



**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)