

## Information for Past Grantees Who Wish to Reallocate Funds Due to COVID-19

The coronavirus (COVID-19) is presenting our region and the world with an unprecedented situation that has vast short- and long-term impacts – especially for those most vulnerable. We understand that this crisis is a dramatic disruption to your services, and Longwood’s usual procedures should not further burden you at this time. We have suspended all reporting requirements and outcomes results/deadlines until further notice. The nature of this crisis may also shift how you wish to allocate the funds you’ve already been granted, and we will consider these requests on a case-by-case basis.

As you seek to reallocate funds to the emerging needs the coronavirus has presented for your organization, we ask that you submitted a short (1-2 page) summary with the following information:

- What are you requesting (amount of funds remaining to be reallocated)?
- What is the current status of the project/program you were initially funded for? If the funds are reallocated, what will happen to that project or program?
- How has the coronavirus has impacted your operations and cash flow to date?
- Have you applied for Federal or State loans related to COVID-19? If so, for how much?
- How do you anticipate the coronavirus will impact your operations and cash flow in the coming months?
- How will you use the reallocated funds (to the extent known)?

This summary can be emailed to Maria Stecker, Grants Manager: [mstecker@longwood.org](mailto:mstecker@longwood.org)

After we receive this submission, we will be in touch with any additional questions and/or to schedule a call to discuss. Thank you and take care in this challenging time.