



APPLICATION INTERVIEW GUIDE

***Formerly Known as a Site Visit**

1. TIMING AND LOCATION

- Site visits are scheduled by CFL staff after all applications are submitted.
 - Fall Cycle: Generally, October 20–30
 - Spring Cycle: Generally, April 20–30 (No visits scheduled during RBC Heritage week).
- CFL's Hilton Head office is the default location* a follow-up on-site visit may be requested 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

- Impact Grant Application Interviews are scheduled for up-to 40 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 AN APPLICATION INTERVIEW IS NOT

- 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 APPLICATION INTERVIEW

- Be concise and confident – the meeting is 40 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.

Grant Interviews are a standard part of the Impact Grant review process and are held at CFL's office. This allows our staff and committee members to efficiently meet with all applicants in a consistent, neutral setting. Occasionally, the committee may request an additional on-site visit.

Given the number of requests we review and the geographic area we serve, we are unable to accommodate on-site meetings for all applicants.