

***Rotary Club of Watsonville***

**GRC CONFLICT-OF-INTEREST POLICY/PRACTICE**

**COMMITTEE** **PURPOSE:** Oversee Club’s Community Grantmaking program and process to identify and recommend grants to be funded on an annual basis.

**BACKGROUND**: Early in its existence (FY 2017-18), the members of the GRC acknowledged the potential for the appearance of conflict of interest that exists in a small community where Rotary Club members may have relationships (as donors, employees, board members, etc) with the numerous nonprofit organizations that serve the Pajaro Valley.

To address this challenge, the GRC created a GRC Conflict-of-Interest Policy/Practice with the following guidelines. These steps are overseen by the GRC chair:

* At the start of each new grant cycle review period (when all proposals have been received and the list shared with GRC members) it is the responsibility of the GRC Chair to ask committee members to disclose whether any of them have a conflict of interest regarding the applications submitted.
* In the event a member of the GRC discloses or is known to have an association with a grant applicant in any given grant cycle, the affected GRC member(s) will not rank, discuss or vote on the proposal from his/her associated applicant organization.
* However, if asked a direct question about his/her associated applicant proposal, the affected GRC member(s) may respond to such queries from other members of the GRC.
* When providing the GRC’s recommendations to the Board of Directors for approval each year, it is the GRC Chair’s responsibility to disclose any GRC member recusals from the ranking, discussion and voting due to conflict-of-interest.

AMMENDMENT:

At the time of recruitment and on an annual basis for the duration of service on the Grants Review Committee (GRC), each member will be required to read, update and sign a *Conflict-of-Interest* *Certificate* (attached to this policy) stating that they:

1. Have read and understood the GRC’s Conflict of Interest Policy; and
2. Have disclosed in writing any potential sources of conflict they may have in their role as a participant in the GRC on the Conflict-of-Interest Statement; and
3. Have agreed to comply with the tenants of the Conflict-of-Interest Policy as it may apply to their role as a participant in the work of the GRC.

**Nov. 2022: POLICY AMMENDMENT.** THE POLICY AMENDMENT ABOVE WAS APPROVED BY THE ROTARY BOARD OF DIRECTORS, President Michael Jones Presiding***. (See reverse for Certificate Page)***



***Rotary Club of Watsonville***

**Conflict of Interest Certificate**

**Grants Review Committee**

By signing below, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby certify that:

1. I have received a copy of the Watsonville Rotary Club’s Conflict of Interest Policy (“Policy”).

2. I have read and understand the Policy

3. I agree to comply with the Policy

I further certify that, except as shown below, I do not have any Conflict of Interest and that I am in compliance with the disclosure requirements of the Policy.

Exceptions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Date Signature

Amended by request of Watsonville BOD: 11/2022