

# Charlottesville Sister Cities Commission

## 2023 Grant Application

\*grants awarded in spring 2023

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\**  
*\*("Friendship City" to Charlottesville)*

### Guidelines and Application Form

**Program Objectives:** The Charlottesville Sister Cities Grants Program provides funding to support a wide variety of activities promoting our mission (see above). CSCC grants are awarded annually and applicants are encouraged to consult the "Grants & Projects" tab on the Charlottesville Sister Cities webpage (<https://www.cvillesistercities.org/>) for descriptions of the different projects and initiatives that have previously been awarded funding.

**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. Sister Cities Commissioners and sub-committee members may not apply.

**Funding Basics:** The total budget for the 2023 CSCC Grants Program is \$24,000; individual grant awards will range in funding amount, and applicants may request funding up to a maximum of \$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 no later than May 31st, 2024. Funding recipients must create a detailed list of all expenditures, and submit their list to the CSCC in their year-end report.

**Responsibilities of Grant Recipients:** Please see the list of requirements below for formulating a strong application ("Responsibilities of Grant Applicants"), as well as the list of requirements adhering to grant winners ("Expectations of Grantees").

**Application Deadline & Notification of Decision:** The 2023 application deadline is Friday, January 13, 2023. 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 calendar days of the application deadline date, but may be asked to provide further information prior to that time.

**Application:** Applications cannot exceed four pages (pp. 4-7 in this document). Please complete the attached application and email to [cvillesistercities@gmail.com](mailto:cvillesistercities@gmail.com) or mail to Charlottesville Sister Cities Commission c/o Clerk of Council, P.O. Box 911, Charlottesville, VA 22902.

**Special considerations regarding pandemic conditions:** To the extent that Covid 19 remains a concern, grant applicants should heed the recommendations of the Center for Disease Control, World Health Organization and their local health authorities when formulating their proposals.

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

### **Responsibilities of Grant Applicants / Recipients**

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

**Project Timeline:** Applicants should create a detailed list of all 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.

**Budget:** Applicants should create an itemized budget that details how the requested funds will be used. The more specific the projected costs are - how much money needed for what precise item – the better.

Funds are generally given on a reimbursement basis as the project progresses, and requests for reimbursement should be made in a timely manner (ideally no more than 60 days after expense). Receipts submitted for reimbursement should match with the proposed itemized budget as closely as possible. Grantees will submit receipts to [cvillesistercities@gmail.com](mailto:cvillesistercities@gmail.com), Attn: Grants Committee Chair. The Clerk of Council office will then process approved payment(s).

**Additional funding:** An applicant's budget should not only detail the project expenses, but it should also list all other funding sources. Having other funding sources is expected and encouraged.

**Selection Process:** The Charlottesville Sister Cities Grants Subcommittee will review all applications that meet the above guidelines. The full CSCC will conduct final reviews of applications and award funds accordingly.

### **Expectations of Grantees**

Upon receiving funding, grant recipients will be assigned a liaison person on the CCSC. Over the course of the year in which the grant is carried out, grantees will be required to meet with their liaison, or at the very least, report to the liaison by email on a quarterly basis (June, Sept, Dec, Mar). The liaison will seek to be updated on project progress, and may inquire about the following:

- What preparatory work, activities, events have occurred thus far?
- (How) Is project meeting stated objectives?
- Are there any metrics (findings, outcomes from completed phases) to share?
- Are there/have there been high points, challenges, needs, learning experiences?

#### **Publicity:**

Grantees are expected to create and share with the CSCC Grants Committee materials (text, images, audio/video, and other content appropriate for media dissemination), that can be used to both publicize the progress of the funded project, and promote the Cville Sister City Grants Program in general. Grantees posting about their work to social media or in publications and other venues, should tag the CSCC and include links to the CSCC website. Grantees should acknowledge the CSCC and City of Charlottesville as the sponsor and source of funds.

Lastly, grant recipients will be required to provide a final wrap-up report in writing, and make a presentation to the Commission at project completion . This presentation should take place within 12-15 months of the initial date of award, at the latest May 31, 2024.

By submitting a Sister City Grant application, you indicate that you understand and agree to these expectations.

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2023 Grant Application**

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<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>

**Description of Initiative/Project**

<b>Related Sister or Friendship City (Please check one or more):</b>  <input type="checkbox"/> Besançon, France <input type="checkbox"/> Poggio a Caiano, Italy <input type="checkbox"/> Winneba, Ghana <input type="checkbox"/> Huehuetenango, Guatemala
<b>Description and Purpose of Project:</b>
<b>Describe how the project would promote/further the mission of the CSCC:</b>

**Explain how the project will be accomplished:**

**Key Players: (who is involved?)**

**Have you contacted the key players, and what groundwork has been laid? What is their level of commitment to and availability for your project?**

**Who will benefit from the project:**

**Number of Charlottesville residents you plan to reach:**

**Number of Sister/Friendship City residents you plan to reach:**

## Itemized Budget Description

**Amount requested:**

**How will the CSCC funds be used? Please provide a detailed budget for your project. It should entail a bulleted list of the specific expenses the requested CSCC funding will cover, with estimated costs for each line item.**

Example: Amount requested: \$2500, to pay for:

- Flight (RT from x to y) \$1500
- Lodging \$750
- Food \$200
- Office services (photocopies, book binding) \$50

**Additional Funding:**

**State the amount of other received or pending funding (from non-CSCC sources) and list the expenses that it will cover (if applicable):**

Has this project received funding from the CSCC in the past? If so, please explain.

Have you previously applied for funding from the CSCC for this project but not received funding? If so, please explain.

List details of the proposal including planned timeline for completion (pls use more space if needed):

Date	Activity

How will the project results be measured and shared with the Charlottesville and Sister City communities?

Additional details:

\_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date

\_\_\_\_\_ Parent/Guardian (if applicant under 18 yrs old)