



Conflict of Interest / Confidentiality Policy for Artist-at-Large Advisors

Artist-at-Large (A@L) Advisors, acting as ad hoc peer support to the Region of Waterloo Arts Fund (“the Fund”), have a duty to act in the best interests of the Fund rather than in their personal self-interest. However, it is a definite advantage that A@L Advisors are active in the arts community by serving as board members, staff members, volunteers or in other capacities, and have a wide spectrum of experience within non-profit organizations. This means that, from time to time, potential conflicts of interest or the appearance of such conflicts will inevitably arise.

The purpose of this policy is to enable the Fund to deal with such conflicts in as open and appropriate a way as possible. As noted in the Artist-at-Large Advisors Terms of Reference, A@L Advisors will declare any conflicts as soon as they become known. An A@L Advisor must not have a personal or organizational grant application in the granting round under consideration, nor a conflict within the subset of applications assigned for review. This policy also sets out procedures by which the individual A@L Advisors and the Arts Fund Board will address and resolve issues of conflict of interest as declared by Advisors if and when they arise.

It is understood that A@L Advisors will perform their duties without remuneration in such a way as to promote public confidence and trust in the integrity, objectivity and impartiality of the Fund.

Definitions

- “Immediate family members” means individuals related by blood, adoption, or marriage within one family unit (father, mother, brother, sister, son, daughter).
- “Business partner” means individuals in a formal partnership or shared ownership of a for-profit company or enterprise.
- “Staff” and “staff member” mean an individual who is employed for pay by an organization or company.
- “Volunteer” means any individual involved in any aspect or program of an organization on a non-paid basis.
- “Arts Fund Board of Directors” means individuals who are formally elected to the board of the Region of Waterloo Arts Fund and serving as directors.
- “Applicant” means any individual applying for funding from the Fund.
- “Applicant organization” means any group or organization (more than one individual), applying for funding from the Fund. This includes partnerships, alliances, collectives, cooperatives and corporations.

Conflicts

Conflicts arise when A@L Advisors may benefit, directly or indirectly, financially or otherwise, from their position as an A@L Advisor. Such involvements include, but are not limited to, the following:

- A@L Advisors serving as directors, officers or members of applicant organizations;

- Immediate family members and business partners of A@L Advisors serving as board members of applicant organizations;
- A@L Advisors or their immediate family members being employed by or doing business with applicants or applicant organizations;
- A@L Advisors with a close personal association with directors or staff of an applicant or applicant organizations, such that a reasonable inference may be drawn of a lack of impartiality towards an application, applicant, or applicant organization.

A conflict of interest may be “real”, “potential”, or “perceived”; the same duty to disclose applies to each. The pecuniary interests of immediate family members or close personal or business associates of A@L Advisors are considered to also be the pecuniary interests of the A@L Advisor. Full disclosure in itself does not remove a conflict of interest.

Principles and Procedures

It is important that A@L Advisors be sensitive to appearance and perception and err on the side of transparency. In case of conflicts or appearance of conflicts, A@L Advisors are expected to fully disclose any potential conflict as soon as it arises and before the Arts Fund Board of Directors makes any decisions in the matter where the potential conflict exists. In particular, this means making full disclosure prior to accepting the task of sharing expertise and discussing any related grants.

It is the responsibility of Board Members and other A@L Advisors who are aware of real, potential or perceived conflict of interest on the part of a fellow evaluator to raise the issue for clarification at the earliest possible opportunity, first with the A@L Advisor him/herself and, if still unresolved, with the Chair of the Fund. All A@L Advisors must review the Artist-at-Large Advisors Terms of Reference and complete the Contact Information and Credentials Form, providing a current list of all ‘Arts Affiliations’.

Confidentiality

Artist-at-Large Advisors will be entrusted with confidential information and must be prepared to make recommendations for grants based upon the merits of each application. A@L Advisors will not disclose their participation in an evaluation round until after the Arts Fund Board has made its final granting decisions and a media advisory has been released. A@L Advisors will not discuss or reveal in any manner or at any time, the confidential details related to the grant applications.

Agreement and Signature

I have received, read and understand the Region of Waterloo Arts Fund Artist-at-Large Advisors Conflict of Interest / Confidentiality Policy in its entirety. I agree to be bound by the terms of the policy.

Name: _____

Signature: _____

Date: _____