



## Grant Funding Guidelines 2012

The ECF considers grant applications from not-for-profit organizations which have an IRS determination of tax exemption under Section 501. All agencies applying are required to comply with the Patriot Act per federal law.

### **Mission Statement**

The Employees Community Fund of Boeing South Carolina is a unique employee giving program that allows employees to support the needs of our local community in an impactful way. Our mission is to find partners who catalyze positive, sustainable change in the Tri-county region in our five focus areas for investment: arts and culture, civic, health and human services, education, and the environment.

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

### **Focus Areas**

- Health and Human Services
- Environment
- Civic
- Education
- Arts and Culture

### **Locations**

Since employees of the Boeing Company in South Carolina contribute to the ECF of Boeing South Carolina, primary consideration is given to those agencies which are in the following counties: Charleston, Berkeley, and Dorchester.

All funds are distributed by the ECF of Boeing South Carolina Site Advisory Board. 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.

### **ECF Grant Guidelines and Information:**

1. Agencies must fall within the requirements of Internal Revenue Service code 501(c)(3).
2. Agency must be located in or have significant operations in the Tri-County (Berkeley, Charleston, and Dorchester) region to be considered for funding.
3. Agencies may submit only one grant application per calendar year within the grant application period.

4. Agencies may submit only one project per grant application.
5. Agencies must apply using Boeing's online grant application CyberGrants. Hard copy submissions will not be accepted.
6. Because of the volume of grant proposals received by ECF South Carolina, we will only accept grant applications during the timeframe outlined each year. All grant submissions outside the grant application period will be declined and are encouraged to be submitted during the next grant application period.
7. Grant proposals may be funded in full, in part, or declined.
8. Agencies must re-apply for funding each year. The ECF of Boeing South Carolina makes no implication that any agency is guaranteed funding from year to year.
9. Agencies will be notified when funding decisions have been made.
10. Grant requests will be automatically declined if:
  - Your agency submits a grant application before or after the specified grant application timeframe. Note: you may log-in and begin your grant proposal at any time. However, do not submit your proposal until the specified submission timeframe arrives.
  - Your agency neglects to submit grant impact reports if a grant was received from ECF the previous year. (Boeing's CyberGrants system will send you an e-mail reminder and a link to the e-form when your impact reports are due.)
11. PLEASE NOTE: Grant applications are accepted only during a specific timeframe each year.

Annual grant application period	January - February
Evaluation of grant requests	March-August
ECF Board grant funding decisions	April-August
Grant awards	March-September

**Restrictions**

*Areas that do not qualify for grant application (because of policy and/or law) include:*

- Political organizations or programs.
- Sectarian, fraternal, social, religious, or similar organizations.
- Private foundations.
- Travel, trips or tours.
- Dinner tickets, conferences, seminars, pageants, auctions, athletic teams, scout troops, raffle tickets, sporting events, and related activities.
- Service clubs and other third-party activities or projects.
- Fundraising sponsorships, either individual or group.

**Additional Information:**

Your agency may log in and create a grant proposal at any time. However, do not submit your proposal until during the grant application period. Untimely submissions will be declined.

Update your agency's contact information and login information as necessary each time you apply for a grant. This will ensure that all communications from ECF about your proposal reach the appropriate contact person at your agency. If a listed contact is no longer with your agency, please email [Christine Ray](#) or call 843-641-1184, so that we may delete that contact from your agency profile.

Utilize the "Need Support" link at the bottom of each screen of the online application to help answer frequently asked questions.

If your agency is part of a national organization, please submit financial documents reflecting your local operations.

All requested documentation and information should be uploaded into the grant application by the end of the grant application period. If you are requesting tangible items (i.e., computers, equipment, systems, etc.), the board may request additional details (such as price estimates, vendor quotes) for the requested equipment/program items. Quotes can be uploaded to the grant application online under Project Budget Upload or ECF Addendum sections.

**Review Process:**

We will make the most impactful grant award decisions by:

- Identifying priority issues on which ECF grants will have the greatest impact to our community
- Valuing and reflecting the diversity of our community
- Contributing to agencies' projects which have demonstrated success in their impact on the community
- Following up on our contributions to ensure positive impact to the community

Once your electronic grant application is received, the ECF of Boeing South Carolina Site Advisory Board members will review eligible grant applications, conduct site visits, evaluate and vote to allocate funds based on proposed use, comparative need, and the overall funds available for distribution. An ECF board member will contact eligible agencies for site visits/evaluations following the application due date. As such, a representative from your agency must be available to meet with an ECF representative at your place of business.

Contributions may not be shared with or sent to an agency's national headquarters or branch offices. ECF of Boeing South Carolina reserves the right to contact the vendors/suppliers used by the agency to verify purchases made with ECF grant funds.