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| **Section A: [For information] Criteria**  |
| 1. The nominated **project** must have:
	1. resolved a/several complex municipal issue/s *– E.g. involved many parties, took great effort, time, and coordination to resolve*;
	2. delivered an i) impactful, (ii) sustainable, (iii) effective solution; and
	3. demonstrated active community participation and strong ground-up effort – *E.g. the initiative was started, developed, and implemented by members of the community*.
2. The team can be community partners (members of grassroots organisations, members of public, civic groups, etc.), Partner Agencies and/or Town Councils who worked together to improve the living environment.
3. Each nomination should not have more than 12 members in total; and not more than 5 officers from each agency/organisation.
4. Service accolades and commendations from external parties would be a bonus.
5. Qualifying period for nominations: 1 April 2021 to 31 Mar 2022 (projects should be completed within this period. MSO will, however, consider ongoing projects which may not fall within the qualifying period).
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| **Section B: Checklist**  |
| This checklist will ensure that all details required for the nomination are complete.

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| **Have you done the following?** | **Pl tick****√** | **MSO’s****verification** |
| **Is this issue municipal?**Municipal issues refer to the upkeep and improvement of small scale local physical infrastructure (e.g. streetlights, roads, linkways) or infrastructure maintenance in housing estates (e.g. lifts, playground, common areas). They also include upkeep of the living environment (e.g. cleanliness, greenery, animal/birds management, pest control).Examples of non-municipal issues:* Giving aid to public on social/financial/job search assistance
* Law and order/Crime prevention efforts
* Busking, begging, homeless person
* Traffic congestion, road rage, traffic offences, public transport
* Food hygiene
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| If awarded, can this nomination be publicised? |  |  |
| Do you have pictures and/or videos in at least 300 dpi to support the nomination? |  |  |
| Have you read the MSA 2022 FAQs? |  |  |

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| **Section C: Title of project** |
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| **Section D: Nominees’ particulars**  |
| **Nominating Agency/Town Council/Individual:**  |
| **Nominees’ Particulars** |
| **Names of team members[[1]](#footnote-1)***[Underline surname. Pls ensure accuracy as this name (without salutation) will appear on the certificate, and related materials.]* | **Organisation and** **Department** | **Designation** | **Mobile No** | **Email Address** |
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| **Section E: Summary of nomination** **(not more than 200 words)***Description of project and solution/service rendered within the qualifying period of 1 Apr 2021 to 31 Mar 2022.* |
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| **Section F: Nomination details** **(not more than 300 words per section)***Note: Publicity write-up will be based on this. Please highlight information that is not for publicity and indicate reason why it is not appropriate for publicity.* |
| * + - * 1. *Describe how the team worked with community partners to resolve an issue which was complex. E.g. the solution took great effort, time, and coordination, in terms of technical works, legal implications, and/or citizen engagement, and*

*involved several workstreams.* |
| * + - * 1. *Describe how the solution was impactful, sustainable and effective.*

*E.g. the solution was a long-term remedy to the issue that improved the everyday lives of residents and their living environment.*  |
| * + - * 1. *Describe how the solution demonstrated active community participation and was a good example of strong ground-up effort led by the community.*

*E.g. the solution was started, developed, and implemented by members of the community.* |
| * + - * 1. *List down service accolades/commendation from the feedback provider and/or another agency, and good feedback from external parties.*

*Note: Compliments can be from residents who were not directly involved in the project but benefited from it.* |

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| **Section G: Photograph submission**  |
| Include photographs of solution/service delivery (at least 300 dpi, not more than 3MB) and before/after photographs if applicable.  |

1. Please note that the maximum number of members in each nominated team is **12**. [↑](#footnote-ref-1)