

Monitoring (Site Visits) Protocol & Frequently Asked Questions (FAQ) (Updated: 12/22)

Steps to Schedule a Site Visit:

1. [Log in](#) to the online grant portal 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 *Site Visit Scheduler* form name. Click on the blue “Edit” link to the right to access the form containing specific instructions for scheduling your organization’s site visit.
4. Once a date, time, and location has been mutually agreed upon between you and the Konar Foundation’s Senior Program Officer, you will complete the bottom portion of the *Site Visit Scheduler* and click “Submit Follow Up.”
5. Once your *Site Visit Scheduler* has been submitted, a Foundation staff member will assign the *Site Visit Questionnaire* to you through the system, which will be due one week prior to your scheduled site visit.

Sample Site Visit Questionnaire 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 quantitative data to support your claims.
- How many people were served by your grant during this program year? Was this number in alignment with your initial projection?
- Describe any limitations you face and what you foresee as a need associated with this program or initiative going forward.
- In what ways are you planning to sustain this program at the end of the grant period?
- Is there anything you feel the Foundation should know that has not been asked?
- **File Uploads:** Media Release Forms (if applicable)

Frequently Asked Questions (FAQ) – Site Visits:

WHAT IS THE PURPOSE OF A SITE VISIT?

- 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. A site visit is designed to acquire a sense of:
 - How the implementation of the program aligns with the original work plan;
 - Your assessment as to how the program is moving forward as detailed in the proposal;
 - The degree to which students, clients, and other stakeholders are achieving progress toward projected goals and outcomes or are on track to do so.

WHO MUST COMPLETE A SITE VISIT?

- Grantees receiving \$25,000 or more in funding must complete a one-time site visit during their designated grant period unless otherwise noted in their award agreement.
- Grants approved for less than \$25,000 do not typically require a site visit. However, each grant is unique, and a Foundation staff member will notify you if it is determined that one is needed.

IF I RECEIVE A MULTI-YEAR GRANT, WILL I NEED TO COMPLETE A SITE VISIT EACH YEAR?

- Grantees receiving multi-year funding from the Konar Foundation must complete a site visit during the first year of the grant period. A Foundation staff member will notify you if additional visits are needed for the subsequent years. The formal award agreement will outline your grant’s specific site visit requirements.

HOW WILL I KNOW IF A SITE VISIT IS REQUIRED FOR MY GRANT?

- When a grant is approved for a minimum of \$25,000, the Konar Foundation and grantee organization will sign an award agreement that includes the specific terms of the grant, including any monitoring and reporting requirements. You may also log into your online portal account to see if you have any outstanding follow ups due.

ARE VIRTUAL SITE VISITS ALLOWED?

- Virtual site visits will be considered if mutually agreed upon and deemed appropriate by the grantee and Senior Program Officer.

WHAT IS THE *SITE VISIT SCHEDULER*?

- The *Site Visit Scheduler* is a follow up form assigned to grantees through the online grant portal at the time of approval. Its primary function is to remind grantees that a site visit is required for their grant and provide specific scheduling instructions.

HOW DO I ACCESS THE *SITE VISIT QUESTIONNAIRE*?

- You will not have access to the *Site Visit Questionnaire* until after your site visit has been scheduled and you've completed the *Site Visit Scheduler* follow up form. From there, a Foundation staff member will send a confirmation email with access to the questionnaire through the portal.

Please [contact us](#) if you do not receive a confirmation email or questionnaire access within one week of submitting your *Site Visit Scheduler*.

CAN I SUBMIT A HARD COPY OF THE *SITE VISIT QUESTIONNAIRE*?

- No. Questionnaires must be submitted through the online grant portal no later than one week prior to the scheduled site visit.

CAN MY SITE VISIT TAKE PLACE BEFORE OR AFTER THE DUE DATE ASSIGNED IN MY GRANT AGREEMENT?

- **Yes!** The site visit must be scheduled no later than midway through your program or grant's projected end date. The due date listed in your award agreement and *Site Visit Scheduler* is the date by which you must schedule your site visit. The visit itself does not need to be completed by that date.

WHAT HAPPENS IF I FORGET TO SCHEDULE A SITE VISIT?

- If your site visit has yet to be scheduled by the assigned due date, you will receive an automated email from our system one week before and one day after the deadline reminding you that your *Site Visit Schedule* is either due or past due. Automated emails are sent to the primary contact listed in our system, so be sure to keep us apprised of any personnel changes.

WHAT HAPPENS IF I DO NOT COMPLETE A SITE VISIT DURING MY GRANT PERIOD?

- Site visits are crucial to the Konar Foundation's understanding of how the grant benefited the community. Any additional or future funding to an organization is contingent upon the completion and results of the monitoring and reporting requirements assigned at the time of approval.

For Additional Questions: [CONTACT US](#)