

# SITE VISIT REPORT

Date of Visit: \_\_\_\_\_

Visited by: \_\_\_\_\_

Name & Address of Site: \_\_\_\_\_

\_\_\_\_\_

Amount Requested: \_\_\_\_\_

Purpose of Requested Project: \_\_\_\_\_

\_\_\_\_\_

Board & Officers \_\_\_\_\_

\_\_\_\_\_

Project Management Staff \_\_\_\_\_

\_\_\_\_\_

Project Staff \_\_\_\_\_

\_\_\_\_\_

Is there a better way to help, apart from the request as it now stands? \_\_\_\_\_

\_\_\_\_\_

Does this further the foundation's mission and goals? How? \_\_\_\_\_

\_\_\_\_\_

Is the organization clear about the problem they are trying to solve or impact?

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Can they be specific about what they propose to do? How? When? \_\_\_\_\_

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Is their approach feasible? Innovative? Cost-effective? \_\_\_\_\_

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How will the organization know if the project is succeeding before all the money is spent? What kind of interim reports will be received? \_\_\_\_\_

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Strengths: \_\_\_\_\_

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Weaknesses: \_\_\_\_\_

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Recommendations:

- Full funding
- Partial funding
- No funding
- More funding
- Activities fall outside the foundation's interest areas
- Check the community for alternative services availability
- Recommend another source of potential funding
- Suggest the organization submit formal proposal (grant application)
- Contact an outside consultant for further assessment

Other comments: \_\_\_\_\_