



## 2024 ECF Grant making Guidelines

### Houston ECF Chapter

The Employee Community Fund (ECF) of Boeing Houston is an employee owned and operated organization supported through employee payroll deductions or gifts. The ECF Board of Directors manages and disburses funds collected on behalf of the ECF consistent with its charter and in the local communities where the members work and live. The ECF Board also promotes membership and contributions to the ECF and leads the annual ECF Awareness Campaign for the Houston site.

### ECF focus areas

The focus of the Houston Chapter is to provide financial support to help local non-profit organizations distribute and deliver health and human services to meet the community's demands regardless of gender, race, religion, social stature, and sexual orientation..

### ECF funding criteria

Grant applications will be reviewed by the board in the order they are received. The board will collectively will approve/disapprove the grant request. Once a determination has been made, approved grants will be paid based on the quarterly pay out schedule.

### ECF does not fund

The following organizations and services are NOT eligible for ECF grants:

- Political or religious groups (typically greater than 20%)

groups.

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solely to the physically/mentally challenged.

and service club activities except those dedicated

utions.

the purpose of fund raising activities and



## How to be considered for a grant

To be considered for a grant, an organization must offer products and services that meet the local community's needs for health and human services. Each organization must be currently registered under Section 501(c)(3) of the Internal Revenue Service as a tax exempt organization. Each organization must have been in operation and maintained a 501(c)(3) non-profit status (as defined and approved by the Internal Revenue Service) for 3 consecutive years. The offering of these services must not be restricted based upon gender, race, religion, social stature, and sexual orientation.

Health and human services are defined as:

- Services providing for food, shelter, clothing, and health care services to the low income, indigent members, and those affected by abuse
- Services providing for physical /handicap, and mental /emotional health care.
- Special educational services to poor, low-income, and particularly for physically/mentally challenged students
- Supplemental books, supplies, and equipment in support of the cause.

The organization may be part of a larger regional or national organization, however the products and services offered must be delivered locally in the communities in which members of the ECF of Boeing Houston live, work and serve.

Organizations meeting the eligibility requirements described above must complete a grant application in its entirety by using the STAR system, which is our online application system. Each grant application is assigned to a ECF Board member. The ECF Board will evaluate each grant application to ensure eligibility requirements are met and the benefits and value of services to be delivered merits the mission of the organization. Grant evaluators perform the appropriate due diligence and prepare an evaluation to be discussed with the board collectively.

It is the ECF Board's policy to require a grant-requesting organization complete and submit an Impact Report for any ECF funds already received before additional funds can be awarded for any pending/outstanding grant applications

## 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.



