# 2025 ECF Grantmaking Guidelines

## Colorado Chapter

The Colorado Chapter Grantmaking Committee is part of the Boeing Employees Community Fund (ECF) - an international network of Boeing employee-funded and operated nonprofit charitable foundations. Grants awarded have typically ranged from $2,500 to $5,000, depending on the amount of funds that the local chapter has available at the time of the request and the number of grant requests received during that same year.

Agencies must apply using The Boeing Company's online grant application process provided by our vendor SmartSimple (http://www.boeing.smartsimple.com).

## ECF focus areas

The Colorado Chapter primarily funds Health & Human Services (H&HS) organization requests from local non-profit organizations (NPO), but has also funded other worthy NPO organizations or efforts related to other fields (education, social support and development, etc.).  The main priority for the Colorado Chapter is to support and fund local (Denver and/or Colorado Springs metro areas) NPO organizations that provide a necesssary service to the local communities as part of the overall Boeing Global Engagement strategy and Community Involvement.

## ECF funding criteria

Please follow these instructions carefully to insure that your application is eligible for review.
• 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 (those withh red asterisk "*") in the application must be completed
• If your agency was a recipient of an ECF grant the previous calendar year, you also have a requirement online through the SmartSimple website to submit a grant close-out (impact) report.
  o Select "Impact Report" from the far left menu online
  o Select the "Impact Report" link under "Activity Type on the next page
  o Complete the fill-in sections (red asterisk "*" fields) on Number of people served, actual outcomes and upload any pictures or media report on the project/effort
  o The grant Impact Report will be accessible online soon after the grant is Approved and awarded
  o Failure to submit a grant Impact report may cause you to not be able to submit a future year grant request.  Please complete the Impact Report as soon as possible after receiving the grant award and spending the funds.

## ECF does not fund

- A grant that requests more than 10% of an agency's gross annual revenue
- Agency operating costs
- Agency that has been a 501c3 for less than three years
- Agency whose mission is either "Pro-Life" or "Pro-Choice." The issue is too divisive.
- Agency with annual revenues less than $150,000
- Animal welfare nonprofits
- Arts, Cultural, Civic and Environmental nonprofits
- Churches and places of worship
- Fundraising foundations (ECF supports nonprofits that are the direct-client provider)
- Fundraising efforts (including thrift shops) and agency advertising
- Hospitals or other medical organizations with revenues greater than $50,000,000
- Individuals
- Medical research
- National fund drives
- Pass-through entities
- Paying off debt
- Public and Private schools
- Reimbursement for equipment already purchased or built
- Scholarships
- Seed money grants for new programs
- Specialized software for administrative use
- Tax-supported institutions (police and fire departments, city parks, libraries, etc.)
- Vehicles for use by agency staff
- Warranties and equipment maintenance

## How to be considered for a grant

Annual Timeline (Calendar Year 2025)

The Colorado Chapter Grantmaking Committee will be collecting and evaluating all grants that were completed and in "Focal Review" state on SmartSimple website no later than Sunday, 15 June 2025. After 15 June 2025, grants in the "Draft" state have incomplete portions and will not be considered for a CY2025 Grant Award. Grant evaluation, analysis and the completion of NPO Due Diligence visits occurs between April - October 2025 and grant awards in Nov/Dec 2025 timeframe.

Only one Grant request can be made each calendar year by the same organization. The Colorado Grantmaking Committee reviews grants with no consideration of "time-sensitive" applications. Grant awards do not necessarily indicate continuing support in subsequent years.

## Organization eligibility

- Only organizations that are in good financial standing and have had an Internal Revenue Service designation as a nonprofit 501(c)(3) public charity (or similar designation under the relevant law for international organizations) for at least two years will be eligible to apply for a grant.

- Certain types of organizations will be ineligible to apply for grants including: (1) organizations that denigrate or advocate discrimination or violence toward any racial, ethnic or cultural group; (2) political organizations; and (3) fraternal, sectarian, social, religious, or similar organizations.

- Grant recipients will comply with all applicable laws and regulations of the United States and, where necessary, the nation of registry and/or operations, including, but not limited to, the U.S. Foreign Corrupt Practices Act, the USA Patriot Act, and the U.K. Bribery Act.

- The agency's services must be open to all regardless of age, gender, race, religion, sexual orientation, national origin, and presence of disability, ability to pay or other background. Prioritizing agency services and targeting therapeutic programs to specific populations will not disqualify an agency from consideration. Furthermore, the agency must not discriminate against its staff or volunteers based on age, gender, race, religion, sexual orientation or identity, national origin, and presence of disability, or other background.

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All applicants will be required to complete an electronic application that includes a grant proposal and a written agreement setting forth the terms of the grant. The application requires disclosure of the mission statement, the governing board members and their affiliations, the top five highest paid staff members, a breakdown of funding sources, a detailed description of the project for which funding is sought and the community needs that the project will address, the expected outcomes of the project, and the number of people who will benefit from the project

### Documentation required with application
- Organization's operating budget
- IRS 990 and/or audited financial statements
- Project budget
- IRS determination letter

### ECF grant application access

ECF uses a grant application system called STAR. You can access STAR by going to: https://boeing.smartsimple.com - Please see detailed instructions below.

- **Please follow these instructions if you have previously applied for an ECF or Boeing grant:**
  a. Go to Boeing's grant application website (https://boeing.smartsimple.com/s_Login.jsp)
  b. Enter your password or select Forgot Password

c. Enter your organization email address in order to get a link sent to that email with instructions to update your password

d. Create an updated password and then log in

e. Complete your organization's profile (some information might have carried over from a previous application)

f. Initiate and complete the ECF application online

**If you have never applied for an ECF or Boeing grant, please contact a Colorado CGC member at COEmployeesCommunityFund@exchange.boeing.com to request access to the system.**

## Chapter contact information

Email: COEmployeesCommunityFund@exchange.boeing.com

## Timeline (for CY2025 Grant requests)

| Applications Open | Application Deadline | Awards Announced |
|---|---|---|
| 7/1/2024 | 6/15/2025 | 12/19/2025 |