

## Pitney Bowes Foundation Grant Program Guidelines

Thank you for your interest in the Pitney Bowes Foundation grant program. Please review the following information to understand our giving priorities, the geographic locations where we focus our grants, and to learn how to apply for a grant. Grant applications are reviewed twice a year. All applications must be submitted online. Our application deadlines are:

- January 15 (decisions announced May / June)
- July 15 (decisions announced November / December)

### Geographic Scope

We provide grants to qualified organizations at the national level and local levels, including public education foundations, community organizations, and after-school programs serving the following locations:

Bridgeport, CT Shelton, CT Stamford, CT Fairfield County, CT Atlanta, GA	Indianapolis, IN Detroit / Grand Rapids, MI Minneapolis / St. Paul, MN Omaha, NE	Dallas, TX Spokane, WA Appleton, WI Milwaukee, WI
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### Types of Support

We award grants to organizations that have been approved by the Internal Revenue Service (IRS) as 501(c)(3) charities. Priority will be given to requests that:

- Support early childhood education, after-school, mentoring, literacy, STEM and job training programs
- Target diverse populations with a focus on underserved school districts
- Have defined measurable outcomes that help close the academic opportunity gap and prepare the future workforce
- Increase and enhance the scope of services offered by a qualified organization
- Effectively engage Pitney Bowes employee volunteers
- Demonstrate a broad base of donors

### Restrictions

The Pitney Bowes Foundation does not provide support for:

- Organizations that do not have 501(c)(3) tax-exempt status
- Private schools
- Individuals
- Political candidates or lobbying organizations
- Religious organizations unless formed for educational or community purposes (e.g., a soup kitchen, shelter, etc.)
- Organizations that discriminate against any person or persons on the basis of race, creed, color, religion, gender, sex, sexual orientation, national origin, ethnic background, age, veteran status, citizenship status, marital status, disabilities (mental or physical), genetic information, gender identity, gender expression or any other characteristic protected by law
- Organizations with a limited constituency, such as fraternal, labor or veteran groups
- Single disease health organizations.
- Anti-business groups
- Advertising or television programming
- Conferences, sporting events, auctions and other one-time, short-term events
- Fundraising events
- Sponsorships

- Team sponsorships or athletic scholarships
- Travel by groups or individuals
- Indirect costs that exceed 20% of the total program budget

**Pitney Bowes Foundation – How to Apply**

**Step 1:** Review the guidelines and restrictions above to ensure that your program fits the Pitney Bowes Foundation’s interests.

**Step 2:** Assemble all necessary information needed to complete the online application based on the size of your grant request. All documents must be provided in electronic form. *Files with extensions of .exe, .com, .vbs, or .bat may NOT be included, and the combined size of all files may not exceed 25MB.*

Required for grants <\$25,000	Required for grants \$25,000-\$49,999	Required for grants > \$50,000
<ul style="list-style-type: none"> <li>• List of Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>• List of Board of Directors</li> <li>• Organizational Budget (historical and projected)</li> <li>• Standardized Project Budget</li> <li>• Two most recent financial statements, preferably audited</li> </ul>	<ul style="list-style-type: none"> <li>• List of Board of Directors</li> <li>• Organizational Budget (historical and projected)</li> <li>• Standardized Project Budget</li> <li>• Two most recent financial statements, preferably audited</li> <li>• Two most recent annual reports</li> <li>• Two most recent Forms 990</li> <li>• CV for key employees</li> <li>• List of other funders</li> </ul>

**Step 3:** Begin the [online grant application process](#).

- You will be asked to log in. Click on “New Applicant” if this is the first time your organization is applying for a grant. *[Note: We recommend one account per charity using a shared e-mail account (e.g., [development@charityname.org](mailto:development@charityname.org)) so that applications and history can be maintained through staffing transitions.]*
- Select the size range for your grant and provide your organization’s U.S. Federal Tax ID Number (EIN) or NCES ID Number. If the number matches a qualified organization in the IRS / NCES database, you will then be asked to answer questions regarding your organization, the program / project you are requesting funding for, your organization’s religious status, and the geographic scope that the program/project you are seeking funding for will serve.
- Successful responses will bring you to the grant application form for your size grant. A sample grant application follows to help you prepare your grant application.

In fairness to all of our prospective grantees, we do not take calls or meet with new grantees. We encourage you to put your best application forward that aligns with our guidelines and priorities. We look forward to receiving your grant application and wish your organization every success with this highly competitive grant process.

Organization Information

\* Required before final submission

**Organization General Information**

\* **Organization Name**

\* **Street Address**

\* **City**                      \* **State**                      \* **Zip Code**  
                                           

**Main Phone Number**      **Main Fax Number**  
                     

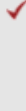
**Main E-mail Address**

**Website**

\* **Organization Type**

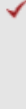
**Please provide concise answers to the following questions as each field is restricted to a maximum of 200 words. No cutting and pasting please.**

**\* Provide your organization's mission and/or vision statement**



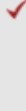
Word count 0 of 200

**\* Provide a brief history of your organization including its charter and/or purpose**



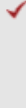
Word count 0 of 200

**\* Summarize the specific goals of your organization over the next three years**



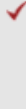
Word count 0 of 200

**\* What are your organization's key accomplishments in the areas of literacy and education?**



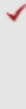
Word count 0 of 200

**\* Describe the senior professional staff employed by your organization and the total number of full and part -time staff**



Word count 0 of 200

**\* Identify the amount, purpose and results of any funding your organization has received from Pitney Bowes over the last 5 years**



Word count 0 of 200

## Contact Information

Printer Friendly Version | E-mail Draft

\* Required before final submission

### Organization Primary Contact

**Prefix**

- Select One -

**First Name**

**Middle Initial**

**Last Name**

**Office Phone**

**E-mail**

**Title**

**Extension**

**Office Fax**

**Office Street Address**

**Office City**

**Office State**

**Office Zip Code**

### Primary Contact for this Funding Request

\* **Prefix**

Mr.

\* **First Name**

\* **Middle Initial**

\* **Last Name**

\* **Title**

\* **E-mail**

\* **Office Phone**

**Extension**

**Office Fax**

\* **Office Street Address**

\* **Office City**

\* **Office State**

\* **Office Zip Code**

## Proposal Information

Printer Friendly Version | E-mail Draft

\* Required before final submission


### Proposal General Information

\* Request Amount


\* Request Date

\* Project Start Date

\* Project End Date

\* Project Title

   ✓

Word count 0 of 25

### Proposal Details



**If cutting and pasting, please be sure pasted text formats properly.**

\* Provide a synopsis of the program

   ✓

Word count 0 of 50

\* What critical need does this program address in the anticipated geographic area served?

   ✓

Word count 0 of 250

\* How does the program enhance critical skills needed by participants and/or prepare them for the workforce?

   ✓

Word count 0 of 250

\* How does the program help close the academic achievement gap or prepare the future work force?

   ✓

Word count 0 of 250

\* What academic discipline(s) does the program focus on?

*e.g., communications, engineering, etc.*

   ✓

Word count 0 of 250

\* Is the program designed to attract minorities as participants? If so, how?



Word count 0 of 250

\* Describe achievements of your program



Word count 0 of 250

\* Describe any publicity the Pitney Bowes Foundation may receive as a result of this donation



Word count 0 of 250

### Proposal Attributes

Select the value that best describes the beneficiaries of your program\project.

\* Program Area

\* Geographical Area Served

\* Ethnicity

\* Gender

\* Age Group

\* Population Served

\* Required before final submission

**Qualitative Results**

**If cutting and pasting, please be sure pasted text formats properly.**

\* Provide qualitative measurement objectives for your program and the timetable for achieving anticipated results



Word count 0 of 500

\* Describe the methodology you will use to capture and track the actual results of your program/project



Word count 0 of 300

**Quantitative Results**

**Outputs:**

**Please respond to a minimum of three outputs that are applicable to your program. Applications that do not include at least three outputs will not be considered.**

\* Anticipated number of children who will be served

\* Anticipated number of adults who will be served

\* Anticipated number of learning hours per person

\* Anticipated number of programs that will be created

\* Anticipated number of programs that will be saved due to replacement of lost funding

\* Anticipated number of teachers who will be trained

\* Anticipated number of teachers who will participate

\* Anticipated number of mentors to be recruited

\* Anticipated number of mentors who will participate

\* Anticipated number of family members to be trained

\* Anticipated number of family members who will participate



## Quantitative Results

### Outputs:

Please respond to a minimum of three outputs that are applicable to your program. Applications that do not include at least three outputs will not be considered.

\* Anticipated number of children who will be served

\* Anticipated number of adults who will be served

\* Anticipated number of learning hours per person

\* Anticipated number of programs that will be created

\* Anticipated number of programs that will be saved due to replacement of lost funding

\* Anticipated number of teachers who will be trained

\* Anticipated number of teachers who will participate

\* Anticipated number of mentors to be recruited

\* Anticipated number of mentors who will participate

\* Anticipated number of family members to be trained

\* Anticipated number of family members who will participate

\* Anticipated number of caregivers to be trained

\* Anticipated number of caregivers who will participate

\* Anticipated number of books to be made available

\* Anticipated number of support materials to be distributed

\* Anticipated number of community members who will be impacted

**Outcomes:**

**Please respond to a minimum of one outcome that is applicable to your program. Applications that do not include at least one outcome will not be considered.**

- \* **Anticipated number of children whose literacy test scores will improve**

- \* **Anticipated number of children who will move from below-grade to on-grade or above reading level**

- \* **Anticipated number of at-risk children whose academic achievement will move from below-level to on-level with non-risk peers**

- \* **Anticipated number of adults whose literacy test scores will improve**

- \* **Anticipated number of adults who will be trained to return to the workforce**

**Other Results of Our Grant**

**Please respond to at least two other ways that our grant will be leveraged**

- \* **Anticipated number of media placements**

*i.e., newspaper articles, television news mentions, etc.*

- \* **Anticipated number of government officials expected to attend and/or participate**

- \* **Anticipated number of government agencies expected to attend and/or participate**

- \* **Anticipated number of additional funders**

*additional number of project funders likely to be attracted by a grant from Pitney Bowes or the Pitney Bowes Foundation*

- \* **Anticipated amount of additional funds**

*dollar amount of additional project funders likely to be attracted by a grant from Pitney Bowes or the Pitney Bowes Foundation*

**Proposals will not be considered if the required attachments are not uploaded.**

**Required for all grants < \$25,000**

- **List of Board of Directors**

**Required for all grants \$25,000 - \$49,999**

- **List of Board of Directors**
- **Organizational budget (historical and projected)**
- **Standardized project budget**
- **Two most recent financial statements, preferably audited**

**Required for all grants = > \$50,000**

- **List of Board of Directors**
- **Organizational budget (historical and projected)**
- **Standardized project budget**
- **Two most recent financial statements, preferably audited**
- **Two most recent annual reports**
- **Two most recent Forms 990**
- **CV for key employees**
- **List of other funders**

**Upload**

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

**Title:**

**File Name:**