



PARTNERSHIP PROGRAM GRANTS 2019-2020 GUIDELINES

Embraer Foundation (“EF”) is a Section 501(c)(3) private foundation that aims to consolidate and expand the charitable initiatives of Embraer, S.A. (“Embraer”) in the U.S. The Foundation is a sister organization to the Brazil-based Embraer Institute (“Instituto Embraer”), which has led the social investment initiatives of Embraer since 2001.

Launched in April 2017, EF’s Social & Environmental Partnership Program, or Partnership Program Grants (PPG), fund projects with an innovative approach that further our charitable mission. The projects need to be conducted by Section 501(c)(3) public charities that satisfy the eligibility criteria specified in Section 3.

Please **review** the guidelines below **before** completing the application:

1. GEOGRAPHIC SCOPE

The Partnership Program aims to promote social and environmental development in the geographic areas where Embraer has operations. In 2020, Embraer will operate in 7 locations around the U.S. Proposals should be for projects to be conducted in the following cities or their surrounding communities **ONLY**:

Fort Lauderdale, FL	Memphis, TN	Titusville, FL
Jacksonville, FL	Mesa, AZ	Windsor Locks, CT
Melbourne, FL		

Each project should reflect the realities of the targeted local community.

Eligible Section 501(c)(3) public charities that are not based in the aforementioned cities, but operate programs benefiting these communities, will be considered on a case-by-case basis.

2. THEMATIC SCOPE

To contribute to a global cause, EF primarily finances projects that aim to address one or more of the following United Nations Sustainable Development Goals (“UNSDGs”):

- No Poverty (SDG # 1)
- Zero Hunger (SDG # 2)
- Quality Education (SDG # 4)
- Gender Equality (SDG # 5)
- Decent Work and Economic Growth (SDG # 8)
- Industry, Innovation and Infrastructure (SDG # 9)
- Reduced Inequalities (SDG # 10)
- Sustainable Cities and Communities (SDG # 11)
- Climate Action (SDG # 13)

To learn more about UNSDGs visit: <https://sustainabledevelopment.un.org/sdgs>

3. GRANT ELIGIBILITY

Applicants must be a non-governmental Section 501(c)(3) public charity that has been active for at least one year

and that satisfies the following criteria:

- The organization has received a letter from the Internal Revenue Service determining the organization to be a public charity described by Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “IRC”), and such status has not been revoked; and
- The organization is classified as a public charity under either Section 509(a)(1) or (2) of the IRC (*i.e.*, the organization is not a “supporting organization” described by Section 509(a)(3) of the IRC).

The proposed recipient must be able to prove that it satisfies each of the above criteria by providing EF documentation from the Internal Revenue Service.

If selected, the proposed recipient must also sign an agreement with EF pursuant to which the proposed recipient agrees, among other things, to share financial and program audit reports and data with EF.

Embraer Foundation will **not** approve a grant:

- For an organization outside the United States;
- For a Section 501(c)(3) organization classified as a public charity under Section 509(a)(3) of the IRC (*i.e.*, a “supporting organization”);
- For a private foundation, even if classified as a Section 501(c)(3) organization;
- For a for-profit business;
- For an individual or family, as opposed to a qualified, charitable organization;
- For a program that focuses solely on a particular ethnicity, religious group, or sexual orientation;
- For a project limited to one gender only (while the project may focus on a gender, it may limit participation solely to that gender);
- For political lobbying activities, attempts to influence legislation or political purposes, including support of a political candidate, a political party or a political action committee;
- For religious activities;
- For a project intended to take place or provide services in a different state or abroad, even though the location of the applicant is in one or more of the targeted geographic areas;
- For project costs incurred by the applicant prior to the approval of the grant;
- For any purpose that is not entirely charitable;
- To fund general operating expenses of the applicant, including expenses for salaries;
- For capital campaigns, fundraising dinners or other fundraising events; or
- For endowment funds.

4. FINANCIAL CONTRIBUTION

The Partnership Program will grant a maximum amount of **\$10,000** per project. The budget included in the application should ONLY be for what the grant will fund, NOT the organization’s full budget.

Upon conclusion of the project, the grant recipient will be required to provide a brief final report, on a template form provided by EF, that includes: a description of the completed project, impact, expense details (including receipts for purchased items), and lessons learned.

While a project may be part of a larger initiative of the organization, separate financial records must be maintained for the part funded by EF's grant.

5. DUE DILIGENCE

Prior to the approval of any grant, the potential recipient goes through an internal due diligence process through the Embraer Compliance Department.

6. VOLUNTEER COMMITTEES

Each Embraer site in the U.S. has a Volunteer Committee made up of employees. Each Committee selects the winning project for their location through an anonymous vote which ranks each application based on 10 criteria (details in section 8). All decisions made by the Volunteer Committees are subject to final approval of the Foundation's Governing Board.

Proposed projects are encouraged to include the participation of volunteers. EF will support finding employees to volunteer during the project (if needed).

7. EMBRAER FOUNDATION AMBASSADOR

Each submitted application is highly encouraged to have an "Ambassador." This is an Embraer employee who volunteers to become the point of contact for the organization throughout the duration of the project. EF will have an active role in assisting the Ambassador in monitoring and reporting.

If the application does not mention an Ambassador, EF will assign one after grant is awarded.

8. PROJECT EVALUATION CRITERIA

Applications will be considered by the committees if:

- All required information is included in the application.
- The organization has demonstrated its capacity or experience to implement the proposed project.
- The project is consistent with the mission of the applicant and Embraer Foundation.
- The problem or need to be addressed is clearly defined and documented; the constituency to be served is identified; and the manner in which the proposed project will address the need is defined.

10 voting criteria – rated on a scale of 1 to 10:

1. **UNSDGs:** does the proposal contribute to the identified UNSDGs?
2. **Scope:** does the proposal reach a significant/sufficient number of beneficiaries?
3. **Social impact:** is there a degree of transformation of the beneficiary and/or the environment?
4. **Community Engagement:** does the proposal include the participation of the community, other entities and/or volunteers?

5. **Innovation:** does the proposal have an original approach?
6. **Sustainability:** does the proposal have the capacity to be self-sustainable?
7. **Consistency and structuring:** does the proposal have a clear and coherent connection between the inputs, outputs and outcomes?
8. **Budget allocation:** does the distribution and allocation of the budget make sense?
9. **Time frame:** is the proposed timeframe reasonable?
10. **EF contribution:** is EF's grant essential for the completion of the project?

9. GRANT APPLICATION PROCESS

Any organization that meets the grant guidelines may apply for a grant.

To apply:

- Visit our website at: www.embraerfoundation.org
- Follow instructions and complete the Grant Application form via our online portal

Applicants will receive a confirmation email after submission.

An organization may submit a Grant Application for more than one project, but each project should be addressed in a separate Grant Application Form.

The general timeline for grants included in Exhibit A.

10. GRANT AGREEMENT & GRANT DISBURSEMENT

Before a grant may be disbursed, a Grant Agreement must be signed between EF and the recipient organization. Once agreement is fully executed, the Project Ambassador will distribute the grant. EF and the Project Ambassador will monitor progress of the project, but the organization is responsible for keeping all parties up to date.

FOR MORE INFORMATION

Please contact Embraer Foundation at info@embraerfoundation.org or +1.954.359.3438

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These Grant Guidelines are intended to set forth general information about Embraer Foundation's grant process. The Guidelines may be modified by Embraer Foundation's Governing Board in any manner and at any time, at the sole and absolute discretion of the Governing Board.

EXHIBIT A
GRANT SELECTION PROCESS OVERVIEW & TIME TABLE

Subject to change.

	STEPS	TIME LINE
1	Submission of Grant Application	09.15.19
2	Eligibility & Volunteer Committee Vote <ul style="list-style-type: none"> • Embraer Foundation determines eligibility of the proposed project and organization, based on the Grant Guidelines. • Eligible applications are presented to the Volunteer Committee. • Volunteer Committees anonymously vote to select winning project(s). 	September/ October
3	Due Diligence & Notification <ul style="list-style-type: none"> • Applicants undergo a due diligence process through Embraer’s Compliance Department. • If applicant passes due diligence, EF’s’s Governing Board will be notified of the winning organizations. They hold the right to veto a project when sound reason is given. • Once Board approval is received, EF will notify the winning organization and Embraer employees. The list or recipients will also be announced on EF’s website. 	November
4	Grant Agreement & Disbursement <ul style="list-style-type: none"> • Selected organizations complete the Grant Agreement • Upon receipt of the required documentation, Embraer Foundation disburses the grant to the project Ambassador in the form of a check via by U.S. registered mail. The project Ambassador is responsible to delivering the check to the recipient organization. 	December
5	Monitoring & Reporting <ul style="list-style-type: none"> • The Project Ambassador and EF monitor progress of the funded project. The recipient organization is responsible for sharing documentation on the project’s progress (photos, update emails, etc.). • Final Report is completed by the organization when project concluded. 	December, 2019 – December, 2020