

**Goals:**

- To offer guidance to staff and board members as they interact with grantees and applicants.
- To avoid conflicts of interest, or the appearance of a conflict of interest, when conducting the fund's business.
- To maintain the highest integrity possible in all fund operations.
- To offer guidance to grantees regarding gifts and tokens of appreciation in an effort to keep their resources focused on their community missions.
- To offer additional clarity to the fund's Conflict of Interest policy.

**In-Kind Gifts from Grantees or Applicants**

The Maddox Fund will avoid accepting gifts from grantees and potential applicants including, but not limited to: event tickets/invitations, entertainment, meals, food, services, favors, mugs and t-shirts as well as promotional or appreciation books, plaques, or art.

Should a staff or board member need to attend an event sponsored by a grantee or potential applicant to represent the fund, the fund will use its discretion in purchasing a ticket.

Recognizing that our nonprofit partners are working to develop a relationship with the fund, the staff and board members use their discretion in attending receptions and educational events that further the fund's mission. Invitations to join a table purchased by an individual or company may be accepted with care.

**In-Kind Gifts from Vendors**

In the course of business, the staff and board members will use their discretion when accepting gifts of nominal value from vendors such as meals, tickets or educational opportunities.

**Reporting**

The Board Chair will be informed when the Executive Director accepts invitations to events or educational opportunities.

**Public Recognition**

The Fund's grant contracts states that nonprofit partners may not "publicize the awarding of the Grant without the prior written consent of the Dan and Margaret Maddox Fund. A draft of the communication should be submitted to the Fund in advance of publication for approval."

It is the practice of the fund to not seek undue recognition for gifts made in the fulfillment of the fund's mission and required IRS payout. At the same time, we recognize that our nonprofit partners typically express public appreciation for grants received. The fund will accept public recognition when the recognition has a consistent logic applied and celebrates the fund as one among many donors or if the fund was a major donor recognized at a celebration such as a ribbon cutting.

Nothing in this guidance restricts staff or board members from participating in activities connected to their personal giving, volunteering or community involvement. While it may be difficult for observers to differentiate, the fund interprets personal participation as deriving from personal donations or volunteer time not directly connected to the fund.

### **Communication**

- Include in the Frequently Asked Questions
- Post on the fund's Web site along with the Whistleblower Policy

Approved: July 27, 2015

Updated: December 21, 2020 with new logo and reflect name change