



Conflict of Interest and Ethics Policy

1. Ownership of Intellectual Property

Client retains ownership of any and all intellectual property – for example, written proposals, prospect lists and other work products – created or developed by Consultant while working on behalf of Client. Consultant may maintain copies of these work products indefinitely, and may ask for permission to use them as examples of work in future discussions with other potential clients.

2. Confidential Information

Client and Consultant agree to hold in confidence all information known and/or marked as confidential or proprietary, including all intellectual property and work products created by Consultant for Client, as well as funding prospects identified by the Client and given to Consultant in the course of conducting work. Such information about each other shall not be disclosed or used by either party except to the extent that such disclosure or use is reasonably necessary to the execution of Consultant's work.

3. Conflict of Interest

Consultant maintains employment and contractual relationships with other non-profit organizations and institutions, and may provide to these entities services similar to those provided to the Client. Consultant agrees to manage these other responsibilities in a manner not to interfere with assignments given to Consultant, and will disclose upon request to the Client a list of other entities for which Consultant provides similar services. Consultant agrees to notify Client if there is any potential conflict of interest in this regard.

PROPOSALS – In general, Client and Consultant agree that it is not a conflict of interest for Consultant to work on a grant proposal to the same funder on behalf of two or more separate clients at the same time. In the case when the Consultant has been retained by two or more agencies to work on the same Request For Proposals or Funder Deadline, Consultant agrees to inform Client of this circumstance to provide the opportunity for the Client to choose not to assign this grant to the Consultant. In the situation where a funder is only issuing one single grant award in response to a Request for Proposals, it is the policy of the Consultant that this constitutes a conflict of interest and that Consultant will only be able to work on behalf of one Client's proposal to this particular funder.

PROSPECTS – Information about funding opportunities is in the public domain. Client and Consultant agree that prospects identified by the Consultant may be shared with multiple Clients. However, in cases where Client identifies a potential funding lead or private donor in which Consultant has no other mechanism to be aware of such confidential information, Consultant agrees to respect the confidentiality of such sensitive information.

4. Code of Ethics

Consultant pledges to follow the *Code of Ethical Principles and Standards of Professional Practice* developed by the Association of Fundraising Professionals (AFP) www.afpnet.org.