://www.gov.uk/kings-award-for-voluntary-service)



Or phone:  
**020 7271 6206**

# Being fair to everyone



We want to make sure that everyone has the same fair chance to suggest someone or be chosen for an honour.



We will ask you some questions about yourself and the person you have suggested.



Your answers will help us to make sure that we are:

- hearing from all different groups of people



- being fair to everyone.

# More information

If you need more information please go to:



Website:  
[www.gov.uk/honours](http://www.gov.uk/honours)



Post:  
**Honours and Appointments  
Secretariat  
Cabinet Office  
Ground Floor  
1 Horseguards Road  
London  
SW1A 2HQ**



Phone:  
**020 7276 2777**



Email:  
[honours@cabinetoffice.gov.uk](mailto:honours@cabinetoffice.gov.uk)

# Nomination form

## The person you are suggesting



Their last name:

Their first name:

The name they are known by, if it is different:

Their email address:

Their address:

County:



Postcode:



Their date of birth:



Their telephone number:



Are they...

British

From another country - please say which one:



# Why do you think they deserve an honour?

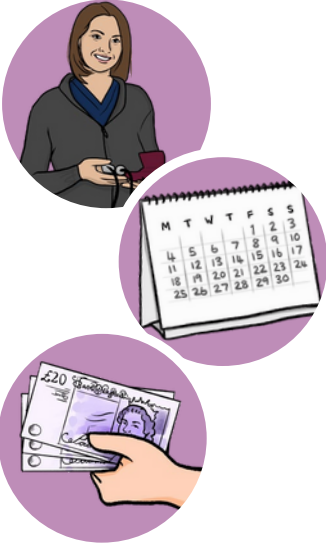


Please tell us in no more than 20 words what the person has done to deserve an honour.



For example:

- Services to disabled people in Rochdale.
- Community work in Aberporth.



Please tell us:

- What roles the person has had.
- What dates they started and finished each role.
- Whether they got paid for their work.



Please tell us how the person has helped other people.

A large, empty rectangular box with rounded corners and a purple border, intended for the user to write their response.

Are there other people who are doing the same work as this person?



Yes



No



What has your person done that is special?



Please tell us if the person has received other awards, or been in the news.

Please send us photos and cuttings from newspapers if you have them.

# Letters of support

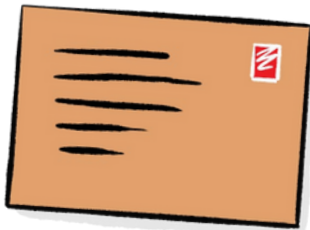


Please send us 2 or more letters from other people who know the person you are telling us about and who agree that they deserve an honour.

## The 1st person



Name:

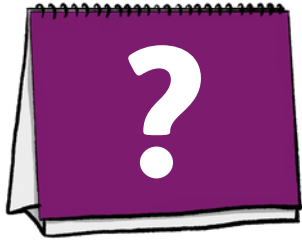


Address:



How do they know the person?

How long they have known them?

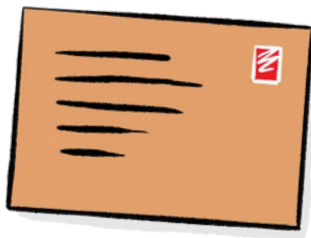


You don't have to send the letter now. Please tick if you will be sending the letter from this person at a later date.



## The 2nd person

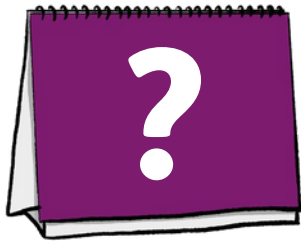
Name:



Address:



How do they know the person?



How long they have known them?



Please tick if you will be sending the letter from this person at a later date.



# Your details

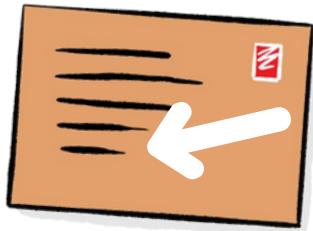


My last name:

My first names:



My address:



Postcode:

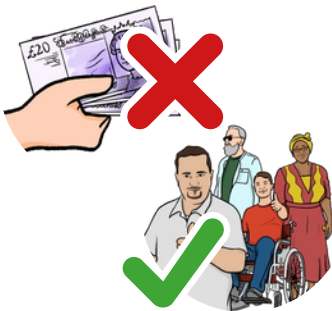


Telephone number:

Email address:



How do you know the person?



Honours cannot be bought. They are available to everyone.



We will choose people to receive an honour in a fair way.



We do not agree with people paying someone to fill in forms on their behalf.



Please tick this box if you have paid someone to write this form for you.

# Your signature

Please sign to say that everything in this form is true.



My signature:



Date:

# About you and your nominee



Please answer these questions about yourself. Your answers will help us to make sure that we are being fair to everyone.

Are you disabled?



Yes



No

Prefer not to say

Is the person you are suggesting disabled?



Yes



No

Prefer not to say

Which ethnic group do you belong to?



**Asian**

- Bangladeshi
- Indian
- Pakistani
- Chinese
- Any other Asian ethnic background - please say



**Black**

- African
- Caribbean
- Any other Black ethnic background - please say



## More than 1 ethnic background

- Asian and White
- Black African and White
- Black Caribbean and White
- Any other Mixed ethnic backgrounds - please say



## White

- White background - please say which white background if you want
- Any other White ethnic background - please say

Which ethnic group does the person you want to suggest come from?



**Asian**

- Bangladeshi
- Indian
- Pakistani
- Chinese
- Any other Asian ethnic background - please say



**Black**

- African
- Caribbean
- Any other Black ethnic background - please say



## More than 1 ethnic background

- Asian and White
- Black African and White
- Black Caribbean and White
- Any other Mixed ethnic backgrounds - please say



## White

- White background - please say which white background if you want
- Any other White ethnic background - please say



# Thank you



Thank you for completing this form.

Please now send all the information back to:



Post

**Honours and Appointments  
Secretariat  
Cabinet Office  
Ground Floor  
1 Horseguards Road  
London  
SW1A 2HQ**



Email:

**[honours@cabinetoffice.gov.uk](mailto:honours@cabinetoffice.gov.uk)**

# For more information

If you need more information please contact:



Email:  
[honours@cabinetoffice.gov.uk](mailto:honours@cabinetoffice.gov.uk)



Phone:  
**020 7276 2777**