**Section 3**.

If you have obtained any advice from an officer, please provide their name, and summarise the advice given below:

Name of Officer and role:

Advice given:

**Section 2.**

Name of recipient of spend (individual/organisation):

Contact name:

Contact telephone number:

Email Address:

Payment details:

* BACS
* Name of Account:
* Sort Code:
* Account Number:
* Internal transfer
* Cost Code:

**Section 1.**

Name of Councillor:

Date application submitted:

Ward to benefit:

Amount of Ward Member Budget spend requested: £

**Section 4.**

The Ward Member Budget allocation may be spent only if it would benefit the economic, social, or environmental well-being in relation to the member’s own ward. Members may pool budgets across adjoining wards to benefit a wider area. The allocation can be spent on community projects benefitting groups or communities living or working in the ward such as those listed below.

Please tick which area is best suited to your request.

* Improving, refurbishing, or cleaning up parts of the local area
* Purchasing new street furniture or signage (having regard to any future servicing or maintenance requirements)
* Supporting local groups, events, or newsletters

Please check that there is no conflict within your application with the list below.

The allocation cannot be spent on:

* Projects that would financially benefit the ward member or members of their family directly.
* Projects that are party political in nature
* Projects that conflict with the statutory functions or values of the Council
* Projects that conflict with a Council decision or proposed course of action (e.g., to lobby against a planning application)
* Projects that would only benefit an individual personally without serving a wider community interest.

Please tell us in detail how the money will be spent, including breakdown of costs. If the spend relates to an invoice and/or quote, these must be submitted with the application.

Please tell us when this money will be spent (e.g., May – July 2024):

Do you have a disclosable pecuniary interest in the proposed spend?

* Yes
* No

**Please submit this form to** [**communities@oxford.gov.uk**](mailto:communities@oxford.gov.uk) **by 5pm Tuesday each week.**

**All completed applications need to be approved by Oxford City Council Officers from Democratic Services, Finance, and Legal, before being subject to call in via all councillors.**

**Section 5.**

Does this application impact on the Nolan Principles listed below.

* Yes
* No

1. The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1.1 Selflessness

Holders of public office should act solely in terms of the public interest.

1.2 Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

1.3 Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

1.4 Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

1.5 Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

1.6 Honesty

Holders of public office should be truthful.

1.7 Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.