2025 ECF Grantmaking Guidelines

Puget Sound Chapter

The Employees Community Fund (ECF) of Boeing Puget Sound is a pooled fund consisting of recurring payroll contributions from generous Boeing employees. It funds local nonprofits that help thousands of families and individuals in the Puget Sound region where Boeing employees live and work.

ECF focus areas

ECF makes grants to 501(c)(3) Health & Human Service nonprofits such as food banks, job-training programs, shelters, transitional housing, mental health services, and low-income medical clinics. ECF seeks the **direct client benefit** of each grant to ensure that our employees' contributions directly help those in need.

ECF funding criteria

ECF has two distinct grant categories – Supporting Grants and Capital Campaign Grants.

1. Supporting Grants

Consideration is given to nonprofits/agencies that are performing well and are seeking to upgrade, replace or modify elements of their infrastructure.

- Supporting grants cannot exceed $50,000. The requested amount cannot be more than 10% of an agency's gross annual revenue.
- Supporting grants will be considered for agencies in the Puget Sound Region.
- Supporting grants help agencies continue to effectively provide services through enhanced <u>direct client benefit</u> by aiding them in procuring and/or paying for items such as:
    - Equipment (ex. office, kitchen, industrial, furniture, etc.)
    - Vehicles used to support clients and/or transport food and/or goods
    - Phone systems
    - Remodels and/or renovations (must hold at least a 10-year lease or own the building)
    - Purchase or construction of new buildings
    - Computers for direct client benefit and/or use
    - Software for direct client benefit and/or use (ex. Augmentative and alternative communication (AAC) device)
    - Information Technology expenses, without which procured tools would not work
    - External improvements for client safety (i.e. security system, exterior lighting, improved ADA accessibility, new or refinished pavement or concrete)
- Supporting grants which are accepted must be spent as approved within nine (9) months.

2. Capital Campaign Grants

Capital Campaign grants are targeted to nonprofit organizations who strive to significantly expand the numbers of people they serve.

- Capital grants range in size from $125,000 to $500,000. The requested amount cannot be more than 10% of an agency's gross annual revenue.

- Capital grants are used for renovations, equipment upgrades or to support a portion of a larger capital campaign.
- A limited number of Capital grants are made each year and are limited to nonprofits located in King, Pierce and Snohomish counties.
- Capital grants support projects that have at least one other donor pledging funding; ECF should not be the first or only donor granting funds to support the project.
- ECF does not fund any "soft costs" such as feasibility studies, architectural services, site studies, and early-stage planning.
- Capital grants which are accepted must be spent as approved within twelve (12) months.

If you would like to be considered for a Capital Campaign Grant, please send an email with a brief description of the project and a summary of how ECF grant funds would be used to "PSEmployeesCommunityFund@exchange.boeing.com" before submitting your grant application.

ECF does not fund any of the follow through a Supporting Grant or Capital Campaign Grant:
- A grant that requests more than 10% of an agency's gross annual revenue
- An agency with an annual revenue of less than $150,000
- An agency that has been a 501c3 for less than three years
- An agency's operating costs (ex. insurance, subscriptions, office supplies, salaries, personnel expenses, equipment maintenance, etc.)
- An agency whose mission is either "Pro-Life" or "Pro-Choice"
- Animal welfare nonprofits
- Arts, Cultural, Civic, or Environmental nonprofits
- Churches and places of worship
- Fundraising foundations (ECF supports nonprofits that are direct to client providers)
- Fundraising efforts (ex. thrift shops and agency advertising)
- Hospital capital drives
- Hospitals or other medical organizations with revenues greater than $50,000,000
- Individuals
- Medical research
- National fund drives
- Pass-through entities
- Paying off debt
- Public and Private schools
- Reimbursement for equipment already purchased or built
- Scholarships
- Seed money grants for new programs
- Specialized software for administrative use
- Tax-supported institutions (i.e. police and fire departments, city parks, libraries, etc.)
- Vehicles, unless they are crucial to executing the mission of the agency or central to supporting agency work directly impacting clients (ex. transport or cargo van, food truck, truck to transport materials)
- Warranties

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 three 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.

Grant application process

All applicants are required to complete an electronic application via a system called STAR (https://boeing.smartsimple.com) that includes a grant proposal and a written agreement setting forth the terms of the grant. The application requires disclosure of the agency 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, the community needs that the project will address, expected outcomes of the project, and the number of people who are expected to benefit from the project within the first year after completion.

Please follow these instructions if you have previously applied for an ECF or Boeing grant:
1. Go to Boeing's grant application website (https://boeing.smartsimple.com/s_Login.jsp).
2. Enter your password or select '**Forgot Password'** (and follow steps to create a new password).
3. Complete organization's profile: some information might have carried over from a previous application.
4. Initiate and complete the ECF application online.

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

Documentation required with application

- Organization's operating budget
- IRS 990 and/or audited financial statements
- Project budget
- IRS determination letter
- A detailed bid summary of how granted funds will be spent

Chapter contact information

Email: PSEmployeesCommunityFund@exchange.Boeing.com

Timeline

Grant Type	Applications Open	Application Deadline	Awards Announced
Supporting & Capital	12/1/2024	4/30/2025	8/1/2025