

**CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT  
DIOCESAN DIRECTORS AND LOCAL COMMITTEE MEMBERS  
NORMS OF CONDUCT  
Revised, February 2012**

PURPOSE

The Catholic Campaign for Human Development (CCHD) maintains written norms of conduct to guide diocesan directors (DD) and local committee members in their actions related to making recommendations for funding. These norms reflect CCHD's commitment to objectivity and integrity in assessing the merits of applicant organizations.

EVALUATION OF FUNDING REQUESTS

Proposals from each diocese are considered on an equal basis with every other diocese and are evaluated within the framework of CCHD's written criteria and guidelines. Diocesan Directors and local committee members use their general knowledge and experience to assess the merits of each funding request based on information provided in the applicant's written proposal, the diocesan site visit and/or other organizational presentations to the DD and local committee members, approval from the ordinary and/or auxiliary bishops, the grant specialist's written report, the grant specialist/diocesan director dialogue, and other information that may be provided by or through the grant specialist or applicant organization itself.

CONFIDENTIALITY

All applicant materials submitted by an organization and all deliberations conducted by the DD and local committee members on requests for funding are strictly confidential. To maintain trust and strong working relationships with bishops, the national CCHD staff and applicant organizations, it is essential that the DD and local committee members maintain the highest standards of confidentiality.

Although it is discouraged, diocesan directors and local committee members may occasionally receive requests for information about the status or outcome of proposals from applicant organizations and/or other individuals. Should this occur, diocesan directors and local committee members should refer the inquiry directly to the appropriate grants specialist on the national CCHD staff. It is especially important to avoid notifying applicants of funding recommendations prior to final approval of the JPHD/CCHD Bishops' Subcommittee at the USCCB. It is equally important to refrain from disclosing the contents of diocesan evaluations, national staff evaluations, and the contents of discussion held by the national staff and diocesan representatives.

## NORMS OF CONDUCT

Page 2

Diocesan Directors and local committee members represent the diversity of the People of God within the Church as a whole. In making funding recommendations, diocesan directors and local committee members do not represent or advocate for the particular interests of any applicant organization or other organization with which they may be affiliated. Given the great trust placed by the Church as a whole in the integrity and objectivity of the comprehensive CCHD process in making funding recommendations, it is important to avoid any public appearance of conflict of interest, as well as any material conflict of interest in making funding recommendations.

A diocesan director or local committee member must declare a conflict of interest if he or she, or an immediate family member (parent, spouse, sibling, and child) is:

1. a member, board member, volunteer, employee, or contractor of the applicant organization;
2. biased in favor or against the applicant organization for reasons not related to CCHD criteria and guidelines.

Any diocesan director or local committee member with a conflict of interest on any application(s) should inform the grants specialist upon discovery of the conflict and refrain from discussing the application(s) with the grants specialist or the other local committee members and from participating in the site visit.

Diocesan Directors who have a conflict of interest should designate another person(s) in the diocese (preferably a local committee member) to conduct the organizational site visit, write the diocesan evaluation and participate in the diocesan/national grants specialist dialogue on the application(s) in question.

No applicant will be penalized or assisted by the abstention of a diocesan director or local committee member from commenting on the applicant's application. However, a completed **CCHD Bishop Support for Funding Activities Form** is still necessary to conclude the process before the June Bishops' Subcommittee meeting.

2/9/12