**Section A: Instructions**

1. This nomination form sets out the eligibility criteria and nomination requirements pertaining to the nomination for the Municipal Services Awards (MSA) 2025 (Community Category).
2. Your nomination will be disqualified if it does not meet the criteria and requirements in paragraphs 5 to 8 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 bounded by these criteria and requirements.
3. Please ensure all the nominee(s) in the team have been informed and their consent obtained before submitting the nomination form. Additionally, inform the Quality Service Manager of the nominee’s agency.
4. 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 project led by community partners (*e.g. members of grassroots organisations, residents, members of public, civic groups, private organisations*), Government agencies, town councils, which worked together to promote considerate behaviours and/or upkeep the neighbourhood to improve the living environment. Please note that the project team should not have more than 12 members and not more than 5 members from each organisation.
2. The nominated project must have:
3. resolved at least one complex municipal issue[[1]](#footnote-1), which involved many parties, took 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 nominated project should be completed within the qualifying period, from 1 March 2024 to 28 February 2025. However, MSO may, at its sole discretion, consider ongoing projects which may not have been completed by 28 February 2025.
7. The other requirements for this nomination can be found in the subsequent sections of this form as follows:
8. Section B: Information on the Project
9. Section C: Summary of Project
10. Section D: Project Details
11. Section E: Photograph Submission
12. Section F: Declaration by Nominator

**Section B: Information on the Project**

**Name of Project**

*Indicate the name of your project and give a brief description (of not more than 200 words) on what motivated the partnership, what is the gap that the project hopes to fill, and any other information which supports the nomination.*

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**Details of Team Members**

*You are required to fill in the contact details of all members in the project team (not more than 12 members, and not more than 5 members from each organisation).*

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|  | **Name** | **Organisation**  | **Designation**  | **Contributions to the project** *(Please elaborate in a sentence)*  | **Mobile number**  | **Email address**  |
|  |  | *ABC society*  | *Manager* | *Project Manager – Responsible for overall project planning and ensuring that project was on track and executed according to timeline.*  |  |  |
| **Team Leader** |
| 1 |  |  |  |  |  |  |
| **Team Members** |
| 2 |  |  |  |  |  |  |
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| **Section C: Summary of Project** |
| *Please provide a description (not more than 500 words) of the project/initiative implemented by the team, including the solutions and services rendered to help the community and residents enhance their neighbourhood, within the qualifying period of 1 March 2024 to 28 February 2025.* |

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| **Section D: Project Details**  |
| 1. **Describe how the project tackled the complex municipal issue(s) and required extensive coordination across several agencies/parties to resolve.**

*In not more than 300 words, please provide information on how the project:* * *Involved other parties and the workstreams involved; and*
* *The extent of coordination, in terms of technical works, and/or citizen engagement and the efforts needed to address the issue.*
 |
| 1. **Describe how the solution(s) was impactful, sustainable and effective.**

*In not more than 300 words, please indicate how impactful and effective is the solution, and whether the solution 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 more than 300 words, please indicate how the project(s)/initiative(s) was started, developed, and implemented by members of the community, with agencies playing supporting roles to facilitate the process.* |
| 1. **List down service accolades/commendation and/or positive feedback from external parties.**

*Bonus points will be awarded to projects which have received service accolades and commendations from external parties. You can also include compliments from residents who were not directly involved in the project but benefitted from it.* |

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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 you and the team members.*
* *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 Awards 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 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-1)