



## 2025 ECF Grantmaking Guidelines

### New Mexico Chapter

The Employees Community Fund (ECF) enables Boeing employees to collectively support the needs of New Mexico Communities through grant funding. Employee contributions to the ECF are made through payroll deduction and are administered by a volunteer Advisory Board comprised of local Boeing employees.

The New Mexico ECF awards grants to eligible non-profit agencies who carry out a mission focused on STEM (science, technology, engineering and math) programs for K-12 schools and public universities in the state, veteran outreach, and community enrichment. We are small but mighty, giving many small non-profits a funding opportunity to have a meaningful impact on youth, veterans, and communities where our employees live and raise families. We also are strong supporters of programs that help foster the next generation of engineers and scientists who will one day work for companies like ours.

### ECF focus areas

**Education:** We work to create cradle-to-career pathways to strengthen and diversify the pipeline of skilled workers. We seek to improve kindergarten readiness, particularly in mathematics; to generate interest and sustained participation in STEM disciplines through hands-on, experiential learning; and to graduate more students who are ready to enter industry-related careers and/or STEM focused post-secondary education.

**Veterans:** Not only do we deliver innovative and agile equipment, capability and services to our nation's military, we are committed to making sure that our armed forces continue to have the advantage after their service is done. From our hiring and employment programs to our grants and volunteer activities, we want to help them and their families' transition successfully into civilian life.

**Community:** Maintaining a local focus and flexibility to respond to local needs is vital to Boeing's charitable investment and employee engagement strategy. In order to succeed on this front, we focus on issues that are of importance to New Mexico, such as providing food, shelter, clothing, rehabilitation, improving the quality of life to include life skills and/or other basic services to persons/groups in need.

### ECF funding criteria

All applicants for charitable support from The Boeing Company must be a U.S.-based 501(c)(3) charitable organization in current standing with the IRS.

We place emphasis on sustainable, scalable, and replicable programs beyond the period of investment. We emphasize programs that are catalysts for positive and systemic change and have a broad base of community support. While we recognize that there are many factors affecting individual and community well-being, we place emphasis on addressing prevailing socio-cultural factors, such as disparities between populations, in our grantmaking.

### ECF does not fund

Please refer to the guidelines on our website:

[https://www.boeing.com/resources/boeingdotcom/principles/community-engagement/pdf/Grants\\_Exclusion\\_Guidelines.pdf](https://www.boeing.com/resources/boeingdotcom/principles/community-engagement/pdf/Grants_Exclusion_Guidelines.pdf)



## How to be considered for a grant

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

## 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



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Fund of Boeing

- 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 [Jonathan.J.Gallegos@boeing.com](mailto:Jonathan.J.Gallegos@boeing.com) to request access to the system.**

### Chapter Contact Information

- Board President: [Jonathan.J.Gallegos@boeing.com](mailto:Jonathan.J.Gallegos@boeing.com)
- Board Secretary: [Elaine.L.Landon@boeing.com](mailto:Elaine.L.Landon@boeing.com)

### Timeline

Applications Open	Application Deadline	Awards Announced
1/1/2025	3/31/2025	5/31/2025