**Section A: Instructions**

1. This nomination form sets out the eligibility criteria and nomination requirements pertaining to the nomination for the Love Our ‘Hood Award.
2. Your nomination will be disqualified if it does not meet the criteria and requirements in paragraphs 5 to 7 of this document. By submitting this form to the Municipal Services Office (MSO) of the Ministry of National Development, you and your team agree to be bound by these criteria and requirements.

1. Please ensure all the nominee(s) in the team have been informed and their consent obtained before submitting the nomination form.
2. If your team wins the award, MSO will contact the nominator and corporate communications officers of involved agencies to coordinate media publicity for the award.

**Eligibility Criteria:**

1. You can nominate a community group which comprises community partners (*e.g. members of grassroots organisations, residents, members of public, civic groups, private organisations*), Government agencies, town councils, which worked together on more than one project to promote considerate behaviours and/or upkeep the neighbourhood to improve the living environment.
2. The nominated community group must have:
3. resolved at least one complex municipal issue[[1]](#footnote-2) which involved multiple parties and required extensive efforts and coordination to resolve;
4. delivered at least one solution which was (i) impactful, (ii) sustainable and (iii) effective; and
5. demonstrated active community participation and strong ground-up effort (*e.g. the initiative was started, developed and implemented by members of the community*).
6. The other requirements for this nomination can be found in the subsequent sections of this form as follows:
7. Section B: Information on the Community Group
8. Section C: Summary of Work Done in Tackling Municipal Issues
9. Section D: Details of Work Done in Tackling Municipal Issues
10. Section E: Photograph Submission
11. Section F: Declaration by Nominator

**Section B: Information on the Community Group**

**Details of Community Group**

*Indicate the name of your community group and give a brief description (of not more than 200 words) on how the group was formed, for what purpose, and any other information which supports the nomination.*

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**Contact Persons:**

*You are required to fill in the nominee’s contact details, and those of any other persons (not more than 2) who can serve as points of contact for MSO to liaise with on nomination details.*

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| --- | --- | --- | --- | --- | --- |
| **SN** | **Name** | **Organisation**  | **Designation**  | **Mobile number**  | **Email address**  |
|  |  | *ABC society*  | *Project director* |  |  |
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| **Section C: Summary of Work Done in Tackling Municipal Issues**  |
| *Please provide a description (not more than 500 words) of the initiatives implemented by your group, including the solutions and services rendered to help the community and residents enhance their neighbourhood.* |

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| **Section D: Details of Work Done in Tackling Municipal Issues** |
| * + - * 1. **Describe how your community group addressed, tackled and resolved the municipal issue(s) over the years.**

*In not more than 300 words, please provide information on how the solution(s):* * *Involved other parties and the workstreams involved.*
* *What was the gap that the project(s)/initiatives(s) hoped to solve. How complex was the solution(s).*
* *The extent of coordination, in terms of technical work and/or citizen engagement and the efforts needed to address the issue.*
* *Any other information which you wish to include to support your nomination.*
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| * + - * 1. **Describe the effectiveness of the solution(s).**

*In not more than 300 words, please indicate how effective is the solution(s), and whether the solution(s) is a long-term remedy to the municipal issue(s) and if the solution(s) resolved the issue(s) to a large or full extent.*  |
| * + - * 1. **Describe how the solution(s) demonstrated active community participation and exemplified strong ground-up effort led by the community.**

*In not than 300 words, please indicate how the* *project(s)/initiative(s) by the community group was started, developed, and implemented by members of the community, with agencies playing a supporting role to facilitate the process.* |
| * + - * 1. **List service accolades/commendation from feedback providers and/or external parties.**

*Bonus points will be awarded to community groups which have received service accolades and commendations from external parties.* |

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| **Section E: Photograph Submission**  |
| *You are required to submit at least 4 photographs as follows:* * *3 “action” photographs showing how your team supported/implemented the solution(s). If available, each “action” photograph can show the before and after situation.*
* *1 photograph showing the members of your team.*
* *All photographs are to have captions.*
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**Section F: Declaration by Nominator**

*Please tick the boxes*

[ ]  I declare that all the above information is true, accurate and complete.

[ ] I understand and accept that any decision made by MSO regarding the Municipal Services Award nomination is final and MSO may in its sole and absolute discretion disqualify any nomination, and/or withdraw/forfeit any award and/or certificate presented at any time, should your nomination:

1. contain any element, content or information that is incomplete, inappropriate, inaccurate, or offensive;
2. violate any criteria/requirements as set out in this nomination form; and
3. violate any applicable law or infringes any intellectual property rights of any third party.

[ ]  I have informed all the nominee(s) in the team and obtained their consent before submitting the nomination form.

[ ]  I give MND/MSO the permission to share the submitted content publicly and with the media for publicity, marketing and education relating to the Municipal Services Award and other MSO-linked programmes and initiatives.

[ ]  By submitting this nomination, I affirm that I have read, understood, and agreed to the terms stated above.

**Nominator’s name:**

**Nominator’s designation:**

**Nominator’s organisation:**

**Signature** (*Can be e-signature*):

**Date:**

1. *Municipal issues refer to:*

	* *Issues which create disamenities to residents and the general public, such as cleanliness, public safety issues like cracked walls, potholes, flooding, vectors, obstruction, illegal parking, illegal smoking, pigeon feeding, mosquitoes and rodents.*
	* *Matters arising from the need for infrastructure or connectivity-related facilities, such as covered linkways, bridges, footpaths and lighting.**Examples of non-municipal issues:*

	* *Giving aid to public on social/financial/job search assistance.*
	* *Law and order/crime prevention efforts.*
	* *Upcycling, Home Improvement Programme (HIP).*
	* *Busking, begging, homeless person/issues.*
	* *Traffic congestion, road rage, traffic offences, public transport.*
	* *Food hygiene.* [↑](#footnote-ref-2)