

The MAP Fund, Inc.
CODE OF ETHICS AND PROCEDURES

I. Statement of Purpose

The by-laws creating the MAP Fund require that the organization utilize advisory panels to review applications, and to make recommendations to the board. When reviewing applications, such panels shall make recommendations solely on the basis of MAP Fund's goals and parameters. The bylaws also provide that the organization shall issue regulations and establish procedures to require that the membership of each panel change from year to year and to provide that reviewers rotate every year.

Board members of MAP Fund, its panels, staff, and consultants are necessarily knowledgeable and active in the arts. It is essential to the conduct of the business of the organization that it maintain high standards of integrity and impartiality in its decision-making processes, and that these processes be free from actual conflicts of interest, and any appearances of conflict. No board member of MAP Fund, its panels or staff, and no consultant should have any direct or indirect interest, financial or otherwise, or engage in any business or transaction, or incur any obligation of any nature that conflicts with the proper discharge of that person's duties to the organization.

II. General Principles

1. This Code of Ethics and Procedures (the "Code") will apply to all board members of MAP Fund, its panels, staff, and consultants (sometimes hereinafter referred to as ("such persons")). Each such person shall be responsible for knowing the contents of this Code. The Executive Director will call the Code to the attention of all such persons each year. A copy of the Code will be provided to each new board member of MAP Fund, its panels and staff and to each consultant to the organization upon commencement of that person's duties.
2. No such person may accept employment or engage in any business or professional activity that would impair that person's independence of judgment in the exercise of that person's official duties.
3. No such person may accept employment or engage in any business or professional activity that would require that person to disclose confidential information that person has gained by reason of the MAP Fund role.

4. No such person may disclose confidential information acquired in the course of that person's duties at MAP Fund, nor use such information to further that person's personal interest.
5. No such person may use or attempt to use their position at MAP Fund to secure unwarranted privileges or exemptions for themselves or others.
6. No such person may engage in any transaction as a representative of MAP Fund with any entity in which that person has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of that person's MAP Fund duties.
7. No such person may, by their conduct, give reasonable basis for the impression that any person can improperly influence them, or unduly enjoy their favor in the performance of their official duties. Nor may any such person give reasonable basis for the impression that they are affected by the kinship, rank, and position of any party or person.
8. No such person may make any personal investments in enterprises which that person has reason to believe may be directly involved in decisions to be made by that person, or which would otherwise create substantial conflict between the person's MAP Fund duties and that person's private interest.

III. Affiliation

1. Each board member of MAP Fund, its panels and its staff, and each consultant must file before the beginning of the grant selection process, an "affiliation statement" on a form provided by the organization, covering their associations with any of the grant applicants. Each board member, panelist, staff member, or consultant will have the responsibility of keeping that statement current by the timely filing of amendments thereto. All such statements will be subject to public inspection.

Board members and funders of MAP Fund may recommend artists who should be encouraged to apply for the MAP grant to the staff, but board members and funders may not serve as either reviewers or panelists.

2. A board member, panelist, staff member, or consultant will be considered to be "affiliated" with a grant applicant if they are related to that individual as:

- A. an employee
 - B. a fundraiser or public relations person
 - C. an independent contractor who has received fees or payments in the year preceding the filing of the affiliation statement or any amendments, and:
 - a. has had and or is having a relationship of an intimate nature with the grant applicant
 - b. will benefit directly or indirectly from the grant applicant's funding from MAP Fund
3. In the event of "affiliation" with an applicant, such person:
- A. will be forbidden access to any confidential information developed or obtained by MAP Fund concerning that applicant.
 - B. will not participate in any aspect of the decision-making process in connection with any matter that involves the applicant directly or indirectly, and:
 - a. will be required to leave the room before the initial presentation to any closed meeting of any matter relating to the application of that individual
 - b. will be forbidden from participation in any discussion or vote concerning the application at any open meeting
4. Neither board members, panelists, staff members, nor consultants will attempt in any way to influence the votes or opinions of fellow MAP Fund board members, panelists, staff members, or consultants on applications or any matter involving applicants with which they are affiliated.

IV. Gifts, Entertainment and Favors

1. Board members, panelists, staff members, and consultants are forbidden from soliciting, accepting, or agreeing to accept any gift of money, goods, loans or services, or entering into or participating in any other arrangements for personal benefits which would improperly influence or have the appearance of improperly influencing them in their MAP Fund related duties and responsibilities.
2. Paragraph V-1 hereof, however, does not affect (a) the acceptance of free admission and attendant privileges, within reasonable limits, by board members of MAP Fund, panelists, staff members and consultants in conjunction with attendance at art events and performances, in the course of

the performance of their duties to the organization, or (b) the acceptance of gifts in any form having a value of \$75 or less.

V. Agreement of Persons Involved

1. Board members, panelists, evaluators, staff members, and consultants will be subject to these guidelines and procedures during their periods of service to MAP Fund.

2. Board members, panelists, evaluators, staff members, and consultants will also avoid any action whether or not specifically prohibited which might result in or create the appearance of:

- (a) using their MAP Fund position for private gain
- (b) giving preferential treatment to any person or organization
- (c) impeding the operations of MAP Fund
- (d) losing complete independence or impartiality
- (e) circumventing the organization's decision-making processes
- (f) affecting adversely the confidence of the public in the integrity of MAP Fund

3. Upon the approval of MAP Fund, persons may be exempted from particular provisions of this Code. Any such exemption and the grounds therefore will be duly noted in the minutes of the meeting of MAP Fund at which it is granted.

VI. Interpretation and Advice

1. The Executive Director or their designee will provide information, interpretation and advice with respect to this Code and its application.

2. Any person covered by this Code may seek the advice of the Executive Director or their designee at any time, with respect to actual or potential conflict of interest situations in which such person is or may be involved, or about which such person has knowledge or information.

3. Such persons are encouraged to seek advice, whenever necessary, about the application and interpretation of this Code, as noted.