



2024 ECF Grantmaking Guidelines

Pennsylvania Chapter

The Employees Community Fund of Boeing Pennsylvania (ECF) is a charitable giving program that is wholly employee owned and managed. The ECF, through the awarding of financial grants, builds better communities and makes a positive impact in the tri-state area (PA, NJ, DE) where our employees live and work. The Employees Community Fund of Boeing Pennsylvania should not be confused with The Boeing Company. These are two separate funding entities with different funding guidelines and different strategies.

ECF focus areas

Health & Human Services, K-12 Education, Community Enrichment, Social Services programs, and Veterans programs carried out in the tri-state area (PA, NJ, DE). Grants vary in amount, typically between \$5,000 to \$10,000, depending on the project, the number and quality of other grant applications, and the amount of employee contributions to the chapter in a given year.

ECF funding criteria

Programs must be carried out locally in PA, NJ or DE. Organization must complete an application in the STAR System. 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.

ECF does not fund

The following are not eligible for funding: pass through organizations, 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), capital campaigns for bricks and mortar projects, private foundations, travel expenses, trips, tours, dinner tickets, conferences, seminars, pageants, auctions, athletic teams, scout troops, raffles, tickets, sporting events, service clubs and other third-party activities, fundraising sponsorships for individuals or groups, general and administrative costs and printing for auction booklets, tickets, or one-time use items (i.e. invitations or flyers).

How to be considered for a grant

Submit a grant application via the STAR system. Organizations can only submit one application per grant cycle and the CGC makes no implication that any applicant will be guaranteed funding from year to year. Organizations will not be considered for multiple grants in one calendar year.

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.

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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).
 - 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, contact CGCPhiladelphia@exchange.boeing.com to request access to the system.**

Chapter contact email: CGCPhiladelphia@exchange.boeing.com

Timeline

Application Deadline	Awards Announced
4/1/2024	6/2024
8/1/2024	10/2024