

# Indiana University Student Foundation Metz Grant

IUSF Wilcox House  
1606 North Fee Lane  
Bloomington, IN 47408

## Grant Cover Sheet

Please Print or Type

Date: \_\_\_\_\_

Is your organization registered with BeInvolved?  Yes  No

Organization name: \_\_\_\_\_

Organization address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Organization E-mail: \_\_\_\_\_

Student Organization Contact: \_\_\_\_\_ Student E-mail: \_\_\_\_\_

SOA# (if applicable) \_\_\_\_\_

Amount requested: \_\_\_\_\_ (\$3,000 maximum)

Percentage of project budget requested: \_\_\_\_\_

Projected number of individuals served by the program: \_\_\_\_\_

Please check the ONE category that best describes the reach of your project:

- Campus Diversity
- Local
- State
- National
- International

Comments: \_\_\_\_\_

### **Key points to remember:**

- The grant request must be written by a student.
- The student organization requesting funding must be registered with the Office of Student Life and Learning
- The purpose of the project must be philanthropic—a gift or act that advances humanitarian efforts
- Organizations who have received a Metz Grant during or after Spring 2014 are ineligible to apply this semester
- The application must be **emailed to iusf@indiana.edu by February 20th at 4pm**
- All recipients will be required to attend our Little 500 BBQ on April 16<sup>th</sup> to be recognized.

**The following MUST be included and labeled accordingly in your application:**

\_\_\_ **Cover Page** (1 page): Previous page serves as cover page. No separate cover page is necessary.

\_\_\_ **Executive Summary** (1/2 page): Description of organization, mission statement, description of program for support, impact on community, organization's experience in accomplishing goals of project, and time frame for project.

\_\_\_ **Needs Statement** (1/2 page): Provide local demographics, such as literacy levels, unemployment levels, and poverty rates to demonstrate need for the project in your community. If no such demographics or information is available, explain why program is necessary.

\_\_\_ **Program Description** (up to 2 pages): Clearly state project goals, objectives, related activities, definition of program success and expected outcomes, measurement and evaluation procedures/standards.

\_\_\_ **Budget** (1 page): IN BALANCE SHEET FORMAT. Provide a specific line item budget for your project. Include all expenses and material costs, what your organization will fund independently, any other outside funding, and potential Metz Grant funding.

\_\_\_ **BeInvolved Verification** (1 page): Please provide a print out of your student organization's MyInvolvement home page

*\*The top 10 finalists will present their grant requests in greater detail upon notification.*

**Submission Deadline: February 20, 2017 by 5pm**  
**Notification of Finalists: by February 24th, 2017**  
**Presentation Date: Week of March 7<sup>th</sup>, 2017**  
**Official Notification: March 10th, 2017**

*\*Requests must be **received**, on or before the submission date.*

**Submit grant application to: [iusf@indiana.edu](mailto:iusf@indiana.edu)**

*\*Previous Metz Grant recipients are **NOT** eligible for funding again until 4 semesters, not including the semester that funding was awarded, have passed.*

*\*IUSF and IUF reserve the right to audit the recipient's Student Organization Account to verify that any funds received from the IUSF as part of the Metz Grant program are used in accordance with the terms of the grant.*

*\*In the event it is determined that a recipient has failed to utilize Metz Grant funds in accordance with the terms of the grant, the recipient will have 14 days to provide an acceptable explanation, and failing that, the recipient may, in the sole discretion of the IUSF and IUF, be required to refund the grant money.*