

## 2023 ECF Grantmaking Guidelines

### Houston Chapter

The Employee Community Fund (ECF) of Boeing Houston is an employee owned and operated organization supported through employee payroll deductions or gifts. The ECF Board of Directors manages and disburses funds collected on behalf of the ECF consistent with its charter and in the local communities where the members work and live. The ECF Board also promotes membership and contributions to the ECF and leads the annual ECF Awareness Campaign for the Houston site.

### ECF focus areas

The focus of the Houston Chapter is to provide financial support to help local non-profit organizations distribute and deliver health and human services to meet the community's demands regardless of gender, race, religion, social stature, and sexual orientation.

### ECF funding criteria

Grant applications will be reviewed by the board in the order they are received. The board will collectively will approve/disapprove the grant request. Once a determination has been made, approved grants will be paid based on the quarterly pay out schedule.

### ECF does not fund

The following organizations and services are NOT eligible for ECF grants:

- Political organizations and political action committees.
- Labor unions.
- Organizations that serve international interest.
- Organizations that have excessive administrative costs (typically greater than 20%)
- Fraternal, sectarian, social, auxiliaries or similar groups.
- Religious organizations, churches, and cemeteries.
- Educational institutions except those dedicated solely to the physically/mentally challenged.
- Environmental and beautification.
- Recreational activities like sport organizations and service club activities except those dedicated solely to the physically/mentally challenged.
- Endowments and individual scholarships.
- Medical research and experiments.
- Employee expenses, death charges and contributions.
- Animal shelters and related organizations.
- Individual sponsorships, trips and tours, etc. for the purpose of fund raising activities and promotions.
- Vehicles and related expenses not used solely for client services.
- Arts and cultural.

- Tax-supported endeavors, except joint government and private enterprise projects.

### How to be considered for a grant

To be considered for a grant, an organization must offer products and services that meet the local community's needs for health and human services. Each organization must be currently registered under Section 501c(3) of the Internal Revenue Service as a tax exempt organization. Each organization must have been in operation and maintained a 501c(3) non-profit status (as defined and approved by the Internal Revenue Service) for 3 consecutive years. The offering of these services must not be restricted based upon gender, race, religion, social stature, and sexual orientation. Health and human services are defined as:

- Services providing for food, shelter, clothing, and health care services to the low income, indigent members, and those affected by abuse
- Services providing for physical /handicap, and mental /emotional health care.
- Special educational services to poor, low-income, and particularly for physically/mentally challenged students
- Supplemental books, supplies, and equipment in support of the cause.

The organization may be part of a larger regional or national organization, however the products and services offered must be delivered locally in the communities in which members of the ECF of Boeing Houston live, work and serve.

Organizations meeting the eligibility requirements described above must complete a grant application in its entirety by using the STAR system, which is our online application system. Each grant application is assigned to a ECF Board member. The ECF Board will evaluate each grant application to ensure eligibility requirements are met and the benefits and value of services to be delivered merits the mission of the organization. Grant evaluators perform the appropriate due diligence and prepare an evaluation to be discussed with the board collectively.

It is the ECF Board's policy to require a grant-requesting organization complete and submit an Impact Report for any ECF funds already received before additional funds can be awarded for any pending/outstanding grant applications

### 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](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 [ECFHouston@exchange.boeing.com](mailto:ECFHouston@exchange.boeing.com) to request access to the system.**

### Chapter contact information

Email: [ECFHouston@exchange.boeing.com](mailto:ECFHouston@exchange.boeing.com)

### Timeline

Applications Open	Application Deadline	Awards Announced
1/3/2023	3/1/2023	5/1/2023



Employees  
Community  
Fund of Boeing