



2023 Employees Community Fund Grantmaking Guidelines

Chicago Chapter

The Chicago Chapter of the Employees Community Fund is one of the chapters of The Boeing Company's employee-owned and managed nonprofit charitable organization. Boeing pays all of the administrative costs of the fund, so each and every dollar that employees contribute to the fund is distributed directly to local nonprofit organizations to support and advance their work in the community. ECF Grants are made possible by the regular donations of Boeing employees who want to make a significant and lasting impact on their local community by pooling together their resources.

ECF focus areas

The Chicago Chapter focuses on established nonprofits in the following areas: Arts and Culture, Education, Environment, and Health and Human Services. We emphasize programs that are sustainable, scalable, and replicable beyond the period of investment. Nonprofits are evaluated on a number of factors, including their history, mission, impact in the community, success of recent initiatives and alignment with our goals. Because we will not fund organizations on an ongoing basis, it is critical that the organization be able to sustain a project on a going-forward basis without additional funding from ECF. Grants vary in size (typically between \$3,000 and \$10,000) depending on the project, as well as the number and quality of other grant applications and the amount of employee contributions to the Chicago Chapter in a given year.

Each year we receive many more grant requests than we are able to fund. While it is not possible for every organization to receive funding, those that are in alignment with our goals and mission are given careful consideration. Applicants that are referred to by Boeing employees who contribute to the Chicago Chapter of the fund are prioritized over other applicants.

Geographic requirements

We only consider grant requests from nonprofits based in and serving the communities in which local Boeing employees live and work, including Chicago and its metropolitan area as well as parts of Northwest Indiana. All funds from any ECF of Chicago grant must directly serve only these local communities.

ECF does not fund

- Pass through organizations
- Political organizations or programs
- Public or private schools
- Fraternal, sectarian, social, religious, parent/teacher organizations or similar groups
- Religious activities, in whole or in part, for the purpose of furthering religious doctrine (Faith-based organizations must provide services to all clients regardless of denomination and without expectation of clients' participation in religious activities.)
- Sports or recreational activities
- Scholarships, fellowships or grants to individuals



- Private foundations
- Capital campaigns, endowments or memorials
- Sponsorships, fundraisers, benefits, conferences or advertising
- Hospitals, hospital foundations, medical research, and health-related awareness campaigns
- Trips, tours or travel
- General operating costs and expenses (e.g. salaries, insurance, utilities, etc.)

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 for at least two years will be eligible to apply for a grant.
- Prior grant recipients must wait at least two years before applying for another grant. For example, if you received an ECF grant in 2018 you may not apply for another grant until 2020. Organizations that did not submit completed grant impact reports for prior grants are ineligible to receive any future funding.
- 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 organization'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 services and targeting therapeutic programs to specific populations will not disqualify an organization from consideration. Furthermore, the organization 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.

Application requirements

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 requirements include 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 grantapplication 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 BoeingChicagoECF@boeing.com to request access to the system.**

Timeline

We review grant applications on a rolling basis, year-round. There are no deadlines.

Chapter contact information

Email: BoeingChicagoECF@boeing.com