



2021 ECF Grantmaking Guidelines

Portland Chapter

The Employees Community Fund of Boeing Portland (ECF) is an employee-owned and managed charitable giving program. The ECF has been building better communities and making a positive impact in the Portland metropolitan area where our employees live and work.

ECF makes grants to local 501(c)3 Health & Human Service nonprofits, such as food banks, job-training programs, shelters, transitional housing, mental health services, low-income medical clinics, youth programs and so much more.

We fund equipment, renovations and capital assets purchases that positively impact the children, families and individuals who seek assistance and support from your nonprofit. The ECF Chapter Grantmaking Committee looks for the “direct client benefit” of each grant to ensure that our employees’ contributions directly help those in need.

The Portland Chapter of the ECF is managed by a Chapter Grantmaking Committee (CGC) of members made up of Boeing employees who serve a two-year term and who continue to work their Boeing full time jobs. Boeing Portland employees contribute to the pooled fund, so the CGC can make capital asset grants to nonprofits in the Portland metropolitan community.

The Employees Community Fund of Boeing Portland should not be confused with The Boeing Company. These are two separate funding entities with different funding guidelines and different strategies.

ECF focus areas

Capital Asset grants will be considered for 501(c)3 Health and Human Service agencies in the Portland metropolitan area where our employees live and work. The Portland Chapter of the ECF no longer provides operating fund grants.

ECF funding criteria

Consideration is given to nonprofits that are requesting support to upgrade, replace or modify elements of their infrastructure. The goal should be to allow such organizations to continue to provide their services efficiently and effectively and enhance their direct client benefit by aiding them in procuring items and equipment with a useful life of over three years, such as a refrigerator. Your grant request should be for a capital asset (not expenses, supplies, or wages) that you can depreciate and has direct client benefit. The ECF generally prefers to fund grants that have direct client benefit because the impact of our donors’ contributions are more easily seen. However, the ECF

understands that some capital assets required for purely administrative functions are required to ensure the efficient and reliable functioning of the agency so these grant requests will also be considered.

Below is a list of items that would qualify for capital asset grant requests:

- Equipment (office, kitchen, industrial, furniture, etc.)
- Vehicles used to support clients and/or transport food & goods
- Digital media used to support clients
- Remodels and/or renovations (nonprofit must own the building or hold at least a 10-year lease)
- Purchase or construction of new buildings
- Computers for direct client benefit/use

ECF typically awards grants to non-profits in the range of \$5,000 to \$10,000.

ECF does not fund

Below is a full list of what ECF does not fund:

- Seed money grants for new programs
- Fundraising foundations (ECF supports nonprofits that are the direct-client provider)
- Agency operating costs
- Agency that has been a 501c3 for less than three years
- Animal welfare nonprofits
- Arts, Cultural, Civic, Education, and Environmental nonprofits
- Fundraising efforts (including thrift shops) and agency advertising
- Capital drives to raise money
- Individuals
- Medical research
- National fund drives
- Paying off debt
- Public and Private schools
- Recreational activities (Little Leagues, etc.)
- Reimbursement for equipment already purchased or built
- Scholarships
- 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

Furthermore:

- Religious organizations (i.e. churches) with a distinct, separate Health & Human service program that is open to those of any or no faith, and which do not proselytize in exchange for services, may be considered if they also have a 501(c)3 to submit for funding.

- All organizations must have a 501(c)3 status. ECF does not fund “umbrella” organizations for nonprofits who are not yet registered as 501(c)3s.
- Do not ask for funding of an item that has already been purchased by the nonprofit or that will be purchased during the grant review timeline. Do not ask for funding of an item that needs funded immediately as the ECF process does take several months.

How to be considered for a grant

To be considered for a grant your organization must submit a grant application via the STAR system and request an item that meets the above funding criteria. At this time the Portland Chapter of the ECF is focusing on support for local Health & Human Services nonprofits. If you feel that you meet the grant guidelines above and the below eligibility requirements, see the following section for how to submit a grant application via the STAR system. If you are uncertain of your eligibility or if you would like to discuss your grand idea before submitting the capital asset grant application, you may contact the Portland Chapter Grantmaking Committee of the ECF at ECFPortland@boeing.com.

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

- **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 ECFPortland@Boeing.com to request access to the system.**

Chapter contact information

Email: ECFPortland@Boeing.com

Timeline

Applications Open	Application Deadline	Awards Announced
1/1/2021	2/28/2021	10/1/2021