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 **SITE VISIT REPORT**

**Please *type* your responses**

 1. Organization requesting the grant:

 2. Date of the visit:

 3. Location of the visit:

 4. Names of committee members making the visit:

 5. Names and titles of organization representatives at the visit:

 6. The purpose and amount of the grant request:

7. A brief description of the organization’s facility, focusing on any area to be improved by the grant request:

8. A brief description of how the grant money will make a difference for the organization:

9. A statement as to whether any additional funding is needed to complete the matter or project in question, the amount of such additional funding, and the likelihood of securing the funding:

 10. An assessment of the actual need for the item or project in question:

11. An assessment of whether the matter or project in question is consistent with Rotary funding guidelines:

12. A summary of any concerns you have regarding the organization, its facility or the grant request:

 Report Submitted on (Date):

 By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

 By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)