



FRANCES P. BUNNELLE
foundation

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Site Visits

Sometimes, as part of our grantmaking process, the Foundation may request a site visit with your organization. Often, we find these visits helpful to all involved: Foundation staff, Allocations Committee members, and your organization, too. We get a chance to meet with key members of your staff and board, and you get the opportunity to show us how and where you do your work.

We hope the following information helps you in preparing for our visit.

1. Scheduling

We will do our best to accommodate your schedule. When possible, we like to see your programs in action. While we will do our best to schedule the visit at your facility, sometimes this is not possible and we will ask you to come to our offices instead.

2. Agenda

We prefer our site visits casual and friendly. The typical agenda will go something like this: if we are visiting your facility, we would like a tour. Plan to use 15-20 minutes to tell us (or show us, if you would like to use visuals) about your organization and its programs. We will have some questions for you. You may ask questions of us. You can expect the visit to last about an hour.

3. Our Team

Typically, at least one Foundation staff member and one to three Allocations Committee members attend site visits. We will have read your proposal in advance.

4. Your Team

You should have in attendance anyone who is key to your organization or program, if possible. If your organization is a 501(c)(3), please include an active board member in your party.

5. Information Sharing

Consider the site visit a chance to share what you may not have been able to express in your proposal. We want to get a feel for what you are doing and who is involved. You should feel free to ask us questions as well.

6. Dress and Presentation

We encourage you to dress as you normally do and be who you normally are. There is no need for formal business attire, entertainment, pre-arranged performances, or refreshments.

If you have questions about the site visit or our grantmaking process, please contact us.