



## **Board Policy**

### **Conduct of Site Visits**

#### **1. General Policy**

The Foundation may conduct site visits of prospective and current grantees to assess the organization's ability to implement proposed or granted projects. Site visits shall always be led by Foundation staff, and may include others, such as grant panel or committee members, trustees, and outside consultants as needed.

#### **2. Implementation**

There are three types of site visits:

- pre-grant assessment
- grant monitoring
- post-grant evaluative

For pre-grant assessments, a site visit does not infer a grant is forthcoming. It helps to determine the advisability of investing in a particular program; support is not obligatory because a site visit has been made. In setting up a meeting with an organization, site visitors shall make clear from the start that the visit is investigatory in nature--a fact-finding mission--with no promise of, nor indicative of, future funding.

Purposes of a site visit:

- To gather subjective as well as objective information
- To determine the skills and knowledge of the people involved and the program's capacity to undertake the proposed initiative
- To verify the accuracy of a concept paper or proposal
- To determine grant possibilities and, ultimately, probabilities
- To determine the grantee's progress in meeting their grant objectives

- To assist the grantee in resolving grant implementation issues and concerns
- To understand the impact and value of the grant at its conclusion

Before embarking on a site visit, staff shall be familiar with the organization by obtaining background information on the organization including general history, current programs and services, and key leadership.

Site visits should always be scheduled ahead of time, and at a time convenient for the organization being visited. The Program Officer shall discuss the nature of the visit and the proposed agenda ahead of time with the grantee. Requests for documents shall be made in advance of the visit so they are ready during the visit.

Site visits shall always be conducted in a professional and courteous manner.

A written report summarizing key aspects of the site visit, including the names of those in attendance, shall be completed by within ten days of the visit and made a part of the grantee file.

Approved by the Board of Trustees: 10/25/07