

Creative Industries Division Grant Evaluation Committee Code of Conduct Policy

Confidentiality

I agree to keep all information obtained and reviewed during the Creative Support Organization Grant, and Business Development & Expansion Grant review process confidential, including organization name and contacts, budget and financial information, and application/proposal details. I will only discuss details of the applications I review with New Mexico Creative Industries Division (CID) staff and other review committee members if needed.

Conflict of Interest

I will take all possible steps to avoid any real or perceived conflicts of interest in my role on the Ambassador Review Committee. If any conflict-of-interest concerns arise before or during the review process I will contact the CID point of contact immediately and will pause review activities until I receive guidance.

Examples of conflicts of interest for CID reviewers:

- Direct financial stake in an organization applying within the current application round. This includes being a current or upcoming employee or contractor and being a close family member or friend of a current or upcoming employee or contractor.
- Serving as a volunteer or board member of any organization applying within the current application round.
- Having any other substantial affiliation with an organization applying within the current application round that would affect my impartiality in the review process

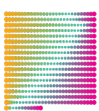
Review and score fairly and impartially

I will review and score all CID applications fairly and impartially, and in accordance with the scoring rubric and instructions. I will make every reasonable effort to be aware of my biases and privileges and to avoid allowing them to negatively affect the review process. I will review and score applications as they are submitted and not based on assumptions, speculation, or prior knowledge (including reputation) of the applying organization. If I have any concerns about being able to review and score fairly and impartially, I will contact the CID point of contact immediately.

Signature

Date

Printed Name



NEW MEXICO

CREATIVE INDUSTRIES DIVISION

A division of

the New Mexico Economic Development Department