

Conflicts of interest policy: Communities Climate Transitions Innovation Fund (CCTIF)

Purpose of this document: Identifying and managing the interests of any external adviser, member, or staff member participating in the funding process and ensuring that decision-making is transparent, fair, free from undue influence, and perceived as legitimate and credible by the community.

Definition of a ‘conflict of interest’:

A conflict of interest exists when an individual’s personal and/or professional interests or loyalties may affect their objectivity (*Source: Investopia*).

A perceived conflict of interest exists when it could be reasonably considered by a third party that a conflict exists (whether or not this is actually the case).

Examples of conflicts of interest include:

- **Personal relationship** with an applicant for funding: for example, a family member or a close family friend.
- **Professional relationship** with an applicant for funding: for example, a current collaborator, a recent co-author, a recent supervisor (typically within the last 3 years), or a person sitting on the board of the applicant’s organization.
- **Current applicant:** where a member of the Advisory Group or other expert reviewer is applying for CCTIF funding.
- **‘Double jeopardy’:** where an Advisory Group member or other expert reviewer has already reviewed the same application at a different funding body.

Disclosure of conflicts of interest

We expect anyone involved in the processing or assessment of applications, including but not limited to Advisory Group members and staff, to identify any real or perceived conflicts of interest they have related to the people and organizations submitting applications for review.

Should someone identify a conflict, they should immediately get in touch with the Director of Community Climate Transitions. When determining possible conflicts of interest, we expect everyone to be:

- Thorough and transparent in declaring the conflict to ensure all possible conflicts have been considered;
- Objective and consistent to ensure fairness throughout the process;
- Timely (ideally responding within one week) in the provision of any requested information or details pertaining to a conflict of interest; and
- Accepting Tamarack's decision on how to manage any conflict.

How Tamarack and the CCTIF team manage conflicts of interest

In addition to the self-identification of possible conflicts, Tamarack staff will review documents, applications, content, etc. to determine whether an individual has a potential real or perceived conflict of interest.

If a potential conflict is identified, Tamarack will determine the degree of seriousness of the conflict, taking into account:

- The closeness of the conflict between the individual making the declaration and the entity for whom the declaration is made;
- The value and nature of the potential benefit for both the person and the entity;
- The potential risks associated with the conflict such as impaired judgment and compromised integrity; and
- The extent of the known or unknown aspect of the conflict such as undue influence, outside employment/consulting and biased outcomes.

Advisory Group members

The following steps will be implemented to minimize the potentiality of conflict of interest while the members of the Advisory Group review the applications:

- Redacting the personal information of the applicants and providing an edited version of the shortlisted applications;
- Abiding to clear Ethical Standards;
- Having several members of the Advisory Group review and grade the same applications; and
- Withdrawing the review of specific projects/applications by Advisory Group members that are directly impacted by a conflict of interest.



Staff members

Conflicts of interest related to current staff members participating in the assessment of an application are handled in the same way as for an external Advisory Group member.

As a special condition, former Tamarack staff will not be allowed to apply for the fund unless their last date of employment surpasses a full calendar year.

If you have any questions, please contact us:

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- Kieran Maingot, Manager of Cities, Community Climate Transitions kieran@tamarackcommunity.ca