

**APPLICATION FOR GRANT FOR
EDUCATIONAL HOUSE OPERATING COSTS FROM
MIT INDEPENDENT RESIDENCE DEVELOPMENT FUND**

A. Instructions.

This form of Application for Grant for Educational House Operating Costs (“Application”) must be used by an Independent Living Group (“ILG”) to request a grant for educational house operating costs from the Independent Residence Development Fund (“IRDF”) of Massachusetts Institute of Technology (“MIT”). An ILG requesting a grant for any costs of constructing, renovating, furnishing or equipping educational areas of ILG residences or making the residences accessible to students with disabilities must use the form of *General Application for Grant from Independent Residence Development Fund*.

The ILG must (i) complete Section B (Request for Grant), (ii) sign Section C (Certification and Agreement), (iii) complete the attached form of IRDF Expense Worksheet (if applicable). A member of the ILG’s Alumni and Undergraduate Boards must sign Section C. For additional information on the IRDF grant program and the kinds of expenditures that may qualify for grants, see the *Additional Information about Grants Awarded by the MIT Independent Residence Development Fund* and the form of the *Agreement to Terms and Conditions of Grant by Massachusetts Institute of Technology Independent Residence Development Fund to ILG*, which are available from the IRDF Grant Committee. IRDF grant program forms and information are also accessible from the IRDF website at <http://web.mit.edu/irdf/>.

The completed Application should be filed within six months after the end of the fiscal year in which the house operating costs are incurred. Assistance in completing the Application is available from the FSILG Cooperative Incorporated (W20-020A or 617-452-4053). Draft and completed Applications may be hand-delivered to:

FSILG Cooperative, Inc.
W20-020A (84 Massachusetts Ave.)
Phone: 617-452-4053

Or mailed to:

FSILG Cooperative, Inc.
PO Box 397068
Cambridge, Massachusetts 02139

The FSILG Cooperative, Inc. will record the Application and forward it the IRDF Grant Committee at the office of the Vice President of Finance and Property. The Grant Committee will review the Application and notify the ILG of the results of its review. MIT’s outside legal counsel will make the final determination of which proposed expenditures qualify as being solely for educational purposes or for the purpose of compliance with laws on access by students with disabilities.

This Application may be used only to request grants to pay operating costs associated with areas of the house that are used solely for educational purposes, to pay operating costs associated with specified life safety systems, or to pay the costs of maintaining compliance with laws on access by students with disabilities. An area will not qualify as being used solely for educational purposes if the area is or has been used for dining, recreational or social activities or for any purpose other than the conduct of

activities that are necessary or appropriate for students' fulfilling the requirements of the degree-granting programs in which they are enrolled, regardless of whether the area is also used for educational purposes. Operating costs associated with areas of the house that are used solely for educational purposes may qualify for a grant only if such areas are similar to the facilities provided by MIT for the education of its general student body. These costs may include: casualty and liability insurance premiums; utilities; real and personal property taxes; costs for required health and safety items; and certain non-capital repairs. (Rent may be a qualified cost only if paid by an ILG to an unrelated party under a true lease with fair market value terms.)

In addition, for purposes of this Application, an Applicant may treat up to \$10,000 per year of expenses for Educational Equipment as operating costs that qualify for a grant. Educational Equipment includes: desks; desk chairs; bookcases; computer stands; computers for shared use; workstations; printers; network gear (such as switches, routers, etc., but not installation); furnishings for dedicated educational areas; and supplies for any of the foregoing items, which are both (i) used solely for educational purposes and (ii) owned by the ILG (and not the individual students).

In addition, for purposes of this Application, an Applicant may treat expenses for Life Safety Systems as operating costs that qualify for a grant. These expenses include: fire and safety municipal fees and inspection and maintenance of elevator, fire sprinklers, fire alarm equipment and certain other fire safety equipment.

B. Request for grant.

1. (a) Name and mailing address of ILG (house corporation) applying for the grant (the "Applicant"). Please use the legal name of the house corporation.

[1a] Transfer from worksheet

(b) Name and physical address of the local chapter, if any, of the Applicant.

[1b] Transfer from worksheet

2. Number of MIT students living at the house.

[2] Transfer from worksheet

3. Is the entity listed in the answer to Question 1(a) a for-profit entity or a tax-exempt entity (e.g. a 501(c)(3) or 501(c)(7) organization)? If the entity is tax-exempt, include a copy of the determination letter received from the Internal Revenue Service.

[3] Transfer from worksheet

4. State the twelve-month period for which you are requesting a grant for house operating costs, including the beginning and end dates of such period. Grants may be made only for house operating costs associated with areas that are used solely for educational purposes during the entire twelve-month period.

[4] Transfer from worksheet

- 5A. Are any of your house operating costs specifically attributable to the educational areas or the non-educational areas of the house? If yes, describe in detail the amounts and types of those costs and how you determined that those costs are specifically attributable to educational areas or non-educational areas. Include any expenditures for Educational Equipment (as described in Section A, pp 6) up to a maximum of \$10,000 in the amount of costs specifically attributable to the educational areas of the house. Attach copies of invoices and receipts evidencing all of these operating costs.

[5a] Transfer from worksheet

- 5B. Are any of your house operating costs specifically attributable to the Life Safety Systems? If yes, describe in detail the amounts and types of those costs (as described in Section A, pp 7). Attach copies of invoices and receipts evidencing all of these operating costs.

[5b] Transfer from worksheet

6. Are any of your house operating costs not specifically attributable to educational or non-educational areas of the house. If yes, complete the attached IRDF Expense Worksheet and specify below the total amount of these house operating costs for the period for which the grant is requested. Applicants requesting grants for rent costs must also provide a copy of the house lease agreement. (Please note that Applicants are required to retain copies of all receipts and invoices evidencing operating costs for a period of three years after the date of grant approval.)

[6] Transfer from worksheet

7. Specify the total net assignable square footage of the house. For purposes of this Application, “net assignable square footage” means the sum of the square footage of all areas on all floors of the house that are available for occupancy or a specific use. These areas must include all bathrooms, common areas and hallways but may exclude areas used for stairs and utility space. Applicants must include a copy of the floor plan prepared on the MIT Insite Program (the “Insite Plan”) and must specify the amount of net assignable square footage reflected on the Summary Table of Building Areas prepared in connection with the Insite Plan (the “Summary Table”).

[7] Transfer from worksheet

8. Specify the total educational square footage of the house. For purposes of this Application, “educational square footage” means the net assignable square footage of the house that is used solely for educational purposes during the entire twelve-month period listed in Question 4. Do not include any educational areas that are also used for any non-educational purposes (i.e. common areas, hallways, bathrooms or sleeping quarters). Applicants must specify the educational square footage reflected on the Summary Table and attach a copy of the floor plans prepared on the Insite Plan along with the Summary Table.

[8] Transfer from worksheet

9. Enumerate all the educational areas in the house and the purpose or purposes for which they are used. Applicants must provide a statement that the Summary Table accurately reflects the educational areas the house and describes the purposes for which they are used.

**[9] Transfer from worksheet – If yes then insert the following –
The Summary Table accurately reflects the educational areas of the house and describes the purposes for which they are used.**

10. Calculate your “educational use percentage.” Educational use percentage is calculated by dividing the total educational square footage of the house (determined under Question 8) by the total net assignable square footage of the house (determined under Question 7).

[10] Transfer from worksheet

11. Unless the facts indicate that a different method of allocation is appropriate (for example, if invoices indicate that the house operating costs for some areas are greater than for others), the amount of the operating costs that are not specifically allocated pursuant to Question 6 that may be funded by this grant is calculated by multiplying the total of the house operating costs listed in Question 6 (\$_____) by your “educational use percentage” determined under Question 10 (____%).

[11] Transfer from worksheet

12. Total requested grant amount – add the amount determined under Question 11 to the amount of the house operating costs specifically attributable to the educational areas as determined under Question 5A and 5B.

[12] Transfer from worksheet

C. Certification and Agreement.

The Applicant certifies to MIT that the Applicant has read the Instructions in Section A and that the information included in this Application and any attachments to it is true and complete. The Applicant understands that any misrepresentations contained in the Application or the attachments to it could result in forfeiture and repayment of any grant awarded by the IRDF. The Applicant certifies to MIT that all funds transferred by MIT to the Applicant, as a grant made pursuant to this Application, will be used solely as reimbursement for those operating costs described in Section B which are operating costs associated with areas of the house that are used solely for educational purposes or costs of maintaining compliance with laws on access by students with disabilities, as described more fully in the Instructions in Section A.

The Applicant agrees to maintain detailed books and records about the purpose, date, amount and payee of the expenditures for which a grant is being requested and such other information as will enable MIT to verify that the grant is used only for purposes permitted by this Application. The Applicant agrees to make the books and records maintained in accordance with this Application and copies of them available to MIT and MIT’s representatives at such times and such places as MIT reasonably requests. The Applicant agrees that MIT and its representatives have the right to inspect the areas involved in the Application to determine compliance with the terms of the grant.

Any Applicant that is requesting a Grant for expenditures for Educational Equipment (as described in Section A) certifies that such Educational Equipment will continue to be used solely for educational purposes and that the Applicant will notify MIT in writing no later than thirty days after the date on which any portion of such Educational Equipment ceases to be used solely for educational purposes or is sold or otherwise disposed of by the Applicant. Such Applicant further agrees that, upon the request of MIT, the Applicant will deliver to MIT a certificate confirming that the Educational Equipment continues to be used solely for educational purposes; provided that such Applicant will not be required to provide more than one certificate per year. In the event that the Applicant ceases to use all or any portion of the Educational Equipment solely for educational purposes, the Applicant agrees to pay MIT an amount equal to the fair market value of the portion of the Educational Equipment that ceases to be used solely for educational purposes. In the event that the Applicant fails to deliver a certificate or notice required hereunder within the prescribed time, the Applicant agrees to pay to MIT an amount equal to the fair market value of the Educational Equipment.

ILG

_____	_____	_____
Name	Title	Date

Alumni Board of ILG

_____	_____	_____
Name	Title	Date