

## THREE GUINEAS TRUST

# Conflicts of interest

Any relationship with a grant applicant you judge might be a conflict of interest should be declared.

For example, if you, a family member or someone you live with:

- is a trustee, director, volunteer, or employee of a grant applicant
- has been a trustee, director, volunteer, or employee of a grant applicant in the last 3 years
- has used the services of the grant applicant in the last 3 years
- is part of a company that provides goods or services to a grant applicant
- has ever been in dispute with a grant applicant, for example has made a complaint or has referred the applicant to a third party because of concerns about safeguarding, financial conduct, equality issues or professional standards

This is not a complete list.

By family we mean people you consider family, whether related by blood, marriage, civil partnership or other affiliation.

Conflicts of interest should be declared to the facilitator of the grants panel. The declaration may be made in person or by email.

If a conflict of interest could be seen to influence a panel member's view of a grant application, the facilitator may ask the panel member to step back from consideration of the application.

The facilitator will note conflicts of interest in the record of a grants panel meeting, and with the grants panel administrator. This record will include details of when and how a conflict of interest is shared with panel members.

Details of a conflict of interest should generally be shared with members of the grants panel. If the information in the declaration could be sensitive if shared

## **THREE GUINEAS TRUST**

with others, the facilitator may choose to keep the nature of the conflict of interest private, provided it is recorded by the grants panel administrator.

Final version 14 August 2023