



## SITE VISIT OVERVIEW

As part of our grant evaluation process, Impact Austin conducts site visits with those organizations selected as semifinalists in each of our grant categories.

The objective of the site visit is to conduct a general due diligence review and to resolve any questions still outstanding after review of the application and research on the applicant. Equally important, it's an opportunity for Impact Austin members to meet the staff at the nonprofit organization and hear firsthand about the impact the grant could have.

The typical Impact Austin site visit requires two hours. There are several people we want to talk to, including the executive director, the project manager, at least one board member, a financial representative and possibly staff members. While each individual site visit agenda varies somewhat, the typical visit has two sections: the first section of the visit includes time for introductions, an initial presentation by the nonprofit and a tour of the facility; the second section is for interviews of the key representatives.

If your organization has not already provided supporting information regarding partners or collaborators participating in your program or project or funders supporting the program or project financially as requested in the grant application, please be prepared to provide this at the site visit.

Because Impact Austin is a learning organization for women's philanthropy, as well as a grant maker, we encourage our committee members to attend the initial presentation and tour. After a short break, a core group of committee members remains to conduct interviews. Attendance by a large or small group should not be construed as either a positive or negative indication as it pertains to your application.

If your organization is a program or catalyst grant semifinalist, we will contact you to schedule the site visit. Impact Austin strongly recommends that all nonprofit organizations submitting a grant application prepare in advance by reserving the published site visit dates and scheduling availability for all of the key representatives who will need to be interviewed.

Please see the Important Dates in the Apply for Grants section of our website ([www.impactaustin.org/](http://www.impactaustin.org/)) for Site Visit dates.