

Pitney Bowes Foundation Literacy and Education Grant Program Guidelines

Geographic Scope

The Pitney Bowes Foundation provides grants to qualified organizations for Literacy and Education programs at the national level and through public education foundations, community organizations, and after-school programs serving selected key location including:

- Bridgeport, CT
- Danbury, CT
- Hartford, CT
- Shelton, CT
- Stamford, CT
- Washington, DC
- Atlanta, GA
- Waltham, MA
- Detroit / Grand Rapids, MI
- Troy, NY
- Chesapeake, VA
- Dallas, TX
- Spokane, WA
- Appleton, WI

Types of Support

The Pitney Bowes Foundation awards grants to organizations that have been approved by the Internal Revenue Service (IRS) as 501(c)(3) charities, and government institutions such as schools and libraries.

Priority will be given to requests that:

- Support early childhood education, after-school, mentoring, literacy 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 such as the economically disadvantaged women and people of color
- Increase and enhance the scope of services offered by an organization
- Demonstrate a broad base of donors

Preference will also be given to support adult and continuing education programs that focus on curriculum improvement and attracting minorities in the following disciplines:

- Communications
- Engineering

Restrictions

The Pitney Bowes Foundation does not provide literacy and education support for:

- Organizations that do not have 501(c)(3) tax-exempt status
- Private schools
- Individuals
- Religious organizations unless formed for educational or community purposes (e.g., a soup kitchen, shelter, etc.)
- Political candidates or lobbying organizations
- Organizations with a limited constituency, such a fraternal, labor or veteran groups
- Conferences, sporting events, auctions and other one-time, short-term events
- Sponsorships
- Advertising or television programming
- Anti-business groups
- Team sponsorships or athletic scholarships
- Fundraising events
- Indirect costs that exceed 20% of the total program budget
- Organizations that discriminate against any person or persons on the basis of race, political affiliation, age, gender, national origin, ethnicity, disability, sexual orientation, or religious belief.
- Single disease health organizations.

How to Apply

The Pitney Bowes Foundation only considers applications submitted online. Do not send requests for funding by mail. Applications for literacy and education are reviewed twice a year. Deadlines to submit your organization's request are the following:

- January 15 (decisions announced May / June)
- June 1 (decisions announced November / December)

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

[Sample Literacy and Education Grant Application <\\$5,000](#)

[Sample Literacy and Education Grant Application \\$5,000 - \\$24,999](#)

[Sample Literacy and Education Grant Application \\$25,000 - \\$49,999](#)

[Sample Literacy and Education Grant Application >\\$50,000](#)

Step 2: If your grant request is over \$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

[Literacy and Education Grant Application <\\$5,000](#)

[Literacy and Education Grant Application \\$5,000 - \\$24,999](#)

[Literacy and Education Grant Application \\$25,000 - \\$49,999](#)

[Literacy and Education Grant Application >\\$50,000](#)