

Charlottesville Sister Cities Commission

2017-18 Grant Application

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

Besancon, France; Pleven, Bulgaria; Winneba, Ghana; Poggio a Caiano, Italy

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 \$3,000. Fundraising events are ineligible. Funds will be available as reimbursements, and must be used within one year of receipt and 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. Previous award recipients are eligible to apply after one year; however, they may submit a follow-up proposal that builds on the successful past project, expanded to include other local participants, groups, or businesses, or other Sister Cities. Sister Cities Commissioners and sub-committee members may not apply.

Application: Please complete the attached application and email to cvillesistercities@gmail.com or mail to Charlottesville Sister Cities Commission c/o Paige Rice, 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 2017-18 application deadline is November 15, 2017. Applications must be received electronically by this date to receive consideration. Incomplete applications will not be considered. Grant recipients will be notified within 30 days of the deadline dates, but may be asked for 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.

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 provide progress reports on a monthly basis, submit images/videos for use in Sister Cities' promotional materials, and make an oral presentation to the commission at project completion.

Budget: The budget should detail uses of the requested funds and list all other funding sources.

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 Cliff Maxwell, Grants Committee Chair, at cvillesistercities@gmail.com.

Charlottesville Sister Cities Commission Grant Application

Date:
Initiative Name:
Applicant Name (individual or group): If necessary, please describe the nature of the group (e.g. school, non-profit, etc.):
Contact Name:
Contact Email:
Contact Phone Number:

Initiative Description

Related Sister City (Please check): ___ Besançon, France ___ Pleven, Bulgaria ___ Winneba, Ghana ___ Poggio a Caiano, Italy
What is the purpose of the initiative?
How will you accomplish it?
Who will be involved?
Who will benefit?
Number of Charlottesville residents you plan to reach:
Number of Sister City residents you plan to reach:

How will this promote the mission of the Charlottesville Sister Cities Commission (CSCC)?

Budget Description

Amount requested:

Has this initiative received funding from the CSCC in the past? If so, please describe.

Have you previously pursued this initiative but not received funding? If so, please describe.

List details of your proposal including planned timeline for completion.

Date

Activity

Please describe how the requested funds will be used:

Please include a detailed budget for the initiative, including other pending and received funding:

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

Additional details:

Signature of Applicant's Authorizing Official

Date