



## **SITE VISIT GUIDE**

### **1. TIMING AND LOCATION**

- Site visits are scheduled by CFL staff after all applications are submitted.
  - Fall Cycle: October 20–30, 2025
  - Spring Cycle: April 20–30, 2026 (No visits scheduled during RBC Heritage week).
- CFL's Hilton Head office is the default location\* unless requested in the application and approved by the committee.

### **2. WHO SHOULD ATTEND**

- Key project staff or leadership directly involved in the proposal.
  - If the key presenter is not available, we encourage an alternate present in their place.
- Board members are strongly encouraged to attend.
- Please provide names of attendees in advance.

### **3. FORMAT**

- Site visits are scheduled for up-to 45 minutes.
- Welcome & Overview – CFL staff introduces the agenda.
- Committee Introductions – Brief introductions by committee members.
- Organization Presentation – Share who you are, what the request is for, and why it matters.
- Q&A – Committee may ask questions during or after the presentation.
- Wrap-Up – CFL staff will prompt a 5-minute warning before concluding.

### **4. WHAT A SITE VISIT IS NOT**

- Not a tour – unless time allows at the end of an on-site visit.
- Not a public event – we recommend keeping your application confidential.
- Not a time for gifts – collateral relevant to the proposal is welcome.

### **5. TIPS FOR A SUCCESSFUL SITE VISIT**

- Be concise and confident – the meeting is 45 minutes total.
- Make your project easy to understand and connect to community needs.
- Include leadership voices or testimonials when possible.
- Let your passion show – stories are as impactful as data.

\*Site visits are a standard part of the Impact Grant review process and are typically held at the CFL's office. This allows our staff and committee members to efficiently meet with all applicants in a consistent, neutral setting. In some cases when a site visit at your location is essential to understanding the scope or context of your request, we may make an exception and arrange to visit your program site. Given the number of requests we review and the geographic area we serve, we are unable to accommodate on-site meetings for all applicants.

If your request involves something that must be seen in person to be fully understood (i.e., a facility in disrepair or a unique program space), please let us know in the application, and we will consider a site-based visit on a case-by-case basis.