

CITY OF MADISON, WISCONSIN

A RESOLUTION _____
adopting the process for annual reporting, grant review and selection criteria for established sister cities, to be referred to as the Sister Cities Grant Program.

PRESENTED _____
REFERRED _____
October 16, 2001(BTO)
CCOC, Bd Estimates &
CC 11-6-2001

REREFERRED _____

REPORTED BACK **NOV 06 2001**

Drafted by: Ald. Jean MacCubbin
Peter Munoz, Mayor's Aide
Bruce Newton, Cmnty Srvc

ADOPTED POF _____
RULES SUSPENDED _____
PUBLIC HEARING _____

Date: October 12, 2001

Fiscal Note: The resolution modifies the process for allocating funds that are included in the adopted operating budget. There is no additional impact on cost controls or the levy.

APPROVAL OF FISCAL NOTE IS NEEDED
BY THE COMPTROLLER'S OFFICE
Approved By _____
Comptroller's Office

RESOLUTION NUMBER **58852**
ID NUMBER **30500**

SPONSORS: Mayor Susan J. M. Bauman, Ald. Jean MacCubbin

PREAMBLE

Resolution 58604, ID# 29889, which was adopted by the Common Council on September 4, 2001, establishes the creation of an annual reporting and grant review process, much like processes used in various city agencies for allocation of funds for service providers. The purpose of this process is to develop a structure and criteria for an annual review of sister city activities, and to provide support for programs relating to the missions of sister city relationships. The resolution determined that the grant process be presented to the Council along with the 2002 Operating Budget.

* * *

WHEREAS, as an item in the Miscellaneous Expenditures, the Mayor's Office has had the responsibility of allocating funds for established sister city organizations and expenses incurred by the City as a partner in these sister city relationships; and

WHEREAS, a portion of the allocation has been used for membership in the Sister Cities International program, minimal expenses related to welcoming or hosting dignitaries from sister cities, and the balance being equally divided among those sister city relationships as established by resolution; and

WHEREAS, in the 2001 budget, \$8,000 was approved; each of the 9 organizations received \$777.00, and the remainder was used for maintaining membership in the Sister Cities International organization.

NOW, THEREFORE, BE IT RESOLVED, that the Sister Cities Grant Program shall consist of two portions:

1. A base level of funding for established sister city organizations contingent upon a timely annual reporting requirement.
2. A competitive grant fund available to established sister city organizations based on the merits of the requests for such funding.

BE IT FURTHER RESOLVED, that the following recommendations be adopted as components of the grant selection process:

- The base level portion of the program shall allocate on an equal basis to each established sister city organization based upon 50% of the approved budgeted allocation.
(Example: The approved budget includes \$8000; therefore \$4000 shall be available to be equally divided by those established sister city organizations that submit a completed annual report.)
- The grant portion of the program shall consist of an amount equal to 50% of the approved budget allocation, less the annual dues for Sister City International and an allocation for the Mayor's Office to dispense to cover estimated expenses related to welcoming sister city dignitaries and associated proclamation, etc.
(Example: The approved budget includes \$8000; therefore, \$4000 shall be the amount available for this portion of the program. The annual dues are estimated at \$800 and the estimated expenses for the Mayor's Office is \$400; the balance remaining, \$2800 in this example, is then available for allocation in the grant review process.)
- The grant portion of the program shall include selection criteria, the ranking of such to be established by a subcommittee of the Common Council Organizational Committee (CCOC). The criteria shall include: level of matching funds by the organization; the proposed activities of the organization (including type and amount of expenses); number of participants the proposed program(s) shall include, both locally and at the sister city; type of proposed programs (humanitarian, artistic, cultural, economic, social, agricultural, or medical); and the past accomplishments of the organization.
- The program materials and approved budget allocation shall be distributed to each established sister city organization no later than December 31 following approval of the City budget.
- On an annual basis the program materials shall include an established timeline for receipt of annual reports and grant applications, grant review process evaluation and allocation recommendations and approvals.

- The CCOC shall create on an annual basis a subcommittee (of 3 members and a representative from the Mayor's Office) to receive the annual reports, and review and recommend funding for grant portion of the program.
- The recommendations of CCOC shall be subject to the approval of the Board of Estimates and the Common Council.

Attachments: Draft of the annual reporting and grant application materials, including proposed criteria for evaluation and review.