MetLife Foundation

MetLife Foundation Volunteer Project Fund Application Guidelines

Overview

Volunteering is a powerful way employees activate MetLife's purpose in communities around the world. As part of MetLife's DEI Commitments, the company has pledged 800,000 hours of volunteer service by 2030. The efforts of individuals and teams of employees can play a vital role in helping to fulfill this commitment and achieve the intention behind it.

MetLife Foundation Volunteer Project Fund (VPF) was established to encourage community volunteerism. A MetLife employee can apply for a VPF grant to an eligible nonprofit organization with which a team (minimum: 5 employees) plans to volunteer for a specific project/event *before* the event takes place. We ask for employees to submit applications at least eight weeks before the event.

Projects can be in person, virtual or hybrid. Examples of volunteer projects that the VPF supports include, but are not limited to:

- hands-on, office-based projects (e.g., backpack assembly for local students, card-making for military personnel/veterans)
- food preparation, packing or delivery for people at risk of food insecurity
- neighborhood clean-ups
- recreational activities for people with disabilities
- resume review and mock interviewing
- mentoring and education (e.g., Junior Achievement, Big Brothers Big Sisters, TutorMate)

The amount of the grant will be determined by the category the project falls under:

<u>Category A</u>
This category includes projects for which grant funds are needed for the nonprofit partner to cover expenses such as supplies, transportation and staff time in order for the volunteer activity to take place. For example:

- A soup kitchen will purchase food and beverages for volunteers to cook and serve to food-insecure neighbors
- A community revitalization organization will purchase plants, paint and gardening tools for a park spruce-up event
- A nonprofit has a required team contribution to cover the resources or time needed by the nonprofit to facilitate the project.

For this grant, the nonprofit partner must submit a budget/cost breakdown when the MetLife employee submits their portion of the application for MetLife Foundation review. MetLife Foundation will consider reasonable project costs, up to $10,000. The project must be posted on MetLife's volunteer platform ("Benevity") before the grant application is submitted and is subject to MetLife Foundation approval. If not approved, the project will be removed from Benevity.

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Category B

Under this category, the VPF grant recognizes the engagement of MetLife volunteers and will provide a donation to the non-profit organization to acknowledge the time contributed by employees. Examples include:

- nonprofit walks/runs (individual MetLife employee registration fees, t-shirts and meals are not eligible expenses)
- letter-writing for a senior citizens center
- virtual mentoring, mock interviews and/or resume review

The amount of the grant will be calculated based on **total volunteer hours (number of volunteers x number of hours per volunteer) posted on the Benevity volunteer platform at $35 per hour**, with a maximum grant of $5,000. For example:

- a project with 50 employees volunteering one hour each would be considered for a grant of $1,750
- a project with 5 employees volunteering two hours weekly for four weeks would be considered for a grant of $1,400

The grant will be made to the sponsoring non-profit organization *after* the event takes place, based on final volunteer hours recorded in Benevity.

We are unable to fund

- organizations without US 501 (c)(3) status or equivalent, and those unable to provide Form 990 documentation for years 2020 or later
- religious or faith-based organizations when the program or project limits participation to members of that religious/faith community
- any volunteer activities with proselytizing
- individual sponsorships, matching donations, dinners/galas, golf outings, journal ads, festivals, booth, giveaways, marketing materials, etc.
- business or industry associations
- labor groups
- elementary, secondary and charter schools
- municipalities, local governments or chambers of commerce
- organizations that discriminate on the basis of race, sex, gender identify or expression, color, religion, national origin, age, disability, sexual orientation, veteran's status or other legally protected personal characteristic or status
- individuals

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Additional Information

- A grant from MetLife Foundation does not constitute an endorsement by the Foundation or MetLife.
- Employees who seek to participate in volunteer activities during scheduled working hours should receive advance approval from their manager.
- All volunteer projects should be posted one the volunteer platform Benevity. For MetLife Foundation to consider a grant, the project must be posted on Benevity, with employees registered before the request is submitted.
- MetLife 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.
- MetLife Foundation reserves the right to decline a grant request, in its sole discretion.
- VPF grants are considered throughout the calendar year on a first-come, first-served basis. Once available grant funds have been distributed, MetLife Foundation is unable to consider additional grants until the next calendar year.
- MetLife Foundation reserves the right to change the provisions of, or discontinue the VPF 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 the grant to be returned.

For further questions, please email volunteer@metlife.com.

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MetLife Foundation Volunteer Project Fund Application *(to be completed by employee)*

Volunteer Organization _____

Event/Initiative Name _____

Event Start Date _____ **Event End Date** _____

Employee First Name (Team Leader) _____ **Middle Name** _____ **Last Name** _____

Team Leader Employee ID# _____ **Team Leader Email Address** _____ **Office Location** _____

Total Projected Employee Volunteers _____ **Total Projected Number of Employee Volunteer Hours** _____

Project Cost (if Category A) _____**(USD)**

Brief Project Description:

Next Steps

For the Employee

1. Complete the section above and submit to MetLife Foundation (see next page).
2. A MetLife Foundation team member will review and follow up with questions or a request for the name and email address of the nonprofit organization's representative who will complete the online application on MetLife Foundation's Grant Portal. We recommend sharing your completed application with the nonprofit organization representative as they will need it to complete the online application as well.
3. Post the project on the MetLife's volunteer platform (Benevity).

For the Nonprofit

1. If your organization has not received MetLife Foundation grant support previously, or we have supported the group, but you are not listed as a contact, we will arrange for a system-generated link to be sent to you to complete your User Profile. Send an email to volunteer@metlife.com as soon as you complete the profile, and we will send you the link to complete the online application.
2. In addition to a description of the volunteer activity, you will be asked to provide related metrics (number and demographics of individuals expected to benefit from the activity).
3. You will need to submit the following:
    - Copy of 501 (c)(3) tax exempt letter
    - Mission statement of the organization
    - Geographic area served by the organization
    - Most recent Form 990 (year 2020 or later)
    - Board of Directors listing (template provided)
    - Project budget, if applicable – this is a line-item budget that shows how the amount requested will be spent. A template is provided.

For the Employee and Nonprofit Organization

1. If the grant is approved, an email will be sent notifying the organization and the MetLife employee. The nonprofit organization will then be asked to complete and submit EFT and W-9 Forms provided by the Foundation team member that reviewed the application.
2. If the grant request is denied, an email will be sent notifying both the organization and the MetLife employee.

MetLife Foundation is a charitable corporation and is a separate legal entity from MetLife.

Please note

- Apply for funds at least sixty (60) days before your event is scheduled to take place.
- Allow up to eight weeks for approval and subsequent payment of funds.
- Only apply for the cost of your project. If there is no project cost, MetLife Foundation will consider a contribution calculated based on the total number of employee volunteer hours at a rate of $35 per hour.
- Grant funds cannot be used to cover expenses such as MetLife volunteers' food, transportation, registration, t-shirts, etc.
- Funding only will be considered for projects posted on MetLife's volunteer platform (Benevity) at the time of application.

Participating in any volunteer activity organized or sponsored by MetLife Foundation is purely voluntary and discretionary on the part of any MetLife employee. No compensation (including over-time pay), additional vacation or leave will be paid or given for time spent participating in a volunteer activity. You may also be required to execute a liability waiver to participate in certain activities, which will be provided to you prior to the event or on-site at the event.

Check the box below to acknowledge your understanding of, and agreement to, these terms and conditions.

☐ I agree with the above terms and conditions.

Submit Form

Please download this form to fill out on your desktop instead of completing the form within you browser. Please contact volunteer@metlife.com if you have any questions. Thank you.