

Longwood Foundation Grant Life Cycle

1. Organizations located in the state of Delaware or within four miles of Longwood Gardens in Pennsylvania with a 501c3 certificate may consider a grant request before our application deadlines.
2. Anyone interested in deepening their understanding of our grant decision making process is encouraged to attend an Information Session before submitting a request. These are typically held in January, February, July, and August (please check the website for specific dates). Please note that we limit attendance from each organization to no more than two members (preferably the Executive Director and Board Chair). Finally, note that attendance at these sessions is not required to submit a grant request.
3. If a request is submitted, the submitting organization is asked not to re-approach the Foundation for another request for two years – whether or not a grant is made.
4. Grant application deadlines are March 1 and September 1.
5. Every organization submitting a grant application will be given a site visit (or a meeting, if there is no site to visit) to discuss their request.
6. In these site visits, the Foundation will ask many questions about the request, the requesting organization, and the impact they will have on our geography. Please see “Frequently Asked Questions” on our website for some typical questions. The nonprofit will have about a week to answer these questions.
7. The Longwood Foundation Trustees meet in May and November to make grant decisions.
8. Within two weeks of their meeting, every requesting organization will get a 15-minute phone call in which the decision is shared, expected outcomes are confirmed (if a grant is being made), or advice is given to make the next request stronger (if the request has been declined).
9. If no contingencies are applied by the Trustees, funds are typically distributed within a month of their meeting.
10. 18-20 months after the grant is made, the Foundation will schedule a meeting with each grant recipient to discuss their progress against the proposed outcomes in their grant, what they’ve learned along the way, and suggestions for how the Foundation’s grant making process can be improved.