

Lessard-Sams Outdoor Heritage Council Conflict of Interest Disclosure Form

Council members are required to complete this form to disclose any actual, potential, or perceived conflicts of interest that exist. It is the Council member's obligation to be familiar with the Conflict of Interest Policy for the Lessard-Sams Outdoor Heritage Council (LSOHC) and to disclose any conflicts of interest. The Council member is not required to explain the reason for a conflict of interest. This information is considered public data under [Minn. Stat. § 13.599](#). This completed form will be posted to the LSOHC website. **A disclosure does not automatically result in the Council member being removed from the Council recommendation process.**

Please read the conflict of interest guidelines below and mark the boxes pertaining to you and your status as a Council member recommending requests for funding from the Outdoor Heritage Fund.

This guide synthesizes applicable requirements from [Minn. Stat. § 97A.056, subd. 4](#), [Council Operating Procedures](#), Council conflict of interest policies, and [Office of Grants Management Policy 08-01](#). A conflict of interest may be present even if no unethical, improper, or illegal act results from it. A conflict of interest occurs when the Council member or others affiliated with the Council believes any one of the following conditions exist:

A **conflict of interest** occurs when a Council member has actual or apparent duty or loyalty to another organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. Circumstances that require disclosure include:

- a) Receipt of personal financial benefit from a proposing organization or request for funding being reviewed.
- b) Serving as an employee or governing board member of a proposing organization whose request for funding is being reviewed.
- c) Having a family relationship with someone requesting funds or a staff or board member of a requesting organization.

Organizational Conflict of Interest

An **organizational conflict of interest** occurs when a Council member has an affiliation with an organization that is subject to Council activities, which presents the appearance or reality of a conflict between organizational interests and Council member duties. A conflict does not exist if the member's only affiliation with an organization is being a member of the organization. An organizational conflict of interest may be an **actual** or **possible perceived conflict of interest**.

Actual Conflict of Interest

An **actual conflict of interest** occurs when a Council member's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. An **actual conflict of interest** must be declared if:

- a) A council member uses their status or position to obtain special advantage, benefit, or access to the person making a request for funding or the requesting entity's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.

- b) The Council member, an organization they are involved with, or an immediate family member stands to receive a direct or indirect financial benefit, money, equity, or anything of value from a request for funding or a funded project.
- c) A council member is an employee or board member of an organization requesting funding or is a family member of anyone employed by or a board member of the applying organization.

Potential or Perceived Conflict of Interest

A **potential or perceived conflict of interest** occurs when a Council member has apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. Disclosure is required for any situation in which a member's judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to an immediate family member, business, or organization with which they are involved.

Complete the Conflict of Interest Disclosure Form on the following pages.

**Lessard-Sams Outdoor Heritage Council
Conflict of Interest Disclosure Form**

Check the following boxes:

- ☐ I certify that I have read and understand the above descriptions of conflict of interest.
- ☐ I certify that I have reviewed the list of applicants and the proposal requests.
- ☐ I certify that if at any time, I discover a conflict of interest, I will disclose that conflict immediately to appropriate Council personnel.

Check one of the four boxes below:

- ☐ I **do not** have any conflicts of interest related to the requests for funding and I will participate in the recommendation process.
- ☐ I have an **actual or potential conflict of interest**. I will still participate in the recommendation process and I will abstain from scoring, discussing and making decisions on any issues related to the applicants listed below.

The Council member may state any and all applicants with which they have a conflict of interest. The applicant may describe the nature of the conflict in the space below. Detailed disclosure is not required. Data provided is considered public information.

Describe the actual or potential conflict of interest:

- ☐ I have a **possible perceived conflict of interest**.

Describe the nature of the possible perceived conflict of interest:

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☐ I am unsure if I have an actual, potential, or possible perceived conflict of interest.

Provide any further details that may be useful in evaluating possible conflicts of interest:

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Council member's printed name:	
Council member's signature:	
Date:	

This section to be completed by Council staff:

I certify that the issue of Conflicts of Interest has been discussed with this Council member and the following actions have been taken:

- ☐ Council member has no conflict(s) and will fully participate in the recommendation process.
- ☐ Council member has disclosed an actual, potential or perceived conflict(s) but will continue to participate in the recommendation process. The Council member has been instructed to avoid discussing with other members, the applicant and/or requests from agencies with which the Council member has a conflict of interest of some form.
- ☐ Council member has disclosed a conflict(s) and will not be participating in the recommendation process in any manner.

Staff signature:	
Date:	