

Employees Community Fund

Apply for a Grant: Aurora Area (Metro Denver)

Introduction

The Employees Community Fund (ECF) of Aurora is part of an international network of Boeing employee-owned and operated nonprofit charitable foundations that funds primarily health & human services organizations. Agencies must fall within the requirements of Section 170(c) of the Internal Revenue Code and must also qualify with the Internal Revenue Service as a 501(c)(3) organization. In addition, some not-for-profit agencies with an IRS classification of Section 509 are also eligible to apply.

Grants awarded in the Aurora area have typically ranged from \$4,000 to \$10,000, depending on the amount of funds that we have available at the time of the request. Agencies must apply using The Boeing Company's online grant application process provided by our vendor Cybergrants. The link appears at the end of this document.

Geographical Restrictions

Agencies must be located in or have significant operations in the Denver Metro/Front Range area in order to be considered for funding.

Timeline

Grant requests are accepted between January 1 and September 30 on an annual basis. Grant requests submitted outside of this timeframe will be disqualified from review.

The ECF Advisory Board reviews grants between March 1 and October 31 of each year with no consideration of "time-sensitive" applications. **All grant decisions will be communicated by November 1.**

Grant requests will be considered only once within the same calendar year and any one grant does not necessarily indicate continuing support in subsequent years.

Restrictions

The ECF of Aurora, Colorado does not fund:

- Political organizations or programs

- Fraternal, sectarian, social, religious, churches or similar groups.
- Private foundations
- Trips or tours
- Courtesy advertising, fundraising events, conference or dinner tickets
- Service club activities
- Endowments
- Youth sports groups

These guidelines do not apply to funds given to organizations via the ECF as a part of the employee directed giving program.

Instructions for Applying for ECF Funding

An invitation code is required for the ECF of Aurora. Invitation codes are given to agencies after the ECF committee has determined that the agency meets its charitable funding criteria. More information and invitation codes can be obtained from the Employees' Community Fund focals. See contact information below.

Please follow these instructions carefully to insure that your application is eligible for review.

- Ensure the banner at the top of the application screen states "Employees Community Fund of the Boeing Company." If it states anything else, even if mentions "Boeing," it is the wrong application. Back out of the site and enter again, being sure to choose "ECF only" as a proposal type if prompted.
- All organizational and contact data must be updated and completed.
- When listing Board of Directors and staff, type in only names and titles. Do NOT cut and paste from another document or include contact information such as addresses, etc.
- All required fields in the application must be completed.
- Do **NOT** code your agency as a "national" or "international" agency anywhere in the application as this will delay your proposal being reviewed.

The following documents are required to be uploaded in the application.

1. Project Budget (for the specific project for which you are applying for funding) in the "Project Budget Upload" subsection of the Project Detail section.
2. Most recent agency operating budget (for the ENTIRE agency) in the "Agency Operating Budget" subsection of the Financial Information section
3. Most recent financial audit (NOT password protected) in the "Financial Upload" subsection of the Financial Information section.
4. Most recently filed Federal 990 tax return (if your agency files) in the "Agency 990 Upload" subsection of the Financial Information section. At a minimum, the FIRST FOUR pages must be uploaded. If you have difficulty converting your Federal 990 into an electronic file, you must DOWNLOAD one from Guidestar at www.guidestar.org.

Please Note:

If your agency was a recipient of an ECF grant the previous calendar year, you will receive a request from the ECF for a grant close-out report on February 1. The grant close-out report will be due on March 1. Failure to submit a grant close-out report will automatically disqualify any future year grant from review.

THANK YOU in advance for adhering to the above instructions. This will greatly facilitate the reviewing and awarding of grants in the most expedient manner possible.

Contact Information

For further information, please contact the Aurora ECF focal, George Youngwirth, at george.l.youngwirth@boeing.com . You may expect a reply within one week.