

## Grant Life Cycle At-A-Glance

**Eligibility:** The Longwood Foundation's mission is to be a catalyst to strengthen nonprofit organizations in Delaware and the Kennett Square area. Our vision is that these same organizations are better able to serve their communities, thereby improving quality of life. The Foundation accepts grant requests from nonprofit 501(c)(3) organizations located in and/or benefiting the state of Delaware and within a four-mile radius of Longwood Gardens in Kennett Square, Pennsylvania. Organizations that have previously applied are asked not to re-approach the Longwood Foundation with a funding request within two years of a previous request, regardless of whether the proposal was approved or declined. Therefore, if you are not eligible for Spring 2023 because of a past grant request, please reference your past grant agreement or declination letter to determine when you can return to Longwood for another request.

**Information Sessions:** The Longwood Foundation offers Grant Information Sessions ahead of each application deadline. These will be offered in person and via Zoom. The session provides an overview of the application and evaluation processes used by the Foundation. Please note that participation neither improves nor harms an organization's likelihood of receiving funding. If a representative from an organization has participated in the past, it is not necessary to repeat attendance at a session unless there has been a change in the organization's leader and/or Board Chair role.

**Pre-Meetings:** Prospective applicants may request a pre-meeting ahead of the submission of a proposal. During this meeting, organizations may update the Foundation on their planned request and ask questions pertinent to drafting their application. Note that this meeting is optional for requests less than \$500,000 and requesting one neither improves nor harms an organization's likelihood of receiving funding. **Organizations planning to request \$500,000 and above must have a pre-meeting prior to submitting an application.** In order to schedule a pre-meeting, please complete the linked Monday.com Form: <https://forms.monday.com/forms/eb38c223bdd34e76c6609c70bf7b3b23?r=use1>

The Foundation will then connect you with a staff member for this meeting. Note that participation in a pre-meeting does not obligate an organization to submit a request in the next grant cycle. Given the volume of pre-meetings requested and a relatively small number of Foundation staff, all meeting requests may not be able to be honored ahead of the application deadline. Requests for projects that may be greater than \$500,000 will be prioritized, with the remaining requests handled in the order in which they are received.

**Grant Proposal (Request) Submission:** The Longwood Foundation operates two grant cycles per year, with proposal deadlines of March 1<sup>st</sup> and September 1<sup>st</sup>. The Foundation utilizes an electronic [Grants Management System](#) for application submissions. When preparing for a proposal, please review the Foundation [website](#) to view the mission, values, guidelines, an applicant FAQ, and information on the cycle. Prior to beginning an application, organizations should visit [Guidestar](#) to either create a profile or review/update their current profile. Applications must be submitted through the online system and late submissions will not be considered.

**Grant Proposal Evaluation:** As part of the proposal evaluation, every organization submitting a request will be given either a Zoom or in person meeting to discuss their proposal. These meetings assist Longwood Foundation staff in better understanding the organization, its leadership, and the proposal to support the Trustees' decision making. During these meetings, Longwood Foundation staff will ask many questions about the request, the requesting organization, and the proposed impact of the application. Staff may email questions in advance, with nonprofits asked to respond either during or within two weeks of the meeting. During the meeting to discuss the application, the Longwood Foundation is likely to have questions about the financials. If the Executive Director is not familiar with the organization's financials, please ensure that the financial expert joins the meeting.

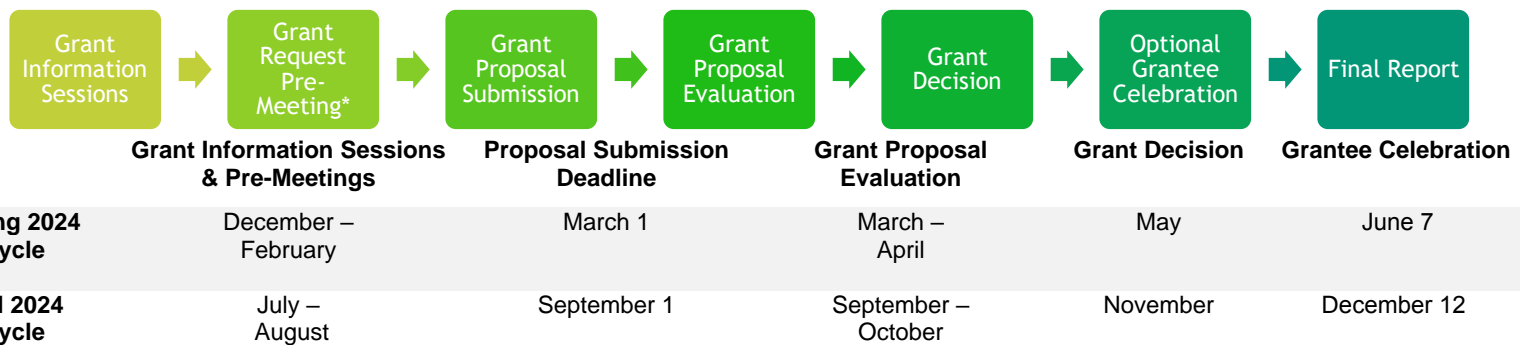
**Grant Decisions:** The Longwood Foundation Board of Trustees meets in May and November to make grant decisions for the respective cycles. Within two weeks of their meeting, every requesting organization will receive a 15-minute phone call in which the decision is shared, expected outcomes are confirmed (if a grant request is approved), or suggestions are provided to strengthen the next request in two years' time (if a proposal is declined).

**Grant Agreements & Distribution of Funds:** For those requests approved by the Trustees, a Grant Agreement must be signed (electronically, via the Grants Management System) by the Board Chair and organization leader. If no contingencies are applied by the Trustees, funds are typically distributed within a month of the Trustee meeting. For the foreseeable future, payments will be made electronically. Grantees will be asked for electronic payment information when completing their Grant Agreement.

**Optional Grantee Celebration:** Grantees will have the opportunity to participate in an optional celebration. The purpose of this event is to build connections and form a community of support as grantees implement their projects. The Spring 2024 Grantee Celebration will be hosted at Longwood Gardens on June 7th. Additional information will be shared with grantees after funding is awarded.

**Final Report:** At the end of the grant and after the timeline in the outcomes agreed upon, the Longwood Foundation will ask organizations that receive funds to provide a Final Report on the project through the Foundant portal. This report will ask organizations to provide an update and reflections on the grant as well as the results of the outcomes agreed upon. Once this report is completed, Longwood will close out this grant. In an effort to learn and continuously improve, Foundation staff may reach out to meet with a small number of organizations to learn more about their experience and grant implementation.

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### Spring 2024 Final Report Due Date by Cycle Eligible to Return to Longwood

Grant Cycle Eligible to Return to Longwood:	Outcomes Known By:	Final Report Due:
Spring 2026	December 31, 2025	February 1, 2026
Fall 2026	June 30, 2026	August 1, 2026
Spring 2027	December 31, 2026	February 1, 2027
Fall 2027	June 30, 2027	August 1, 2027
Spring 2028	December 31, 2027	February 1, 2028
Fall 2028	June 30, 2028	August 1, 2028
Spring 2029	December 31, 2028	February 1, 2029