



# Panelist Conflict of Interest Form

## City of Berkeley | Civic Arts

Please complete the Conflict of Interest Form before you review your assigned applications. Return the signed form to Civic Arts staff.

Any panelist who has a conflict of interest with an application(s) must recuse themselves from reviewing that application(s).

**A 'conflict of interest' is defined as a situation in which a panelist has a competing professional, financial, or personal interest that could impair their ability to perform their evaluation responsibilities objectively.**

### 1. Professional Interests

- List any applicant with whom you have a current or recent (within the last 18 months) professional relationship. For example, if you were an advisory committee member, volunteer, or partnered on a project/programming.
- List any applicant with whom you have an ongoing close professional relationship. For example, board members or employees. If unsure, please describe briefly.

### 2. Financial Interests

- List any applicant with whom you have a current, recent (within the last 18 months), or pending fiduciary or financial relationship. For example, an employer or employee, a board member, a paid consultancy, or other contractor. Describe the nature of the relationship.

### 3. Personal Interests

- List any applicant for whom you might have strong personal feelings that would prevent you from reviewing the application in an impartial manner.

Panelist Name:

Panelist Signature: