****

**Community Monuments Fund 2024**



Conflict of Interest Form

Prepared by the Department of Housing, Local Government and Heritage  
**gov.ie/housing**

**Community Monuments Fund**

**Return to cmf@housing.gov.ie**

In order to ensure fair assessment, an Assessor must declare an interest where they have a close personal or professional link with an applicant or application.  Such an ‘interest’ is either ‘pecuniary’ or ‘non-pecuniary’ (e.g., familial relationships, or partners, or formal or informal business partnerships etc.).

In practice, there are a number of situations in which a conflict of interest might be considered to exist - actually, potentially or perceptually. In each of these situations the proposed Assessor of CMF applications would be deemed unsuitable to review the application and must declare their conflict of interest:

* Where a CMF Assessor is a former close colleague of the applicant.
* Where a close friendship, business, professional partnership or family relationship exists between the applicant and the CMF Assessor such that this could, or be perceived to, range against impartiality in judgement and lead to particular advocacy.

The interest must be declared as soon as the Assessor becomes aware of it. Where an interest is declared the Assessor will not provide an assessment on the specific application, and will be required to leave the room (or virtual meeting) when it is being reviewed. Where this situation arises, the Assessor will resile from assessment of the relevant application.

**Where no Conflict of Interest exists within an organisation carrying out assessments this form should be returned signed by a senior representative of that organisation declaring such. Where a Conflict of Interest does apply, then relevant assessors within the organisation must also fill in relevant details and sign and returned,**

⃣ There is no conflict of interest to report

⃣ There is a conflict of interest to report (see over)

I hereby certify that the information provided in this form is true and correct.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On behalf of (name Organisation):**

**Position:**

**Date:**

**Where a Conflict of Interest arises, relevant Assessor(s) to fill in below**

**(repeat as may be necessary if more than one case arises)**

**Name of CMF Application detail**:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

⃣ I have the following conflict(s) of interest to report:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As part of this declaration, I agree that:

* I will immediately notify line management of any additional or undeclared conflict of interest that arises after signing this form.
* I will abide by any mitigation procedure put in place by line management to manage my conflict(s) of interest.
* I will immediately notify line management of any engagement by a member of the public, a potential CMF applicant or a member of an existing grant applicant **to discuss any information about the assessment process associated with the CMF**.
* I understand and agree to this declaration.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**

The National Monuments Service is subject to the Freedom of Information Act (2014), the Data Protection Acts 1988 and 2003 and the General Data Protection Regulation (GDPR) (2016). Assessor conflict of interest forms are retained for 3 years post the specific assessment in order to protect the personal data and intellectual property rights of the applicant. All forms will be securely destroyed after this 3 - year period. Under the terms of the GDPR breaches of confidentiality relating to personal data must be reported.