PURPOSE OF SITE VISITS

1. To help us better understand the work of the organization and specifics of their grant application.
2. To give the organization an opportunity to talk directly with IMPACT 100 and explain how they would use the IMPACT 100 grant.
3. To provide us with feedback regarding their needs.
4. To give us the opportunity to acknowledge and encourage the work they are doing for the community.

Remember, we want all the non-profits to know they have been heard, and feel like winners.

CONDUCTING SITE VISITS

1. Call the Executive Director and schedule an appointment. Allot 1 hour and do not exceed 1.5 hours. Please ask that they have their financial person be present and have at least 3 committee members attend the site visit. Remind them that there should be no press at this meeting.
2. If two organizations have collaborated for the request, make sure that both Executive Directors will be present at your site visit.
3. Read the grant application and all materials sent to IMPACT 100 from the organization.
4. Review the basic site visit questions and any additional ones from your committee and take a copy with you.
5. Meet ahead of time and discuss with your site visit partners the areas that need to be explored. Agree who will lead, take notes, etc.
6. Remain neutral in comments about IMPACT 100. You are part of the process, not the decision maker for the grant requested. Do not give them false hope, nor tell them that they don’t qualify. You are the reporter only. DO enjoy the visit and show them that you are glad to be there!
7. If the non-profit attempts to give you gifts of any kind, be nice but don’t accept. You are allowed to take brochures, pamphlets, and newsletters to share with the committee.
8. Write your notes of the visit as soon as possible, including specific observations. Go over the information with your site visit partner(s) as soon as possible after leaving the site visit. Please be prepared to share the report with your committee.
9. When you leave, let the non-profit E.D. know that they will hear back from IMPACT 100 by the 3rd week of September.

REMINDER: You may not participate on the site visit for any organization for which you, your spouse or significant other serve as board members. You also should not participate as a board member for the non-profit while other IMPACT100 members give a site visit.

If you have questions prior to or while on a site visit: please call your committee chair or co-chair.