

**SEHERR-THOSS FOUNDATION
SEHERR-THOSS CHARITABLE TRUST
P.O. Box 292
Litchfield, CT 06759**

Board

President	Bruce Schnitzer
Treasurer	Patrick Boland
Secretary	Stacie Kavle

Board members: Ann Borzilleri, John Boyd, Andrew Roraback, Harry Seherr-Thoss, Denise Raap, as First Selectman of the Town of Litchfield

General Information on Grants

- Requests for grants must fit within the stated purpose of the Foundations: to support the cultural, educational, health-related, religious, and civic organizations which serve the people and communities of the town of Litchfield, including Bantam, East Litchfield, Milton, and Northfield Connecticut.
- Grants are intended to provide major support for specific capital projects and will not be made to individuals, annual appeals, or general endowment funds. Grants are not made in support of programs, salaries, operating expenses, trips, concerts, events, and the like.
- The present policy gives priority to large capital grants. However, the Foundations accept proposals for smaller requests, from smaller organizations, and for seed money for vital start-up programs.
- The Foundations look favorably upon requests for matching grants.

Grant Application Requirements

- Applicants must be exempt from income taxes under Section 501(c) of the Internal Revenue Code, affiliated with a municipal entity within or associated with the Town of Litchfield, or a recognized religious organization.
- Applications are not accepted from municipalities or departments other than those in Litchfield.

Application contents

- A completed application form
- A letter describing and attesting to the application, including how your organization serves the purposes of the Seherr-Thoss Foundations:
to support the cultural, educational, health-related, religious, and civic organizations which serve the people and communities of the town of Litchfield, including Bantam, East Litchfield, Milton, and Northfield, Connecticut.
- Projected budget stating the expected sources and amount of needed funds
- Basis of your cost assumptions (i.e. competitive bids, information about the choice of vendor/contractor)
- Copy of the latest annual financial statement, preferably audited
- Any additional information that may be useful for evaluation

Application Deadline

Proposals may be submitted at any time, but the deadline for postmarking and for emailing is 5 p.m. on:

- February 15 for consideration at the March meeting
- September 15 for consideration at the October meeting

Application Review

Applications are screened for completeness, clarity, and compliance with eligibility requirements, and are acknowledged by return email within one week of the application deadline.

Excessive information is discouraged.

Some applications may require informational queries or site visits by Board Members regarding grant requests.

Upon completion, please email a single PDF file containing both the Grant Application and all the supporting documents to: secretary@seherr-thoss.org .

Please also mail one physical copy of the Grant Application and accompanying forms to:

The Seherr-Thoss Foundations
P.O. Box 292
Litchfield, CT 06759

Grant Application

Applicant Information:

Date of Application _____

Name of Organization _____

Address _____

Town _____ State _____ Zip Code _____

Telephone _____ Fax _____ IRS EIN # _____

Contact Person (Application) _____

Title _____ Telephone _____ E-Mail _____

Contact Person (Proof of Expenditure) _____

Title _____ Telephone _____ E-Mail _____

Purpose of the Grant: _____

Does your organization support the purpose of the Foundations:

to support the cultural, educational, health-related, religious, and civic organizations which serve the people and communities of the town of Litchfield, including Bantam, East Litchfield, Milton, and Northfield, Connecticut?

What geographical territory does your non-profit serve?

How is this organization supportive to Litchfield residents?

Does this organization provide a vital service important to Litchfield residents?

What other organizations provide this service to Litchfield residents?

What proportion of this grant will serve residents of Litchfield?

Project Budget:

Total Project Cost \$ _____
Applicant funds available for Project \$ _____
Funds requested from other sources \$ _____
Funds requested from Seherr-Thoss Foundations \$ _____

Project Information:

Is this project a capital improvement?

Please provide an estimate of when you will be able to complete this project:

If only partial funding is granted, how will that affect your ability to proceed with this project?

If this is a construction project, which of the following items will be needed, and which have been secured?

	Needed	Secured
Feasibility Study		
Land Acquisition		
Architectural Plans		
Zoning Permit		
Wetlands Permit, if applicable		
Building Permit		
Fire Marshal approval		
Certificate of Appropriateness (for projects in the Litchfield and Milton historic districts)		

If this is part of a larger project, please describe the whole project and how this phase relates to it: _____

Attachments *[Please check those included]:*

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- Any additional information that may be useful for evaluation

Submit both a physical copy by mail to P.O. Box 292, Litchfield, CT 06759 and a single PDF file by email to: secretary@seherr-thoss.org