

FUNDING ARTS BROWARD. INC.
Grant Committee and Grant Screening Teams
Commitment to Confidentiality

FAB! strives to be fair and professional in all aspects of the grants screening and awards processes. As a member of either the Grant Committee or a Grant Screening Team, your understanding and commitment to this goal is crucial to our success. Our future reputation in the arts community depends on you.

Please read the following three paragraphs carefully. If you have any questions about this commitment or the FAB! grant screening and award processes, do not hesitate to contact any FAB! Board Member for assistance and clarification.

After you have read this form, please sign your name on the line indicated and return it to either the Chair of the Grant Committee or to a Grant Screening Team Captain.

Do not share or discuss any of the information you learn about the applicants you will review with anyone outside our screening group. You will review tax returns, donor contributions, organization plans, and other information not generally available to the general public. Our ability to continue to review this information, which is enormously helpful in understanding these organizations and their ability to present programs, will be compromised if the organizations do not believe that we keep this information confidential.

Do not give false hope to any group. Although the proposals you will review may seem exceptional, we have many applicants, (and requests more than the funds available), and not all will be funded. Should an applicant ask your opinion about their chances for funding, tell them you cannot predict how our members will vote. Tell them that you will take the information you have learned to the Grant Screening Team, but that the ultimate results will depend upon the Grant Committee's selections and the vote of the membership.

Do not present yourself as an advocate for, or representative of, the applicant. Your focus in reviewing the application and in making a site visit is to gather the information you will share with your team, and upon which you and your team will evaluate the application and make funding recommendations. Do not consider yourself, or encourage the applicant to consider you, as a representative or advocate of the proposed program. You are a fact-finder and an evaluator.

Name _____

Committee or Team _____

2017

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Conflicts of Interest Statement

THIS STATEMENT IS TO BE READ BY ALL COMMITTEE AND TEAM MEMBERS

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Please read the following paragraphs carefully. If you have any questions about this statement or the FAB! grant screening and award processes, do not hesitate to contact any FAB! Board Member for assistance. After you have read this form, please sign your name on the line indicated and return it to either the Chair of the Grant Committee or to a Grant Screening Team Captain.

Grant Committee and Grant Screening Team Members must consider whether they or a member of their immediate family may have prior existing relationships that might appear to impact or call into question their objectivity. It is the responsibility of the member/screener to review the nature and extent of the relationships. Members/screeners are urged to act properly and in a manner that would reflect positively on FAB! and its commitment to fairness and professionalism subject to the following guidelines.

If a member/screener or her/his immediate family member has an ongoing relationship with an organization seeking a FAB! grant, the member/screener must consider the extent of that relationship before the member/screener may participate in a review of that organization's application.

Specifically, if a member/screener or her/his immediate family member is a board member or donor of \$5,000 or more per year that person must not participate in the review of the organization's application. Moreover, when a member/screener removes himself/herself from the screening team review process for a grant application, she/he must also remove himself/herself from the vote at the grant committee and any other voting or ranking process that might impact the treatment and consideration of the relevant organization and/or application.

In the case of paid staff, please note that FAB! members who are employed by an organization applying to FAB! for funding may not participate on the screening team which is to review that organization's application.

Members/screeners must act responsibly and with care when and if they participate in the discussion of the organization's application. As a result of their prior relationship, they can be a great resource to the screening team bringing additional information, clarifications, explanations, and amplifications to the discussion. However, on a case- by-case basis, individuals ought to consider whether their participation has the potential for unduly and unfairly influencing the ultimate assessment and determination on the grant request.

I have read and agreed to be guided by the FAB! Conflict of Interest Statement.

Name _____

Committee or Team _____