

It is recommended that you review the list of questions provided in advance of your site visit. The intent is NOT to ask all the questions, but rather to narrow down the specific questions you feel are important, allowing you to evaluate the organization.

Date of Visit:

Name of Site:

Site Address

City

State

ZIP Code

Host(s):

Visited by:

Organization

1. **What is the history of your organization?**
2. **Who are the key employees? Please include their tenure.**
3. **Are you able to pay competitive wages needed to attract and retain employees? Do you provide continuing education and training as well as other necessary resources to do their job effectively?**
4. **Are you appropriately investing in your organization's infrastructure and technology?**
5. **What is your staff really good at? What are the gaps?**
6. **Is there anything that you wish more people knew about your organization or the issue that you are trying to resolve?**
7. **What is your organization's greatest/most urgent need today?**
8. **How does your organization compare to other organizations working for the same cause?**

9. How do you work with peers who address similar issues? Do you currently collaborate with other organizations?

10. Are the board members actively engaged? Is it a diverse board with necessary skill sets and representative of different segments of the community?

Program(s)

11. Tell us a little about your program(s) and how the program(s) was/were originally developed?

12. How are you able to measure the effectiveness of your program? Do you have any plans to change or improve your evaluation process?

13. What are your goals and what geographic locations will you be focusing on?

14. What are some of the challenges you faced in implementing your program? How did you address those issues?

15. What will be the key to your program's success? How will you measure impact and results?

16. How does your program provide tools and education to program beneficiaries to enable or cultivate their independence?

17. What are your short-term and long-term plans? Where do you see the program after year 5? Is there a plan to replicate the program in other geographic locations?

18. How does the organization provide proper oversight of the program / who provides supervision?

19. Do you rely on volunteers? If so, what is your process for finding volunteers?

Program Beneficiaries

20. Who are your target participants? How are the participants selected?

21. How many program participants are there today? What have been some challenges with the participants? What are some success stories? How do they get support once they leave the program?

22. What feedback have you received from the (community, families, other)?

23. How does the organization ensure that the beneficiaries have a say in the decision-making process?

24. Are participants required to commit to the program for a specified length of time? And if so, what happens after? Are they able to extend their program participation?

25. What is the cost per participant?

Financial

26. What percentage of donations goes towards administrative vs. program support?

27. Do you regularly have the resources to cover your budget? Why or why not? How do you manage your expenses?

28. What is your largest source of funding? What portion of your budget comes from private donations? Is your funding sustainable and recurring or do you rely on big one-off donations and major capital campaigns?

Future

29. What is your plan for future growth and impact? Do you have a strategic plan and what key things are you trying to accomplish in that plan?

30. What are areas of opportunity for your organization? What could you do better?

Donor Engagement

31. We are interested in being involved in the organization's efforts. What are ways we can be engaged?

32. What are the best ways to learn more about your organization?

33. Our privacy is important to us and we do not like to be inundated with constant unsolicited requests. Will my information be safe with you and how do manage grant solicitations?

34. How do you keep your supporters up to date about your work? Can we anticipate some type of interim reports?