

## Objectives

The management of Xerox continues to be committed to a policy of community investments. This policy seeks to position the corporation as an active participant in society. We believe that a corporation today has institutional responsibilities that go beyond its primary economic role. These responsibilities include a concern for the communities in which Xerox conducts business.

Therefore, we will continue to assist a variety of social, civic and cultural organizations that provide broad-based programs and services in cities where our employees work and live. We also remain committed to a program of grants to colleges and universities to prepare qualified men and women for careers in business, science, government, and general education. Also to further advance knowledge in science and technology, and to enhance learning opportunities for minorities and the disadvantaged.

We also invest contribution dollars in a number of organizations that contribute to the debate on major national public policy issues. Worldwide, Xerox philanthropy tries to engage national leadership in addressing major social problems and to support programs in education, employability and cultural affairs. Other areas of particular focus include programs responsive to the national concern for the environment and the application of information technology.

## Guidelines for Applying

No specific application form is used. Requests for grants/funding should be submitted in letter form describing the project or program. This request should contain the legal name of the organization, the official contact person, its tax-exempt status, a brief description of its activities and programs, the purpose for which the grant is being requested, the benefits expected, the plans for evaluation, the projected budget, and the expected sources and amount of needed funds. Also, any additional factual material related to the organization or the request that may be useful for evaluation, a copy of the latest annual financial statement should be included.

Grants are made only to organizations that have been granted exemption from Federal Income Tax under Section 501 (c)(3) and ruled to be publicly supported under Section 509(a) of the Internal Revenue Code.

Contribution reviews take place monthly and the Board of Trustees meet several times a year.

Large grants may be approved for more than one year (multi-year grants). All organizations that have previously received support on an annual basis from the Foundation, must re-submit a request each year to be evaluated for continued support.

Internal policies, a limited annual budget, and/or application of Federal law require the Foundation to decline requests to support:

- Individuals
- Capital grants (must be approved by the Board of Trustees)
- Endowments or Endowed Chairs
- Political organizations or candidates
- Religious or sectarian groups
- Municipal, County, State, Federal or quasi-government agencies



**Send all proposals and requests to:**

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