

NMF Site-Visit Preparation

Purpose of a Site Visit

A site visit is an opportunity for Northwest Minnesota Foundation (NMF) staff to connect with you, learn from your work, and better understand how grant-supported efforts are unfolding in real time. These visits are conversational and flexible.

Site visits help us:

- Build relationships with grantees and community partners
- Learn how funded work is taking shape on the ground
- Understand successes, challenges, and adaptations
- Identify emerging needs, lessons learned, and opportunities to strengthen support

Insights from site visits inform our broader learning, storytelling, and future grantmaking.

Timing

NMF grants are typically awarded for a one-year period. Grantees will receive a 6-month check-in email with a reminder to fill out their final report and a request to schedule a visit if they haven't already. Grantees are welcome to reach out sooner if they feel ready prior to the 6-month follow-up.

Visits may occur in person or virtually, depending on location, schedules, and accessibility.

Who Will Attend

A site visit typically includes one or more NMF staff members. Staff may represent different teams, but all visits are grounded in shared learning and curiosity.

You are welcome to invite staff, board members, volunteers, or other community partners if helpful.

What We'll Talk About

While each visit is shaped by your work and priorities, conversations often include:

- What you set out to do with the grant support
- What's going well and what's been challenging
- How community members are engaging with or benefiting from the work
- What you're learning along the way
- Any shifts, adaptations, or unexpected outcomes

This conversation often overlaps topics covered in the final report; grantees may find it helpful to fill this out prior to a scheduled site-visit.

What a Site Visit Is (and Is Not)

A site visit **is**:

- Relational and collaborative
- Centered on learning and shared understanding
- Flexible and responsive to your context

A site visit **is not**:

- A formal evaluation or compliance check
- A performance review
- An additional reporting requirement

Preparation

No formal preparation is required. If helpful, you may choose to:

- Share updates, materials, or stories you're proud of
- Invite voices that help tell the story of the work
- Identify questions or reflections you'd like to discuss

After the Visit

Following the visit, NMF staff may:

- Share reflections internally to support learning and alignment
- Follow up with questions, resources, or connections
- Incorporate insights into broader program learning
- Request to share

Your required final report will be submitted at the end of the one-year grant period through the NMF Web Portal.

If you have questions about site visits or would like to schedule one, please get in touch with your NMF program staff contact. If you are unsure who that is, send an email to grants@nwmf.org. We look forward to learning alongside you.