

**GRAND ISLAND COMMUNITY FOUNDATION  
POLICY & PROCEDURE MANUAL**

SUBJECT: GRANT CODE OF CONDUCT

POLICY/PROCEDURE NO. 609

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ORINATION DATE: 1/2007

REVISION DATE: 1/11/2008, 7/2013

APPROVED BY BOARD OF TRUSTEES: 8/19/2013

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**POLICY**

The Foundation will maintain written standards of conduct governing the performance of its employees engaged in the award and administration of grants. The governance of grants is critical for compliance and ethical standards of conduct. The Foundation will follow all grant application and compliance guidelines as outlined in this procedure.

**PROCEDURE(S)**

All grants considered for approval will be awarded based on the intent of each donor. No Foundation employee or board member shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the Foundation if selected for an award.

No Foundation employee or trustee shall participate in the selection, award, or administration of a scholarship or grant awarded by the Foundation if a real or apparent conflict of interest would be involved.

The officers, employees and agents of the Foundation shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to sub-agreements.

The Foundation Board of Trustees should be notified immediately upon identifying any issues or potential issues of this nature.