

## STEP 3: Monitoring (Site Visits)

**PLEASE NOTE THAT THIS DOCUMENT IS PROVIDED FOR YOUR REFERENCE ONLY. ALL REPORTS MUST BE SUBMITTED ELECTRONICALLY VIA THE ONLINE GRANT PORTAL.**

Steps to access Site Visit Questionnaire form through the portal:

1. [Log in](#) with your username (email address) and password.
2. Once logged in, you will be on the Applicant Dashboard.
3. Below your application, you will see the questionnaire form name. Click on the blue “Edit” link to the right to access the form. You will have the ability to save your work and complete it at a later time as needed.

### Purpose:

The goal of a site visit is to observe the program in action, speak with stakeholders, pose questions as appropriate, and clarify or identify any challenges that may hinder the program’s success. If possible, we encourage grantees to arrange for stakeholders to discuss the program’s impact at the time of the visit.

A site visit is designed to allow the funder to acquire a sense of:

- How the implementation of the program aligns with your original work plan;
- Your assessment as to how the program is moving forward as detailed in your proposal;
- The degree to which students, clients, and other stakeholders are achieving progress towards projected goals/outcomes or are on course to do so.

### Site Visit Questions:

- Describe what this program or initiative has accomplished since receiving funding from the Konar Foundation?
- Describe how you are monitoring the implementation of this grant?
- What challenges or circumstances, both anticipated and unanticipated, have occurred regarding this project or initiative? How have you addressed them?
- In what ways has this program or initiative impacted the community? Please provide qualitative and/or quantitative data to support your claims.
- Describe any limitations you face and what you foresee as a need or needs associated with this program or initiative going forward?
- In what ways are you planning to sustain this program at the end of this grant period?
- Is there anything you feel the Foundation should know that has not been asked?