

**LOCAL ECF GRANT-MAKING GUIDELINES: HOUSTON**

<p>Are unsolicited grants accepted or do I need an invitation code?</p>	<p>Yes, unsolicited grants accepted. If your organization has been referred to ECF Boeing Houston by an employee or other agency associated with Boeing, you must include this information in your grant application.</p>
<p>If I need an invitation code, how do I acquire one?</p>	<p>N/A</p>
<p>Do you only accept proposals during specific timeframes?</p>	<p>We accept proposals at any time, however, requests from the same organization will only be considered once during a 12 month period.</p>
<p>What is the average size of your cash grants?</p>	<p>Average grant is approximately \$10,000. Organizations should scale to their requests to their needs taking into account pending or committed funding from other sources.</p>
<p>Do you accept requests for in-kind donations and if so, what do you generally donate?</p>	<p>ECF Boeing Houston does not offer in kind support. Boeing Houston Global Corporate Citizenship will consider requests for in-kind donations of printing and surplus office supplies. Please contact Dayni Alba, Community Investor, <a href="mailto:dayni.r.alba@boeing.com">dayni.r.alba@boeing.com</a> for information about this program.</p>
<p>Can I apply for Boeing corporate, ECF, sponsorships and in-kind resources?</p>	<p>Organizations should carefully review ECF and corporate guidelines to determine which potential source of funding best meets their program and agency needs. ECF Boeing Houston and Global Corporate Citizenship prefer to leverage support through volunteer and in-kind donations. Grant awards from ECF and corporate are considered on a very limited basis with emphasis on health and human services programs that meet critical community needs.</p>
<p>If I call or email with a general question, how soon will someone get back to me?</p>	<p>Responses to general questions are addressed via phone or email within 72 hours.</p>
<p>Once I submit my grant application when will I hear if it's been approved?</p>	<p>ECF Boeing Houston reviews grants on a monthly basis. The funding decision process (review, site visit, etc.) typically takes 90 to 120 days. You will be notified if we need additional information on your request, if a site visit is required and when a final decision is reached. Your patience is appreciated.</p>
<p>Do you have a specific focus area for grant making?</p>	<p>ECF Boeing Houston employee contributions support agencies providing health and/or human services to the communities where members reside.</p>
<p>Are there any exclusions in your grant making strategies?</p>	<p>ECF Boeing Houston <u>does not</u> fund:</p> <ul style="list-style-type: none"> <li>• Political organizations and political action committees</li> <li>• Labor unions</li> <li>• Organizations that serve international interest</li> <li>• Organizations that have excessive administrative costs (typically greater than 20%)</li> <li>• Fraternal, sectarian, social, auxiliaries or similar groups</li> <li>• Religious organizations, churches, and cemeteries</li> <li>• Educational institutions except those dedicated solely to the physically/mentally challenged</li> </ul>

- Environmental and beautification
- Recreational activities like sport organizations and service club activities
- Endowments and individual scholarships
- Medical research and experiments
- Employee expenses, death charges and contributions.
- Animal shelters and related organizations
- Individual sponsorships, trips and tours, etc. for the purpose of fund raising activities and promotions
- Vehicles and related expenses not used solely for client services.
- Arts and cultural organizations
- Tax-supported endeavors, except joint government and private enterprise projects.

Do your ECF grant making guidelines have other details I need to know about?

- The organization must have been in operation and maintained a 501c(3) nonprofit status (as defined and approved by the Internal Revenue Service) for the past three consecutive years.
- The organization must be located near and serve Houston and surrounding community residents.
- The ECF grant application must be completed in its entirety by an authorized employee or board member of the organization.
- The organization's services must be open to all members of the community regardless of sex, race, religion, ability to pay, or other background.
- Grant funds must be expended for the stated purposes and at the stated location as described in the completed ECF grant application.
- Grant funds may not be shared with or sent to an organization's national headquarters or branch offices.
- Organizations that operate multiple chapters or affiliates under the same 501c(3) nonprofit letter of determination in the Houston area should submit a single application with a detailed breakdown of how funding will be assigned to each chapter. Affiliates that file an IRS 990 under their own tax ID number can submit a separate application for funding as long as they have operated under that tax ID number for the past three consecutive years.
- Local chapters of national organizations will be asked to identify their local operating budget.
- The organization agrees to permit on-site visits by authorized representatives of ECF at a mutually agreeable time.
- A site visit is required for agencies that are first time requestors and agencies that have not been visited by ECF representative within the past 3 years.

	<ul style="list-style-type: none"><li>• Complementary items stemming from an approved ECF grant must be submitted directly to the ECF's Board Facilitator.</li><li>• Any complementary items or considerations are not to be offered or provided to any other persons or organizations associated with sponsoring an ECF grant application.</li><li>• ECF does not pay or endorse the payment of finder's fees.</li><li>• If your organization has been referred to ECF Boeing Houston by an employee or other agency or person associated with Boeing, you must include this information in your grant application.</li></ul>
What is the best method for contacting my ECF focal?	If you have additional questions or need more guidance after reviewing these guidelines, please contact Dayni Alba, Boeing Houston Community Investor/ECF Facilitator. The preferred method is email at <a href="mailto:dayni.r.alba@boeing.com">dayni.r.alba@boeing.com</a> .