

**Nomination Form – Keeping in Touch**

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| **Before you fill in your nomination form** |
| **Have you read the Entry Requirements and Awards Criteria document?** This has all the information you need to put together a good application. If you haven’t already download it, you can access it at [ctauk.org/events/ctawards21](http://www.ctauk.org/events/ctawards21). If you have any questions after reading the document, please don’t hesitate to get in touch with us via [events@ctauk.org](mailto:events@ctauk.org). |
| **Filling in your nomination form** |
| **In this document, you can submit the written side of your application - which you then need to upload along with your supporting evidence to:** [surveymonkey.co.uk/r/ctawards21-nominate](https://www.surveymonkey.co.uk/r/ctawards21-nominate)  This document has three sections:   1. **Background Information:** the background information you need to supply is specified in the Rules of Entry and Criteria document. This does not count towards the word count of your main entry. 2. **Main Entry:** this is the main body of your nomination. You can use up to 1,000 words which you can distribute as you see fit between the questions. 3. **Supporting Information Description**: please give a short overview of the supporting information you will be uploading with this nomination form. This does not count towards your word limit.   When you have filled in this document, please upload it along with your supporting evidence to: [surveymonkey.co.uk/r/ctawards21-nominate](https://www.surveymonkey.co.uk/r/ctawards21-nominate) |

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| **Category:** | **Keeping in Touch** |
| **Nominee:** |  |
| **Background Information**  Your submission should include a summary profile of the nominated organisation, or if the nominee is an individual, a profile of that individual, as well as the organisation for which they volunteer (up to 300 words in total) including:   * A description of the organisation nominated, or the organisation the individual works for, including the work it does, who it supports and where it operates – both before and during the pandemic. * An indication of the size of the organisation’s activities – number of passenger trips per year for example and/or the number of people and groups using their services including any numbers for COVID specific services or activities that might be mentioned in the main entry. | |
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| **Main Entry**  For the main body of the nomination, you must answer the questions as laid out in the category’s criteria. The entry must be no more than 1,000 words but you can distribute the words across the questions as you see fit. The text boxes expand if you need them to. |
| **What has the entrant done during the coronavirus pandemic to lift the spirits of passengers and keep them connected to their community?** |
| Your answer: |
| **What impact has this had on their passengers?** |
| Your answer: |
| **How does the entrant plan to build on what they’ve achieved over the last year to deliver even better services for their communities in the future?** |
| Your answer: |

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| **Supporting Evidence**   * Please give a short overview of the supporting information you will be uploading with this nomination form. This does not count towards your word limit. * You are permitted to provide up to three supporting statements from passengers, partners or supporters of up to 300 words each, along with up to five images. You must provide at least two images. * Please upload your supporting evidence at [surveymonkey.co.uk/r/ctawards21-nominate](https://www.surveymonkey.co.uk/r/ctawards21-nominate) |
| This nomination includes the following as supporting evidence: |