1. **Your Potential Conflicts of Interests.**

Your participation as a grant reviewer requires that you be aware of potential conflict situations that may arise. As a grant reviewer, you will be asked to review applicant grant proposals. You might have a conflict with one or more. Should any conflict arise during your reviewer term, you must bring the matter to the attention of the Fund for the Arts staff who asked you to serve as a panelist. This official will determine how the matter should be handled and will tell you what further steps, if any, to take.

Grant applications are open to [information specific to each grant opportunity]. You may have a conflict if you or an immediate family member have/hold/are:

* Current employment with the applicant.
* Previous employment with the applicant within the last 12 months.
* Being considered for employment with the applicant.
* Any office, governing board membership, or relevant committee chairpersonship in the applicant. (Ordinary membership in a professional society or association is not considered an office.)
* Other relationships, such as close personal friendship, that you think might tend to affect your judgment or be seen as doing so by a reasonable person familiar with the relationship.

Please list below any organizations and entities in Kentucky who you think may apply, with which you may have a potential conflict of interest. Because many different types of organizations are eligible for this grant, we understand that conflicts may arise after you have completed this form. If at any time in the grant process, you have questions about whether you have a conflict of interest, please reach out to Fund for the Arts staff at grants@fundforthearts.org.

1. **No Use of “Insider” Information.**

If your designation gives you access to information not generally available to the public, you must not use the information for your personal benefit or make it available for the personal benefit of any other individual or organization. This is to be distinguished from the entirely appropriate general benefit of learning more about Fund for the Arts, learning from other panel members, or becoming better acquainted with the state of a given discipline.

1. **Your Obligation to Maintain the Confidentiality of Proposals and Applicants.**

The Fund for the Arts receives proposals in confidence and protects the confidentiality of their contents. For this reason, you must not copy, quote, or otherwise use or disclose to anyone any material from any proposal you are asked to review.

1. **Confidentiality of the Review Process and Reviewer Names.**

Fund for the Arts keeps reviews and your identity as a reviewer of specific proposals confidential to the maximum extent possible, except that we routinely provide summary feedback and scoring information without

your name, affiliation, or other identifying information. Please respect the confidentiality of all other reviewers. Do not disclose their identities, the relative assessments or rankings of proposals by a peer review panel, or other details about the peer review of proposals.

**YOUR CERTIFICATION**

**Your Potential Conflicts**

I have read the list of affiliations and relationships that could prevent my participation in matters involving such individuals or institutions. To the best of my knowledge, I have no affiliation or relationship that would prevent me from performing my panel duties. I understand that I must contact Fund for the Arts staff if a conflict exists or arises during my service. I further understand that I must sign and return this Statement to Fund for the Arts before I may serve.

**Maintaining the Confidentiality of Others**

I will not divulge or use any confidential information, described above, that I may become aware of during my service.

**Your Identify as a Reviewer will be Kept Confidential**

I understand my identity as a reviewer of specific proposals will be kept confidential to the maximum extent possible, except the copies (electronic or paper) that I submit will be sent to Fund for the Arts staff.

|  |  |
| --- | --- |
| Reviewer’s Printed Name: |  |
| Reviewer’s Signature: |  |
| Name of Panel: |  |
| Date: |  |