



Employees Charity Organization of Northrop Grumman

About ECHO

The Employees Charity Organization of Northrop Grumman (ECHO) was established in 1956 to meet the needs of our employees to contribute to charitable and nonprofit organizations through workplace giving. In addition to employee-directed giving, ECHO has a special fund known as the "General Fund." ECHO General Fund grants are made to a wide variety of charitable and nonprofit organizations within local communities where a General Fund committee is located.

Our Focus

The ECHO Board of Directors prefers to award General Fund grants for specific projects or programs with the focus on art and culture, education programs, the environment, and health and human services. In addition, the Los Angeles General Fund will consider a limited number of requests for humanitarian aid and disaster relief.

Our Requirements

To be considered for an ECHO General Fund grant, the organization must be registered as a nonprofit 501(c)(3) with the Internal Revenue Service, or an accredited public education institution or a government municipality if the request is related to a community-based program. The **General Fund application** (pages 2 and 3 of this document) must be complete, include the required documents in the **Funding Criteria Checklist** (page 4), and make their services available to all without prejudice. Applications will only be accepted once in any 12-month period regardless of grant award.

Restrictions

ECHO does not fund these types of requests:

- Individuals or families
- General operating costs or travel expenses
- Multi-year commitments
- Fundraising events such as raffles, door prizes, walk-a-thons, banquets or dinners
- School sponsored athletic events or athletic organizations
- School affiliated events such as, but not limited to, orchestras, bands, drill teams, choirs, drama groups, yearbooks, class parties, tour groups, clubs, sororities or fraternities
- Grant making organizations
- Memorials, endowments, foundations, capital campaigns
- Fraternal organizations
- Political candidates or political organizations
- Religious activities, in whole or in part, for the purpose of furthering religious doctrine

Our Process

Requesting organizations submit their proposal to the General Fund committee in their community. The **ECHO General Fund Grant Submittal Information sheet** (page 5) identifies committee locations and review cycles. General Fund committees review grant proposals and investigate requesting organizations to determine if they meet General Fund criteria, are well managed, and will benefit our community. After the review process has been completed, recommendations are made to the ECHO Board of Directors for approval.



Employees Charity Organization of Northrop Grumman

Dear ECHO General Fund Grant Applicant:

Please complete this grant application, providing us with the most complete information you have available. In addition, you are required to submit all the applicable information identified in the Guidelines and Funding Criteria sheet. This data will aid us in evaluating your request for funds. You may include brochures and other supporting information with your request. If any additional space is needed in a section of the form please attach a separate sheet of paper. Any omissions on this form may prevent consideration of your request.

Thank you,
ECHO Board of Directors

(Please print or type)

1. Legal name of organization as it appears on your 501(c)(3) determination letter: If applicable, <input type="checkbox"/> AKA or <input type="checkbox"/> DBA:	2. Amount requested: \$ _____																								
3. Address:	4. Phone number(s): Voice (_____) _____ Fax (_____) _____ Cell (_____) _____ e-mail: _____ Website: _____																								
5. Contact name: _____ Title: _____	7. Date established:																								
6. Provide your current IRS Form 990 if your income is \$25,000 or more. If not available, please provide an explanation:																									
8. Staff information – summarize on the lines below: <table style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Category</th> <th style="text-align: center; border-bottom: 1px solid black;">Total number of staff</th> <th style="text-align: center; border-bottom: 1px solid black;">Average hours per person per month</th> <th style="text-align: center; border-bottom: 1px solid black;">Average monthly budget</th> </tr> </thead> <tbody> <tr> <td>Full-time staff</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Part-time staff</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Volunteers</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Board members</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </tbody> </table>		Category	Total number of staff	Average hours per person per month	Average monthly budget	Full-time staff	_____	_____	_____	Part-time staff	_____	_____	_____	Volunteers	_____	_____	_____	Board members	_____	_____	_____				
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Full-time staff	_____	_____	_____																						
Part-time staff	_____	_____	_____																						
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Board members	_____	_____	_____																						
9. Summarize the source of gross annual funding. Complete all applicable fields: <table style="width:100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width:25%;">Fees or tuitions</td> <td style="width:10%;">\$</td> <td style="width:25%;">Corporations</td> <td style="width:10%;">\$</td> <td style="width:10%; text-align: right;">Total</td> <td style="width:10%;">\$</td> </tr> <tr> <td>Individuals</td> <td>\$</td> <td>Government</td> <td>\$</td> <td></td> <td></td> </tr> <tr> <td>United Way</td> <td>\$</td> <td>Endowment income</td> <td>\$</td> <td></td> <td></td> </tr> <tr> <td>Foundations</td> <td>\$</td> <td>Other (specify)</td> <td>\$</td> <td></td> <td></td> </tr> </table>		Fees or tuitions	\$	Corporations	\$	Total	\$	Individuals	\$	Government	\$			United Way	\$	Endowment income	\$			Foundations	\$	Other (specify)	\$		
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10. Type of social services provided:	11. A current financial audit report is required. If unavailable, please provide an explanation:																								
12. List previous grants by year and amount that your organization received from our company for the last 5 years. Identify which organization (ECHO, Northrop Grumman Foundation, or Northrop Grumman Corp. or Sector funding):	13. What percent of annual funding is used for the following: <table style="width:100%; margin-top: 10px;"> <tr> <td style="width:80%;">Fund Raising</td> <td style="width:20%; text-align: right;">_____%</td> </tr> <tr> <td>Administration</td> <td style="text-align: right;">_____%</td> </tr> <tr> <td>Direct to Social</td> <td style="text-align: right;">_____%</td> </tr> <tr> <td>Other: _____</td> <td style="text-align: right;">_____%</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">100%</td> </tr> </table>	Fund Raising	_____%	Administration	_____%	Direct to Social	_____%	Other: _____	_____%	Total	100%														
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Other: _____	_____%																								
Total	100%																								

14. Describe your organization. Include purpose, number of people served, fee structure, and chronology of accomplishments:

15. Describe the purpose for which the funds will be used – be specific. Describe how the contribution will benefit a segment of the community, and a description of how the project will be carried out:

16. Geographic area you serve:

17. Number of people who will be served using the requested funds:

<u>Company</u>	<u>Amount</u>
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19. Describe your benchmarks of success. For example, how we know you accomplished your project/request as defined in your proposal.

20. Are there other charities with similar or overlapping services in your area? If yes, identify them:

21. List names of Northrop Grumman employees either volunteering in the organization or program, or being served, or Northrop Grumman's association with the organization:

22. Is a Northrop Grumman employee sponsoring this proposal? If yes, provide their name:

24. Preparer Information:

Type name (sign above) Title or position Date

Funding Criteria Checklist

The Funding Criteria Checklist itemizes the documents required. Please ensure the grant application form is complete and appropriate documents provided. Incomplete proposals will be returned to the requestor.

- ❑ Grant application form and attachments, if applicable – Two copies
- ❑ IRS 501(c)(3) determination letter or supporting material from your fiscal sponsor – Two copies
- ❑ Itemized program or project budget – Two copies
 - ❑ If the program or project budget is more than the amount requested, provide an explanation of how and when the remaining balance will be funded or provide Letters of Agreement from collaborating organizations, if applicable. – One copy
- ❑ Organization budget – One copy
- ❑ IRS Form 990 – Required if income is \$25,000 or more. If current Form 990 is unavailable, provide the most current Form 990 with current IRS Application for Extension of Time to File. – One copy of applicable document
- ❑ Current CPA Audit Report or Independent Financial Auditors Report – Required if gross income is greater than \$150,000. If gross income is less than \$150,000, current financial statements signed and approved by the Board of Director Chair. – One copy of applicable document
- ❑ List of the Board of Directors – One copy.

You may also include any supporting material you deem appropriate.

ECHO General Fund Grant Submittal Information

To be considered for funding, proposals must be complete and received by the appropriate due date identified below. General Fund committee review cycles vary from quarterly to annually. Requests should be submitted to the General Fund committee in your community. At this time, we are unable to consider requests from areas that do not have a General Fund committee.

General Fund Committee Location	Submittal Due Date	Review Cycle	
Huntsville, Alabama			
Robert Hunter 1430 Wall Triana Way, ALH8/215 Madison, AL 35756	12/15/2006	01/01/2007 – 03/31/2007	Annually
Los Angeles, California			
Lorraine Hornik One Space Park Dr, E2/10042 Redondo Beach, CA 90278	06/15/2006 09/15/2006 12/15/2006	07/01/2006 – 09/30/2006 10/01/2006 – 12/31/2006 01/01/2007 – 03/31/2007	Quarterly
San Bernardino, California			
Jeffrey Johnson 862 Hospitality Ln, SBCA/2164 San Bernardino, CA 92408-3571	06/15/2006 09/15/2006 12/15/2006	07/01/2006 – 09/30/2006 10/01/2006 – 12/31/2006 01/01/2007 – 03/31/2007	Varies
San Diego, California			
Judi Berlin 1 Rancho Carmel, RC1/3065 San Diego, CA 92128	06/15/2006 09/15/2006 12/15/2006	07/01/2006 – 09/30/2006 10/01/2006 – 12/31/2006 01/01/2007 – 03/31/2007	Varies
San Jose/Sacramento, California			
Stephanie Burnias 5441 Luce Ave, One Bldg McClellan AFB McClellan, CA 95652	12/15/2006	01/01/2007 – 03/31/2007	Annually
Aurora, Colorado			
Karen Parry c/o Debbie King 750 S Richfield St, AUC9/2246 Aurora, CO 80017	12/15/2006	01/01/2007 – 03/31/2007	Annually
Colorado Springs, Colorado			
Tim Trowbridge 1555 Newport Rd, CSC2/1011 Colorado Springs, CO 80916	12/15/2006	01/01/2007 – 03/31/2007	Annually
Metro D.C.			
Lynn R. Smith 12011 Sunset Hills Rd, VAR1/9D10 Reston, VA 20190	06/15/2006 09/15/2006 12/15/2006	07/01/2006 – 09/30/2006 10/01/2006 – 12/31/2006 01/01/2007 – 03/31/2007	Varies