

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

**2025 Board**

|           |                  |
|-----------|------------------|
| President | Michele Saunders |
| Treasurer | Matt Karpas      |
| Secretary | Tracy Keilty     |

Board members: Hilary Barhydt, Ann Borzilleri, Tracy Keilty, Andrew Roraback,  
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**

There are two grant cycles, in spring and fall.

Proposals may be submitted at any time.

Deadlines are decided at each board meeting and are posted on the website.

## **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 supporting documents to: [secretary@seherr-thoss.org](mailto: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]:*

- A letter describing and attesting to the application, including how your organization serves the purposes of the Seherr-Thoss Foundations:  
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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](mailto:secretary@seherr-thoss.org)