# ANNEX VII

**RFP21-196**

**Conflict of Interest Declaration**

INSTRUCTIONS TO APPLICANTS

*What is a conflict of interest?*

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the Applicant and any person connected with SPC** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

*Always declare a conflict*

The existence of a potential or apparent conflict of interest does not necessarily prevent the Applicant from taking part in a grant process. **However, the declaration of the existence of such a conflict by the persons involved is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Applicants are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

*Declaration at any time*

Conflicts of interest may arise at any time during the grant award process or the implementation of a project (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

*Declaration for any person involved*

A declaration must be completed for each person involved in the application process (principal representative of the Applicant, possible partners, etc.).

*Failure*

Failure to declare a potential conflict of interest may result in the exclusion of the Applicant from the process or the non-award of a grant.

DECLARATION

I, the undersigned, *[name of the representative of the applicant]*, acting in the name and on behalf of the organisation *[name of the entity]*, declare that:

|  |  |
| --- | --- |
|  | To my knowledge, I am not in a conflict-of-interest situation |
|  | There is a potential conflict of interest with regard to my *[Choose an item]*. relationship with *[name of the person concerned]* in his or her capacity as *[mention position/role/personal or family link with the person concerned]*, although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the grant award process |
|  | I may be in a conflict of interest with regard to my *[Choose an item]* relationship with *[name of the person concerned]* in his or her capacity as [*position/role/personal or family link with the person concerned]*, as this person is, to the best of my knowledge, directly or indirectly linked to the grant award process |
|  | To my knowledge, there is another situation that could potentially constitute a conflict of interest:  *[Describe the situation that may constitute a conflict of interest]* |

In addition, I undertake to:

* declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
* not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
* to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my organisation and/or partners who are jointly and severally applying for a grant, may be subject to sanctions, if it is established that false statements have been made or false information has been provided.

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| **For the Applicant:** *[insert name of the organisation]* |
| Signature:  Name of the Applicant’s representative: *[insert name of the representative]*  Title: *[insert Title of the representative]* |
| Date: *[Click or tap to enter a date]* |