

**BETA THETA PI FOUNDATION  
GRANT APPLICATION FORM**

TO CONSTRUCT, RENOVATE, FURNISH OR EQUIP  
DESIGNATED EDUCATIONAL AREAS (DEAs)  
IN CHAPTER HOUSES

**PART I: GENERAL INFORMATION**

**A. GENERAL PRINCIPLE.** Grants made jointly by the fraternity foundation to an affiliated chapter and chapter house corporation are to be used for the construction, renovation and furnishing of designated areas of a local chapter house. Under applicable law, these grants are proper if each of the following requirements is met:

1. The designated areas of the local chapter house are used for educational purposes such as libraries, study rooms, and floor space allocated for educational purposes versus the sleeping/living space in the same rooms.
2. The designated areas are used specifically and exclusively for these educational purposes.
3. The designated areas constitute separate facilities which are segregated from the social facilities of the chapter house.
4. The foundation carefully monitors the use of grant proceeds to ensure the continuing and exclusive use of the designated areas by the chapter for educational purposes.

**B. TYPES OF GRANTS.**

1. Construction Grants. The foundation will make construction grants for the construction, remodeling, renovation, refurbishing, furnishing or equipping of a DEA.
  - a. If the construction, remodeling, renovation or refurbishing is solely for a DEA, the chapter and chapter house corporation may jointly apply for a grant for the entire cost of the project.
  - b. If the construction, remodeling, renovation or refurbishing is in part for a DEA and in part for other areas of a chapter house, the chapter and chapter house corporation may jointly apply for a grant for the costs which can be attributed to the DEA. The allocation of cost to the DEA and other portions of the chapter house must be included with the grant application, and must demonstrate the method of allocating such costs. See the discussion on OPERATING GRANTS for an example of a proper allocation method.

- c. In addition, a chapter and house corporation may jointly apply for a grant to furnish or equip a DEA. Such furnishing and equipment must be used solely in a DEA and for educational purposes only.

2. Operating Grants. The foundation may also make operating grants to pay operating costs associated with DEAs of a chapter house.

- a. The DEA must meet the requirements outlined above.
- b. The operating grant may not exceed the operating costs attributable to the DEA, which may be calculated as follows:

(i) Indirect Costs. The indirect costs are calculated by first figuring the percentage of the DEA of the chapter house in relation to the entire structure. To do this, divide the square footage of the building to be used exclusively as a DEA by the total square footage of the building. The square footage of “mixed use” hallways that allow access to the DEA may reasonably be excluded from the total square footage of the building. Then, add together the total costs of real estate taxes, casualty and liability insurance premiums, utility costs, other operating costs which cannot be directly attributable to any specific area of the chapter house, and extraordinary system maintenance expenses. Multiply the total operating costs by the DEA percentage to arrive at the indirect costs attributable to the DEA.

(ii) Direct Costs. In addition, an operating grant may cover operating costs directly attributable to the DEA. These include: (1) personal property taxes assessed on furniture, fixtures and equipment used in the DEAs; and (2) any other operating costs directly attributable the DEAs.

**C. ADDITIONAL CONSIDERATIONS.** To ensure that a foundation grant for constructing, renovating, or furnishing a DEA, or for costs associated with its operation meet requirements imposed under applicable law, the following considerations should be noted:

1. Demonstrate A Public vs. Private Interest. As a general principle, the foundation can only grant money for those purposes that serve a public rather than a private interest.

Although the DEA will serve an educational purpose, access to the chapter house is generally limited to members of the chapter. Therefore, the application must state why the private benefit to members of the chapter will be merely incidental to the public benefit derived.

The determination of whether private benefit is merely incidental to overall public interest depends on the facts of each case. The controlling consideration is whether the activity will cause the public to benefit so significantly that any direct benefit accruing to the limited class may be deemed incidental.

2. The Public Interest On A College Campus. On a college campus, the public is considered to be the college community. The issue to address is how building, furnishing or operating a DEA will benefit the college community. A DEA in a chapter house may help the college community in one or more of the following ways:

a. The student population living in Greek housing represents a significant number of the student body. Thus, taking into account the cumulative amount of Greek libraries and study rooms, the reduced burden on the university facilities is a significant benefit to the college community.

b. Colleges often need organizations to help provide educational and living facilities for students and the efforts of these organizations are financially important to the university.

c. The addition of DEAs to a chapter house will benefit the community by supplementing resources of the university and by alleviating overcrowding in libraries and study areas.

d. If the DEA has computer equipment connected to the university main frame, the community will be benefited by this additional supplement to the resources available through the university.

e. DEAs will save money for the university in the long run as they create an additional educational environment which enhances the scope of the university.

f. A grant for a DEA in a chapter house will help to relieve the university of the burden of providing additional resources to students.

In summary, applicant must make a showing that a DEA in the chapter house will have little social and personal value to members independent of its educational value. A showing must be made that a DEA will benefit the campus community and will thus serve the public interest by furthering education.

While the exact benefits to the college community will vary from campus to campus, a letter from the college administration must be submitted to the foundation as part of the application for a foundation grant. In this letter, the college administration should detail the benefits to the particular college, support and recognize the educational purposes of the grant, affirm that the educational purpose of the grant fully contributes to the educational mission of the school, and indicate that the grant-funded facilities and equipment is similar to those provided by the host institution to its students.

**D. THE GRANT AGREEMENT.** The chapter and the chapter house corporation must execute a grant agreement that contains the following elements:

1. Formalities. The agreement must be signed by an appropriate officer, director or trustee of any chapter, and any house corporation that will receive any grant proceeds.

2. Limitations. The chapter and the house corporation agree that the grant will be used only for educational purposes in the DEAs of the chapter house. The chapter, not any individuals, will own grant-funded equipment and furnishings. The grant recipient must also agree not to use any of the funds to carry on propaganda, or otherwise attempt to influence legislation, the outcome of any election or other purpose not consistent with the specified purposes of the grant.

3. Accounting. The recipient must agree to keep grant funds in a separate account and maintain books and records separating the grant funds from the recipient's other funds.

4. Reporting. The chapter and house corporation must agree to report to the foundation on the use of the grant money. Quarterly reports are required during the construction process. A final report is due within 90 days of the completion of the project. Thereafter, an annual report is due certifying that the activities carried on the DEAs of the chapter house are exclusively educational in nature. Each report must contain a certification by an authorized officer that to the best of the officer's knowledge, the DEAs of the chapter house have not been used for non-educational purposes or activities. The reports must also include appropriate documentation of the use of grant funds for building costs and operating expenses. In addition, the chapter and house corporation must consent to periodic inspections by the foundation.

5. Repayment. The chapter and house corporation must agree to repay to the foundation any portion of the grant which is not used for the educational purposes specified in the grant agreement.

**NOTE: Review the enclosed sample Standard Grant Agreement to determine the specific obligations an Applicant assumes when a grant is made.**

E. EXAMPLES OF PROPER USE OF GRANT MONEY. Grant money for a DEA in a chapter house can be spent only for the intended purpose of the grant. Some examples of proper uses of this grant money would be as follows:

1. To build or renovate areas in the chapter house to be used exclusively for study and educational purposes including areas for personal and group study including educational seminars.

2. To construct and furnish computer lab to house various computers or the chapter's PC server connected to computers, printers and other related equipment located in other study areas. The construction can include, without limitation, necessary climate control, electrical service and disk storage area.

3. To build a library equipped with bookcases and shelving for reference materials, course books and general literature.

4. To provide an educational file storage area to store old tests, notes, study aids, and other papers.

5. To provide furnishings and equipment including tables, chairs, bookcases, study carrels, lights, books, computers, printers, desks, file cabinets, carpeting for a DEA.

6. To provide fire/smoke alarm and sprinkler systems for the DEA.
7. To provide operational costs associated with a DEA as described above.

## PART II: GRANT APPLICATION INFORMATION

### A. APPLICANT INFORMATION

Name of entity making application:  
Address, phone

Is Applicant a corporation?  
Incorporated in what state? In good standing?  
Name Corporate officers, Address, phone

Name of officer/director authorized by corporation to apply  
Address, phone  
Attach copy of authorization

Does the Applicant own the property on which the DEA(s) will be constructed, remodeled, refurbished, furnished or equipped?  
(Attach documentation)

If not, who is the owner of the property?

Has the Applicant reviewed Part I of this application?  
Yes No

Does the Applicant understand that a DEA must be used specifically and exclusively for these educational purposes? Yes No

Does the applicant understand that the chapter, not any individuals, must own the grant-funded equipment and furnishings? Yes No

Does the Applicant understand that a DEA must constitute separate facilities which are segregated from the social facilities of the chapter house? Yes No

Does the Applicant understand that it assumes the burden of monitoring the use of each DEA to insure the continuing and exclusive use of the DEA by the chapter for educational purposes?  
Yes No

Has the Applicant reviewed a copy of the Standard Grant Agreement? Yes No

Is the Applicant willing and able to comply with the provisions of the Standard Grant Agreement including the accounting, reporting and repayment requirements if the grant is made? Yes No.

**B. CHAPTER INFORMATION**

Chapter Name:

Address:            Phone:

President:            Address:            Phone:

Treasurer:            Address:            Phone:

District Chief:

Does the chapter support this grant application?

Has the chapter reviewed Part I of this application?

Yes    No

Does the chapter understand that a DEA must be used specifically and exclusively for these educational purposes?    Yes    No

Does the chapter understand that the chapter, not any individuals, must own the grant-funded equipment and furnishings?    Yes    No

Does the chapter understand that a DEA must constitute separate facilities which are segregated from the social facilities of the chapter house?    Yes    No

Address of the location of the property on which the DEA(s) will be constructed, remodeled, refurbished, furnished or equipped:

## CHAPTER CERTIFICATION

I \_\_\_\_\_, President of the \_\_\_\_\_ Chapter of Beta Theta Pi, certify that information provided in the above CHAPTER INFORMATION section is true and correct to the best of my knowledge.

\_\_\_\_\_

Date

\_\_\_\_\_

Chapter President

### C. COLLEGE/UNIVERSITY INFORMATION

College/University Name:

President:

Address:      Phone:

Greek Advisor Name:

Address:      Phone:

Total number of students at college/university

Total number of Greek Students:

Percent of student body that is Greek:

How many Greek housing units on campus?

How many students live in Greek housing units?

Can a student group or organization link its computer to the college/university main frame?

Does the college/university support this grant application?

Is a letter of support from the college/university attached to this application? Does this letter indicate that the grant will 1) provide equipment and furnishings similar to those provided by the host institution to its students, and 2) benefit the campus community?



**D. HOW GRANT WOULD BE USED**

1. GRANT CATEGORIES

The Applicant will use any grant money received from the Foundation for the following purposes (check those that apply):

\_\_\_ Construct DEAs in new chapter house construction

\_\_\_ Renovate old chapter house to add or upgrade DEAs

\_\_\_ Furnish DEAs

\_\_\_ Equipment or equip DEAs

\_\_\_ Cover operating costs for DEAs

\_\_\_ Other, Explain:

2. DEA LOCATION DETAILS

For each area in chapter house that will be a DEA, provide the following information:

DEA 1: Location in chapter house:

Reference ID on floor plan or blueprint:

Who will use:

How space will be used:

How furnished:

How equipped:

Square feet of space:

DEA2: Location in chapter house:

Reference ID on floor plan or blueprint:

Who will use:

How space will be used:

How furnished:

How equipped:

Square feet of space:

DEA3: Location in chapter house:

Reference ID on floor plan or blueprint:

Who will use:  
How space will be used:  
How furnished:  
How equipped:  
Square feet of space:

DEA4: Location in chapter house:  
Reference ID on floor plan or blueprint:  
Who will use:  
How space will be used:  
How furnished:  
How equipped:  
Square feet of space:

DEA5: Location in chapter house:  
Reference ID on floor plan or blueprint:  
Who will use:  
How space will be used:  
How furnished:  
How equipped:  
Square feet of space:

DEA6: Location in chapter house:  
Reference ID on floor plan or blueprint:  
Who will use:  
How space will be used:  
How furnished:  
How equipped:  
Square feet of space:

DEA7: Location in chapter house:  
Reference ID on floor plan or blueprint:  
Who will use:  
How space will be used:  
How furnished:  
How equipped:  
Square feet of space:

DEA8: Location in chapter house:  
Reference ID on floor plan or blueprint:  
Who will use:  
How space will be used:

How furnished:  
How equipped:  
Square feet of space:

Total DEA square footage:  
Total number of students that can be accommodated in the DEAs:

3. CALCULATION OF MAXIMUM GRANT

a. NEW CONSTRUCTION:

If the construction for a new house: (attach blueprints, floor plans construction bids, contracts and other supporting documentation)

1. Total square footage in chapter house: \_\_\_\_\_
2. Total DEA Access Area square footage: \_\_\_\_\_
3. Total DEA square footage: \_\_\_\_\_
4. Percentage of DEA footage in new house (3 / (1-2) ): \_\_\_\_\_
5. Total cost of construction: \_\_\_\_\_
6. Maximum grant to build DEAs in new construction (5 x 4): \_\_\_\_\_

b. RENOVATION OF OLD STRUCTURE:

If for renovation of old house: (attach blueprints, floor plans construction bids, contracts and other supporting documentation)

1. Total square footage in chapter house: \_\_\_\_\_
2. Total square footage involved in renovation: \_\_\_\_\_
3. Total Access Area square footage: \_\_\_\_\_
4. Total DEA square footage: \_\_\_\_\_
5. Percentage of DEA square footage in the renovated area (4 / smaller of (1 minus 3)): \_\_\_\_\_
6. Total cost of renovation: \_\_\_\_\_

7. Maximum grant for renovation existing structure to build or refurbish DEAs (6 x 5): \_\_\_\_\_

c. OPERATING COSTS:

If this application is for operating costs of existing chapter house, provide the following information from July 1 through June 30 for the past three years. (Attach supporting documentation). If this is for new construction, provide best estimates for each category and how each estimate is determined. (Attach supporting documentation).

1. Total real estate taxes \_\_\_\_\_

2. Total casualty and liability insurance premiums \_\_\_\_\_

3. Total utility costs \_\_\_\_\_

4. Total other operating costs which cannot be directly attributable to any specific area of the chapter house \_\_\_\_\_

Identify other costs

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Extraordinary system maintenance expenses (explain) \_\_\_\_\_

6. Total general operating costs (add 1 - 5): \_\_\_\_\_

7. Total square footage of house: \_\_\_\_\_

8. Total square footage of DEAs: \_\_\_\_\_

9. Total DEA Access Area square footage: \_\_\_\_\_

10. Percentage of house area used for DEAs (8 / (7-9)): \_\_\_\_\_

11. Portion of operating costs assigned to DEAs (6 x 10) \_\_\_\_\_
12. Total personal property taxes assessed on furniture fixtures and equipment to be used in the DEAs: \_\_\_\_\_
13. Total building operating costs directly attributable to the designated educational areas: \_\_\_\_\_
14. Maximum operating grant: (10 + 11 + 12): \_\_\_\_\_

d. FURNISHING AND EQUIPMENT:

If application includes furnishings and equipment:

1. Total cost of DEA furnishings: \_\_\_\_\_
2. Total cost of DEA equipment: \_\_\_\_\_
3. Total furnishings and equipment (1 + 2): \_\_\_\_\_

e. TOTAL MAXIMUM GRANT:

1. Maximum New Construction (a.5 above): \$ \_\_\_\_\_
2. Maximum Renovation Costs (b.6 above): \_\_\_\_\_
3. Maximum Operating Costs (c.13 above): \_\_\_\_\_
4. Maximum Furnishing and Equipment (d.3 above): \_\_\_\_\_
5. Add Total (1 + 2+ 3 + 4): \$ \_\_\_\_\_

4. FORMAL APPLICATION

A. GRANT REQUEST

The Applicant hereby applies for a grant from the Beta Theta Foundation as follows: (Note that the grant request can not exceed the maximum grant calculated in the previous section)

1. New Construction \$ \_\_\_\_\_
2. Renovation Costs \_\_\_\_\_

- 3. Operating Costs \_\_\_\_\_
- 4. Furnishing and Equipment \_\_\_\_\_
- 5. Total Grant Request \$ \_\_\_\_\_

**B. CERTIFICATION**

I, \_\_\_\_\_ as the duly authorized officer/director/agent of the Applicant: \_\_\_\_\_ do hereby certify that the above provided information and attached supporting documents are true and correct to the best of my knowledge and belief and do hereby submitted to the Beta Theta Pi Foundation this application for a grant from the foundation to construct, renovate, refurbish, furnish and equip one or more DEAs in the Chapter House of the \_\_\_\_\_ Chapter of Beta Theta Pi located at \_\_\_\_\_, as fully set forth in this application.

Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_\_ \_\_\_\_\_

as \_\_\_\_\_ of the Applicant

(Name of Applicant Corporation)

### PART III: APPLICATION CHECKLIST

The grant applicant(s) must check each of the appropriate items and provide this checklist with the grant application. The applicant has:

<u>Chapter</u>	<u>House Corporation</u>	
1. _____	_____	Reviewed the general information concerning DEAs included with the application.
2. _____	_____	Reviewed the Standard Grant Agreement included in the application packet.
3. _____	_____	Decided that it is willing and able to accept the responsibilities that accompany receipt of a foundation grant.
4. _____	_____	Determined that the College/University will support the application and write an appropriate letter of support.
5. _____	_____	Reviewed availability of study areas on campus to help show that a DEA in the chapter house will serve a public rather than a private interest.
6. _____	_____	Supported the application for this grant and understands the restrictions that must be observed in the use of DEAs.
7. _____	_____	Completed the Grant Application Information.
8. _____	_____	Attached all required supporting documents.
9. _____	_____	Arranged for a letter of support from college/university that contains at least some of the arguments for the chapter house DEA found in the general information section.
10. _____	_____	Given formal approval of the submission of this application. (Attach copy of corporation minutes authorizing and approving the same).

**Send the complete application with all necessary attachments to:**

Beta Theta Pi Foundation  
P.O. Box 6277  
Oxford, Ohio 45056