

**THE LEIGHTY FOUNDATION  
SITE VISIT EVALUATION**

**Organization** \_\_\_\_\_

**Project name** \_\_\_\_\_

**Amount requested** \_\_\_\_\_ **Granted** \_\_\_\_\_

**Purpose of request** \_\_\_\_\_

**Contact** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Date of visit** \_\_\_\_\_

**Visited by** \_\_\_\_\_

**Areas of emphasis:**

_____ Science/Environment	_____ Spirituality	_____ Peacemaking
_____ Education	_____ Women's Interests	_____ Volunteerism
_____ Promotion of Philanthropy	_____ Human Population	_____ Other _____

Visits should include some contact with executive director, board member, volunteer coordinator, key volunteer, program staff, client and development director when possible.

Rate the following 1-5 (poor – excellent)

**1. \_\_\_\_\_ Organizational stability**

- Clear mission and purpose
- Realistic objectives and plans
- Staff competence and retention
- Director and Board: diversity, competence and retention
- Collaborations/relationships

**Comments:**

**2. \_\_\_\_\_ Financial stability**

- Varied and strong funding base
- Other funders
- Board support
- Percent of cost for fundraising and G&A
- Cash flow
- Executive Director's salary \_\_\_\_\_ Total Budget \_\_\_\_\_

**Comments:**

**3. \_\_\_\_\_ Volunteer utilization**

- Support and vision of Executive Director
- Professionally trained Volunteer Coordinator
- Board leadership and involvement
- Volunteer / staff relationships
- Impact of volunteers on organizational mission

**Comments:**

**4. \_\_\_\_\_ Sustainability**

- Mission can be accomplished without compromising planet sustainability
- Exhibits responsibility in areas such as recycling, energy, transportation, communication
- Articulation of the importance of making sustainable choices

**Comments:**

**5. Potential impact/leverage of grant:**

**6. Personal involvement of The Leighty Foundation board members, (including board membership or employment):**

**7. Strengths**

**8. Weaknesses:**

**9. Recommendations:**

- \_\_\_\_\_ Invite to submit a proposal
- \_\_\_\_\_ Do not pursue at this time
- \_\_\_\_\_ Contact other references / funders before action
- \_\_\_\_\_ Suggest networking / collaboration (with whom?)