



2024 ECF Grant making Guidelines

Arizona ECF Chapter

Arizona Chapter Grant making Committee (CGC) members are active in the community and insure every grant is worthy of putting on a bill board. All donations are from Arizona Boeing Employees and 100% of contributions are invested into the community across Arizona. The Arizona CGC reviews every grant request, regardless of how many times we have given to a charity before. There is no guarantee that year after year a charity will receive funds. The time to check a 501c3 is time consuming but we owe that to our employees that donate. If you have any questions, please contact the Arizona (CGC) at MesaECF@boeing.com .

ECF focus areas

Arizona CGC funding categories include Health, Education, Community Enrichment, and Social Services.

ECF funding criteria

- Agencies must fall within the requirements of Section 170(c) of the Internal Revenue Code and must also qualify with the Internal Revenue Service as a Section 501(c)(3) organization.
- Agencies must be designated as a 501(c)(3) for at least three years prior to submitting a grant.
- Agency must be planning to use any provided funding to benefit only Arizona to be considered for funding
- Agencies may submit only one grant application per calendar year.
- Agencies must apply using Boeing's online grant application. Hard copy submissions will not be accepted.
- Because of the volume of grant proposals received by Arizona CGC, we will only accept submissions during the timeframe outlined in the invitation email.
- Update your agency's contact information and login information as necessary each time you apply for a grant. This will ensure that all communications from CGC about your proposal reach the appropriate contact person at your agency. Contact MesaECF@boeing.com so that we may delete any out of date contacts from your agency profile.
- If your agency is part of a national organization, please submit financial documents reflecting your local operations.
- Grant proposals may be funded in full, in part, or declined. Keep in mind that the average funding amount of successful grant proposals may be \$3,000 – \$15,000.
- Agencies must re-apply for funding each year. The CGC makes no implication that any agency is guaranteed funding from year to year.
- Agencies will be notified when funding decisions have been made.
- Grant proposals are due by 11:59 PM, Arizona Time, on the last day of submittal.
- Proposal information should be specific to the requested grant (i.e.; # of people the requested project will serve, not people the organization serves at large; financial information specific to local organization, not parent organization).
- There is no formal schedule requirement. An organization can reach out to request an invite and there are multiple invites sent out throughout the year to ask organizations to send a grant request.

ECF does not fund

- Political organizations or programs
- Organizational activities promoting fraternal, sectarian, social, religious, churches, service clubs, or similar agendas
- Individual public and private schools, except those dedicated solely to the handicapped
- Organizations supported in large part by government funding, except joint government and private enterprise projects
- Trips, tours, award ceremonies or fundraising sponsorship (of individuals or groups)
- Fundraising, management and general expenses, event expenses including courtesy advertising, conferences or dinner tickets
- Scholarships or endowments
- Youth sports groups

How to be considered for a grant

For brand new organizations in STAR System or if e-mail address has changed, please email MesaECF@boeing.com for the CGC to initiate an application for you. Once 501(c)(3) is researched by ECF an invite will be sent to access the grant process. An invite to submit a formal grant request is not a guarantee. ECF members try to determine initial eligibility as not to waste time and resources for organizations prior to official approval.

To Apply click on "STAR System" if you applied previously or were an existing organization in Cybergrants, with a current email address used in Cybergrants, you may go to <https://boeing.smartsimple.com> and click 'forgot password' to create a new password. Once you login, you will see where you can start a new ECF application. Only apply if you received an invitation to submit a grant proposal.

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).
 - 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.
 - g. Utilize the “Need Support” link at the bottom of each screen of the online application to help answer frequently asked questions.

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

Chapter contact information

Email: MesaECF@boeing.com

Timeline

| Applications Open | Application Deadline | Awards Announced |
|-------------------|----------------------|------------------|
| 1/12/2024 | 8/16/2024 | 12/6/2024 |

There is no formal schedule requirement. An organization can reach out to request an invite any time and there are multiple invites throughout the year to send a grant request. In general, from the time of invite, the organization will have about a month to respond and the announcement is about 2 months later.