

PROGRAM DEVELOPMENT ACTION AWARDS

K C M O S I S T E R C I T I E S



DEC. 2006
TO
APRIL 2007

PROGRAM OVERVIEW

The City of Kansas City, Missouri through its International Affairs and Trade Office and its Sister City Program will be awarding Sister City Program Development Action Awards from December 18, 2006 to April 30, 2007. The purpose of these awards is to assist Sister Cities Association of Kansas City Missouri, Inc. Committees in building and expanding programming with their international city counterparts. It is highly recommended for this year's theme to be "building youth programs", with a focus on facilitating direct interaction with the people/culture of Kansas City Sister Cities. These Action Awards can be based on any of the traditional Sister Cities activity areas: arts & culture, trade, tourism, education, disability-oriented, humanitarian and sustainable development.



KANSAS CITY
MISSOURI

S P O N S O R E D B Y
T H E C I T Y O F K A N S A S C I T Y , M I S S O U R I

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WHO CAN APPLY?

Any of the 12 Sister Cities Committees of the Sister Cities Association of Kansas City Missouri, Inc. will be eligible to apply for a Program Development Action Award. However, the Sister City Committee applying for this award must be an active committee according to the by-laws of the Sister City Association of Kansas City Missouri, Inc. (Article V: “a committee is considered active if its representative regularly attends meetings of the Board of Directors and has a paid membership of seven individuals”).

SELECTION CRITERIA

Action award applications will be accepted if the purpose of the project is to expand international understanding/programming for KC youth, focused on the facilitation of direct interaction with the people/culture of Kansas City’s Sister Cities. Suggested activity areas are: arts & culture, trade, tourism, education, disability-oriented, humanitarian and sustainable development. The ideal project should provide tangible, enduring benefits and has potential for growth.

NON-ALLOWABLE EXPENDITURES

The awarded money cannot be used to support Sister City Association of Kansas City Missouri-wide event or pay for travel, alcoholic drinks or any other 501C3 restrictions (political, gambling, etc...).

AWARD

Six Program Development Action Award will be in the amount of \$500.00. The monies will be awarded in the following manner.

Twenty percent will be retained, that is \$100.00, for each accepted project until the final report is submitted to the KCMO International Affairs and Trade Office.

If total or partial award dollars are not spent by April 30, 2007 the remainder of the amount will be returned to the KCMO International Affairs & Trade Office.

All final printing materials must have *“Funded by KCMO International Affairs and Trade Office and in partnership with Sister City Association of Kansas City, MO Inc.”*.

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APPLICATION DEADLINES

Phase I Deadline: December 18th, 2006

Applications are due by noon December 18th, 2006. \$500 will be reserved for each of the 6 active committees until phase II.

Phase II Deadline: February 26th, 2007

Applications are due by noon February 26th, 2006. Preference will be given to first time applicants. Second time applicants can still apply.

Phase III Deadline: April 2nd, 2007

Applications are due by noon April 2nd, 2007. Preference will be given to first time applicants. Awards will be equally divided among any second or third time applicants (e.g. \$1000.00 remaining and there are 3 projects - 2nd and 3rd time applicants-then each project will be awarded with 1/3 of remaining amount, or \$333).

SELECTION SCHEDULE & REVIEW

The Program Development Action Awards Committee will review each application and will contact the project leader after receiving the application. The committee will be comprised of Teresa Martinez, member of the KCMO International Office; Melissa Robinson, member of the KCMO Youth Advocacy Office; Mike Wood, President of SCAKC, Inc.; Gary Casey, Director of Special Projects for SCAKC, Inc.; Daniel Stoll, Director of International Programs at UMKC; Heather Jones, former Youth Representative for SCAKC, Inc. Project funding will be on a first come, first serve basis and will take into account the goal of accomplishing a diverse mix of quality projects.

SUBMISSION OF INVOICE

One invoice should be submitted by the chair of each SC committee of Sister Cities Association of Kansas City Missouri, Inc. The invoice should include a request for the award amount of \$400.00 (20% retainer on \$500), the name of the Sister City receiving the award and the Project Title. The final invoice for the remaining 20% should be submitted upon completion of the project and submission of final report. All receipts must accompany final invoice and all invoices for funding must be submitted by April 30, 2006.

Submit invoices to:

Administrator
International Affairs and Trade Office
City Hall, 29th floor
414 E. 12th Street
Kansas City, MO 64106

FINAL REPORT

Final reports are due to the International Affairs and Trade Office within **30 days from completion of the project**. *See page 6 for guidelines*

However, summer projects must submit interim report by April 30th, and final report by August 31, 2007.

HOW TO APPLY?

For further assistance on the program development action awards and/or to submit completed application and any accompanying materials by mail, email or fax please contact:

Teresa Martinez
International Program Assistant
International Affairs & Trade Office
City Hall, 22nd Floor
414 E. 12th Street
Kansas City, MO 64106
Phone: 816.513.3528
Fax: 816.513.3524
teresa_martinez@kcmo.org

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APPLICATION FORM

APPLICATION FORM

Section 1. Organization & Funding

Project Leader (Applicant): _____ Phone: _____
 KC Sister City committee(s): _____
 Please fill in this table:

| | Funding Source | \$ | Instructions |
|--------------|--|----|--|
| 1. | <i>KC, MO Strategic Program Development Action Award</i> | | Your request |
| 2. | | | Your committee budget |
| 3. | | | Specific donors &/or other fundraising actions |
| 4. | | | |
| 5. | | | In-kind estimate |
| Total | | | Total Project Budget |

Section 2. Eligibility & Reporting

1. Is your Sister City Committee “active”, as defined by the SCAKC bylaws?
 — yes/no
2. Will you report a project summary, including statement of income/expenses within 30 days of completion?
 — yes

Section 3. Project Description (overview and use of funds): _____

Approximate Timeline

Enter key activities or milestones under relevant month(s):
 Sept.06 > Oct. 06 > Nov. 06 > Dec 06 > Jan.07 > Feb 07 > Mar.07 > April 07

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APPLICATION FORM

1. How does the project fit the Action Award's purpose (see page 1)?

2. How does the project fit your Committee's long term objective(s)?

3. How does the Committee plan to sustain or build on the project after it is completed?

4. Why do you want to do this project? What is the underlying need or problem?

5. Who will benefit? And what are the expected project outcomes? (quantify if possible)

6. Please feel free to provide any additional background, information to promote your project and to ensure success, e.g., key project leader(s), background, project budget, more reasons for project, related experience.

Signed: _____ Date: _____

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30-DAY PROGRAM REPORT GUIDELINES

NAME OF EVENT & LOCATION OF EVENT

FINAL NARRATIVE REPORT

This brief narrative report must include activities and accomplishments compared to program goals. Explain any problems and suggest any changes you would make. The report should also include information about event planning, event participation and discuss the positives and negatives encountered by the committee. The report should assess the impact of the event or project.

ESTIMATED ATTENDANCE

BUDGET REPORT