

Summer & Fall 2020 Grant Life Cycles At-A-Glance

Eligibility: The Longwood Foundation accepts grant requests from nonprofit 501(c)(3) organizations located in and/or benefiting the residents, environment, or culture of the state of Delaware and within a four-mile radius of Longwood Gardens. If you are eligible for a grant request with us in the fall of 2020, you are eligible for either the summer or fall cycle this year (or any cycle after that). If you are not eligible for the fall of 2020 because of a past grant request, then your past grant agreement or declination letter governs when you can return to Longwood for another request. Applying organizations for either the summer or fall cycle will not be eligible for another request until the fall of 2022 – whether funded or declined. Note that we will not allow organizations to withdraw their requests after submission.

Zoom Q&A Sessions: Since no preparatory pre-meetings will be offered ahead of the summer or fall cycles, the Longwood Foundation offered five Zoom Q&A sessions in May and three in August to address questions related to the summer and fall grant cycles, respectively. Participation neither improves nor harms an organization's likelihood of receiving funding. A recording of one of the sessions is available, along with a document covering [Frequently Asked Questions](#). Should you have additional questions, please email LongwoodFall2020Questions@longwood.org.

Grant Proposal (Request) Submission: The Longwood Foundation will operate two more grant cycles in 2020, with proposal deadlines of June 5 and September 1. 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 and values. Additionally, see the [summer and fall 2020 grant cycles webpage](#) to review guidelines, frequently asked questions, and other 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 granted a Zoom meeting to discuss their proposal with a Longwood team member. These meetings assist Longwood Foundation staff in better understanding the organization, its leadership, and the proposal in order 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. Note that there will be no in-person meetings or site visits through the remainder of 2020, for everyone's safety. Since we are expecting a dramatic increase in the number of applications, please know that we are pulling our entire team of five into the grant review process, so you may work with a different Longwood team member than you have in the past.

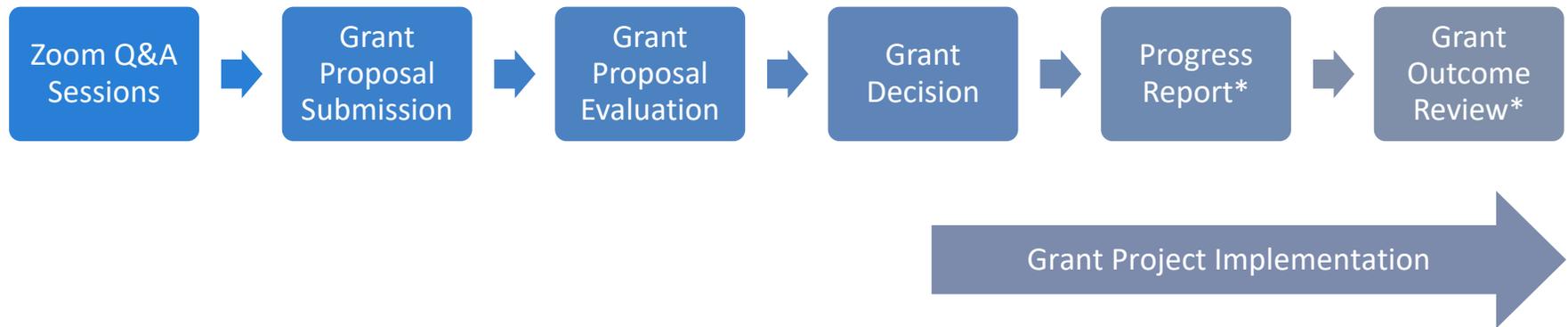
Grant Decisions: The Longwood Foundation Board of Trustees will meet in September and December to make grant decisions for the respective cycles. Within two weeks of their meeting, every requesting organization will receive a 15-minute phone call in which the decision is shared, expected outcomes are confirmed (if a grant request is approved), or suggestions are provided to strengthen the next request in two years' time (if a request 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. In these cycles, payments will be made electronically. Grantees will be asked for wiring information when completing their Grant Agreement.

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. Due to the volume of meetings anticipated, this meeting take place before or after this window. This meeting will include a discussion on progress against the proposed outcomes of the grant, what the recipient has learned in the process, and seek suggestions for how the Foundation's grant making process can be improved.

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| | Zoom Q&A Sessions | Proposal Submission Deadline | Grant Proposal Evaluation | Grant Decision | Progress Report Due* (15 mo after decision) | Grant Outcome Review* (Approximately 18-20 mo after decision) |
|---------------------|------------------------------|-------------------------------------|----------------------------------|-----------------------|---|---|
| Summer Cycle | May | June 5 | June/July/August | September | December 2021 | Spring & Summer 2022 |
| Fall Cycle | August | September 1 | September/October/November | December | March 2022 | Summer 2022 |

*Please note that the processes and timelines displayed are applicable for most 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 are adjusted to better align with anticipated project completion.