

## **Pitney Bowes Foundation Grant Program Guidelines**

**Thank you for your interest in the Pitney Bowes Foundation. 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.**

### **Deadlines**

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 Danbury, CT Shelton, CT Stamford, CT Atlanta, GA	Indianapolis, IN Detroit / Grand Rapids, MI Minneapolis / St. Paul, MN Omaha, NE Troy, NY	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
- Have defined measurable outcomes that help close the academic achievement gap and prepare the future workforce
- Effectively engage Pitney Bowes employee volunteers
- Target diverse populations, particularly underserved groups
- Increase and enhance the scope of services offered by an organization
- 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 a 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

## How to Apply

**Step 1:** Download a blank copy of the appropriate application and assemble all necessary information needed to complete the online application.

- [Sample application for flexible grants < \\$5,000](#)
- [Sample application for grants ranging from \\$5,000 - \\$24,999](#)
- [Sample application for grants ranging from \\$25,000 - \\$49,999](#)
- [Sample applications for grants >\\$50,000](#)

**Step 2:** If your grant request is more than \$25,000, please assemble the following documents that you will be required to submit by uploading them into your online application:

- Most recent IRS Form 990
- Most recent Audited Financial statements

**Step 3:** Locate your organization's Federal tax ID Number

**Step 4:** Click on the applicable link below to begin the online application process

**4:** Click on the applicable link below to begin the online application process

- [Application for flexible grants < \\$5,000](#)
- [Application for grants ranging from \\$5,000 - \\$24,999](#)
- [Application for grants ranging from \\$25,000 - \\$49,999](#)
- [Applications for grants >\\$50,000](#)