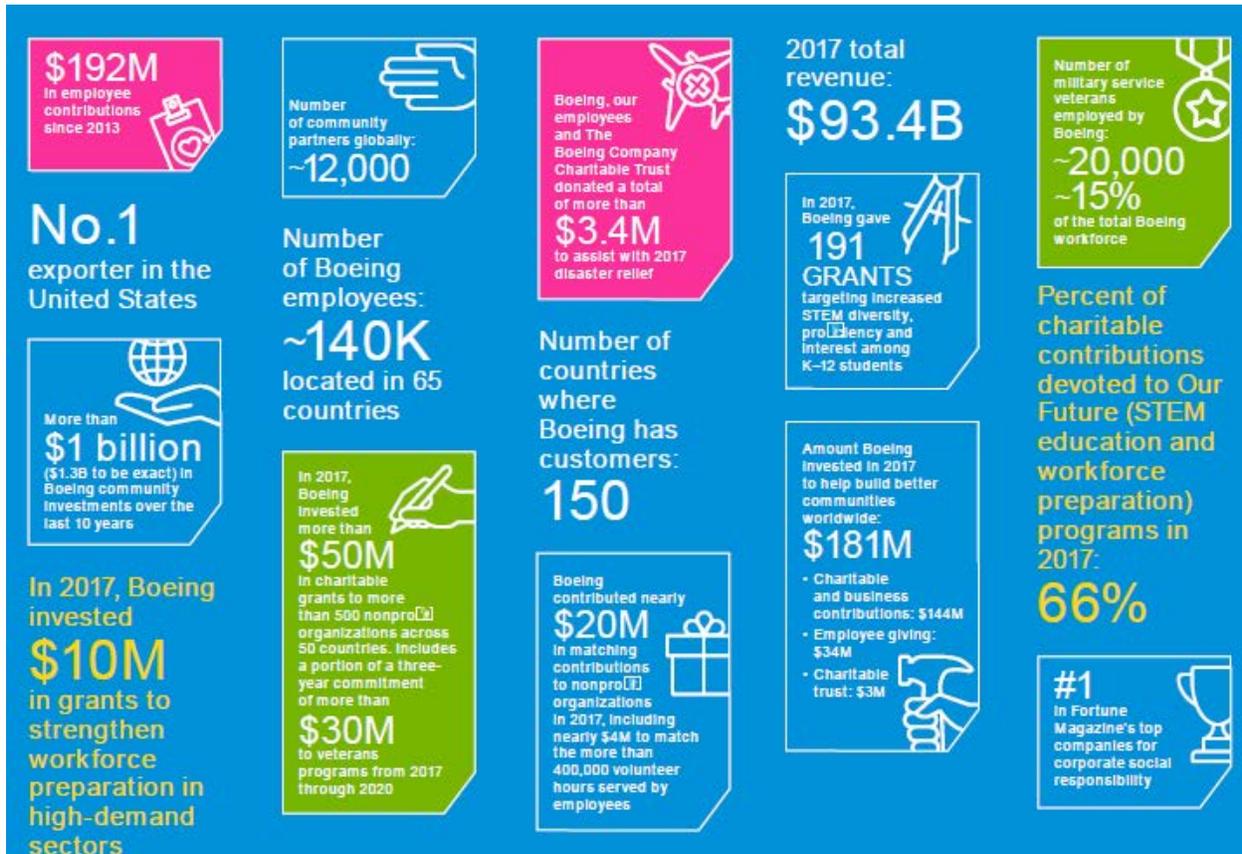


The Boeing Company and Employee Community Fund Giving Overview

The Boeing Company makes significant impacts on communities through an extensive portfolio of corporate citizenship programs. These programs include Employees Community Fund (ECF), Employee Volunteer Program, Employee Gift Matching Program, Employee Individual Giving Program, Humanitarian Relief, and Sponsorships.



The Employees Community Fund of Boeing (ECF) is a unique employee-owned and managed giving program that allows employees to make a positive difference in the communities where they live and work. One of the largest employee-owned and managed funds of its kind in the world, the Employees Community Fund of Boeing (ECF) has been empowering employees to make a greater impact for more than 60 years. Collectively, ECF local boards contributed nearly \$11M in grants to ~1,000 local nonprofit organizations focused on the arts, civic, education, environment, and health and human services in 2017.

Employees can contribute to their local ECF by simply signing up and making a recurring, tax-deductible payroll deduction. Boeing provides administrative support to enable larger investments by employees in local communities. ECF is a nonprofit managed by local boards elected by ECF members. Employee advisory boards provide pooled, tax-deductible donations to nonprofits in local communities through ECF grants. These grants are based on careful due diligence of each request and knowledge of the need in a particular community. The ECFs each have their own funding priorities and focus areas. For the

Employees Community Fund of Boeing Alabama, grants are focused on health and human service organizations making significant and lasting impacts in the community.

History of Giving – ECF of Boeing Alabama

Since 1993, ECF of Boeing Alabama has contributed \$12.9M to non-profits in the North Alabama community. Grant awards typically range between \$5K to \$30K, but there are no rules or restrictions on amount of an ECF grant award. Only grants that impact the North Alabama region will be considered by the ECF board. As Boeing's giving programs have evolved to include individual grant match, designated giving, and volunteer time matching, overall ECF contributions by employees to the pooled ECF fund have declined over time. The funding available for ECF grants currently ranges around \$250K to \$300K annually.

ECF grants have funded a wide range of health and service areas such as basic needs for the most vulnerable (food, shelter, mental, physical, and dental health) and programs to break the cycle of dependency. Some of the most impactful ECF grants have been the Farm Food Collaborative and American Cancer Society and HudsonAlpha grants. Some of the most endearing are those that help small local agencies with minimal resources and those that have long term implications. Note that ECF grants are restricted grants, which means that receipts are required for the exact purchase outlined in the grant award letter.

Grant Tips

Common pitfalls of grant agencies in submitting ECF grants:

- 1) Warning - submitting an ECF grant award is not a trivial process. It requires an investment in time and documentation. From the board's perspective, we are allocating funds donated by our fellow Boeing employees, and therefore treat our due diligence responsibilities seriously.
- 2) ECF grants require preplanning from the agency for funding needs in the future. Grant guidelines are on the next few pages. Note that the grant cycle requires grant submission by March 31st, award in August and receipts of funds used between August and the next grant cycle the following year. One mistake often made by agencies is to submit receipts prior to grant award. We cannot accept pre-award dated receipts.
- 3) Please be clear and concise what you are asking for in your grant application. We do not want to have to try to figure out what you are asking for in your grant.
- 4) The ECF board is going to review all documentation submissions and require clear financial information that demonstrates the agency's stability and sustainability. The financial worksheet included in the grant application must be filled out. Board members are happy to assist with any questions on required data. The ECF group email is included at the end of the application guidelines. Don't hesitate to reach out for any question on any portion of the grant application.
- 5) Quotes – 3 for each item! Please don't forget to include quotes for tangible items.
- 6) Grants that become self-sustaining over time are particularly exciting for the board to see.

EMPLOYEES COMMUNITY FUND

Apply for a Grant: Boeing Alabama

The Employees Community Fund (ECF) is a method for Boeing employees to collectively support the needs of the local community through grant funding. Grant funding is administered by a volunteer Site Advisory Board comprised of local Boeing employees. Currently, the ECF of Boeing Alabama **only** supports agencies providing health and/or human services to the communities where ECF of Boeing Alabama members live and work.

ECF Grant Guidelines and Information:

1. 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.
2. Agency must be located in or have significant operations in North Alabama to be considered for funding.
3. Agencies may submit only one grant application per calendar year within the grant application period.
4. Agencies must apply using Boeing's online grant application. Hard copy submissions will not be accepted.
5. ECF of Boeing Alabama's funding category is Health and Human Services.
6. Because of the volume of grant proposals received by ECF Alabama, we will only accept grant applications during the timeframe outlined each year. All grant submissions outside the grant application period will be declined and ineligible to re-apply until the following calendar year.
7. Grant proposal may be funded in full, in part, or declined.
8. Agencies must re-apply for funding each year. The ECF of Boeing Alabama makes no implication that any agency is guaranteed funding from year to year.
9. Agencies will be notified when funding decisions have been made.
10. Grant requests will be automatically declined if:
 - ⊗ Your agency submits a grant application before or after the specified grant application timeframe. Note: you may log-in and begin your grant proposal at any time. However, do not submit your proposal until the specified submission timeframe arrives.
 - ⊗ Your agency neglects to submit receipts validating the expenditure of previous ECF grant funding.
 - ⊗ Your agency neglects to submit a grant impact report if a grant was received from ECF the previous year. (Boeing's CyberGrants system will send you an e-mail reminder and a link to the e-form when your impact report is due.)

PLEASE NOTE: Grant applications are accepted only during a specific timeframe each year.

Annual grant application period	January 1 – March 31
Evaluation of grant requests	April 1 – June 30
ECF Board grant funding decisions	June 1 – July 31
Grant awards	August

[Make an Application](#)

Requests ECF Does Not Fund:

- ⊗ Religious Organizations, for the purpose of furthering religious doctrine; faith-based organizations must provide services to all clients regardless of denomination
- ⊗ General operating expenses
- ⊗ Travel expenses and vehicles for agency staff
- ⊗ Walk-a-thons, athletic events, recreational activities and athletic group sponsorships
- ⊗ Hospitals and medical research
- ⊗ Courtesy advertising, fundraising events, conference or dinner tickets, door prizes or raffles, and promotional items
- ⊗ Debt reduction and reimbursement for items already purchased
- ⊗ Primarily tax-supported organizations
- ⊗ Gifts, honoraria, gratuities
- ⊗ Memorials and endowments
- ⊗ National fund drives
- ⊗ Capital campaigns

Additional Information:

Your agency may log in and create a grant proposal at any time. However, do not submit your proposal until the grant application period. Untimely submissions will be declined.

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 ECF about your proposal reach the appropriate contact person at your agency. Utilize the "Need Support" link at the bottom of each screen of the online application to help answer frequently asked questions.

If your agency is part of a national organization, please submit financial documents reflecting your local operations.

All requested documentation and information should be uploaded into the grant application. If you are requesting tangible items (i.e.; computers, equipment, systems, etc.), we require 3 price estimates/vendor quotes for the requested equipment/program items. Quotes can be uploaded to the grant application online under Project Budget Upload or ECF Addendum sections.

If you do not have the capability to scan and upload the required information to the application, then you will need to mail it to the below address. If the documents are not received in the mail by the application deadlines, your application can be declined.

**Employees Community Fund of Boeing Alabama
P.O. Box 240002 Mail Code JB-50
Huntsville, AL 35813-6402**

If you are applying for funding from ECF of Boeing Alabama for the first time or have questions about the qualifications of your request, it is suggested that you contact the local ECF of Boeing Alabama via email at ECFofBoeingAlabama@boeing.com to discuss your ECF funding request prior to the completion of the grant application.

Review Process:

Once your electronic grant application is received, the ECF of Boeing Alabama Site Advisory Board members will review eligible grant application , conduct site visits, evaluate and vote to allocate funds based on proposed use, comparative need, and the overall funds available for distribution. An ECF board member will contact eligible agencies for site visits/evaluations following the application due date. As such, a representative from your agency must be available to meet with an ECF representative at your place of business.

Contributions may not be shared with or sent to an agency's national headquarters or branch offices. ECF of Boeing Alabama reserves the right to contact the vendors/suppliers used by the agency to verify purchases made with ECF grant funds.