



NORTH CAROLINA HUMAN TRAFFICKING COMMISSION NOT-FOR-PROFIT CONFLICT OF INTEREST POLICY STATEMENT

This document is required from not-for-profit organizations ONLY: In accordance with N.C.G.S. 143C-6-23(b), every Grantee shall file with the State agency disbursing funds to the Grantee a copy of the Grantee's agency policy addressing conflicts of interest that may arise involving the Grantee's management employees and the members of its board of directors or other governing body. The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Grantee's employees or members of its board or other governing body, from the Grantee's disbursing of State funds, and shall include actions to be taken by the Grantee or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. The policy must be filed before the disbursing State agency may disburse the grant funds.

The Grantee shall submit this form, along with the agency's conflict of interest policy, with its application for funding.

Accordingly, no member or board member of the private, not-for-profit Grantee may receive, directly or indirectly, any funds from the State of North Carolina, except for duly authorized staff compensation and benefits and reimbursement for expenses actually incurred in connection with the private Grantee's business, and in accordance with final approved grant agreements.

WHEREAS, (Name of Grantee) _____ desires to require its Board of Directors and managing employees to avoid conflicts of interest or the appearance of impropriety in the disbursement of State funds;

THEREFORE, no member of the Board of Directors or staff members of said private, not-for-profit Grantee shall participate in the solicitation, negotiation, formation, award, arbitration, modification, or settlement of any contract or grant funded in whole or in part by State funds, or of any dispute arising under such contract or grant when the director or staff members stands to benefit, either directly or indirectly, from such grant or contract;

PROVIDED, no member of the Board of Directors or staff members shall be deemed to benefit directly or indirectly from any contract or grant funded in whole or in part by State funds if he/she receives only the salary or stipend due to him/her in the normal course of employment with, or service to, said private, not-for-profit Grantee.

FURTHERMORE, said private, not-for-profit Grantee has written conflict of interest policies and reporting procedures applicable to board members, staff members, and volunteers who have any interest or authority regarding the resources of the private not-for-profit Grantee. These policies have been communicated to board members, staff members, and volunteers, and full disclosure has been provided for any possible appearance of conflict of interest that may exist.



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The following serves to identify and document any personal interest staff members, officers, or members of the Board of Directors may have. This document is also to disclose any transactions that may result in personal, financial, professional, and/or political gain at the expense of the North Carolina Administrative Office of the Courts or the North Carolina Human Trafficking Commission. The statement requires that all personal relationships that may provide the appearance of inappropriate influence be disclosed. Relationships, whether personal, financial, professional, or political are required to be disclosed to the North Carolina Human Trafficking Commission. Conflict means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members and members of the Board of Directors.

Private, not-for-profit Grantees shall make full disclosure by notice in writing to the North Carolina Human Trafficking Commission of all conflicts of interest, if “yes” is answered to any of the following:

Check all that apply:	YES	NO
1. A Board member is related to a staff member.	<input type="checkbox"/>	<input type="checkbox"/>
2. A staff member in a supervisory capacity is related to another staff member whom he/she supervises.	<input type="checkbox"/>	<input type="checkbox"/>
3. A staff member is related to another staff member.	<input type="checkbox"/>	<input type="checkbox"/>
4. A board member or staff member has or may have personal, financial, professional, and/or political gain at the expense or benefit of the private not-for-profit Grantee.	<input type="checkbox"/>	<input type="checkbox"/>
5. There is a business entity in which a staff, board, or family member participates that may be viewed as having direct or indirect influence over the private, not-for-profit Grantee’s business.	<input type="checkbox"/>	<input type="checkbox"/>
6. A staff, board, or family member may be viewed as having direct or indirect financial gain from personal or business investments/interest in real property held by that staff, board, or family member.	<input type="checkbox"/>	<input type="checkbox"/>
7. A staff or board member received honorarium or other compensation outside of the scope of employment/operations with the private, not-for-profit Grantee that creates or appears to create bias.	<input type="checkbox"/>	<input type="checkbox"/>
8. A staff or board member secured employment with a competitor or other similar private, not-for-profit entity.	<input type="checkbox"/>	<input type="checkbox"/>
9. Ongoing, paid consulting work outside of the staff member’s current employment or board member’s employment with your private, not-for-profit entity exists.	<input type="checkbox"/>	<input type="checkbox"/>



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1. If “yes” is checked to any of the aforementioned items, the Grantee must attach details for any transaction related to such item that exists to this form.
2. If this statement fails to list a non-financial transaction related to an answer of “yes” to any of the aforementioned items, the Grantee must also attach a description of such non-financial transaction to this form.
3. Details must include at least the name, address, persons involved, and a description of the relationship and the transaction.

Note: Failure to disclose any conflict-of-interest transaction that exists or potentially exists within your private, not-for-profit entity may result in the cessation of State grant funds.

County: _____

Agency’s Name: _____
(Legal Applicant)

Federal Tax ID #: _____

Entity Name: _____
Private, Nonprofit

Executive Director’s Name
Print: _____

Sign: _____ Date of Signature: _____

Board Chair’s Name
Print: _____

Sign: _____ Date of Signature: _____

Sworn to and subscribed before me on the
Day of the date of said certification

(Notary Public)