

THE HOPE FOUNDATION

Reviewer Confidentiality and Conflict of Interest Statement

The Hope Foundation keeps the identity of reviewers confidential when discussing individual grants. The identity of reviewers as part of a committee may be made public.

The content of grant applications is also confidential. It is critical that no grant application reviewer participate in a review of any grant application where a conflict of interest exists or may exist. COI is stated as The Hope Foundation policy, definitions below. Full policy is available from the Foundation.

By signing below, or responding back via email, you certify the following:

I certify as a reviewer that there is no conflict of interest in my review of these proposal(s) and I will maintain confidentiality.

Signature of Reviewer Date

COI Definitions: THF Policy

Article II: Definitions

1. *Interested Person*

Any trustee, officer, member of a committee with board-delegated powers, grant reviewer, or employee who has a direct or indirect financial interest (as defined in Section 2) or duality of interest (as defined in Section 3), is an interested person.

2. *Financial Interest*

If a member of the governing body or any committee thereof has a financial interest conflicting with the interest of the foundation in any manner (such as whether to enter into a contract with such individual or with an organization with which such individual is associated), then the individual must bring the conflict to the attention of the other members and refrain from deliberating or voting in any decision with respect to the matter.

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the foundation has a transaction or arrangement, or
- b. A compensation arrangement with the foundation or with any entity or individual with which the foundation has a transaction or arrangement. It is understood that interested persons at Hope or SWOG are often employed by institutions that may receive funding. This is not inherently a COI, but must be clearly reiterated to the Group; or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the foundation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature (over \$2,500).

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

3. *Duality of Interest*

A duality of interest exists when a trustee, officer, committee member, reviewer, or employee of the foundation is affiliated with an organization seeking to request a grant from the foundation. Such affiliation exists if the person is a director, trustee, officer, or employee of the organization, or has an unofficial role such as significant donor, volunteer, advocate, or advisor. As noted, in many cases Hope reviewers and SWOG members will have a duality of interest as employees of an institution that may/may not receive funds from the Foundation. This is not inherently a perceived Conflict of Interest, but must be reiterated to the Group.