

# Pitney Bowes Foundation Guidelines

## Funding Priorities

### **We support:**

- Programs with measurable outcomes that close the academic achievement gap and prepare the future workforce
- Organizations in which Pitney Bowes employees are strongly involved
- Programs that target diverse populations, particularly women, minorities, and the disabled.
- Initiatives in the following communities:

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

Washington, DC  
Atlanta, GA  
Waltham, MA  
Grand Rapids, MI  
Troy, NY

Chesapeake, VA  
Dallas, TX  
Spokane, WA  
Appleton, WI

Community support may include sponsorship of special events tied to priority initiatives or not-for-profit partners with whom the Company has an existing charitable relationship.

### Eligibility

Pitney Bowes 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. We target our support to specific projects or programs that increase and enhance the scope of services offered by an organization. Our grants are seldom used to support operating costs or capital campaigns. Priority is also given to organizations that have a broad base of donors and that effectively engage Pitney Bowes employee volunteers.

### Restrictions

Pitney Bowes' Community Investments do not fund:

- Organizations that do not have 501(c)(3) tax-exempt status
- Individuals
- Religious organizations unless the project benefits the community, such as a soup kitchen that is housed in a church
- Political candidates or lobbying organizations
- Organizations with a limited constituency, such as fraternal, labor or veteran's groups
- Travel by groups or individuals
- Single disease health organizations
- Conferences, sporting events, auctions and other one-time, short-term events
- Sponsorships
- Advertising or television programming
- Anti-business groups
- Team sponsorships or athletic scholarships

Company policy does not allow the donation of Pitney Bowes products.

## **How to Apply**

Thank you for your interest in Pitney Bowes Local Community Support. If you think your organization merits support through our Local Community Support initiatives, you may apply for funding through our online grant application form. Organizations must apply via the online system and are encouraged to submit only one grant request per year. Applications for Local Community Support are reviewed on a quarterly basis. Deadlines to submit your organization's request are the following:

February 15

May 15

August 15

October 15

Grantees will be notified of the outcome of their application by the end of the respective quarter.

To apply online, you will need to provide your 501(c)(3) charity's Federal Tax I.D. Number, and will be asked to answer prescreening questions that confirm that you have reviewed our Local Community Support Guidelines, that you are not requesting support for an individual or for religious or political purposes, and whether or not 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, including budget and evaluation components.

You will be required to upload copies of your IRS 501(c)(3) letter of determination, your latest 990 and audited financial statements, a listing of your board of directors / trustees, your annual report, and a line item budget for the project for which you are seeking funding. You will receive an electronic receipt confirming that your application has been submitted. 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.

### **Online Application Forms**

For Local Community Program Support, [click here to apply.](#)

For Local Community Event Sponsorship, [click here to apply.](#)