

# Charlottesville Sister Cities Commission

## 2020-21 Grant Application

The mission of the Charlottesville Sister Cities Commission (CSCC) is to promote understanding and foster relationships between residents and organizations in the Charlottesville area and our Sister Cities through cultural, economic, educational, and humanitarian activities. Our Sister Cities are:

*Besancon, France; Poggio a Caiano, Italy; Winneba, Ghana; Huehuetenango, Guatemala\**  
*\*(newly-accorded "Friendship City" to Charlottesville).*

### Current Guidelines and Application Form

**Criteria for Funding:** Grants will be awarded for a wide variety of activities that promote the mission of the CSCC. Grants may range in size up to \$4,000. Fundraising events are ineligible. Funds will be made available either as reimbursements or through an approved fiscal sponsor, and expenses and/or requests for reimbursement must be made within one year of notification of award. Expenditures must be detailed in the year-end report made to the CSCC.

**Eligibility:** Applications may be submitted by individuals or groups. When submitting a group application, please designate one contact person. Applicants under the age of 18 should have a parent or legal guardian sign the application form. The Commission may choose not to award a grant to an individual or group for consecutive years. Sister Cities Commissioners and sub-committee members may not apply.

**Application:** Please complete the attached application and email to [cvillesistercities@gmail.com](mailto:cvillesistercities@gmail.com) or mail to Charlottesville Sister Cities Commission c/o Kyna Thomas, P.O. Box 911, Charlottesville, VA 22902. Applications are limited to a maximum of four pages.

**Application Deadlines:** CSCC grants will be awarded annually. The 2020-21 application deadline is Friday, January 15, 2021 (standard deadline of late November has been adjusted due to pandemic). Applications must be received either physically (via mail) or electronically by this date to receive consideration. Incomplete applications will not be considered. Grant recipients will be notified of the Commission's award decision within 45 days of the application deadline date, but may be asked to provide further information prior to that time.

**Mission Impact:** Applications should identify how the proposed project will impact the mission of the Charlottesville Sister Cities Commission and benefit the Charlottesville community.

**Project Timeline:** Applications should detail activities that will be completed within twelve months of receiving the grant and explain how these activities will accomplish the proposal's objectives, and how the impact will be measured and reported. Award recipients will be required to meet with Grant Committee Representatives, provide a mid-point progress report, submit images/videos for use in Sister Cities' promotional materials, and make an oral presentation to the Commission at project completion.

#### Special considerations owing to pandemic:

Given the added difficulties surrounding travel during the COVID-19 pandemic, grant applicants are encouraged to consider alternative and innovative approaches for remote or virtual engagement that foster relationships between our local community and sister cities. Any proposals that involve travel will need to be

considered very carefully and critically. There may be restrictions on both international and domestic travel. Additionally, access to many community entities and institutions, including schools and libraries, can be difficult to ascertain and may be limited. Grant applicants should consult the recommendations of the Center for Disease Control, World Health Organization and their local health authorities when formulating their proposals.

**Budget:** The budget should detail uses of the requested funds and list all other funding sources. *Having other funding sources is expected and encouraged.*

**Selection Process:** The Charlottesville Sister Cities Grant Committee will review all applications that meet the above guidelines. The full CSCC will conduct final reviews of applications and make awards.

**Questions?** Please email to the attention of the Grants Committee Chair, at [cvillesistercities@gmail.com](mailto:cvillesistercities@gmail.com).

## Charlottesville Sister Cities Commission Grant Application

<b>Date:</b>
<b>Project Name:</b>
<b>Applicant Name</b> (individual or group - please describe the nature of the group (e.g. school, non-profit, etc.):
<b>Contact Name:</b>
<b>Contact Address:</b>
<b>Contact Email Address and Phone Number:</b>

### Initiative Description

<b>Related Sister or Friendship City (Please check):</b>
__Besançon, France    __Poggio a Caiano, Italy    __Winneba, Ghana    __Huehuetenango, Guatemala
<b>Description and Purpose of Project:</b>
<b>Explain how the project will be accomplished:</b>

<b>Key Players:</b>
<b>Who will benefit from the project:</b>
<b>Number of Charlottesville residents you plan to reach:</b>
<b>Number of Sister/Friendship City residents you plan to reach:</b>
<b>Describe how the project would promote/further the mission of the CSCC:</b>

**Budget Description**

<b>Amount requested:</b>
<b>Has this initiative received funding from the CSCC in the past? If so, please explain.</b>
<b>Have you previously pursued this initiative but not received funding? If so, please explain.</b>

<b>List details of the proposal including planned timeline for completion.</b>	
<b>Date</b>	<b>Activity</b>

<b>How will the requested CSCC funds will be used:</b>
<b>Outline a detailed budget for the initiative, including other pending and received funding:</b>
<b>How will the results of the initiative be measured and shared with the Charlottesville and Sister City communities?</b>
<b>Additional details:</b>

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**