**For Nominations Committee sign off:**

**Art Fund Conflict of Interest Statement in relation to the Appointment of Trustees**

Art Fund has a clear process in place for identifying and managing conflicts of interest throughout the organisation. As part of this, Art Fund can confirm that:

* Being a currently serving UK museum or gallery curator, director or staff member, will not be a bar to serving as a Trustee of Art Fund
* Where the above is the case, being a Trustee of Art Fund will not exclude your organisation or institution from applying to the Art Fund grants programme
* Where someone is serving as an Art Fund Trustee, they will not however be eligible to apply for any Art Fund programme personally, grant or otherwise, for example for an individual travel, curatorial or research grant

Alongside the above statement, to ensure balance on the Board, trustees reserve the right to make a decision to limit the number of currently serving museum and gallery operators on the Board.

As part of Art Fund’s induction process, all new Trustees will receive support on how to identify and manage a conflict and can continue to seek advice and support at any time during their service should any new questions of conflict arise.

All Trustees shall, on appointment, complete an Individual Declaration of Relevant Interests form in respect of themselves, their spouses, partners, close relatives and organisational associates and employers as appropriate. Trustees will thereafter take responsibility for ensuring the declaration is updated as a new interest arises, including reviewing the declaration on an annual basis.

Whenever a Trustee or a person with whom the Trustee is closely connected has a personal, professional or financial interest directly or indirectly, or any interest which could be perceived to lead to a conflict of interest, in a matter to be discussed at a Board meeting the Trustee concerned shall:

* Declare that interest at or before the discussion begins on this matter;
* Withdraw from the meeting for any discussion of that item;
* Not be counted in the quorum for the part of the meeting and any vote devoted to that item; and
* Withdraw during the vote and have no vote in the matter.