

**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

History and Purpose

The Seherr-Thoss Foundation is a private grant-making foundation established by Sonia P. Seherr-Thoss and her husband, Hans C. Seherr-Thoss. Mr. and Mrs. Seherr-Thoss became residents of Litchfield, Connecticut in 1948, when they bought 300 acres of farmland where they could raise Jersey cows.

Litchfield was the place to which they always returned, and they became committed to community service and philanthropy. They supported and served as board members of the Greater Litchfield Preservation Trust, the Litchfield High School Scholarship Association, the Litchfield Historical Society, the Oliver Wolcott Library, and the White Memorial Foundation and Conservation Center. Their involvement in the charitable and cultural institutions of Litchfield led to the idea of creating permanent funding for the support of community interests.

The Foundation was established in 1991, and the Charitable Trust in 1994. Both fund Litchfield projects almost exclusively. "The Foundations", as they are collectively called, have supported large capital improvement projects for local organizations such as the Litchfield Historical Society, the Livingston Ripley Waterfowl Sanctuary, the Litchfield Community Center, the Oliver Wolcott Library, and the White Memorial Conservation Center. They can also fund out of town organizations if they serve Litchfield residents.

In addition, the Foundations have funded smaller projects such as medical and rescue equipment for volunteer ambulance and fire companies in Litchfield. The Foundations have supported the Litchfield Public Schools and many other charitable organizations and area churches.

General Information on Grants

- Grants are intended to provide major support for specific capital projects and will not be made to individuals, annual appeals, or to general endowment funds. Grants are not made in support of programs, salaries, operating expenses, trips, concerts, events and the like.
- Grants are intended to support proposed projects, not those that have already been undertaken or completed.
- Funds awarded must be expended within a year of the time of the grant. For funds awarded subject to a contingency, money granted must be spent within a year of the time that the contingency has been met and the grant paid. For an extension of the 12 month deadline or a change in the allocation of the funds, a written request must be submitted to the board.
- 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.
- Distribution meetings are held in March and October.

Grant Application Requirements

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

Application Procedure

Please fill out the attached Grant Application on the next page.

1 -Create a single PDF that includes the Grant Application form and the supporting documents, and email it to: secretary@seherr-thoss.org.

2 -Mail one physical copy of the Grant Application form with all the supporting documents to the Secretary, Seherr-Thoss Foundations, P.O. Box 292, Litchfield, CT 06759

Application Contents

The application must include all the following:

- A letter from the Chief Executive of the Applicant Organization describing and attesting to the application.
- A projected budget stating the expected sources and amount of needed funds for the project.
- Bids from two separate vendors for monies to be spent on this project. If the nature of the project precludes two bids, please explain why.
- A copy of a letter from the IRS indicating 501(c) status, including tax ID number.
- A 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:

- March 5 for consideration at the April 1 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:

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

Applicants without the computer equipment needed to fill out and email the Grant Application in PDF form or to make PDF versions of the supporting documents may visit Staples in the Torrington Plaza at 15 South Main St. in Torrington for assistance in creating pdfs and emailing the Grant Application.

The Seherr-Thoss Foundations

Grant Application

Date of Application _____

Name of Organization _____

Address _____

Town _____ State _____ Zip Code _____

Telephone _____ Fax _____ IRS Tax ID # _____

Contact Person (Application) _____

Title _____ Telephone _____ E-Mail _____

Contact Person (Proof of Expenditure) _____

Title _____ Telephone _____ E-Mail _____

Purpose of the Grant: _____

What geographical territory does your non-profit serve? _____

Organizations not based in Litchfield must satisfactorily answer these questions:

- What other organizations provide this service to Litchfield residents?
- Does this organization provide a vital service important to Litchfield residents?
- How is this organization supportive to Litchfield residents?
- What proportion of this grant will serve residents of Litchfield?

\$ _____

Total Project Cost

\$ _____

Applicant funds available for Project

\$ _____

Funds requested from other sources

\$ _____

Funds requested from Seherr-Thoss Foundations

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]*:

- Letter describing and attesting to the application
- Projected budget stating the expected sources and amount of needed funds
- Two supporting bids
- Tax exempt letter from the IRS, including tax ID number
- Copy of the latest annual financial statement, preferably audited
- Copy of the most recent Federal tax return
- 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