LONGWOOD *foundation*

Grant Life Cycle At-A-Glance

Eligibility: The Longwood Foundation accepts grant requests from non-profit 501(c)(3) organizations located in and/or benefiting the residents, environment, or culture of the state of Delaware and southern Chester County, Pennsylvania within a four-mile radius of Longwood Gardens. Additionally, an organization is 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.

Grant Information Session: In recent years the Longwood Foundation has offered Grant Information Sessions. These sessions are offered twice per year (January/February and June/July), ahead of each application deadline. The session provides an overview 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.

Grant Proposal (Request) Submission: The Longwood Foundation operates two grant cycles per year, with proposal deadlines of March 1 and September 1. The Foundation utilizes an electronic Grants Management System for application submissions. When preparing for a proposal, please review the Longwood Foundation website to view the Foundation's mission, values, and resources. The site includes guidelines, an applicant FAQ, information on the cycle, and a list of questions frequently asked by Foundation staff when evaluating a grant proposal (applicant guidance). Prior to beginning an application, organizations should visit Guidestar to either create a profile or review their current profile (updating as necessary). Note that 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 a site visit (or meeting, should there be no site to visit) to discuss the application. These visits assist Longwood Foundation staff in better understanding the proposal in order to support the Trustees' decision making. During these visits, 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 one week of the meeting. In preparation, nonprofits are encouraged to review the "Questions Frequently Asked by Longwood Foundation Staff" document on the website.
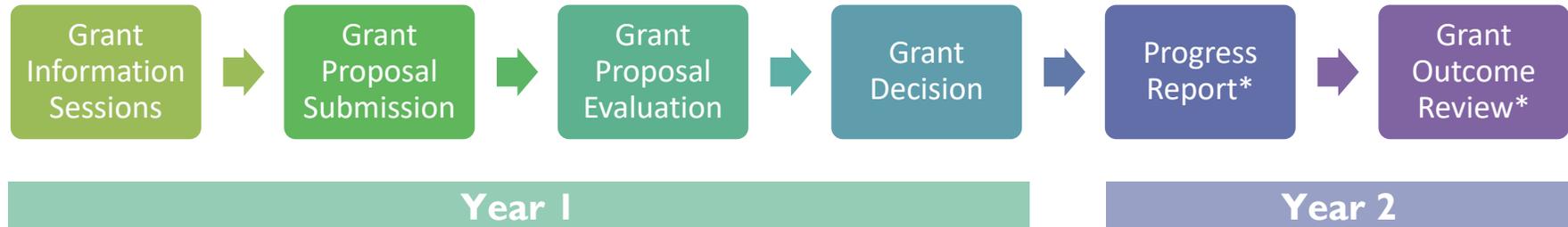
Grant Decisions: The Longwood Foundation Board of Trustees meets in May and November to make grant decisions for the respective cycles. Within two weeks of their meeting, every requesting organization will receive a 15-minute phone call in which the decision is shared, expected outcomes are confirmed (if a grant request is approved), or recommendations are provided to strengthen the next request (if a proposal is declined).

Grant Agreements & Distribution of Funds: For those proposals 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 Board of Trustee meeting.

Progress Report: Within 15 months of the grant decision, the Longwood Foundation asks organizations receiving funds to provide an update on the project via an online Progress Report (through the Grants Management System).

Grant Outcome Review: The Longwood Foundation will schedule a meeting with each grant recipient approximately 18-20 months after the grant is made. This meeting will include a discussion on progress against the proposed outcomes of the grant, what the recipient has learned in the process, and suggestions for how the Foundation's grant making process can be improved.

Revised February 2019

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| Grant Information Sessions | → | Grant Proposal Submission | → | Grant Proposal Evaluation | → | Grant Decision | → | Progress Report* | → | Grant Outcome Review* |

| **Year 1** | **Year 2** |

	Grant Information Sessions	Proposal Submission Deadline	Grant Proposal Evaluation	Grant Decision	Progress Report Due* (15 mo after decision)	Grant Outcome Review* (18-20 mo after decision)
Spring Cycle	January/February	March 1	March/April	May	August (Year 2)	November/ December/January (Year 2)
Fall Cycle	June/July	September 1	September/October	November	February (Year 2)	May/June/July (Year 2)

*Please note that the processes and timelines displayed are applicable for typical grant proposals. Occasionally large or complex projects may not be scheduled to be complete within two years of receipt of funds. In cases such as these, the Progress Report and Grant Outcome Review timelines would be adjusted to better align with anticipated project completion.

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