

IMPACT100 PHILADELPHIA
Policy for Serving on a Focus Area Committee

Members of Impact100 Philadelphia (“Impact100”) must insure that no personal or professional self-interest interferes with their work on behalf of Impact100.

The primary goal of Impact100 is to provide a fair and balanced forum for the review of grant applications, and to avoid undue advocacy and campaigning on behalf of a specific applicant.

To insure the integrity of the grant-making process, any Impact100 member who has a ***strong affiliation*** with an applicant shall refrain from any direct connection with that organization’s application (such as reading and commenting on drafts before submission, or helping to design the proposed project). A member would have a *strong affiliation* if she is an employee, serves on the board of directors, is a volunteer in a leadership position and/or has a family member who either works for or volunteers for the applicant in a significant way. Furthermore, the member shall not serve on the particular Focus Area Committee to which that grant application has been assigned. The member is, however, welcome and encouraged to serve on a different Focus Area Committee.

Prior to participating in the first meeting of a Focus Area Committee to which she has been assigned, each member shall sign and return this form to the Chair of said Focus Area Committee.

I have read and understand the **Impact100 Policy for Serving on a Focus Area Committee**.

I have been assigned to the following Focus Area Committee(s) (please circle):

Arts & Culture Education Environment Family Health & Wellness

I have received the list of grant applicants for the Focus Area Committee(s) circled above for the 2010 grant year, and I do not have a ***strong affiliation*** with any of the grant applicants.

I will advise the Grants Chair immediately in writing of any change regarding my strong affiliation with any organization that is applying for an Impact100 grant.

Signature of Member

Printed Name of Member

Date

DETERMINATION OF “STRONG AFFILIATION”

Members may ask ***what is meant by having a “strong affiliation”*** with an applicant organization. As stated in the Policy for Serving on a Focus Area Committee (FAC), a member would have a strong affiliation if she is an employee, serves on the board of directors and/or is a volunteer in a leadership role. This standard may also apply to a family member of the Impact100 member. If a strong affiliation is identified, the Impact100 member should not serve on the Focus Area Committee that is reviewing that applicant organization and instead, should serve on a different Focus Area Committee.

What is most important is the member’s ability to remain impartial during the application review process. If an Impact100 member feels that her connection with the applicant organization would affect her ability to be impartial when reviewing that application and all other applications in the pool for that Focus Area Committee, she should serve on a different FAC.

The following examples illustrate what might constitute a ***strong affiliation***:

- 1) A member or her spouse serves as counsel to the applicant.
- 2) A member serves on the board of directors or a board committee of the applicant.
- 3) A member is a major donor (as defined by that organization) to the applicant organization.
- 4) A member has a leadership role planning the applicant organization’s annual fundraiser.

These examples are ***probably not a strong affiliation***:

- 1) A member or her husband is not connected to the applicant, but works at a law firm that provides services to the applicant.
- 2) A member volunteers at the applicant organization by answering a hot line.
- 3) A member donates \$250 to the applicant organization.
- 4) A member has a minor role on a large planning committee for an event that benefits the applicant organization.

The determination of “strong affiliation” is ***subjective*** in most cases. A member should ***disclose all relationships with applicants in the FAC*** she is assigned to, and should consider seriously whether she can remain unbiased in her role on that FAC.

If a member is uncertain whether a strong affiliation exists, or if Impact100’s leadership has concerns, the FAC Chair will review the facts of the situation with the Grants Chair and Board Secretary, and the Board Secretary will make a determination about that member’s strong affiliation.