

**MATERIALS FOR USE IN GRANT AND LOAN PROGRAM OF  
MIT INDEPENDENT RESIDENCE DEVELOPMENT FUND**

December 20, 2006

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## **HIGHLIGHTS OF THE GRANT PROGRAM OF THE MIT INDEPENDENT RESIDENCE DEVELOPMENT FUND**

Independent Living Groups are essential parts of the MIT community. They provide living, educational and social facilities for MIT students. ILGs sometimes need money for improving and maintaining their residences. For many years, MIT has made low-interest loans available to ILGs for these purposes through its Independent Residence Development Fund (IRDF). MIT has expanded the IRDF to make grants (in addition to loans) to ILGs for improvement and maintenance of educational areas of ILGs and for making ILGs accessible to students with disabilities. Donors may make tax-deductible contributions to MIT to help fund these grants.

In making a contribution to the IRDF, a donor may indicate a preference that the contribution be used as part of a grant to the particular ILG indicated by the donor. An IRDF Grant Committee appointed by MIT will decide what grants to make from the IRDF. The Grant Committee will consider the preferences expressed by the donors but will not be bound by them. Although MIT currently expects that contributions to the IRDF will be used to construct, renovate, furnish and equip educational areas of ILGs and to make ILGs accessible to students with disabilities, MIT has complete discretion and authority to use contributions to the IRDF and income on the contributions for any purpose of MIT.

The contribution is a gift to MIT, not the ILG. As a gift to MIT, the contribution entitles the donor to a federal income tax itemized deduction within applicable limits of the law. MIT's retention of control over the ultimate use of the contribution is essential in order for the contribution to be tax-deductible.

A gift by the donor to the ILG would not be tax-deductible. Some ILGs have foundations that are organized in a way that allows contributions to the foundations to be tax-deductible charitable contributions. Even in these cases, there are several reasons why a donor may prefer to make the contribution to MIT's IRDF.

- Employer-sponsored matching gift programs are more likely to apply to a contribution to MIT than to a contribution to an ILG's foundation.
- The donor may feel a closer connection to MIT than to the ILG's foundation.
- A contribution to the IRDF may count toward class fundraising goals at MIT.

An ILG may file with the Grant Committee an application for a grant for constructing, renovating, furnishing or equipping educational areas of its residence or for making its residence accessible to students with disabilities. MIT's legal counsel may determine what portion of the proposed expenditures relates to an educational area within the meaning of tax law or to access by students with disabilities.

If you would like more information about the grants from the IRDF, please contact the FSILG Cooperative, Inc. at 452-4053.

**ADDITIONAL INFORMATION ABOUT GRANTS  
AWARDED BY THE  
MIT INDEPENDENT RESIDENCE DEVELOPMENT FUND**

This memorandum provides additional information about the grant program of the MIT Independent Residence Development Fund (IRDF) beyond that contained in the *Highlights* describing the program.

**Educational areas and access by students with disabilities**

Grants from the IRDF to ILGs may only be made for expenditures for constructing, renovating, furnishing or equipping educational areas of ILG residences and making the residences accessible to students with disabilities. In general, educational areas are rooms that serve solely an educational function, as distinguished from dining, sleeping, and recreational areas. Examples of educational areas are: computer labs; seminar rooms; study rooms; libraries; and engineering and graphic design labs.

Grant funds may not be used for any non-educational areas or non-educational uses, except that they may be used to make the residence accessible to students with disabilities. Any mixed use of the educational areas funded by a grant is prohibited. For example, in order for the library to be considered an educational area, it cannot also be used for recreation. Where an expenditure is part of a larger program that also involves non-educational areas, an allocation to the educational area must be made. This will usually be done on the basis of square footage, unless another method is more appropriate.

**Contributions**

MIT and the ILG will cooperate in making prospective donors, mainly alumni/ae of the ILG, aware of the possibility of making tax-deductible contributions to the IRDF. Each donor will have the opportunity to indicate a preference that the contribution be used for a grant to a particular ILG. MIT will consider donors' preferences but will not be bound by them. MIT may identify to each ILG the alumni/ae of that ILG who contributed to the IRDF with a preference for a grant and the amounts of their contributions, unless the donor requests that this information not be provided.

Although MIT currently expects that contributions to the IRDF will be used to construct, renovate, furnish and equip educational areas of ILGs and make ILGs accessible to students with disabilities, MIT has complete discretion and authority to use the contributions to the IRDF and income on the contributions for any purpose of MIT. MIT must have this control over the ultimate disposition of the contributed money in order for the contribution to be tax-deductible for the donor and for the grant to be an appropriate one for MIT.

MIT does not currently intend to make grants from the IRDF beyond the amounts that are contributed by donors with a preference that their contributions be used for IRDF grants rather than loans.

## **Committee**

The IRDF grant program is administered by a Grant Committee appointed by MIT. The Grant Committee is a different committee from the committee that administers the loan program of the IRDF. The Grant Committee consists of people who are familiar with the organization and operations of ILGs, including representatives of the Dean of Students and the Office of the Treasurer.

## **Application**

An ILG may request a grant from the IRDF by filing an application with the Grant Committee. The application should be filed well in advance of beginning the project. The application must describe in detail the nature and amount of the construction, renovation, furnishing or equipping costs to be funded, the educational nature of the affected areas and the costs and nature of any portion of the grant that will involve accessibility to students with disabilities. Contractors' and suppliers' bids should be included with the application. Where the items to be funded by MIT are part of a larger program also involving non-educational areas and work other than accessibility to the disabled, the ILG must provide detailed information relevant to an allocation of total expenditures between educational and non-educational areas and allocations to costs of access by students with disabilities, including plans showing the square footage of the areas involved and any costs separately allocable to specific components of the project.

The Grant Committee will review the application for completeness. If the Grant Committee determines that additional information is needed, it will request the information from the ILG. If the application is complete, the Grant Committee will send the application to MIT's legal counsel for review. MIT's legal counsel will determine what portion of the proposed expenditures will be for educational areas within the meaning of tax law and for access by students with disabilities. Based on the determination of MIT's legal counsel, the Grant Committee will inform the ILG of the portion of the proposed expenditures that is eligible for funding by MIT.

## **Grant Agreement, Certifications, Reports and Notice**

Through the Grant Committee, MIT will decide when and in what amounts grants should be made from the IRDF. The Agreement to Terms and Conditions of Grant by MIT IRDF to the ILG specifies the terms and conditions of the grant. Before MIT makes a grant from the IRDF, an authorized representative of the ILG and the Alumni Board of the ILG must sign a certificate confirming that the grant will be used for constructing, renovating, furnishing or equipping educational areas of the residence or making the ILG accessible to the disabled in accordance with the Agreement. An authorized representative of the ILG and the Alumni Board must confirm the continuing effect of this certification every two years and must notify MIT within five days of the date on which the items funded by the grant cease to be used solely for educational areas or for access by the disabled.

The ILG must report to MIT periodically during the project. MIT and its representatives will be allowed to inspect the project and examine records of the ILG relating to the costs and usage of the entire program of which the MIT-funded items are a part. The ILG must pay MIT

the remaining value of the funded project in the event that the project ceases to be used by the ILG solely for educational purposes or for access by students with disabilities or in the event that the required certifications are not given.

### **Disbursement of funds**

Grant money will be transferred to the ILG only upon completion of the project for which a grant has been made or completion of a clearly identifiable component. The ILG must present evidence of completion satisfactory to the Committee. Upon receipt of the grant, the ILG will hold it in a segregated account. If the ILG has not spent the grant money for the project within 90 days of receipt of the money, it will return the funds to MIT with any interest earned on them. Alternatively, the Committee may disburse the grant money directly to a contractor, supplier or vendor or may apply the grant to satisfy any construction-period loan that may have been made through the Board of Allocation of the IRDF.

### **Examples**

An ILG wants to add a 5,000 square foot library and a 15,000 square foot social hall to its residence. The library is used exclusively for educational purposes. The portion of the costs allocable to the library will usually be determined by multiplying the total construction costs by a fraction, the numerator of which is the square footage of the library (5,000) and the denominator of which is the total square footage of the areas being added (20,000). MIT generally may fund up to 25% ( $5,000/20,000$ ) of the construction costs through grants. If the contractors' and suppliers' bids contain information indicating that the actual costs of the two components of the project should be allocated other than on the basis of square footage, allocation based on the actual costs of the separate components may be appropriate.

The amount of grant funds that may be used to purchase furniture, fixtures and equipment may be specifically allocated to those items purchased for the educational areas. For example, an ILG wants to furnish a new library and social hall. The residence is 50,000 square feet, 10,000 square feet of which are solely educational areas. The ILG spent \$100,000 to furnish the library and social hall, of which \$50,000 was spent on furnishing the library. MIT could fund up to \$50,000, since that was the amount spent to equip and furnish the educational areas, notwithstanding the fact that MIT could fund only 20% of construction or renovation costs.

### **Forms**

Attached to this memorandum are the forms to be used in connection with applying for, making and using grants.

**APPLICATION FOR GRANT FROM  
MIT INDEPENDENT RESIDENCE DEVELOPMENT FUND**

Complete the section of General Information, whichever of the other questions apply to the proposed grant, and the Certification. A member of your Alumni Board must also sign the Certification. For additional information on the grant program of the Independent Residence Development Fund 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 Committee.

The Application should be filed well in advance of the beginning of the project. The completed Application should be sent to:

Grant Committee - Independent Residence Development Fund  
C/O FSILG Cooperative, Inc.  
P.O. Box 397068  
Cambridge, MA 02139

Or hand-delivered to:

Grant Committee - Independent Residence Development Fund  
C/O FSILG Cooperative, Inc.  
W20-020A (84 Massachusetts Ave)

The Grant Committee will review the Application and notify you of the results of its review. MIT's legal counsel may 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.

**General information**

1. Name of Independent Living Group ("ILG") applying for the grant
2. Address of the ILG house that is the subject of the grant
3. Number of MIT students living at the house
4. Entity that is the legal owner of the house
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 the appropriate box below indicating the reason for which the ILG is applying for the grant. You may check more than one box if applicable.

- a.  Construction of a new house or an addition to an existing house.
- b.  Renovation of a house.
- c.  Purchasing furniture and equipment for areas of a house.
- d.  Making the house accessible to students with disabilities.

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

7. If you checked box 6.a, answer all of the following questions:

- a. Describe the construction project and the reasons you are undertaking the construction. Include floor plans or blueprints of the intended construction.
- b. Specify the total square footage of the planned construction.
- c. 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.
- d. Enumerate all the educational areas and describe their intended purposes.
- e. Will any of the areas mentioned in the answer to Question 7.d be used for both educational and non-educational purposes?
- f. Indicate the total estimated construction costs for the project. Attach estimates from contractors or any other documentation that supports this cost estimate.
- g. Educational use percentage - unless the facts indicate that a different method of allocation is appropriate (for example, if cost estimates indicate that the construction costs for some areas are greater than for others) the maximum amount of construction costs that may be funded by this grant is calculated by multiplying the total construction costs (\$\_\_\_\_\_ ) by a fraction, the numerator of which is the square footage that will be dedicated solely to educational purposes (\_\_\_\_\_sq. ft.) and the denominator of which is the total square footage (\_\_\_\_\_sq. ft.). Based on these numbers, this equals \_\_\_\_%, which equals \$\_\_\_\_\_.

**Renovation of a house**

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

- a. Describe the renovation project and the reasons you are undertaking the renovation. Include floor plans or blueprints of the planned renovation.

- b. Specify the total square footage of the portion of the house that will be renovated.
- c. Specify the square footage of the portion of the renovation that will affect areas used solely for educational purposes. Attach floor plans that clearly indicate educational areas and non-educational areas.
- d. Enumerate all the educational areas in the renovated portion of the house and describe their purposes.
- e. Will any of the areas mentioned in the answer to Question 8.d be used for both educational and non-educational purposes?
- f. Indicate the total estimated renovation costs. Attach estimates from contractors or any other documentation that supports this cost estimate.
- g. Educational use percentage - the maximum amount of renovation costs that may be funded by this grant is calculated by multiplying the total renovation costs (\$\_\_\_\_\_ ) by a fraction, the numerator of which is the square footage that will be dedicated solely to educational purposes (\_\_\_\_\_sq. ft.) and the denominator of which is the total square footage (\_\_\_\_\_sq. ft.). This equals \_\_\_\_\_%, which equals \$\_\_\_\_\_.

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

- 9. If you checked box 6.c above, answer the following questions:
  - a. Provide details about the furniture and equipment you intend to purchase, 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.
  - b. Provide a detailed cost estimate of the furniture and equipment you intend to purchase. If any of this equipment requires installation, separately state installation costs.

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

- 10. If you checked box 6.d above, answer the following questions:
  - a. Describe the ways in which the project will facilitate 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.

- c. Describe the changes that will be made to the house to make it accessible to students with disabilities and specify the cost of each change.
- d. Specify the total square footage of the house.
- e. 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.

**Certification**

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

**ILG**

Name	Title	Date

**Alumni Board of ILG**

Name	Title	Date

**AGREEMENT TO TERMS AND CONDITIONS OF  
GRANT BY MASSACHUSETTS INSTITUTE OF TECHNOLOGY  
INDEPENDENT DEVELOPMENT RESIDENCE FUND TO  
\_\_\_\_\_ [ILG]**

**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 \_\_\_\_\_ ("ILG"), 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 ILG 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 such as the ILG to be used solely to construct, renovate, furnish and equip educational areas of independent living groups' residences or to make the residences accessible to students with disabilities. As of \_\_\_\_\_, \_\_\_\_\_, MIT and the ILG agree to the following terms and conditions on which MIT will make a grant to the ILG for one or more such purposes.

**Section 2. Grant**

MIT will pay to the ILG \$\_\_\_\_\_ as a grant (the "Grant") to be used by the ILG solely for the purposes specified in Section 3. MIT will pay the grant at the time or times indicated in Appendix A, provided that MIT may accelerate, delay or terminate payments if, in its sole discretion, it determines that such action is necessary to ensure that the Grant will not be used other than solely for the purposes specified in Section 3.

**Section 3. Uses of Grant**

**a. Permitted Purposes.** The ILG will use the Grant solely for expenditures to construct, renovate, furnish or equip areas of the house that are used solely for educational purposes or to make the house accessible to students with disabilities, in accordance with the terms and conditions of this agreement and subject to the limitations of and as more fully described in Appendix A ("Permitted Purposes"). These expenditures and any property resulting from them are referred to as the "Project".

**b. House areas used solely for educational purposes.** Areas of the house will qualify as being used solely for educational purposes if the areas are used by students directly and exclusively in activities that are necessary or appropriate for students' fulfilling the requirements of the degree-granting programs in which they are enrolled at MIT. An area will not qualify as being used solely for educational purposes if the area is or will be 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.

**c. House areas used solely for making the house accessible to students with disabilities.** Areas of the house will qualify as being used solely for the purpose of making the

house accessible to students with disabilities if the construction, renovation, furnishing or equipping is required by a federal or state law or regulation relating to access by students with disabilities to and within the house, is necessary or appropriate in connection with the legally required construction, renovation, furnishing or equipping of the house or is otherwise conducive to access to and within the house by students with disabilities.

**d. Method of determining portion of Grant that is used solely for Permitted Purposes**

**(1) Larger program involving only expenditures solely for Permitted Purposes.** If the Project is part of a larger program of expenditures that only involves expenditures qualifying as solely for Permitted Purposes, all expenditures for that program will be treated as solely for Permitted Purposes.

**(2) Larger program involving expenditures solely for Permitted Purposes and other expenditures -- specifically identifiable.** If the Project is part of a larger program of expenditures that also involves expenditures that are not solely for Permitted Purposes but part or all of the expenditures that will be used solely for Permitted Purposes is readily determinable, in MIT's sole discretion, from contracts, invoices or other documentation provided by the contractors or vendors, those readily determinable amounts will constitute expenditures solely for Permitted Purposes.

**(3) Larger program involving expenditures solely for Permitted Purposes and other expenditures -- not specifically identifiable.** If the Project is part of a larger program of expenditures that also involves expenditures that are not solely for Permitted Purposes and part or all of the expenditures that will be used solely for Permitted Purposes is not readily determinable from contracts, invoices or other documentation provided by the contractors or vendors, the total expenditures will be allocated between expenditures that are solely for Permitted Purposes and those that are not in the following manner.

**(a) Costs of constructing the house.** The costs of constructing the house that qualify as solely for Permitted Purposes will be determined by multiplying the total costs of constructing the house by a fraction, the numerator of which is the number of square feet in the house that will be used solely for Permitted Purposes and the denominator of which is the total number of square feet in the house.

**(b) Costs of renovating the house.** The costs of renovating the house that qualify as solely for Permitted Purposes will be determined by multiplying the total renovation costs by a fraction, the numerator of which is the number of square feet in the portion of the house being renovated that will be used solely for Permitted Purposes and the denominator of which is the total number of square feet in the portion of the house being renovated.

**(c) Furniture and equipment.** If the expenditures for furniture and equipment (other than fixtures that constitute part of the costs of constructing the house) that qualify as solely for Permitted Purposes cannot be determined under Section 3.d(1) or (2), the expenditures will not qualify as solely for Permitted Purposes.

**(d) Alternative methods.** If, in its sole discretion, MIT determines that the particular facts and circumstances pertaining to expenditures make it possible to determine the amount expended solely for Permitted Purposes more reliably under a

method different from the other methods described in this Section 3, MIT may apply such an alternative method.

#### **Section 4. Holding Grant Funds**

Between the time the ILG receives the Grant funds and the time the Grant funds are expended in accordance with the terms and conditions of this agreement, the ILG will hold the Grant funds in an interest-bearing bank account in the name of the ILG that contains no funds other than the Grant funds and interest on them.

#### **Section 5. Recordkeeping and Inspection**

**a. Recordkeeping.** The ILG 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 ILG 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 ILG 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.

#### **Section 6. Certificates, Reports and Notices**

**a. Initial certificate.** Immediately before the ILG receives the first Grant funds, the ILG and the Alumni Board of the ILG (the "Alumni Board") will deliver to MIT a certificate confirming that the Grant will be used solely for Permitted Purposes.

**b. Reports.** From the date of receipt of the first Grant funds until completion of the Project, the ILG will provide a report to MIT at such frequency as MIT requests containing such information as MIT deems appropriate to enable MIT to determine that the Project is proceeding as intended and that the Grant funds are being expended solely for Permitted Purposes.

**c. Two-year certificates.** The ILG and the Alumni Board will deliver to MIT within 30 days before the end of each two-year period beginning with the date of this agreement and ending with the date on which the Project ceases to be used solely for Permitted Purposes, or is sold or otherwise disposed of by the ILG, a certificate confirming that the Project continues to be used solely for Permitted Purposes.

**d. Notice of cessation of use solely for Permitted Purposes.** The ILG and the Alumni Board will notify MIT in writing no later than five days after the date on which the Project or any portion of the Project ceases to be used solely for Permitted Purposes or is sold or otherwise disposed of by the ILG.

**e. Forms.** These certificates, reports and notices will be in the forms prescribed by MIT.

**f. Addresses.** Written communications given in connection with this agreement will be delivered to the parties at the following addresses:

MIT

Kevin Milligan  
Associate Director, Property Office  
Massachusetts Institute of Technology  
77 Massachusetts Ave. Building NE49-4021  
Cambridge, Massachusetts 02139

FCI

Executive Director  
FSILG Cooperative, Inc.  
P.O. Box 397068  
Cambridge, MA 02139

ILG

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

Alumni Board

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

**Section 7. Repayment of Grant**

**a. Failure to expend Grant funds within 90 days.** If by the ninetieth day after the day on which the ILG receives Grant funds, any portion of those Grant funds has not been expended in accordance with the terms and conditions of this agreement, within five days after that ninetieth day the ILG will return to MIT the unspent Grant funds and will pay MIT interest on the unspent funds from the date the ILG received them until the date they are returned to MIT, at the rate earned on the bank account in which the ILG held the funds.

**b. Cessation of use solely for Permitted Purposes.** If the ILG ceases to use all or any portion of the Project solely for Permitted Purposes, the ILG will pay MIT an amount (the "Remaining Value") equal to the greater of the depreciated value or the fair market value of the portion of the Project that ceased to be used solely for Permitted Purposes by the ILG. Depreciated value will be determined by a certified public accountant chosen by MIT in accordance with generally accepted accounting principles. Fair market value will be determined by an appraiser chosen by MIT. The ILG will pay the Remaining Value to MIT within 30 days of the cessation of use solely for Permitted Purposes. In addition, the ILG will reimburse MIT for any costs incurred by MIT in determining the Remaining Value.

**c. Failure to deliver certificates.** If the ILG or the Alumni Board of the ILG fails to deliver a certificate, report or notice required by Section 6 within the prescribed time, MIT may require the ILG to pay to MIT within 30 days of such failure an amount equal to what would be the Remaining Value if the Project had ceased to be used solely for Permitted Purposes

on the date of the failure to deliver the certificate, report or notice. In addition, the ILG will reimburse MIT for any costs incurred by MIT in determining the Remaining Value.

**Section 8. Governing Law**

This agreement will be construed in accordance with Massachusetts law.

By signing below, as of the date stated in Section 1 the ILG 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.

**[ILG]**

By: \_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(print name)  
\_\_\_\_\_  
(title)

**ALUMNI BOARD OF [ILG]**

By: \_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(print name)  
\_\_\_\_\_  
(title)

**MASSACHUSETTS INSTITUTE OF TECHNOLOGY**

By: \_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(print name)  
\_\_\_\_\_  
(title)

**INSTRUMENT OF GIFT FOR  
GRANT PROGRAM OF MIT  
INDEPENDENT RESIDENCE DEVELOPMENT FUND**

To: Massachusetts Institute of Technology

I am giving/pledging \$\_\_\_\_\_ to the Independent Residence Development Fund (IRDF) of Massachusetts Institute of Technology in the form of cash/other property (identify).

I prefer that this gift be used to help fund a grant by MIT to \_\_\_\_\_ [name of ILG] under the grant program of the IRDF. I understand, however, that MIT is not required to use my gift this way and, under the terms of the IRDF, may choose to use my gift and any income on it for any purpose of MIT.

\_\_\_\_\_, \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(MIT degree and class)

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

\_\_\_\_\_  
(Address)

**INITIAL CERTIFICATION OF USE OF  
GRANT UNDER MIT  
INDEPENDENT RESIDENCE DEVELOPMENT FUND**

*This certificate must be given immediately before the ILG receives the first funds under a grant.*

We certify to Massachusetts Institute of Technology that the funds that it is about to transfer to \_\_\_\_\_ ("ILG"), and all other funds transferred by MIT to the ILG, as a grant made to the ILG under the grant program of the MIT Independent Residence Development Fund will be used solely for Permitted Purposes, as defined in and in accordance with the Terms and Conditions of Grant by Massachusetts Institute of Technology Independent Residence Development Fund to the ILG dated \_\_\_\_\_, \_\_\_\_.

**ILG**

_____ Name	_____ Title	_____ Date
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**Alumni Board of ILG**

_____ Name	_____ Title	_____ Date
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**PERIODIC CERTIFICATION OF USE OF  
GRANT UNDER MIT  
INDEPENDENT RESIDENCE DEVELOPMENT FUND**

*This certificate must be given within 30 days before the end of each two-year period beginning with the date of the grant agreement and ending with the date on which the Project funded with the grant ceases to be used solely for Permitted Purposes, or is sold or otherwise disposed of by the ILG.*

We certify to Massachusetts Institute of Technology that the funds that it transferred to \_\_\_\_\_ ("ILG") as a grant under the grant program of the MIT Independent Residence Development Fund and the Project funded with that grant have always been used and are currently being used solely for Permitted Purposes, as defined in and in accordance with the Terms and Conditions of Educational Grant by Massachusetts Institute of Technology Independent Residence Development Fund to the ILG dated \_\_\_\_\_, \_\_\_\_.

**ILG**

_____ Name	_____ Title	_____ Date
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**Alumni Board of ILG**

_____ Name	_____ Title	_____ Date
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**LOAN APPLICATION PROCEDURE  
FROM MIT  
INDEPENDENT RESIDENT DEVELOPMENT FUND**

An officer of the Alumni Corporation of the fraternity, sorority, or living group should provide the following information to me as Secretary of the Board of Allocation at the above address.

1. Short cover letter explaining the purpose of the loan, as well as the dollar amount, interest rate, and the terms of the land requested.
2. Detailed outline listing each project or item to be included in the renovation and its proposed cost.
3. Contractors' bids on each (or at least most) of the renovation projects as back-up documentation for the work which is proposed.
4. Copy of the undergraduate budget, detailing the effect which the additional debt will have on each undergraduate's house bill.
5. Current list of the names, addresses and telephone numbers of the officers of the house Corporation.
6. Operating statement for the Corporation listing the annual budget, assets and liabilities.
7. Secretary's Certificate of Vote authorizing the Corporation to borrow a stated amount, and the President and/or Treasurer to execute and deliver a note and mortgage to secure the note.
8. Copy of the By-Laws.
9. Certificate of non-discrimination.
10. Certified copies of both the current Certificate of Legal Existence and the most recent Annual Report filed in the office of the Secretary of the Commonwealth of Massachusetts, Corporation Division, Room 1712, One Ashburton Place, Boston, MA 02108 (617) 727-9440.

Upon receipt, the above documentation will be forwarded by me to the Members of the Board of Allocation of the IRDF.

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Secretary  
Board of Allocation  
IRDF

**SAMPLE OF CERTIFICATE OF NONDISCRIMINATION  
FOR LOAN FROM MIT  
INDEPENDENT RESIDENT DEVELOPMENT FUND**

(Date)

Mr. Kevin Milligan  
Associate Director, Property Office  
Secretary of the Board of Allocation  
Massachusetts Institute of Technology  
77 Massachusetts Ave. Building NE49-4021  
Cambridge, Massachusetts 02139

Dear Mr. Milligan:

In response to your request of \_\_\_\_\_(Date)\_\_\_\_\_.

I certify that:

1. There is no chapter or by-law provision which restricts the \_\_\_\_\_Chapter of\_\_\_\_\_at M.I.T. in its choice of members on the basis of race, color, religion, or national origin.
  
2. Our fraternity chapter pledges persons to a membership in a chapter without regard to race, color, religion, or national origin.

Very truly yours,

\_\_\_\_\_  
President  
(CORPORATION NAME)

**SECRETARY'S CERTIFICATE  
FOR LOAN FROM MIT  
INDEPENDENT RESIDENT DEVELOPMENT FUND**

I, \_\_\_\_\_, the duly elected Secretary of \_\_\_\_\_ (the "Corporation"), hereby certify that at a special joint meeting of the members and directors of the Corporation held in \_\_\_\_\_, Massachusetts on \_\_\_\_\_, 20\_\_, at which meeting a quorum of each of the members and directors was present and acting throughout, the following Vote was unanimously adopted:

VOTED: That the Corporation borrow \_\_\_\_\_ Dollars (\$\_\_\_\_\_) from the Independent Residence Development Fund of the Massachusetts Institute of Technology ("MIT"), the purpose of which is to \_\_\_\_\_; that the President or Treasurer of the Corporation be authorized to execute and deliver a note or notes evidencing said debt or any advances on said debt, to execute, acknowledge and deliver a mortgage and security agreement covering the property, goods and the improvements owned by the Corporation at \_\_\_\_\_, as security for said note, and to take such other action and to execute such other documents all of such terms as the President or Treasurer in his or her discretion shall determine are necessary and appropriate.

And I do further certify that the foregoing resolution remains in full force and effect and unmodified, and that \_\_\_\_\_ is the duly elected and acting President, and that \_\_\_\_\_ is the duly elected and acting Treasurer of the Corporation.

IN WITNESS WHEREOF, I have hereunto set my hand and seal of the Corporation on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Secretary of the Corporation