



2025 ECF Grantmaking Guidelines

Portland Chapter

The Employees Community Fund of Boeing Portland (ECF) is a charitable giving program wholly owned and managed by the employees of the Boeing Company. Through the awarding of financial grants, ECF works to better communities and make a positive impact on the residents of the greater Portland metropolitan area.

ECF makes grants to local 501(c)3 Health and Human Services nonprofit organizations such as food banks, job training programs, shelters, transitional housing, mental health services, low-income medical clinics and youth programs.

We fund equipment, renovations and other capital asset purchases that will positively impact the children, families and individuals who seek assistance and support from your nonprofit. The ECF Chapter Grantmaking Committee (CGC) looks for the direct client benefit of each grant to ensure our employees' contributions are making the most impact for those in need.

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

ECF Focus Areas

Grants will be considered for 501(c)3 Health and Human Services agencies in the greater Portland metropolitan area. Additionally, religious organizations with a distinct, separate Health and Human Services program that does not discriminate based on faith and does not proselytize in exchange for services, may be considered as long as the program is operated by a 501(c)3 charitable organization.

ECF Funding Criteria

Consideration is given to nonprofits requesting support to enhance, replace or modify elements of their infrastructure through the procurement of capital assets that are depreciable and have a direct client benefit.

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

- Equipment (office, kitchen, industrial, furniture, et cetera)
- Vehicles used to support clients and/or transport food and goods.
- Remodels and/or renovations (must own the building or hold at a minimum a 10-year term lease)
- Computers for direct client benefit/use

ECF grant award amounts are up to \$40,000.



ECF Does Not Fund

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

- Supplies and materials to support client programs
- Seed money grants for new programs
- Foundations whose sole purpose is fund raising
- Agency operating expenses
- Animal welfare nonprofit organizations
- Arts, Cultural, Civic, Education, and Environmental nonprofit organizations
- Fundraising efforts, including thrift shops, and agency advertising
- Capital campaigns
- Individuals
- Medical research
- Debt reduction
- Public and private schools
- Recreational activities
- Reimbursement for previous purchases
- Scholarships
- Software for administrative use only
- Government agencies
- Vehicles for use by agency staff
- Warranties and equipment maintenance

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

- Did not receive a grant from the Portland Chapter of ECF in the previous year
- Only Health and Human Services organizations in good financial standing with an Internal Revenue Service designation as a 501(c)3 charitable organization for a minimum of the previous two years will be eligible to apply for a grant
- Certain types of organizations will be ineligible to apply for grants including:
 - Organizations that denigrate or advocate discrimination or violence toward any racial, ethnic or cultural group
 - Political organizations
 - Fraternal, sectarian, social, religious (see exception in the ECF Focus Areas section), 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 United States Foreign Corrupt Practices Act, the USA Patriot Act, and the UK 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.

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 additionally requires disclosure of the following:

- Mission statement
- Governing board members and their affiliations
- The top five highest paid staff members
- A breakdown of funding sources
- A detailed description of the project and the community needs addressed
- The expected outcomes of the project
- The number of people who will benefit from the project

Documentation Required with Application

- Organization's current operating budget
- IRS 990 tax return and or audited financial statements
- Project budget
- IRS 501(c)3 determination letter

ECF Grant Application Access

Please follow these instructions if you have previously applied for an ECF or Boeing grant:

- Go to Boeing's grant application website https://boeing.smartsimple.com/s_Login.jsp
- Enter your password or select **Forgot Password**
- Enter your organization email address in order to get a link sent to that email with instructions to update your password
- Create an updated password and then log in
- Complete your organization's profile (some information might have carried over from a previous application)
- Initiate and complete the ECF application online
- Incomplete applications will not be considered - all components are required.

If you have never applied for an ECF or Boeing grant, please email ECFPortland@boeing.com and request access to the system.

Chapter Contact Information

e-mail: ECFPortland@boeing.com



Timeline

Applications Open	Application Deadline	Awards Announced
1/1/2025	4/30/2025	9/30/2025