

Grants Collaborative of Tampa Bay, Inc.

Code of Ethics

The Grants Collaborative of Tampa Bay, Inc. a nonprofit membership association is committed to serving the greater public good by practicing the highest ethical and professional standards.

Members have joined forces to enable grants professionals to respond more effectively to funding opportunities through enhancing skills in grant and proposal writing; assisting in resource identification; maintaining a peer network; promoting partnerships; and providing education and training. Our membership consists of representation from local governments, non-profit human service agencies, independent for-profit contractors, educational institutions, funding sources and those seeking funding. Membership in this collaborative promotes the public image and respect of the grant profession within the greater philanthropic, public, and private funding communities.

The Collaborative's Code of Ethics, consists of 8 fundamental principles and 20 imperatives formulated as statements of personal responsibility.

Fundamental Principles of the member are:

- Practice their profession with the highest sense of integrity, honesty, and truthfulness to maintain and broaden public confidence
- Adhere to all applicable laws and regulations in all aspects of grantsmanship
- Continually improve their professional knowledge and skills
- Promote positive relationships between grant professionals and their stakeholders
- Ensure that funds are solicited according to and in the spirit of the program guidelines
- Adhere to acceptable means of compensation for services performed; pro bono work is encouraged
- Foster cultural diversity and pluralistic values and treat all people with dignity and respect
- Describe and comment on the work of other grant professionals in a fair and professional manner

Respect and honor the above principles and the following imperatives, and acknowledge that any infringement or breach of standards—in the Code is subject to disciplinary sanctions, *including expulsion, to be determined by a majority of the Collaborative's Executive Committee.*

Professional Practice:

1. Members shall act according to the highest ethical standards of their institution, profession, and conscience.
2. Members shall obey all applicable local, state, provincial, and federal civil and criminal laws and regulations.
3. Members shall avoid the appearance of any criminal offense or professional misconduct.
4. Members shall disclose all relationships that might constitute, or appear to constitute, conflicts of interest.
5. Members shall not be associated directly or indirectly with any service, product, individuals, or organizations in a way that they know is misleading.
6. Members shall not abuse any relationship with a donor, prospect, volunteer or employee to the benefit of the member or the member's organization.
7. Members shall recognize their individual boundaries of competence and shall not misstate their education, professional experience, training, or only other facts which are relevant to their professional qualifications.
8. Members shall continually strive to improve their personal competence, via workshops, training conferences, seminars, etc.

Solicitation and Use of Funds:

9. Members shall take care to ensure that all solicitation materials are accurate and correctly reflect the organization's mission and use of solicited funds.
10. Member shall take care not to purposefully abuse a funder's evaluation system.
11. Members shall take care to ensure that grants are used in accordance with the grant's intent.
12. Members shall ensure that the organization they are representing can adequately administer the grant from award to closeout and have the ability to retain the records for the funder's required duration for auditing purposes.
13. Members shall take care to ensure proper use of funds, including timely reports on the use and management of such funds, if applicable.
14. Members shall obtain explicit consent by the grantor before altering the conditions of grant agreements.

Presentation of Information:

15. Members shall not disclose privileged information to unauthorized parties.
16. Members are responsible for knowing the confidentiality regulations within their jurisdiction.
17. Members shall use accurate and consistent accounting methods that conform to the appropriate guidelines adopted by the American Institute of Certified Public Accountants (AICPA) for the type of organization involved.

Compensation:

18. Members may accept performance-based compensation, such as bonuses, provided such bonuses are in accordance with prevailing practices within the members' own organizations and are not based on a percentage of grant monies.
19. Members shall not accept or pay a finder's fee, commission, or percentage compensation based on grants and shall take care to discourage their organizations from making such payments.
20. Compensation should not be written into grants unless allowed by the funder.

Adopted March 13, 2007