2024 ECF Grantmaking Guidelines

California: High Desert Chapter

The Employees Community Fund (ECF) of Boeing, High Desert chapter is an employee-owned and operated nonprofit organization. ECF of Boeing High Desert, California funds organizations from the contributions of Boeing employees made through payroll deductions to support charitable organizations in areas where contributors live and work in the Los Angeles and Kern counties.

The Employees Community Fund is a unique employee giving program that allows employees and retirees to support the needs of their local communities through tax-deductible recurring payroll deductions or one-time gifts. The Boeing Company provides administrative and system support as an in-kind donation. The ECF pledge to its members is that 100% of the dollars contributed will be returned to the areas where contributors live and work.

ECF focus areas

Veterans, Homeless, Children

ECF funding criteria

To be considered for a grant, organizations must:

1. Have an Internal Revenue Service designation as a nonprofit, tax-exempt public charity, a 501(c)(3) for at least two years
2. Have a referral from a Boeing employee or retiree who contributes to ECF (an email is sent to referred nonprofits inviting them to apply)
3. Propose a specific project to be funded in the community in the local designated giving counties (Los Angeles, Orange, San Bernardino, Ventura, Riverside and San Diego)
4. Nonprofits may submit only one grant application for one project per every calendar year. Impact reports must be received one year after grant approval to continue to be eligible for future grants.
5. Receiving a grant does not indicate that continued support will be given annually. Nonprofits must be referred by an ECF contributing member and must be invited to apply each year.
6. Receiving a referral does not guarantee a grant approval of any kind. Final decisions are made by the ECF, Southern California grantmaking committee.
7. Approved grant amount may differ from requested amount

ECF does not fund

The following are not considered for grants because of policy, budget limitation, and/or federal law:

- Political organizations or programs
- Fraternal, sectarian, social, professional, religious, auxiliaries, service clubs, or similar groups

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- Youth sports organizations and educational institutions—except those dedicated solely to the disabled
- Organizations supported in large part by government funding—except joint government and private enterprise projects
- Private foundations
- Trips, tours or fundraising sponsorship (group or individuals)
- Fundraising events, including courtesy advertising, conferences, or dinner tickets
- Scholarships
- Endowments

How to be considered for a grant

Grant applications are by invitation only. Nonprofits are invited to apply after they are referred by a Boeing employee or retiree who contributes to the ECF Pooled Fund.

An ECF Grant making committee member or volunteer may contact eligible nonprofits to schedule a site visit or for further evaluation following the application due date.

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

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- 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** HighDesertECFChapter@boeing.com **to request access to the system.**

Chapter contact information

Email: HighDesertECFChapter@boeing.com

Timeline

Applications Open	Application Deadline	Awards Announced
By invitation Only	**Deadlines are included in grant invitation email**	**Approximately 30 days after grant deadline**

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