

Longwood Foundation Grant Request Guidelines

The Foundation accepts grant requests from non-profit organizations located in and/or benefiting the residents, environment, or culture of Delaware and southern Chester County in Pennsylvania.

We are looking for investments that will accelerate a non-profit towards success. In the past, our primary focus has been overwhelmingly on capital requests. We will continue to fund capital needs, but will now consider some operating requests. However, the Foundation does not generally provide on-going program support, funding for routine operating expenses, or funding for events. Nor do we support endowments, religious organizations, or individuals.

Our deadlines for grant requests are March 1, and September 1, (but we encourage you to submit your request earlier if it is ready). Funding decisions are generally made by the Foundation's Board within three months. The Trustees ask that you wait 2 years before requesting another grant - whether this request is funded or not. Please do not submit any grant requests via an email to a staff member.

We strongly encourage you to apply online. When you have gathered the required information, click on APPLY FOR GRANT above. The first time you apply, you will be prompted to create a login ID and password before proceeding with your request. In addition to answering the series of questions in the online application, there are required attachments. You will see these as you progress through the application process. If you do not have the ability to apply online, you may submit your request in writing.

The following materials should accompany your specific request for support prior to one of those dates:

Organization Information

1. Background information with regard to your organization's history including the services you provide, demographics you serve and details regarding programs offered.
2. Description of the two or three most impactful outcomes your organization is working to create. Please discuss how the proposed grant would improve your ability to create these outcomes. Please show your progress against them over the last 2 years-showing expected results if the grant request is filled or not. We understand that some of your outcomes are qualitative, but expect that others can be quantified.
3. Please provide a cash flow projection for the next two years.

Project Information

Please provide details of the project such as: the scope of the project, construction/renovation costs for a capital request, equipment costs, a list of all fund raising to-date for it, as well as others being solicited for support.

Administrative Information

1. A list of your Board of Directors and Advisory Committees.
2. An independent audit or annual report which provides information about your organization's financial health and covers the most recent two years.
3. A copy of your organization's 501(c)(3) letter from the IRS (tax exempt letter).
4. If you are not applying online complete and include the Basic Data Form.

We will confirm receipt of your grant request within five business days. If you do not receive confirmation please contact us to make sure it was received. If you submitted your application online, you will receive an email confirmation.