

CHARLOTTESVILLE SISTER CITIES COMMISSION (CSCC) AGENDA

Tuesday, June 4, 2024, 4:30pm – 6:00pm

CitySpace, Small Conference Room

CALL TO ORDER

- 1. Approval of Minutes** – May 7, 2024 CSCC meeting
- 2. Chair’s Report** – Edward Herring
- 3. Secretary’s Report** – Elizabeth Smiley
- 4. Finance Report and 2025 Budget Approval** – Casey Ericksen
- 5. Grants Program Review and Approval** – Kimberly Hayes
- 6. Program Committee Updates / 2024-2025 Activities** – Claire Denton Spalding and Sylvia New Strawn
- 7. City Reports**
 - a.** Huehuetenango – Edward Herring
 - b.** Besancon – Elizabeth Smiley
 - c.** Poggio – Stella Mattioli
 - d.** Winneba
 - e.** Pleven – Edward Herring

ADJOURNMENT

Next CSCC Meeting, July 2, 2024

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call (434) 970-3182 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

**Charlottesville Sister Cities Commission
MINUTES**

Thursday May 7, 2024

City Space Large Conference Room

Present: Claire Denton-Spalding, Casey Erickson, Edward Herring, Kimberly Hayes (attending remotely, see note below), Stella Mattioli, Sal Moschella, Elizabeth Smiley, Cherry Stewart

Absent: Alicen Brown, Nana Gharthey, Sylvia New Strawn, Murray Susen

Non-voting Members Present: Maxicelia Robinson, Deputy Clerk of Council

(Kimberly Hayes received approval to participate remotely from New York, citing FOIA 2.2-3708.3 allowable reason (4): her job requires her to work onsite in NYC two weeks of every month)

- I. Call to Order.
Meeting opened at 4:36 pm. Edward Herring presided. A quorum was present.
- II. Approval of Minutes - Commission Meeting April 11, 2024
No corrections to minutes necessary.
Motion to approve as written: C. Erickson
Motion seconded: S. Moschella
Motion passed unanimously
- III. Chair's Update (Edward Herring)
 - a) Edward offered Sylvia congratulations on a successful TomTom Festival event (this was the "Mapping Sister Cities" event at the Lewis & Clark Expedition Center on April 20). Approximately 80 people participated, and it was apparently the most well-attended TomTom event located outside of the Downtown venues.
 - b) Edward congratulated Elizabeth and the Commission on a successful Besançon delegation visit, noting that as a result of how the events were planned, the visit became a Sister City Week.
 - c) Edward stressed that every sitting Commissioner needs to take up the task of coming up with ideas for programs and activities and help implement them.
 - d) The Commission should actively work to stay informed of what's coming up with every Sister City throughout the year. For example, Edward has learned that the Chamber of Commerce is planning a trip to Poggio in March 2025. He hopes to participate in this trip at his own expense.
- IV. Secretary's Report (Elizabeth Smiley) - no report

V. Budget & Finance Report (Casey Erickson)

Our current balance is \$20,997.10. Once outstanding and pending expenditures have been made, we will have \$2849.67 in reserve.

Our request for \$15,000 funding allocation from City Council for the upcoming fiscal year was approved.

Given our City Council allocation and the small reserve remaining at the end of this fiscal year, it will be important to identify our spending priorities and to be careful with how we use our funds in the next year.

Casey distributed a draft Proposed 2024-45 Budget (*attach document*) which he then Reviewed.

Reflecting our limited funds, Casey proposed the following key changes to allocations:

- City Rep Travel funds will now be available to each City Rep once during their 3-year term, with no more than \$4000 being spent in 2024-2025 on this allocation. It was also recommended that City Reps apply for this funding in the first or second year of their term to maximize the benefits of the visit to our Sister City program.
- Programs & Events dedicated funding increased to support making this a higher priority for the Commission. At this point in the discussion, Claire distributed two documents relating to programs and events, covered in greater detail in section VIII.
- The Grants & Travel Scholarships allocation for the upcoming year has been reduced to \$7500, which is lower than in past years. However, this figure still represents half of our City funding. Further discussion will be needed to determine what portion of this will be earmarked for Travel Scholarships.

There was a brief related discussion about the possibility of the Grants Committee receiving an additional \$1000 from the City Rep travel allocation in 2024-25 since there are not likely to be 2 City Rep trips scheduled for the upcoming fiscal year.

It was also noted that the current budget for media and internet fees (\$300) would be eliminated if we are integrated into the City's website domain as has been discussed, freeing up these funds for other purposes.

Casey reiterated that this Proposed Budget is based solely on the City's \$15K allocation and does not reflect any possible additional allocations from the City or any fundraising we may be able to do. A vote to formally adopt the budget was deferred to the June Commission meeting.

VI. Grants Committee Update (Kimberly Hayes)

The Grants Committee is considering adopting a twice-a-year grants cycle rather than the current once-yearly schedule. They are also revamping the application process to attract Grant projects that have a clearer benefit to the community and not just to the individual Grantee.

Max request a copy of the letter mailed from the Grants Committee to Henry Pollock ("Teenage Life During Covid") regarding his uncompleted project and the stop to his funding as a result.

There was brief discussion about unused "Sister Revolutions" funds and the request from Grantee Benjamin Bernard to apply those funds to pay for a translator who helped during the Besançon delegation visit, some Sister Revolutions promotional materials, and grant project fees he incurred on an additional one-day visit to Besancon to conduct historical research for the podcast. Since these expenses were not part of Ben's initial grant application, Kimberly requested vote approval from the Commission to reimburse Ben from the unspent funds.

Motion to approve Ben's request to be reimbursed up to/not to exceed the remaining \$563.62 of unspent "Sister Revolutions" Grant funds: C. Denton-Spalding

Motion seconded: S. Moschella

Motion passed unanimously

Kimberly will follow-up with Ben to have reimbursement processed and paid.

VII. Committee Assignment Review & Appointments (Edward Herring)

Edward asked the newest two Commissioners to indicate their Committee choices and called for a vote approval.

Motion made by C. Erickson to approve the following Committee Assignments:

Cherry Stewart - Education Committee; Huehuetenango working group

Sal Moschella - Grants Committee; Finance Committee

Motion seconded: K. Hayes

Motion passed unanimously

VIII. City Reports

a. Besançon (Elizabeth Smiley)

Elizabeth thanked all the members present for their help with events and activities during the Besançon delegation visit in April. It was a collective effort and as a result, a very successful and productive visit. She reported that Florent Werguet is compiling the photos taken by the Besançon visitors along with a written trip report and will share those with us when they are completed. Elizabeth would like to send out some form of community thank you to those who supported the visit and will follow up with Claire to determine the best way to do this. She would also like to collect all the photos taken by various Commissioners into a single photo file; Edward offered to create a google photo folder on our shared drive before our next monthly meeting.

(Kimberly Hayes took the following minutes for the remainder of the meeting, as Elizabeth had to leave at 5:45)

- b. Huehuetenango (Edward Herring)
Edward has a meeting on Thursday May 9 with the Ixtatan Foundation **staff (?)/ board member(?)** to discuss possible next steps and activities and to generate ideas for how they might be implemented since there is no “go-to” person in charge of this Friendship City relationship on the Cville side.

- c. Winneba - no report

- d. Poggio a Caiano (Stella Mattioli)
Stella reported that she continues to encounter challenges making a contact in the school in Poggio; she reached out to the Principal, who has not returned her correspondence. According to Poggio’s Mayor, the Principal often does not return Correspondence. Stella will be visiting family in Poggio in June and plan to try making an appointment to meet the Principal while she is there.

Max noted that contacts in Poggio have seemed unresponsive in some key areas and asked Stella whether Poggion is interested in continuing the Sister City relationship. Stella confirmed that there is still strong interest.

Edward suggested inviting some Poggio reps to come to Charlottesville to reignite Interest in the relationship. He plans to meet with the Chamber of Commerce **(regarding the aforementioned trip?)** and will invite them into the conversation about this.

- e. Pleven (Edward Herring)
Edward reported that we recently received an inquiry from Pleven to gauge our interest in renewing this relationship. He has reached out to the Mayor of Pleven and to the Bulgarian Ambassador in D.C. There is something of a language barrier, as neither of these individuals speaks much English. Edward asked the Commission to consider its level of interest in renewing this Sister City partnership, which is currently in inactive status. Time for further discussion will be put on the Agenda for our June meeting.

IX. Other Business

- Edward will share his draft Annual Report at the June meeting
- Daman Irby, former CSCC Chair (2020-2023) has expressed interest in helping out the Commission in some capacity– we will consider ways to involve him again
- Max: What are the next steps for Winneba? Edward responded that the next important we’ll need to have a new City Rep appointed before we can proceed with those Sister City programs and projects
- Sal mentioned that he will be out of the country for the next 3 Commission meetings.

His is a 9-month appointment at PVCC so he typically spends the summer overseas. He was briefed on procedures to participate while away.

Meeting adjourned at 5:56 pm.

Respectfully submitted,
Elizabeth Smiley
Secretary and Besançon Representative

Next full Commission Meeting: Tuesday, July 2 @ 4:30 pm at CitySpace

2023/2024 Approved Grants + Status

- Les Amitiés Musicales: Building Ties with the Besançon Music Community (2023)
 - Grantee: Daniel & Shelby Sender
 - Grant Amount: \$4,000
 - Status: Pending. Receipts received. Reviewing for reimbursement.
- Mapping and Art: Teaching the Geography of the Sister Cities to Children (2023)
 - Grantee: Lewis & Clark Exploratory Center [Alexandria Searls]
 - Grant Amount: \$4,000
 - Status: Receipts submitted. Additional information has been requested.
- A Tale of Two Cities Podcast (2023)
 - Grantee: Elias Alonso
 - Grant Amount: \$4,000
 - Status: In progress, receipts received. Sent back with questions. Answered questions. Reviewing re-submission.
- Sister Revolutions (2023)
 - Grantee: Benjamin Bernard
 - Grant Amount: \$4,000
 - Status: Reimbursed/Reconciled. **CLOSED**
- Mis Match (2023)
 - Grantee: Darnell Lamont Walker
 - Grant Amount: \$4,000
 - Status: Pending / Reimbursements Not Requested. Discussion about him presenting to the commission, no further information has been received.

OTHER OUTSTANDING GRANTS

- **Henry Pollard, Teenage Life During Covid-A Digital Photography Collection, \$500**
 - An interactive website and Instagram acct where teens from Poggio a Caiano and Cville can post photographs and exchange reflections, allowing them opportunities to “connect and feel less isolated” during difficult Covid period
 - we asked for more information to flesh out a somewhat skeletal project description, along with the needed parental signature (given he’s 16 yrs old), Henry answered in full, and provided mother’s signature
 - Henry had also applied for Youth Rep on CSCC in June 2020; CC did not approve him then
 - **Recommendation: fund for \$500 (whole amount)**
 - **CSCC Decision: Approved**
 - **CSCC Liaison: Stella Mattioli**

Charlottesville Sister Cities Commission

2024 Grant Application

Grants to be awarded in Fall 2024

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 2024 CSCC Grants Program is around \$15,000; 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 primarily as **reimbursements** (paid invoices or receipts must be provided for reimbursement) or through an approved fiscal sponsor, and expenses and/or requests for reimbursement must be made no later than May 31st, 2025. 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 2024 application deadline is Friday, July 21, 2024. 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 jotform link provided or mail to Charlottesville Sister Cities Commission c/o Clerk of Council, P.O. Box 911, Charlottesville, VA 22902.

Questions? Please email to the attention of the Grants Committee Chair, at hayesk@charlottesville.org

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. We welcome local tie-ins and examples of how this community will benefit from the collaboration.

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. Please be as realistic as possible as your budget and reimbursement will be closely mirrored.

Funds will be provided on a reimbursement basis only – no stipends will be provided prior to executing the project 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 the Grants Committee Chair at: hayesk@charlottesville.org. 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 Grant Liaison 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 Charlottesville 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 September 1, 2025.

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

Charlottesville Sister Cities Commission 2024 Grant Application

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

Description of Initiative/Project

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

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)

Charlottesville Sister Cities Commission

2024/25 Grants Cycle Proposed Timeline 1

June 2024	July 2024	August 2024	May 2025
6/13: Announce Program Open Applications	7/21: Application Deadline 7/22-7/31: Grants Subcommittee reviews and deliberates on candidates.	8/6: Make recommendations to the commission on potential grantees 8/13: Announce Winners	Deadline to complete project

2024/25 Grants Cycle Proposed Timeline 2

November 2024	December 2024	January 2025	February 2025	December 2025
11/1: Announce Program Open Applications	12/15: Application Deadline	1/6-1/10: Grants Subcommittee reviews and deliberates on candidates.	2/4: Make recommendations to the commission on potential grantees 2/14: Announce Winners	Deadline to complete Project