**SITE/PROGRAM EVALUATION FORM**

Site Visitors

Click here to enter text.

**FALL 2019**

Date of Visit Click here to enter a date.

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| CHURCH/ORGANIZATION Click here to enter text. TYPE OF GRANT Click here to enter text. |
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| PROJECT LOCATION Click here to enter text. |
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| PURPOSE OF GRANT Click here to enter text. |
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| ENDORSING CHURCH Click here to enter text. DISTRICT OF UMC Click here to enter text. |
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| APPLICANT CONTACT Click here to enter text. PHONE NUMBER Click here to enter text. |
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| EMAIL Click here to enter text. |
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| AMOUNT OF REQUEST Click here to enter text. |
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| PERSON(S) WITH WHOM YOU MET: Click here to enter text. |
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| **FINANCIAL INFORMATION**: |
| WHAT IS THE ORGANIZATION’S OVERALL BUDGET FOR 2018? Click here to enter text. |
| WHAT ARE THE MAJOR SOURCES OF FUNDING? HOW DO THEY BREAK DOWN ACCORDING TO CHURCHES, FOUNDATIONS, GRANTS, DONORS, ETC? Click here to enter text. |
| WHAT IS THE BUDGET FOR THE PROJECT FOR WHICH FUNDS ARE REQUESTED? Click here to enter text. |
| HOW MUCH OF THESE FUNDS ARE ON HAND? Click here to enter text. |
| HOW MUCH IS COMMITTED OR PLEDGED BUT NOT YET RECEIVED? Click here to enter text. |
| HOW WILL THE REMAINDER OF THE FUNDS BE SECURED? Click here to enter text. |
| WHAT SYSTEM IS IN PLACE FOR ACCOUNTING AND BOOKKEEPING? Click here to enter text. |
| IS AN INDEPENDENT AUDIT DONE? Click here to enter text. |
| IF NOT, HOW ARE FINANCIAL STATEMENTS REVIEWED? Click here to enter text. |
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| DOES THE ORGANIZATION HAVE A FORMAL AGREEMENT (LEASE, DEED, ETC.) TO SHOW THAT IT CAN USE THE SPACE ON WHICH THIS PROJECT TAKES PLACE? Click here to enter text.IF NO, EXPLAIN: Click here to enter text. |
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| **ORGANIZATIONAL STRUCTURE:** |
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| WHAT TYPE OF GOVERNING BODY DOES THE ORGANIZATION HAVE? Click here to enter text. |
| HOW MANY MEMBERS? Click here to enter text.HOW ARE THEY SELECTED? Click here to enter text. |
| HOW OFTEN DOES IT MEET? Click here to enter text.ARE MEMBERS ACTIVE?Click here to enter text. |
| HOW MANY PAID STAFF? FULL-TIMEClick here to enter text. PART-TIMEClick here to enter text. ARE ANY OF THE BOARD MEMBERS RELATED TO EACH OTHER OR TO STAFF?Click here to enter text. IF YES, PLEASE EXPLAINClick here to enter text. |
| **PARTNERSHIP** |
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| WHAT ARE YOUR GENERAL IMPRESSIONS/OBSERVATIONS OF THE PROGRAM?Click here to enter text. |
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| HOW IS THE ORGANIZATION PARTNERING WITH THE UNITED METHODIST CHURCH? Click here to enter text. |
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| HOW DOES THE ORGANIZATION PARTNER WITH OTHER MINISTRIES/PROGRAMS IN THE AREA? Click here to enter text. |
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| WHAT ARE THE FUTURE PLANS FOR THE ORGANIZATION? Click here to enter text.  SITE VISITORS’ RECOMMENDATION:  Click here to enter text.APPROVE  Click here to enter text.APPROVE WITH CONTINGENCIES (LIST): Click here to enter text.  Click here to enter text.DEFER TO NEXT CYCLE – PLEASE EXPLAIN: Click here to enter text.  Click here to enter text.DENY |
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| **FOR CAPITAL GRANT REQUESTS ONLY** |
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| HOW IS THE LAND FOR THE PROJECT ZONED? Click here to enter text. |
| IS ZONING CONSISTENT WITH INTENDED USE? Click here to enter text. |
| IF ZONE IS NOT CURRENTLY CONSISTENT, WHAT IS THE PROCESS AND TIMETABLE FOR GETTING IT APPROVED? Click here to enter text. |
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| ARE THERE PLANS AND/OR SPECIFICATIONS FOR THE WORK TO BE DONE? (BE SURE YOU SEE THEM)Click here to enter text. |
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| HOW MANY BIDS HAVE BEEN RECEIVED FOR THE PROJECT? Click here to enter text. |
| WHAT ARE THE AMOUNTS OF THE BIDS? Click here to enter text. |
| IF THERE ARE NO FORMAL BIDS, WHAT HAS BEEN DONE TO ENSURE THAT THE BEST PRICE FOR THE WORK HAS BEEN FOUND? Click here to enter text. |
| WHAT WILL BECOME OF THE PROJECT IF THE FULL AMOUNT IS NOT RAISED? Click here to enter text. |
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| WHAT WILL BE DONE WITH ANY FUNDS RAISED OVER AND ABOVE THE NEEDED AMOUNT? Click here to enter text. |
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