

**THE ELISABETH SEVERANCE PRENTISS  
FOUNDATION**

**GRANT APPLICATION REQUIREMENTS**

The Board of Managers reviews and acts on grant requests semi-annually at meetings held in May and November of each year. Applications must be received by **April 15th** to be on the agenda for the May meeting, and by **October 15th** to be scheduled for the November meeting. Applicants are notified of the outcome shortly thereafter.

*Each grant application must include a cover letter signed by the chief executive officer of the parent organization of the project, which must include an executive summary outlining the project and the amount of funds being requested. Requests without such a document will not be considered.*

**A grant application should include:**

- **Cover Letter:** Executive summary of project, amount requested, signature of chief executive officer of parent organization
- **Organizational Background:** History, mission, types of programs offered, constituencies served and affiliations with other organizations
- **Project Description:** Justification of need, specific goals and objectives, activities planned to meet goals and objectives, project timeline, qualifications of key personnel, methods of evaluation
- **Project Budget:** Anticipated expenses, including details about how Foundation funds will be used, and anticipated income, including information about other sources approached for funding
- **Organizational Budget:** Current year budget and proposed budget for year(s) showing both income and expenses, the organization's most recent audited financial statements
- **Supporting Documents:** List of current board of trustees, readily available printed material about the organization, recognition strategies for the Prentiss Foundation's support, IRS letter confirming 501(c)(3) status and classification as a public charity

**SIX COPIES of all grant applications (six copies each of the cover letter, proposal and any supporting materials) should be addressed to:**

The Elisabeth Severance Prentiss Foundation  
PNC Bank  
1900 East Ninth Street, Mailstop B7-YB13-03-1  
Cleveland, OH 44114

**CONTACT INFORMATION**

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