

Pitney Bowes Foundation Literacy and Education Programs Guidelines & How to Apply

Guidelines

Funding Priorities

Support will be given to literacy and education programs that focus on workforce preparation and giving individuals the skills they will need to succeed by partnering with a limited number of national organizations and with local non-profit organizations.

Preference will be given to:

- Early childhood education
- After-school programs
- Mentoring programs
- Literacy programs
- Job training programs

Preference will also be given to support higher level education programs at both two- and four-year colleges and adult and continuing education programs that focus on curriculum improvement and attracting minorities. The specific areas include communication and engineering.

Geographic Areas

The Pitney Bowes Foundation, Inc. will provide grants to qualified organizations in selected key locations, such as:

Connecticut

Bridgeport, CT
Danbury, CT
Hartford, CT
Shelton, CT
Stamford, CT

Other States:

Washington, DC
Boston/Waltham, MA
Albany/Troy, NY
Grand Rapids, MI
Spokane, WA
Appleton, WI
Chesapeake, VA

Funding Eligibility

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

Funding Restrictions

Our programs tend not to fund:

- Organizations that do not have the 501(c)(3) tax-exempt status
- Individuals
- Religious organizations, unless the project benefits the community, such a soup kitchen housed in a church
- Political candidates or lobbying organizations
- Organizations with limited constituency, such as fraternal, labor or veterans groups and business associations
- Conferences, sporting events, auctions, trade shows, 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 program budget
- Organizations which 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

Grant Deadlines

Grant application deadlines are January 15 and June 1 of each year. Organizations may apply for funding only once in a calendar year.

How to Apply

Thank you for your interest in the Pitney Bowes Foundation's Literacy and Education Programs. The grant application deadlines for this program are January 15 and June 1 of each year. Organizations must apply via the online system and may submit only one grant request per year.

To apply online, you will need to provide your 501(c)(3) charity's Federal Tax I.D. number. You will be asked to answer prescreening questions that confirm that you have reviewed the Foundation's guidelines, that you are not requesting support for an individual or for religious or political purposes, and that you are requesting support for a literacy and education program.

You will be given access to the application form, which will ask you to supply detailed information describing your organization and the program for which you are seeking support.

You will be required to upload a listing of your board of directors.

If you are applying for a grant over \$25,000, you will also be required to upload audited financial statements, for the two most recent years as required by law, and organizational budget.

If you are applying for a grant over \$50,000, in addition to the above mentioned documents, you will also be required to upload your organization's 990s for two most recent years as required by law, your annual report, CVs of key employees, and a list of funders.

You will receive an electronic receipt confirming that your application has been submitted. Grantees will be notified of the outcome of their application within four to six months. Please do not contact us to follow up on the status of your grant. You will be contacted if there are any questions regarding your application or if additional information is required.

[Click here to apply.](#)