



Application Process

The Discretionary Charitable Trust Committee meets three times each year to consider grant applications. A proposal should be concise, and include the following information: (no copies are required)

- A cover letter signed by the Executive Director and Chairperson of the Board stating the purpose of the proposal and the amount requested
- A brief history and purpose of the organization
- A list of the members of the Board of Trustees
- A summary of services offered, service area and service statistics
- A profile of clients served
- An explanation of the specific project for which the Foundation is being asked to provide funding including objectives, time frame, budget, evaluation plan, and source of future funding and a reasonable plan for eventual self-sufficiency
- An explanation of how the request will benefit the City of Cleveland and/or residents of Cuyahoga County
- A statement of income and expenses for the previous year and current budget
- An audited financial statement
- The most recent Annual Report
- A copy of the IRS letter verifying tax-exempt status

All applicants submitting complete proposals will receive written notification of the Discretionary Charitable Trust Committee's decision within a few weeks of the meeting. The Foundation reserves the right to contact other funders and/or professionals in the field regarding a grant request. In order to allow staff and the Discretionary Charitable Trust Committee Members adequate time to carefully review each completed application, deadlines for receiving proposals have been established.

Deadline	Distribution Meeting
December 1	January
April 1	June
August 1	September

Send Requests to:

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