**APPLICATION FOR PROJECT GRANT FROM**

**MIT INDEPENDENT RESIDENCE DEVELOPMENT FUND**

Complete the General Information section and additional questions that apply to the proposed grant. An officer of both the Undergraduate chapter and the Alumni Board must sign the application, as well as the Certification of Use. For additional information on the grant program of the Independent Residence Development (IRDF) and the kinds of expenditures that may qualify for grants, please visit the IRDF web site at irdf.mit.edu or contact the FSILG Cooperative, Inc. (FCI) at info@fsilg.coop.

Completed Application must be emailed to:

IRDF Grant Advisory Board

c/o FSILG Cooperative, Inc.

info@fsilg.coop

The FSILG Cooperative, Inc. (FCI), will record the Application and forward the Application to the IRDF Grant Advisory Board. The Grant Advisory Board will review the Application and forward the Application to MIT. MIT Office of the Executive Vice President and Treasurer, Office of the General Counsel, and outside legal counsel, will make the final determination of which proposed expenditures qualify for funding.

The IRDF Grant Advisory Board will review the Application and notify the applicant of the results. For Minor Project Grants, the maximum reimbursement is 75% of eligible expenses. For Major Project Grants, the maximum reimbursement is 100% of eligible expenses (subject to policies and procedures regarding alumni donations to the IRDF).

Please check the appropriate box:

🞏 Major Project Grant
🞏 Minor Project Grant

**General Information**

1. Common name of the Fraternity, Sorority, or Independent Living Group ("FSILG") applying for the grant

2. Address of the FSILG house that is the subject of the grant:

3. a. Number of MIT students living at the house:

 b. Maximum licensed occupancy per dormitory license:

4. Legal name, address, and EIN of the house corporation that is the owner or lessee of the house:

1. Legal name of house corporation:
2. Legal address of house corporation:
3. EIN of house corporation:

5. Is the entity listed in the answer to Question 4 a tax-exempt entity or a for-profit entity? If the entity is tax-exempt, include a copy of the determination letter received from the Internal Revenue Service.

6. Check one or more of the appropriate boxes below indicating the reason for which the FSILG is applying for the grant.

🞏 A Renovation of a house. (If checked, please complete Question 7)

🞏 B Purchase educational furniture and equipment for areas of a house. (If checked, please complete Question 8)

🞏 C Preserve or restore historic elements of a house. (If checked, please complete

Question 9)

🞏 D Make the house accessible to students with disabilities. (If checked, please

 complete Question 10)

🞏 E Construction of a new house or an addition to an existing house. (If checked,

 please complete Question 11)

**Renovation of a house**

7. If you checked box 6A above, answer the following questions:

1. Describe the renovation project and the reasons for the renovation. Include floor plans or blueprints of the renovation.
2. Date work was completed:
3. Was any of the renovation work covered by an insurance claim?  Please provide the amount of reimbursement received.

d. Specify the total square footage of the portion of the house that will be or has

been renovated.

e. Specify the square footage of the portion of the renovation that affects areas used solely for educational purposes. Attach floor plans that clearly indicate educational areas and non-educational areas.

f. Enumerate all the educational areas in the renovated portion of the house and describe their purposes.

g. Will any of the areas mentioned in the answer to Question 7f be used for both educational and non-educational purposes?

h. Indicate the total estimated or actual renovation costs. Attach estimates and invoices from contractors or any other documentation that supports these expenses. Please include a calculation spreadsheet. (A sample is provided on the IRDF website.)

i. Educational Use Percentage: the maximum amount of renovation costs that may be funded by this grant is calculated by multiplying 75% of the total renovation expense ($\_\_\_\_\_\_\_\_\_\_\_\_) by a fraction, the numerator of which is the square footage that will be dedicated solely to educational purposes (\_\_\_\_\_\_\_\_\_sq. ft.) plus 25 square feet per student resident as shown on the lodging license, and the denominator of which is the total square footage of assignable space (\_\_\_\_\_\_\_\_\_sq. ft.). This calculation yields \_\_\_\_%. The IRDF maximum allowable percentage is 27%, thus the maximum allowable project percentage is the lesser of the percentage calculated above or 27%, which equals \_\_\_\_\_% for a projected reimbursement of $\_\_\_\_\_\_\_\_\_\_\_\_\_.

j. Life-safety improvements: the maximum amount of renovation costs that may be funded by this grant is calculated by multiplying 75% of the total renovation expense ($\_\_\_\_\_\_\_\_\_\_\_\_)

**Purchasing educational furniture and equipment for areas of a house**

8. If you checked box 6B above, answer the following questions:

1. Provide details about the educational furniture and equipment: where the furniture or equipment will be located and used in the house, and the purpose the furniture or equipment will serve. Also, discuss briefly your reasons for acquiring the furniture or equipment.
2. Attach photographic detail showing that upholstered furniture complies with current flammability standards. (Typically, there is label indicating US CPSC or CA117 compliance on the underside of the item.)
3. Date furniture and equipment was placed in service:
4. Provide detailed invoices or cost estimates of the furniture and equipment. If any of this equipment requires installation, separate installation costs.

**Preserving or restoring historic elements of a house**

9. If you checked box 6C above, answer the following questions:

a. Describe the ways in which the project preserves or restores historic elements of a house.

b. Specify any laws or regulations that require that historic preservation or restoration be undertaken as part of this project.

1. Date work was completed:
2. Was any of the renovation work covered by an insurance claim?  Please provide the amount of reimbursement received.
3. Describe the specific historic elements being addressed and specify the cost of such work.

f. Specify the total square footage of the house.

g. Attach floor plans that clearly indicate areas of the house that will undergo historic preservation or renovation before and after completion of the project.

h. Attach a copy of the approval from a municipal historic commission or committee, if applicable.

i. Applications requesting support for renovations related to 6E will be forwarded to the IRDF Architectural Review Board for approval of historic preservation and renovation elements. The Architectural Review Board may request additional documentation and photos.

**Making the house accessible to students with disabilities**

10. If you checked box 6D above, answer the following questions:

a. Describe the ways in which the project facilitates access to and within the house by people with disabilities.

b. Specify any laws or regulations that require that this project provide access by students with disabilities.

1. Date work was completed:

d. Describe the changes to the house that make it accessible to students with disabilities and specify the cost of each change.

e. Specify the total square footage of the house.

f. Attach floor plans that clearly indicate areas of the house that will and will not be accessible by students with disabilities before and after completion of the project.

**Construction of a new house or addition to an existing house**

11. If you checked box 6E, answer all of the following questions:

1. Describe the construction project and the reasons you are undertaking the construction. Include floor plans or blueprints of the intended construction.
2. Date work was completed:

c. Specify the total square footage of the planned construction.

d. Specify the square footage of the construction that will be used solely for educational purposes. Attach floor plans that indicate educational areas and noneducational areas.

e. Enumerate all the educational areas and describe their intended purposes.

f. Will any of the areas mentioned in the answer to Question 11e be used for both educational and non-educational purposes?

1. Indicate the total estimated construction costs for the project. Attach estimates from contractors or any other documentation that supports this cost estimate.
2. Educational Use Percentage: the maximum amount of construction costs that may be funded by this grant is calculated by multiplying the total renovation expense ($\_\_\_\_\_\_\_\_\_\_\_\_) by a fraction, the numerator of which is the square footage that will be dedicated solely to educational purposes (\_\_\_\_\_\_\_\_\_sq. ft.) plus 25 square feet per student resident as shown on the lodging license, and the denominator of which is the total square footage of assignable space (\_\_\_\_\_\_\_\_\_sq. ft.). This calculation yields \_\_\_\_%. The IRDF maximum allowable percentage is 27%, thus the maximum allowable project percentage is the lesser of the percentage calculated above or 27%, which equals \_\_\_\_\_% for a projected reimbursement of $\_\_\_\_\_\_\_\_\_\_.

**Certification**

We certify that the information included in this Application is true and complete and all invoices have been paid. We understand that any misrepresentations contained in the Application could result in forfeiture of any grant awarded by the Independent Residence Development Fund.

**Legal Name of FSILG Corporation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Common Name of FSILG** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **FSILG Undergraduate Officer**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

**FSILG Alumni Board Officer**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

**AGREEMENT TO TERMS AND CONDITIONS OF**

**GRANT BY MASSACHUSETTS INSTITUTE OF TECHNOLOGY**

**INDEPENDENT DEVELOPMENT RESIDENCE FUND (IRDF) TO**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [FSILG]**

**Section 1. Introduction and Purpose**

Massachusetts Institute of Technology ("MIT"), a Massachusetts nonprofit corporation with its principal offices at 77 Massachusetts Avenue, Cambridge, Massachusetts, is a university with students enrolled in a broad range of educational programs. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ("FSILG"), a \_\_\_\_\_\_\_\_\_\_\_\_\_ nonprofit corporation with its principal office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is an independent living group that maintains or will maintain a residence located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_, Massachusetts, (the "house") for students enrolled at MIT. MIT has determined that the FSILG benefits MIT by providing educational facilities for MIT students. MIT has established a program administered through MIT's Independent Residence Development Fund for making grants to independent living groups for Permitted Purposes, such furnishing and equipping educational areas of independent living groups' residences, renovating the residences, making the residences more accessible to students with disabilities, and preserving or restoring historic elements of the residence. As of \_\_\_\_\_\_\_\_\_\_\_ \_\_\_, \_\_\_\_\_, MIT and the FSILG agree to the following terms and conditions on which MIT will make a grant to the FSILG for one or more such purposes.

**Section 2. Grant Amount and Permitted Purposes**

 **a. Amount**. MIT will reimburse the FSILG up to $\_\_\_\_\_\_\_\_\_\_\_\_ as a grant (the "Grant") solely for eligible expenditures incurred for Permitted Purposes.

**b. Permitted Purposes.** The FSILG has applied for reimbursement of expenditures in one or more of the eligible expense categories detailed on the IRDF web site at <https://irdf.mit.edu>. These expenditures and any property resulting from them are referred to as the "Project".

**Section 3. Recordkeeping, Inspection, and Historic Elements**.

**a. Recordkeeping.** The FSILG will maintain detailed books and records regarding the purpose, date, amount and payee of expenditures made solely for the Permitted Purposes, the total expenditures incurred by the FSILG in a larger program of expenditures of which the Project is a part, and such other information as will enable MIT to verify that amounts expended from the Grant funds were expended solely for Permitted Purposes and continue to be used solely for Permitted Purposes. These books and records will include a floor plan of the house designating the square footage of areas used solely for Permitted Purposes and the square footage of areas used for other purposes.

**b. Inspection.** The FSILG will make the books and records maintained under this agreement, and copies of them, available to MIT and MIT's representatives at such times and such places as MIT requests. MIT and its representatives will have the right to inspect the Project at reasonable times and with reasonable notice.

**c.** **Historic Elements**. If the Grant includes elements to help preserve the historic character of the FSILGs, the FSILG must receive the approval of, and abide by any conditions, of the IRDF Architecture Review Board. These conditions may include a stipulation that the FSILG residence be open for public visits.

**Section 4. Certifications, Notices, and Forms**

1. **Initial certificate.** As part of the grant application, the FSILG will deliver to

MIT a certificate confirming that the Grant will be used solely for Permitted Purposes.

1. **Annual certification.** By November 1 of each calendar year, the Alumni Board

of the FSILG receiving an IRDF Major Project Grant will deliver to MIT a certificate confirming that the Project continues to be used solely for Permitted Purposes. This applies to a 20-year period from the initial receipt of IRDF Grant Funds.

1. **Notice of cessation of use solely for Permitted Purposes.** The FSILG Alumni

Board will notify MIT in writing no later than two months after the date on which the Project or any portion of the Project ceases to be used solely for Permitted Purposes or the FSILG property no longer houses MIT students or is sold or otherwise disposed of by the FSILG.

**d. Penalty upon** **Cessation of use solely for Permitted Purposes.** If the FSILG fails to

submit an Annual Certification and/or ceases to use all or any portion of the Project solely

for Permitted Purposes within 20 years after the initial application, the FSILG will pay

MIT an amount (the "Remaining Value") equal to the straight-line depreciated value of the

portion of the Project that ceased to be used solely for Permitted Purposes by the FSILG.

Depreciated value will be determined by MIT in accordance with generally accepted

accounting principles. The FSILG will pay the Remaining Value to MIT within 60 days of

the determination of the penalty for cessation of use solely for Permitted Purposes.

1. **Forms.** These certifications and applications forms prescribed by MIT are

available on the IRDF web site at irdf.mit.edu and by request from FCI at info@fsilg.coop.

1. **Addresses.** Communications in connection with this agreement will be

sent to:

 MIT John McDonald, jmcd@mit.edu

 Division of Student Life

Massachusetts Institute of Technology

77 Massachusetts Ave

Cambridge, Massachusetts 02139

 FCI Executive Director, info@fsilg.coop

 FSILG Cooperative, Inc.

 P.O. Box 397068

 Cambridge, MA 02139

**Section 5. Governing Law**

This agreement will be construed in accordance with Massachusetts law.

By signing below, as of the date stated in Section 1 the FSILG and MIT agree to be bound by the terms and conditions of this agreement and the Alumni Board agrees to provide the certificates and notice required of it by this agreement.

**Legal Name of FSILG Corporation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Common Name of FSILG \_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FSILG Undergraduate Officer**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

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(print name)

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(title)

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(date)

**FSILG Alumni Board Officer**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

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(print name)

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(title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

**Massachusetts Institute of Technology**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(print name)

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(title)

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(date)

**CERTIFICATION OF USE OF**

**MAJOR GRANT FUNDS FROM THE
 MIT INDEPENDENT RESIDENCE DEVELOPMENT FUND**

*This form must be signed as part of the initial IRDF Major Grant application. Also, for 19 years thereafter, this form must be submitted by November 1 of each subsequent calendar year. By signing this form, the Alumni Board of the FSILG affirms that the Project location continues to house MIT students and the Project continues to be used for Permitted Purposes. Details are available on the IRDF web site at* [*irdf.mit.edu.*](https://irdf.mit.edu/)

We certify to Massachusetts Institute of Technology that the funds that it transferred to our FSILG as an IRDF Project grant under the grant program of the MIT Independent Residence Development Fund and the Project funded with that grant have 1) always been used and are currently being used solely for Permitted Purposes and 2) that our organization continues to house MIT students. Permitted Purposes are defined in the Terms and Conditions of Grant specified in the grant application, when applying for the grant by Massachusetts Institute of Technology Independent Residence Development Fund.

**Legal Name of FSILG Corporation**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Common Name of FSILG** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grant Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Granted\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FSILG Undergraduate Officer**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Title Date

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Signature

**FSILG Alumni Board Officer**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Title Date

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Signature