

## 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 organizations located in and/or benefiting the state of Delaware and within a four-mile radius of Longwood Gardens in Kennett Square, Pennsylvania. A previous grant application to Longwood will also impact eligibility to reapply – with organizations asked to wait at least two years between requests. Prior grantees should reference their last Grant Agreement, which will name the grant cycle in which they are eligible to reapply. If declined, organizations are required to wait two years before submitting another request. Therefore, nonprofits should be thoughtful about when to approach Longwood for funding.

**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. The session was refreshed in Fall 2023, so even if you have attended in the past, you will find value in participating. If interested, please visit our website or use this link to register: [Fall 2025 Information Session Registration Form](#)

**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.** If this is your organization's first time applying to the Longwood Foundation and you are interested in having a Pre-Meeting, we will require that you attend an Information Session prior to attending a Pre-Meeting. To schedule a Pre-Meeting, please complete this linked form: [Fall 2025 Pre-Meeting Request Form](#)

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 [Candid](#) 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.

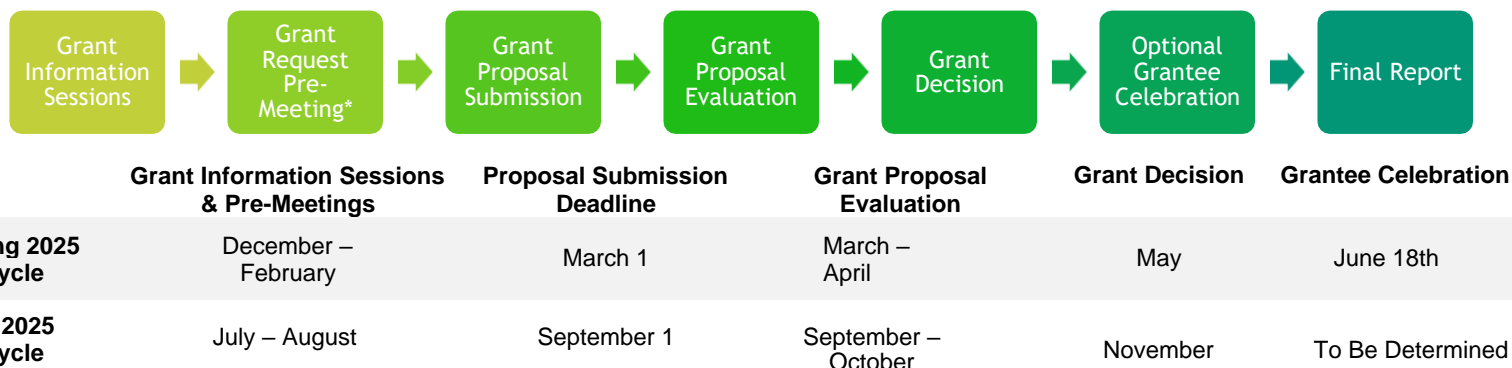
**Grant Decisions:** The Longwood Foundation Board of Trustees meets in May and November to make grant decisions for the respective cycles. Within two weeks of their meeting, every requesting organization will receive a 15-minute phone call in which the decision is shared, expected outcomes are confirmed (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, all funds are typically distributed within a month of the Trustee meeting. These payments are made electronically; as such, 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 Fall 2025 Grantee Celebration will be held at Longwood Gardens in December 2025. 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 electronically, via the Grants Management System. 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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### 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 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
Fall 2029	June 30, 2029	August 1, 2029
Spring 2030	December 31, 2029	February 1, 2030