

San Antonio Employees Community Fund

Grant Application Guidelines

Introduction

The Employees Community Fund (ECF) of San Antonio is part of an international network of Boeing employee-owned and operated nonprofit charitable foundations that funds primarily health & human services organizations. Agencies must have been in operation and maintained a 501(c)(3) nonprofit status (as defined and approved by the Internal Revenue Service) for the past three consecutive years. In addition, the organization's services must be open to all members of the community, regardless of sex, race, religion, ability to pay, or other background.

Organizations should scale grant request amounts to project needs while taking into account pending or committed funding from other sources.

Geographical Restrictions

Agencies must serve San Antonio and its surrounding communities in order to be considered for funding. Agencies must reside in the local community where the ECF members work and live. Questions defining the surrounding community will be reviewed by Advisory Board members on a case by case basis.

Timeline

Proposals are accepted year-round. Decisions are generally made within one hundred and twenty days of proposal receipt. Requesting organizations will be notified if additional information is needed, if a site visit is required, and when a final decision is reached.

Specific Guidelines

The goal of the ECF Advisory Board Team is to disburse the ECF budget considering the following focus area objectives, in order of priority:

Category 1 – Services providing for food, shelter, clothing and health care service to the low income, indigent members.

Category 2 – Services providing for the physically challenged and mental/emotional health care.

Category 3 – Special educational services to poor, low income and particularly for physically/mentally challenged students.

Category 4 – Supplemental books, supplies and equipment in support of the cause.

Category 5 – Walk-a-thon, Bike-a-thon and similar activities will also be considered.

Category 6 – Employee recommended or services used by Boeing employees and/or their family members

Category 7 – Environmental, Arts & Cultural, Education and Civic programs

Category 8 - The following types of services are NOT considered for ECF grants:

- Political organization and action committees;
- Labor Unions
- Fraternal, sectarian, social, or similar groups;
- Religious organizations, Churches, and Cemeteries
- Private foundations, scholarships and endowments;
- Employee expenses, death charges and contributions;
- Sponsorships, tours, and trips, etc. for the purposes of fundraising activities and promotions;
- Vehicle and related expenses for agency staff;

Instructions for Applying for ECF Funding

Agencies must apply using [Boeing's online grant application](#). Hardcopy applications will not be accepted. An invitation code is not required for the ECF of San Antonio.

If requesting agencies are referred to ECF by a Boeing employee or other agency associated with Boeing, this information must be included in the grant application.

Each ECF grant application must be completed in its entirety by an authorized employee or board member of the organization.

Grant funds must be expended for the stated purposes and at the stated location as described in the completed ECF grant application.

Organizations applying for an ECF grant must agree 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 representatives within the past three years.

Organizations that operate multiple chapters or affiliates under the same 501(c)(3) nonprofit letter in the San Antonio 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 identification number can submit a separate application for funding as long as they have operated under that tax identification number for the past three consecutive years. Local chapters of national organizations will also be asked to provide local operating budget. Grant funds may not be shared with or sent to an organization's national headquarters or branch offices.

Any complimentary items or considerations are not to be offered or provided to any persons or organizations associated with sponsoring an ECF grant application. Complimentary items resulting from an approved ECF grant must be submitted directly to the San Antonio ECF focal.

Agencies are not allowed to submit more than one application per 12 month period.

Contact Information

For additional information, contact ECF San Antonio via e-mail at the following email addresses. You may expect a reply within 72 hours.

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