



Ramsgate Pride in Place Community Action Grant

Appendix C: Panel Conflict, Confidentiality and Clarification Protocol

Conflicts of interest

- Panel members must declare actual, potential or perceived conflicts before receiving or discussing applications and again if a conflict emerges.
- A material conflict includes a financial interest, governance role, employment relationship, direct involvement in preparing the bid, or another connection that could reasonably impair impartiality.
- Knowing an applicant, having worked alongside them, or being familiar with a local organisation is not automatically a conflict in a small community.
- A member with a material conflict must not score, discuss or vote on that application. The withdrawal and any effect on quorum must be recorded.
- Organisations linked to the Board may apply, but conflicted members must be excluded from relevant decision-making.

Confidentiality

- Applications, financial information and Panel discussions must be kept confidential during the live process.
- Applicant information must only be used for administering, assessing, checking and monitoring the grant.
- Information about successful applicants should not be released before the formal communication and completion of any required approvals.

Clarifications

- RTC officers may request factual clarification on behalf of the Panel.

- Questions must not coach an applicant or invite a substantially revised proposal.
- All applicants in materially similar circumstances should be treated consistently.
- The original submission and clarification response must be retained in the audit trail and made available to the Panel.

Scoring conduct

- Assess against the published criteria and evidence, not reputation or unsupported local opinion.
- Record both strengths and weaknesses.
- Avoid speculative statements about motives, competence or character.
- Use factual comments capable of supporting applicant feedback.
- Do not share individual scores outside the approved process.