

## Grant Life Cycle At-A-Glance

**Eligibility:** The Longwood Foundation's mission is to improve the quality of life in Delaware and the Kennett Square area by catalyzing and strengthening nonprofits to better serve their communities. 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 or Fall 2022 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, reach out to Lauren Petrusky (Grants Administrator) ([lpetrusky@longwood.org](mailto:lpetrusky@longwood.org)), who will connect you to either Maria Stecker (Grants Manager) or Thère du Pont (President) for this meeting.

**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 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. 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).

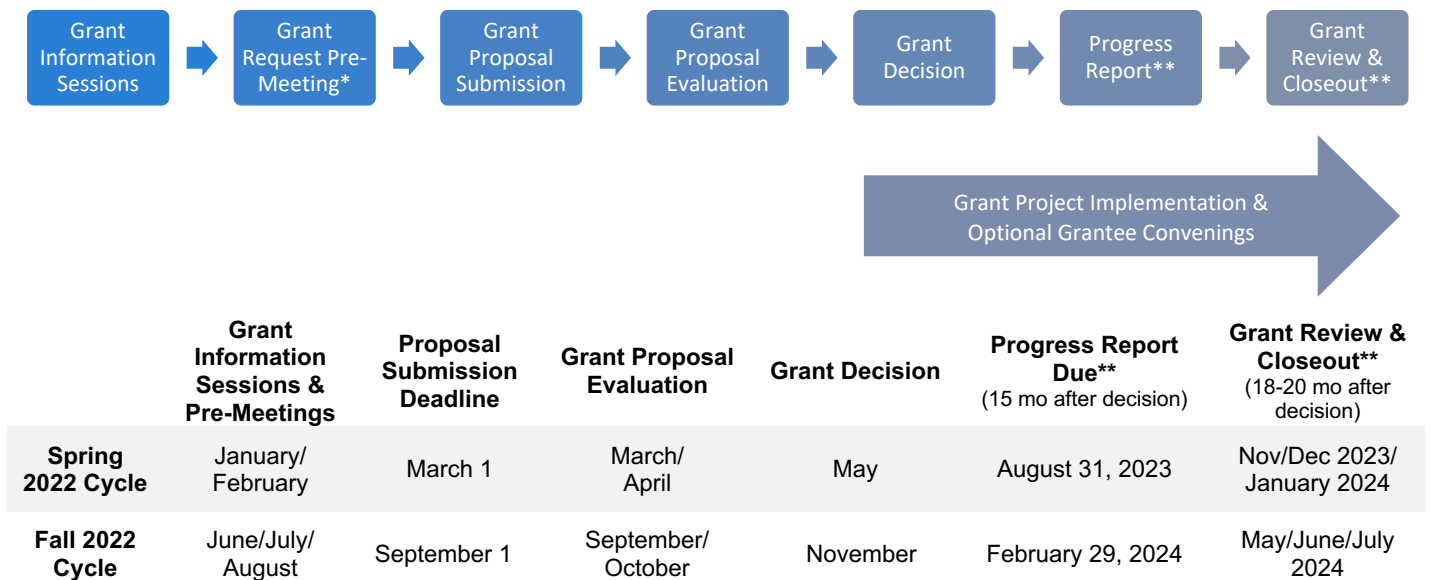
**Grant Agreements & Distribution of Funds:** For those requests approved by the Trustees, a Grant Agreement must be signed (electronically, via the Grants Management System) by the Board Chair and organization leader. If no contingencies are applied by the Trustees, funds are typically distributed within 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 Convenings:** When it is safe to gather in person, grantees will have the opportunity to participate in optional convenings. The purpose of these events is to build connections and form a community of support as grantees implement their projects. Additional information will be shared with grantees after funding is awarded.

**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 Review & Closeout Meeting:** 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 approved outcomes of the grant, what the grantee has learned in the process, and seek suggestions for how the Foundation’s grant making process can be improved.

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\*Pre-meetings are optional for requests less than \$500,000.

\*\*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 Review & Closeout timelines are adjusted to better align with anticipated project completion.