2024 ECF Grantmaking Guidelines

Potomac Region Chapter

The Potomac Region Employee Community Fund was formed in 2000 and was then titled as the National Capital Area ECF. The Potomac Region receives support from over 130 members in the Washington DC, Virginia and Maryland area. Boeing locations in Virginia include Arlington-Long Bridge, Chantilly, Fairfax, Herndon, Leesburg, Manassas, Newport News and Virginia Beach. Boeing locations in Maryland include Aberdeen, Annapolis Junction, California, Germantown and Patuxent River.

ECF focus areas

Our focus areas include:
- Our Future in support of education enrichment for children, teens and adults.
- Our Heroes in support for veterans and their families.
- Our Homes in support of low-income communities around where our members live and work.

ECF makes grants to local 501(c)3 Health & Human Service nonprofits, such as food banks, job- training programs, shelters, transitional housing, mental health services, low-income medical clinics, youth programs and so much more.

We fund equipment, renovations and capital assets purchases that positively impact the children, families and

How to be considered for a grant

To be considered for a grant, an organization must be/or have been suggested by a member of the Potomac Region ECF. Grantmakers can initiate requests and share them with partners to complete and submit through the STAR System for ECF. Nonprofit partners can initiate a grant, complete and submit. Grant applications will be reviewed by a grant-maker and final disposition will be determined by the grant making committee. Generally, an agency may apply only once in a calendar year.

Organization eligibility

x   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.

x   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.

x   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.

x   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.

2023 ECF Grantmaking Guidelines

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

x   Organization's operating budget

x   IRS 990 and/or audited financial statements

x   Project budget

x   IRS determination letter

ECF grant application access

- x 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.

- x If you have never applied for an ECF or Boeing grant, please contact DL-ECFCGCPotomacRegion@exchange.boeing.com