



## PREPARING FOR YOUR SITE VISIT

Site visits provide Moses Taylor Foundation staff and Board opportunities to learn firsthand about the work and challenges facing our community partners, and to offer our community partners the opportunity to learn more about the priorities and direction of the Foundation. Foundation staff and Board appreciate the site visit as an extension of our commitment to partnering with grant applicants and ensuring transparent and informed decision-making. Site visits are held at the applicant's site and last approximately one hour.

### What to Prepare:

- Assemble key leadership and staff, including representatives from collaborating organizations and any other individuals deemed important to the project discussion.
- Prepare an agenda for the site visit that includes:
  - A brief overview of the organization's mission, vision, and programs
  - A description of the assessment process used to determine the organizational/community need the project addresses
  - A discussion of the evaluation plan and project's budget
- Prepare any questions regarding the Foundation's priorities, processes and direction.
- Allow ample time for questions.