

MetLife Foundation Volunteer Project Fund Guidelines

Overview

The MetLife Foundation Volunteer Project Fun was established to encourage community involvement and volunteerism. A team of employees (minimum of 10) from MetLife and/or NEF are eligible to apply for a grant to a nonprofit organization for a specific project with which the team is volunteering. Team projects can bring together employees from different offices and departments, increase communication and boost morale; thereby helping volunteer teams improve their communities. A minimum of 10 MetLife/NEF volunteers are required to participate at the event.

Grants typically range from \$500 to \$5,000, depending on the organization, type of initiative, frequency, number of MetLife/NEF volunteers involved and funds available. Additional funds are considered under special circumstances.

Sample grants and amounts include, but are not limited to:

- office drives (e.g. food, clothing, books, toys - \$500)
- walkathon to raise funds for the local chapter of a national charity (\$1,000)
- program for people with disabilities (e.g. Special Olympics - \$1,000)
- meal delivery program for senior citizens (\$1,000+)
- neighborhood clean-up project (\$2,000)
- habitat for humanity build (\$5,000)
- on-going mentoring program for students (e.g. Junior Achievement \$5,000+)

In addition, the volunteer activity generally should be carried out during non-working hours.

While we will consider support for one-time initiatives, we encourage projects that build an ongoing employee involvement with the organizations. When a grant is provided to support employees' involvement in a walkathon or similar event, the grant **may not** be used to cover employee registration fees or refreshments. Rather, the grant would support the organization's ongoing programs.

Grants are not made to

- organizations without 501(c)(3) public charity status
- religious organizations
- fraternal, political or social organizations or other membership organizations (e.g. Junior League, Lion's Club, Rotary Club, those organization identified as 501(c)(4))
- capital campaigns
- individual sponsorships or matching donations
- business and industry associations
- sponsorships, dinners, galas, golf-outings, journal ads, festivals, booths, give-a-ways, marketing materials
- charitable organizations classified as private foundations
- elementary, secondary and charter schools, including booster clubs, PTOs, PTAs
- municipalities, local governments or chambers of commerce

Additional Information

- The Foundation reserves the right to decline funding of controversial causes on which there are strong differences of opinion.
- The Foundation reserves the right to request any supporting information it considers necessary when evaluating a grant application or at any time after the grant is awarded.
- The Foundation reserves the right to change the provisions of, or discontinue, the Volunteer Project Fund at any time, and to decide all questions of interpretation that may arise in connection with administration of the program.
- If a grant is at any time found to have been generated by an ineligible person or organization, the Foundation will expect return of the grant.
- A grant from MetLife Foundation does not constitute an endorsement by the Foundation or MetLife.

MetLife Foundation Volunteer Project Fund Application

Volunteer Organization _____

Event/Initiative Name _____

Event Date _____

Employee Name (Team Leader) _____

Team Leader Employee ID _____

Don't know your employee ID? For MetLife associates, please contact Human Resources at 877-843-4772. For NEF, this is also known as your Agent number.

Team Leader Email Address _____

Please check one: MetLife New England Financial (NEF)

Total Projected Number of Team Members _____

Once completed, please forward this form to the non-profit organization you volunteer with and they will finish the application through the following link:

www.cybergrants.com/metlife/projectfund

Associate

Please note, until the application is submitted by your non-profit organization, MetLife Foundation will **NOT** be able to track the progress of your application.

Once the application has been submitted, please allow 3 – 4 weeks for review and distribution of funds.

Non-Profit Organization

It is the responsibility of the non-profit organization to notify the associate when the application has been submitted to MetLife Foundation.

A final grant report from the organization, will be required within 30 days of the project/event, which should include the final number of volunteers involved and the names of at least 10 employees. In the event of a drive, please provide a summary of the items collected (e.g. numbers of items, pounds of food, etc.)

Once the grant is approved, an electronic letter will be sent notifying both the organization and associate.

If the grant request is denied, an electronic letter will be sent notifying both the organization and associate.