

Purpose of Site Visits

1. To help us better understand the work of the applying 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 nonprofits to know they have been heard and benefit from the “impact of IMPACT”.

Conducting Site Visits

1. If you currently serve as a volunteer but not in a leadership position for an applying nonprofit organization, you may serve on the committee, but you may not attend the site visit for that organization. You should refrain from participating in the discussion of the site visit, the organization, and/or the proposed grant project. Voting in committee is acceptable, but you may abstain at your discretion. All discussions within the committee are considered confidential and may not be shared outside of the committee.
2. While the size of the site visit teams may vary, a minimum of three (3) IMPACT 100 members must comprise each site visit team. However, nonprofits do compare so we wish to avoid small attendance at some and large attendance at others. Consider setting up a group text, or use the GroupMe app or similar to communicate with the site visit team.
3. The site visit leader will call the Executive Director or grant contact to arrange the time and date for the site visit. Site visits are primarily conducted the second and third week of committee. Once this appointment is set, please do not change. Ask about parking and room size particularly if you have a large group visiting. Allot 1 hour and do not exceed 1.5 hours. Please ask that they have their financial person present. Remind them that there should be no press at this meeting. Also please explain that no refreshments are necessary. Notify your committee Chair and Co-Chair and the remaining site visit team once the date and time of the site visit is confirmed. Inform your committee Chair and Co-Chair immediately if a minimum of 3 committee members cannot attend the site visit.
4. If multiple organizations applied for a grant on a collaborative project, make sure that all Executive Directors will be present at the site visit.
5. **Read and reread the grant application** and all materials sent to **IMPACT 100** from the organization and make note of questions.
6. The site visit leader was given information that the financial reviewer, and construction reviewer if applicable, thought was necessary. The site visit team should have access to this to see if any questions need to be asked of the nonprofit during the site visit.

7. Suggestions for additional discussion items during the site visit are:
 - Tell us about your organization's key strengths and the current challenges you face. Tell us how your Board of Directors function and what they bring to your organization.
 - What other organizations provide similar services in our community and why are you different?
 - Are you aware of similar projects that have been successful in other communities? What will happen to this project if you are not awarded the IMPACT 100 grant?
8. Meet ahead of time in a private location to discuss with your site visit team the areas that need to be explored. Agree who will lead, take notes, etc. You may print a copy of the grant and bring it with you, as well as notes and your personal evaluation sheet that was completed during your own grant review. The site visit leader will bring a blank evaluation to fill out as a group. *Do not let the nonprofit see your evaluation.*
9. Dress appropriately for the site visit location. Conservative casual to business attire is acceptable and wear your IMPACT 100 name badge.
10. Be prompt, be patient and listen. Remain neutral in comments about **IMPACT 100**. You are part of the process, and not the decision maker for the grant requested. Do not give them false hope nor tell them that they do not qualify. **You are the reporter only**. Enjoy the visit and show them that you are glad to be there! **Thank them for applying.**
11. If the nonprofit attempts to give you gifts of any kind, politely decline them. The only exceptions are brochures, pamphlets, and newsletters for you to share with the committee. When you leave, let the Executive Director know that they will hear back from IMPACT 100 early to mid-September. If the organization offers you a wish list, please accept it and provide it to your Chair and Co-Chair. Remind the nonprofit they will receive an email in late September to complete a wish list online which will be posted on our website in October. If they ask, about their chances, gently remind them that your role is to spend time getting to know their project and their organization and to share your findings with the rest of the committee.
12. The site visit team should meet again immediately after the visit at a private location to note thoughts and specific observations. Allow enough time for each member to share her impressions and concerns about the project and the organization, taking care to be respectful of all input as not everyone may agree. Then complete the Grant & Site Visit Evaluation Form as a team scoring each item with a 1, 3, or 5. Team members may have an opportunity to briefly express their thoughts after the site visit report is given to the committee. Remember, the team's evaluation does not have to be a unanimous opinion, but note differing opinions.
13. The person who will give the report to the committee can be someone other than the leader. She should write her notes of the visit as soon as possible. All reporters will use the Site Visit Report Form available digitally and electronically. The report should incorporate information from the group's Grant & Site Visit Evaluation Form and the team's observations, including differences of opinion. Please be prepared to give the site visit report at the next committee meeting following the site visit.

If you have questions prior to, or while on a site visit, please call your committee Chair or Co-Chair.