

MetLife Foundation Volunteer Ventures Guidelines

Associate Eligibility

You may apply for a Volunteer Ventures grant if you:

- are an active U.S. associate of MetLife or NEF
- have been employed at the company for at least six months at the time of application
- have volunteered with the organization for at least one year for five hours per month
- an associate may recommend only **one organization** per calendar year and may receive only **one grant** per calendar year

Organization Eligibility

To be considered for a grant, an organization must:

- be a nonprofit entity performing public services for the benefit of the community in any of the following areas: social services, health services, education, civic or cultural affairs
- have tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and be in existence for more than one-year

Grant Awards

Grants range from \$250 to \$1,000. Because funds are limited, the amount approved may be less than the amount requested.

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, marching bands
- municipalities, local governments or chambers of commerce

Additional Information

- The Foundation reserves the right to decline to fund 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 Ventures Program 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 Ventures Grant Application

Volunteer Organization _____

Employee Name _____

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.

Employee Email _____

Please check one: ☐ MetLife ☐ New England Financial (NEF)

How long have you volunteered at this organization? _____ Year(s)

On average, how many hours per month
do you volunteer with this organization? _____ Hours (Five hours per month is the minimum)

Once completed, please forward this information (via email) to the non-profit organization you volunteer with and they will finish the application by copying and pasting the following link:

www.cybergrants.com/metlife/ventures

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.

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.

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

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