

## **Social Equity Collaborative Fund** **CONFLICT OF INTEREST POLICY & DISCLOSURE FORM\***

### Purpose

The purpose of this conflict of interest policy is to ensure Social Equity Collaborative Fund (SECF) grantees are selected in a fair and unbiased process.

### Assumptions

- SECF steering committee is best equipped to achieve its mission and vision and make decisions that meet the needs of grantees and the community because it includes individuals with varied points of view like: residents, community based organizations, funders, academia, and technical and subject matter experts.
- Conflicts of interest (as defined in this policy) may exist because SECF seeks steering committee members with lived experience and direct knowledge of the communities supported by its grants.
- Upon joining the steering committee, members strive to participate in a manner that is fair and unbiased.
- Using this policy as a guide, steering committee members are best positioned to judge whether they have a conflict are not and will be forthcoming with that information.

### Definitions

**Specific conflict:** Personal or financial interest in an applicant or one of the applicant's partner organizations or a strong positive or negative conviction that does not allow committee member to be unbiased

*Example: board member, board committee member, staff*

**General relationship:** Relationship with or knowledge of one of the partner organizations, but no specific conflict

*Example: previously but no longer have a specific conflict, current informal partner (work in the same region/population, serve on committees / work groups together)*

**No relationship:** No knowledge of or relationship with any of the partner organizations

### If a conflict exists

If a specific conflict exists

- **When discussion is taking place:** the steering committee member may not advocate for or against the proposed project or provide opinions, but may provide factual information in response to a direct question from another steering committee member
- **When decisions are made:** if it is only about the organization related to the conflict (e.g. to rate, rank, fund) the member will abstain; if the decision is about a broader issue that includes the organization, e.g., to approve a cohort of grantees for funding agreed to by the group, declare the conflict and participate.

If a general relationship exists

- Participate fully

### Transparency

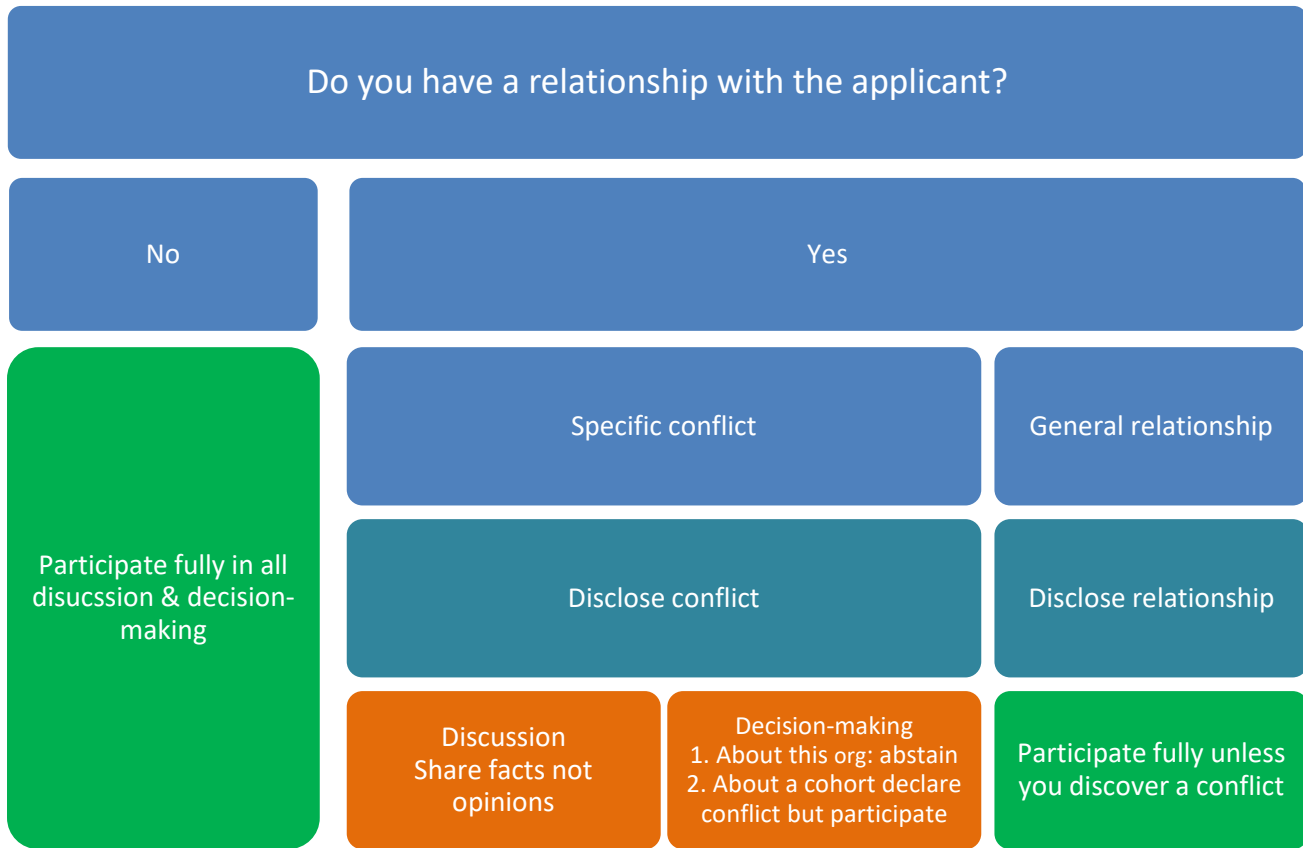
The following will be made public, online or otherwise: (1) the conflict of interest policy; (2) committee member names and terms; (3) grant awards. SECF staff and steering committee members may discuss proposal strengths and areas for improvement with applicants, but will not discuss proposals with anyone but the applicant and their named partners.

Process

A conflict of interest declaration will be completed once for each distribution of funds, as follows.



- Disclosure is required prior to initial LOI/proposal review and additional/new disclosures will be accepted at any point and invited any time new information is received about applicant/partner lists.



Resolution

If a steering committee member or staff believes an undisclosed conflict exists:

- The potential conflict will be described to the group as it relates to the conflict of interest policy and an open discussion will take place. The presence or absence of conflict will be determined by consensus.
- Any change in status will only affect discussion and decisions made from that point forward.

If someone outside the committee or staff raises a concern:

- Staff will review the policy with that individual and respond to any concerns

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Policy

I have read and understood the conflict of interest policy. I have asked any questions I have. I will raise any question/concern if it arises at a later date. I will comply fully with the policy.

Disclosure of Conflicts

- I have no conflict of interest of any sort.
- I will abstain entirely from the review of this cohort of grantees.
- I disclose the following conflicts and/or relationships. I will follow the required process based on this disclosure.

Name of Project:  
Nature of conflict:

Name of Project:  
Nature of conflict:

Name of Project:  
Nature of conflict:

Name of Project:  
Nature of conflict:

(Add additional pages if needed)

SIGNATURE:

PRINTED NAME:

DATE: