

SITE VISITS

A site visit is an in-person meeting between your agency's leadership and a staff member of the Foundation, usually held at your agency's headquarters or the site of a program. A site visit takes between one and two hours. This is your chance to ensure the visitor understands your agency and its programs.

Historically, the King Foundation makes a site visit to about 70% of the agencies submitting a full proposal. Receiving a site visit does not indicate that your application will be funded, and not receiving one does not mean your application will be declined.

If we ask for a site visit, here's how you can use the opportunity to full advantage.

WORK WITH US

It is important for us to see your program in action, as well as discuss the request with you in greater detail. Help us decide on a good time to visit that both showcases your programs and provides time and space to talk.

MANAGE THE GUEST LIST

It's usually important for us to talk to the head of the agency, as we typically ask questions regarding the governance and financial condition of the agency, in addition to the program or project. There is no single "right" number of people to have at a site visit. But be mindful of the dynamics. For example, it can be very awkward if there is one Foundation representative and ten people from your agency, all of whom want to talk.

BE COURTEOUS AND ATTENTIVE

The person at your front desk should know we're coming. (Hearing "Who are you?" or "Is she expecting you?" is off-putting.) During the visit, do your best to eliminate distractions like background noise, cellphones, texts, and email (and that goes for everyone in the room).

DON'T SET A HARD AGENDA

We'll have a number of questions about your agency, proposal, and its finances. If you try to schedule every moment of the visit, we won't have a chance to ask those questions. And we may have additional site visit appointments with other agencies the same day. Site visits run more smoothly if you do not set an agenda, have a lengthy video, or an extensive PowerPoint presentation. So please don't be offended if we ask you to put those aside.

SITE VISITS CONT.



READ THE PROPOSAL

Every agency representative attending a site visit, including board members, should be familiar with the proposal beforehand. We will have read your proposal multiple times before we get there, so don't waste time going over the basics of the proposal for us.

FOLLOW UP

During the visit, we might ask for some additional information. We don't expect you to have all the answers at your fingertips. As the visit concludes, review the list of any follow up items with us and provide them as soon as you can—preferably within a week.