

- ❑ What local Madison area groups are involved? What other Madison groups may have interest in this relationship (support or opposition)?
- ❑ What other evidence does the local group have to show their efforts to date?
- ❑ Can the local group show evidence that the relationship will have strong, diverse community support here in Madison?
- ❑ What local group or groups exist in the prospective city that our group has mutual agreements or other means to show on-going support?
- ❑ Can the local group present to Madison officials any written documentation of the local support from the prospective sister city?
- ❑ What alder(s) has the local group worked with to date? What alder(s) would be interested in drafting and sponsoring our resolution for sister city agreement?

## **ANNUAL GRANT FUNDING PROGRAM**

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Subject to the annual budget, the Common Council Organizational Committee, in cooperation with the Mayor's Office, maintains a two-part program consisting of base level funds and competitive grants.

## **MADISON'S SISTER CITIES**

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Ainaro (EAST TIMOR)  
 Arcatao (EL SALVADOR)  
 Bac Giang (VIETNAM)  
 Camaguey (CUBA)  
 Cusco (PERU)  
 Freiburg (GERMANY)  
 Managua (NICARAGUA)  
 Mantova (ITALY)  
 Obihiro (JAPAN)  
 Vilnius (LITHUANIA)

An Oslo, Norway Sister City agreement had been in place since 1961; in late 2004 the City of Oslo decided to no longer be active in this relationship.

For more information, see links to many of the Websites hosted by these organizations from the City Web page: [www.cityofmadison.com](http://www.cityofmadison.com).



Madison is a member of Sister Cities International  
<http://www.sister-cities.org/>

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# CITY OF MADISON

## SISTER CITY PROGRAM

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**\*Ainaro\*Arcatao\***

**\*Bac Giang\*Camaguey\***

**\*Cusco\*Freiburg\*Managua\***

**\*Mantova\*Obihiro\***

**\*Vilnius\***

## **SISTER CITY RELATIONSHIPS-- HISTORY AND BACKGROUND**

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The Common Council, by resolution in September 1988, established a Sister City Selection Policy. The resolution states, in part:

1. Madison supports Sister City relationships in the belief that person-to-person ties are the strongest;
2. In seeking to work for peace and better understanding of all cultures, these Sister City relationships are created to develop lasting friendships on the human level and to provide a forum to exchange our ideas and views; and
3. Madison seeks the support of its citizens for developing and further establishing Sister City relationships.

The resolution further states that the selection of future Sister City relationships shall follow specific guidelines; these guidelines are listed in the PROCESS CHECKLIST.

## **HOW TO APPLY FOR SISTER CITY STATUS**

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For Madison to adopt a Sister City, a resolution needs to be drafted and sponsored by an alder(s) and/or the Mayor. This resolution requires adoption by the Common Council Organizational Committee (CCOC) and the Common Council (CC).

## **APPLICATION PROCESS CHECKLIST**

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- √ Create a local Sister City (SC) group with a board of directors/officers; seek or secure non-profit status; create articles of incorporation and by-laws; create various committees; delegation(s); list projects done and/or planned; describe outreach goals & accomplishments; describe form of government in prospective city (no preconditions shall be set)
- √ Meet with Mayor/staff-- provide local SC group's names/contact info; brief overview of group status, 'project' and sister relationship; note any upcoming events scheduled; estimate timeline for resolution to Council
- √ Mayor may appoint an alder as "temporary advisor to SC group's organizing committee" with Council confirmation
- √ Solicit alder(s) support (suggest at least one from CCOC) for sponsoring resolution
- √ Solicit and receive "recommendation" of other local SC groups; other Madison groups
- √ Obtain or schedule "Letter of Interest" from government of prospective sister city, preferably mayor or general consular
- √ Create work plan for current year; work plan for future year(s); record of activities

- √ Create budget and describe "resources" and fundraising goals and accomplishments; record of activities
- √ Work with alder(s) on timeline for approval of SC relationship— resolution drafting, introduction, dates to CCOC and Council
- √ Line up local support for speaking to CCOC and CC
- √ Introduction to CCOC and CC
- √ Have Mayor formally acknowledge relationship to prospective city officials

## **PREPARATION TIPS**

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The following are some questions that a local Madison group interested in establishing a Sister City may need to ask themselves during this application process:

- For what reasons does the local group seek this relationship -- agricultural, economic, cultural, business, technological, educational, humanitarian?
- What are the benefits to City of Madison residents from this relationship?
- Can the local group estimate the number of Madisonians that would be directly affected by this relationship? Or would be involved in local programming?
- What areas of mutual interest do Madisonians and the people of the prospective city have?