



CHARITABLE GIVING POLICY and GUIDING PRINCIPLES

INTRODUCTION

LiveDAYBREAK is a local non-profit council working to enhance the community, open minds, bring people together, and make a difference in the world. In doing so, we are committed to a policy of **giving back, through both financial contribution and volunteerism**. We value a vibrant and caring community, and seek to create opportunities for Daybreak residents to enjoy improved quality of life through involvement in philanthropic service, in turn strengthening progress and development in the surrounding community and society at large.

KEY PRINCIPLES

- We take seriously our obligation to our residents to use our funding judiciously.
- We seek partnerships with our residents, our founder, government entities, and our stakeholders, by fostering an environment where people can work together toward common goals.
- We value fairness and transparency.
- We prioritize economic, social, and environmental sustainability in our practices, and encourage stewardship responsibility.
- We support creativity, embrace complexity, and strive to promote a diversity of viewpoints.
- We take into consideration the significance of both short-term need and long-term value, seeking to invest for the greatest potential impact wherever possible.
- We comply with all federal, state, and local laws governing the use of our funding

POLICY

1. The LiveDAYBREAK Community Council (the "Council") makes charitable donations to non-profit entities and organizations deemed to demonstrate important contributions to the burdened property and residents of the Daybreak community (as outlined in the Council Resolution on Fees, in accordance with Utah Code Ann. § 57-1-46(1)(i)), sound management and financial capabilities, and direct involvement in meeting needs, at the sole discretion of the LiveDAYBREAK Board of Directors (the "Board"), as designated in the Covenant for Community for Daybreak.
 - a. The Board will accept letters of inquiry as application for financial contributions of \$2,500.00 or less to non-profit entities and organizations operating within the burdened property of the Daybreak community, and will consider these applications at its sole discretion. The Board may choose to award contributions greater than \$2,500.00, at its sole discretion.
 - i. In determining eligibility for consideration, certain limitations will apply. Contributions will not be made to any of the following:
 1. Individuals
 2. Political candidates or partisan political organizations
 3. Entities or organizations promoting or participating in unlawful discrimination
 4. Foundations that are themselves grant-making entities
 5. Profit-making endeavors or entities seeking funding for advertising
 6. Sectarian organizations whose services are limited to one religious group

7. Entities and organizations whose services do not benefit the burdened property of the Daybreak community and its residents directly.
- ii. Letters of inquiry should include a cover sheet outlining the following information:
 1. Name of the entity or organization seeking charitable contribution
 2. Name of parent and affiliated organizations, if any
 3. Name of chief executive officer or person holding similar position, or general information about who will carry out the work the funding is intended to support
 4. Proof of non-profit or charitable status
 5. Organization's address, phone number, and fax number, if any
 6. Name and title of the principal contact person, if different from the above
 7. Address, phone number, and fax number of the principal contact, if different from the above
 8. Email address of principal contact
 9. Web address, if any
 - iii. There is no set format, but letters of inquiry should generally include the following:
 1. Name or topic of the proposed project seeking charitable contribution
 2. A brief statement of the purpose and nature of the project
 3. The significance of the issue addressed by the project, especially as it relates to the Daybreak community
 4. How the project will address the issue
 5. Who the project will affect
 6. Where the work of the project will take place and who will be involved
 7. Time period for which the contribution is requested
 8. Amount of funding requested from LiveDAYBREAK
 9. Amount of funding requested from other sources, and the identity of those sources
 10. Opportunities, if any, for Daybreak resident involvement
 11. Opportunities, if any, for recognition of LiveDAYBREAK's financial support
 12. Disclosure of prior requests, if any, for contributions from LiveDAYBREAK, Kennecott Land, or Rio Tinto.
 - iv. Letters of inquiry should be submitted by mail to the LiveDAYBREAK Board of Directors, Glass House Community Center, 4563 West Kestrel Ridge Road, South Jordan, UT 84095 or by email to information@LiveDAYBREAK.com.
 - v. Applications are reviewed on a quarterly basis, and must be submitted *no later than* the first day of the first month of any given quarter, to be considered for donation during that quarter, according to the following deadlines:
 - First Quarter – January through March
Deadline January 1
 - Second Quarter – April through June
Deadline April 1
 - Third Quarter – July through September
Deadline July 1
 - Fourth Quarter – October through November
Deadline October 1
 - vi. The Board shall review letters of inquiry at its sole discretion, with intention to provide a response within 60 days of receipt. However, a lack of response does not constitute a final decision to grant or deny contributions.

- vii. All materials submitted become the property of LiveDAYBREAK. Applicants retain intellectual property rights for any ideas or concepts proposed in the inquiry letter, but the Board retains royalty-free license to internally distribute submitted materials and may at times distribute them for confidential outside review, at its sole discretion.
 - viii. The decision of the Board in granting or denying contributions is final.
- 2. The Council supports charitable giving by Daybreak residents and other partners through voluntary financial support for and service to non-profit entities and organizations, by endorsing the events, activities, and programs of a Giving Back Committee.
 - a. The LiveDAYBREAK Board of Directors shall designate a Daybreak resident volunteer as chair of the Giving Back Committee. The chair is responsible for planning and executing events, activities, and programs in support of charitable campaigns approved by the Board, and in coordination with Community Council staff. This may include:
 - i. Creating volunteer service opportunities for Daybreak residents and other Council partners
 - ii. Facilitating fundraising efforts
 - iii. Providing education about charitable giving goals and projects
 - iv. Generating support for campaigns, including recruitment of Committee members and individual project volunteers
 - v. Working with other non-profit entities and organizations on joint projects
 - vi. Representing the council at meetings, events, and public functions, as requested by the Board
 - b. The Giving Back Committee shall consist of Daybreak resident volunteers. The number serving at any given time shall be determined by the Committee chair and the LiveDAYBREAK Board of Directors. Committee members are responsible for supporting the chair in planning and executing events, activities, and programs approved by the Board, and in coordination with community council staff.
- 3. The Council makes a concerted effort to communicate clearly and effectively its charitable giving objectives, and is committed to informing Daybreak residents about opportunities for involvement whenever possible, through all appropriate means, according to its Communications Policy.
 - a. The LiveDAYBREAK Board of Directors shall provide a record of charitable contributions made during a given year, once annually.
 - b. The Giving Back Committee and its chair shall provide a record of event, activities, and program expenses, and an accounting of funds raised during a given year, once annually.
 - c. The Board reserves the right to amend, supplement or deviate from this policy from time to time in its sole discretion, with or without prior notice.