



## **Conflict of Interest Rules for the Grants Committee and PPCC Board**

The following Conflict of Interest policy applies to all members of the PPCC Grants Committee during the review of grant or donation applications, as well as to all PPCC Board members when considering recommendations from the Grants Committee. While this policy outlines key principles, members are expected to adhere not only to the letter but also to the spirit of these rules, to uphold the integrity of the process and maintain public trust.

### **1. Required Disclosure and Recusal**

Any member of the Grants Committee or the PPCC Board shall promptly disclose any actual or perceived conflict of interest and recuse themselves from deliberation and voting on any application by a civic or nonprofit organization or business in which:

- (a) They or an immediate family member serve as an officer, board member, owner, operator, or employee of the applicant organization or business.
- (b) They or an immediate family member have a substantial affiliation or relationship with the applicant that may reasonably be perceived to affect their objectivity.
- (c) They or an immediate family member have a personal financial interest in the outcome of the application.

### **2. Financial Interest**

Members with a direct or indirect financial interest in the outcome of a grant application must disclose that interest and recuse themselves. General disclosure is sufficient—specific financial details are not required.

### **3. Determination of Participation**

If a member discloses a relationship or interest under Sections 1 or 2 above, but believes it does not rise to the level of a disqualifying conflict, the remaining eligible members of the Committee (or the Board, as applicable) may, by majority vote of members present, determine whether the member may participate in discussion or voting on the application.

### **4. Guiding Principle**

The overarching principle of this policy is to ensure impartiality, transparency and fairness in the grantmaking process. Members are urged to err on the side of disclosure and recusal when in doubt.

Note: For purposes of section 1 above, a “substantial affiliation or relationship” does not include:

- (a) Patronage of a business on the same basis as the general public;
- (b) Payment of standard membership dues or attendance at meetings of a civic or nonprofit organization;
- (c) Occasional volunteer service that does not involve leadership, oversight or material contribution to the applicant organization.

Note: For purposes of this policy, “immediate family member” includes a spouse, domestic partner, parent, sibling, or child, whether related by blood, marriage or adoption.