

## 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 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, please complete the linked Google Form: <https://forms.gle/BshiW9stMcojwn6P6>. 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 [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).

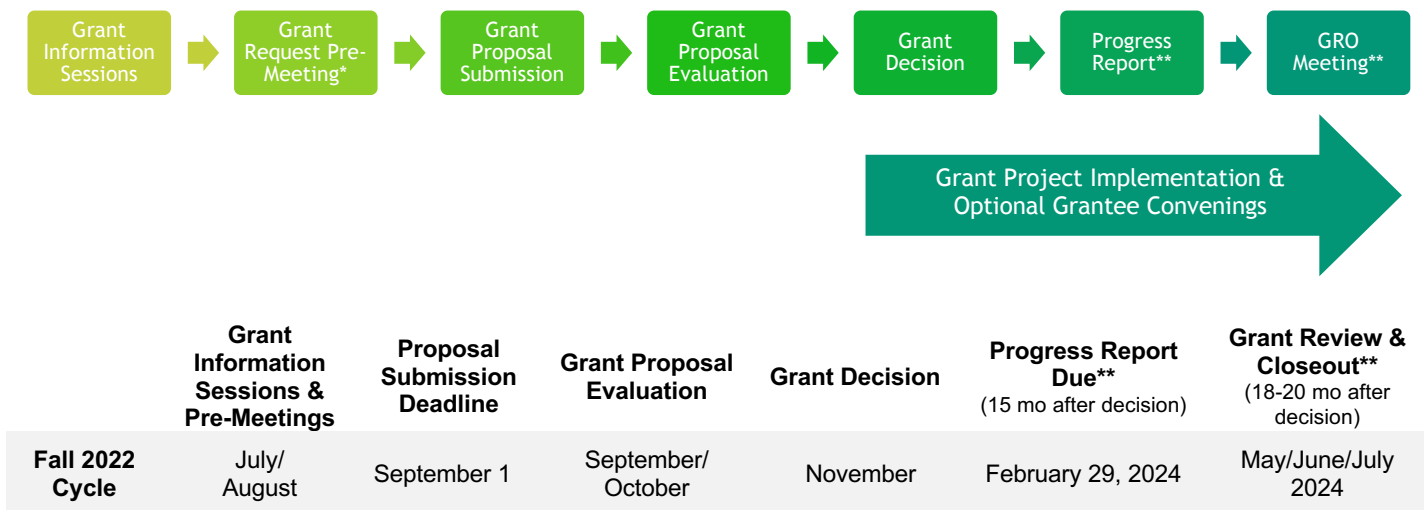
**Grant Agreements & Distribution of Funds:** For those requests approved by the Trustees, a Grant Agreement must be signed (electronically, via the Grants Management System) by the Board Chair and organization leader. If no contingencies are applied by the Trustees, funds are typically distributed within 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:** 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).

**GRO (Grant Reflections and Outcomes) Meeting and Grant Closeout:** The Longwood Foundation will schedule a meeting with grantees approximately 18-20 months after the grant is made. This meeting, which will serve as the grant closeout, provides us with an opportunity to learn more about the outcomes of the grant, lessons learned, and seeks suggestions for how the Foundation's grant making process can be improved. A member of the Longwood team will reach out to schedule these.

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

\*\*Please note that the process and timeline displayed are applicable for most grant proposals. Occasionally projects may not be scheduled to be completed within two years of receipt of funds. In cases such as these, the Progress Report and GRO Meeting timelines are adjusted to better align with anticipated project completion. The Grant Agreement will outline the alternative timelines to be followed.