

Briar Chapel Community Association

Philanthropy Policy

Approved March 22nd 2023

Policy Statement:

Briar Chapel Community Association (BCCA) is a non-profit corporation that is responsible for managing and maintaining the common areas and assets of the Briar Chapel community. This document outlines the BCCA policy for providing philanthropic support for causes important to our community.

As a policy, the BCCA does not provide financial support for philanthropic causes. Rather, BCCA supports selected causes through the use of BCCA property, amenities and/or communication to BCCA membership. Management identifies causes sponsored by BCCA membership that fit our established criteria and submits to the BCCA board for approval.

Process for Submitting Philanthropic Requests

Requests for philanthropic causes or events must be sponsored by a member of the BCCA (a homeowner in good standing) to the BCCA General Manager. Requests must include a complete description of the request, including: cause to be benefited, what is proposed and what is being requested of the BCCA. Items that should be considered in the request, where applicable, include: date/time, location, who will be in charge of the event, staffing, set-up, clean-up, parking, event liability insurance and marketing of the event.

Proposals should also indicate the level of volunteer involvement or participation by BCCA members and the potential benefits to BCCA membership.

Decisions on Philanthropic Requests

The BCCA considers the following criteria when assessing philanthropic requests:

- Is the cause benefited of significance to the community and/or support community values?
- Is there notable involvement from community members in this cause?
- Does the requested use of BCCA property or amenity cause minimal or reasonable disruption to membership use of these areas?
- Is there a benefit to the community or membership in supporting the event or cause requested?
- Are there any out-of-pocket costs to the BCCA involved in supporting this request?
- Are there any potential liabilities to the BCCA involved in supporting this request?
- Will management staff time be required? If so, how much?

Management will only bring forward requests that they feel address the above criteria. The BCCA Board of Directors is responsible for reviewing and approving philanthropic requests that are brought forward by management. Once the board reaches a decision, management will communicate the final decision to the sponsor.

Requirements for Approved Requests

If approved, the sponsor will be responsible for handling coordination of the event or request with the appropriate management staff.

Use of BCCA amenities will require a Common Area/Amenity Usage Contract which includes:

- Correct legal name with full contact information for responsible party
- A full description of the goods and/or services to be provided
- Obligations and Limitations Related to Equipment & Supplies, Program Marketing, Room/Common Area Set Up & Clean-Up
- Dates and times for event operation on BCCA common area
- Indemnification and hold harmless provisions with event organizer holding BCCA harmless for any injury caused as a result of the provision of goods and services or operation of business on BCCA premises (to include indemnification for legal fees and costs, should same arise)
- Requirement for event organizer to provide general liability insurance certificate evidencing active coverage of at least \$1 million, naming BCCA as additional insured

Board approval of the request will be required for waiving the amenity rental or 10% of income fee typically charged for use of these facilities.

Post Event Review

When philanthropic requests are approved and the event has been held, a post event review will be performed by management to assist in planning future events and/or to determine if events will be repeated.