**Policy Area:**  Board Governance

**Policy Title:** Board Member Communications with Current and Potential Grantseekers

**Purpose:**

To assist board members in communicating with current, former, and potential grantees.

**Policy Statement:**

Members of the board of directors of the Foundation are often active in the community. Engaged board members advance the Foundation’s mission through their knowledge of the community and the non-profit sector.

Many organizations seek to partner with the Foundation by requesting grant funding. On occasion, applicants, potential applicants and/or former applicants may contact board members seeking information regarding the application process and introductions to Foundation staff. The purpose of this policy is to provide guidance to board members in such circumstances.

The Foundation has developed a process approved by the board by which the staff receives and reviews grant applications and makes funding recommendations to the board for their approval. The process is designed to be thorough, transparent and fair to all applicants.

**Policy:**

To support the integrity of the process, to avoid any potential or perceived conflict of interest, and remove any potential expectations that outreach to or relationships with board members give an applicant an advantage in the process, board members shall observe the following guidelines:

• Board members are encouraged to refer all those who express interest in grant funding to the grants section of the Foundation website or to the Foundation’s main telephone number speak with a staff member regarding their inquiry.

• Board members are encouraged not to engage with advocates for pending or potential grant applications. If approached, a board member should contact the president or vice president of programs, who will refer the matter to the most appropriate staff member.

• Board members may be contacted by representatives of or advocates for organizations whose grant applications have been declined by the Foundation. In such cases, board members should use their discretion in discussing the declination and should feel free to refer the inquiry to the vice president of programs.

In the event that a board member would like to deviate from this policy in a particular instance, he/she should contact the president or vice-president of program to discuss.