



ArtsKC – Regional Arts Council

**Grant Committee Member Conflict of Interest Disclosure Form**

Name: \_\_\_\_\_ Date: / /

Name of Committee on which you are serving (please circle):

Ovation      Catalyst Mission      Catalyst Project      Inspiration

As a Grant Committee member, you will be asked to review grant applications from arts organizations and individuals. You may have a conflict of interest with one or more applicants. Should any conflict arise during your service, you must bring the matter to ArtsKC’s attention.

Please declare any relationship, including ownership, board positions, employment, membership, enrollment, or other positions of trust recently or currently held with any of the organizations or individuals whose applications you have been asked to review. Please also list if any member of your immediate family is employed or retained by any of the applicants.

Grant Applicant	Relationship (officer, director, employee, etc.)	Dates, or Current

Please list any other activities that in your opinion could present a real or perceived conflict of interest, such as

- personal financial benefit
- contributions to fundraising or crowdfunding for a project in question
- any other reason you may not be able to weigh in your opinion in an unbiased fashion

**Please initial the following statement:**

- \_\_\_\_\_ I agree to remain *neutral* or *silent* during committee discussion of applications from organizations or individuals with which I am affiliated, in light of any conflicts of interest noted above.

Signature: \_\_\_\_\_ Date: / /

Conflicts of interest will be reviewed by ArtsKC Grants staff. If a conflict of interest is great enough that we cannot allow you to serve on one of our committees this year, we will let you know. If this is the case, we recognize that you are already serving the arts community in important ways.



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**Grant Committee Member Confidentiality Agreement**

Name: \_\_\_\_\_ Date:        /        /

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ArtsKC receives grant applications in confidence and protects the confidentiality of their contents.

As a Grant Committee Member for ArtsKC, you will learn information about organizations and individuals from applications and discussion. You are responsible for maintaining the confidentiality of all privileged information to which you are exposed while serving as a volunteer.

**Please initial the following statements:**

- \_\_\_\_\_ I will not make public the contact information, finances, or other potentially compromising information I learn from reviewing grant applications and from taking part in committee discussions.
- \_\_\_\_\_ I understand that I must protect confidential information in grant applications and committee discussions.
- \_\_\_\_\_ I will report any breach or suspected breach of confidential information or records to ArtsKC immediately.
- \_\_\_\_\_ I will not accept gifts or favors offered to me because of my service on a grants committee, and I will not solicit gifts or favors from grant applicants.

I have read the above requirements for working with confidential information and agree to abide by them. I understand and agree that failure to maintain confidentiality may result in removal from the ArtsKC Grant Committee.

Signature: \_\_\_\_\_ Date:        /        /