GRANTS REVIEW PANELISTS

TIPS FOR CONDUCTING GRANTS FOR ORGANIZATIONS (GFO) IN-DEPTH EVALUATION SITE VISIT

The In-depth evaluation report form is just one of many tools to help panelists assess an applicant organization. The In-depth evaluation report form questions are general in order to guide the panelist's interview with the applicant during the site visit. There are other materials in panel book packet that can help panelists ask appropriate questions. The following are helpful tips to prepare for the In-depth evaluation:

GENERAL PREPARATION PRIOR TO THE SITE VISIT

- Read the entire application, including supporting documents, and compare it to the In-depth evaluation questions (the evaluation report form is based on the three review criteria sections in the application)

- Prepare more detailed questions based on your initial assessment of how the applicant has responded to the narrative questions

- Compare the application narrative and financial summary statement to the DataArts Funder Report to see if there is a correlation/discrepancies between programmatic and financial data, etc

- Visit the applicant's website to see if it reflects the program information provided in the application

- If necessary, contact the applicant after the site visit for follow-up questions

- Contact your MSAC program director for advice

APPLICANT INTERVIEW TIPS

In general, applications are submitted in October, which is at least three months before panelists receive their panel books. The applicant may have experienced changes within the organization since the time of submission. The following are questions you may consider asking based on your review of the application:

- Ask if there have been changes to the applicant's program activities and/or operating structure – examples
  - Staff members changes
  - Significant changes in financial position (refer to narrative question 16, financial summary statement, and DataArts Funder Report)

- Ask for further clarification on narrative questions, financial summary statement and MDCDP Funder Report - examples:
  - Do program activities support the mission and goals of the organization?
  - Does financial information support program activities?
  - If there are discrepancies between the application narrative, financial summary statement and the Funder Report, please explain.
  - How much involvement does the board have in planning and implementation of organization's activities?
  - What are the board retention, rotation, and recruitment policies?
  - Does the community description reflect program activities?
  - How has your marketing strategies impacted audience retention and/or growth?
  - How is the community involved in program planning and evaluation?