

LOCAL CORPORATE GRANT-MAKING GUIDELINES: **SAN ANTONIO**

Are unsolicited grants accepted or do I need an invitation code?	No. INVITATION CODE IS REQUIRED. If you have not been given an invitation code, your request will be denied.
If I need an invitation code, how do I acquire one?	After reviewing our corporate guidelines and local objectives, please contact Shantel Wilkins (shantel.wilkins@boeing.com or 210.932.7369) for the letter of inquiry requirements. You must provide all the information requested and then submit your letter of inquiry (mail, e-mail or fax).
Do you only accept proposals during specific timeframes?	Yes, letters of inquiry are accepted from Jan. 3 – March 31. They are reviewed in April and May. Organization will be notified in June – July with our decision.
What is the average size of your cash grants?	No more than \$50,000. Organizations need to be specific about what our dollars will support.
Do you accept requests for in-kind donations and if so, what do you generally donate?	Yes, we have surplus items throughout the year. We will send out what is available through the Non profit Resource Center of Texas when items are available. Organizations are responsible for collecting the items.
Can I apply for Boeing corporate, ECF, sponsorships and in-kind resources?	Yes, but understand that our resources are limited.
If I call or email with a general question, how soon will someone get back to me?	You will generally get a response within 72 hours of receipt. Your patience is appreciated.
Once I submit my grant application when will I hear if it's been approved?	Organization will be notified in June – July with our decision. Organizations will be contacted if additional information is required and/or a site visit. Please do not send unsolicited material. Your patience is appreciated.
Do you accept grant applications in all five Boeing focus areas?	Yes, we accept application from all focus areas.
Within the standard Boeing focus areas, does your local grant-making concentrate on anything specific?	Yes, in the Arts & Culture focus area – we are interested in programs that bring Arts back in the classrooms, as well as after school and summer arts programs for children.
What is the best method for contacting my GCC focal?	If your organization has additional questions or need more guidance, e-mail is preferred (shantel.wilkins@boeing.com), but I can also be reached by phone (210.932.7369), Mon. – Fri. from 7:00 a.m. – 3:30 p.m. If you leave a message, please explain the reason for your call.