



City of Lawrence
Outside Agency Funding
APPLICATION

General Information: Each year, the City Commission considers requests for the allocation of dollars to a number of agencies that provide services benefiting the Lawrence community. The decision on funding a request will be made during the City's annual budgeting process. The decision will be based upon the availability of funds, the need demonstrated through the agency's application, the stated objectives of the applicant's program, past performance by the agency in adhering to funding guidelines (as appropriate), and the ability to measure progress toward the program objectives.

PLEASE NOTE THAT BEGINNING IN 2009, FUNDS WILL BE DISBURSED ACCORDING TO THE FOLLOWING SCHEDULE UNLESS OTHERWISE AGREED TO IN WRITING:

- FIRST HALF OF FUNDS WILL NOT BE DISBURSED BEFORE APRIL 1
- SECOND HALF OF FUNDS WILL NOT BE DISBURSED BEFORE OCTOBER 1

Instructions: Applications for 2009 funding must be complete and submitted electronically to the City Manager's Office at ctoomay@ci.lawrence.ks.us by the deadline of 5:00 pm on Friday, May 2, 2008.

Questions? Contact Casey Toomay, Budget Manager at ctoomay@ci.lawrence.ksu.s or at 785-832-3409.

Section I. Applicant Information

Legal Name of Agency: Sister Cities Advisory Board
Name of Program for Which Funding is Requested: Scholarships/General Operating Fund
Primary Contact Person: Bill Keel
Address: 1906 Barker Ave. / Lawrence, KS 66046
Telephone: 841-6747 / 864-4657 (work) Fax: 864-4298 (work)
Email: wkeel@ku.edu

Section 2. Request Information

- A. Amount of funds requested from the City for this program for calendar year 2009: \$ 12,000
- B. Will these funds be used for capital outlay (equipment or facilities) in 2009? If so, please describe:
No
- C. Will these funds be used to leverage other funds in 2009? If so, how:
No
- D. Did you receive City funding for this program in 2008? If so, list the amount and source for funding (i.e. General Fund, Alcohol Fund, etc.): Yes. \$12,000 from the City Guest Tax; \$3,000 has been designated as a stipend for the two school exchange trips to Hiratsuka and Eutin; \$9,000 for general operating expenses.

- E. If you are requesting an increase in funding over 2008, please explain exactly how the additional funds will be used:

No increase is being requested.

Section 3. Agency and Program Budget information

- A. How many paid full time employees work for your agency? 0 Volunteers? 14
- B. What percent of your total 2008 budget goes to employee salaries and benefits? 0%
- C. What percent of your total 2008 budget is used for operating expenses? 100%
- D. What is the total estimated cost to provide the program in 2009? \$82,300
- E. What percent of 2009 program costs are being requested from the City? 14.6%
- F. List other anticipated sources of funding and funding amount for this program in 2009:

<u>Anticipated Funding Source</u>	<u>Dollar Amount</u>
Payments from parents/students participating in school exchange trips	\$ 58,550
Dues from members of Lawrence Sister Cities	\$ 2,500
Scholarship fundraising and contributions	\$ 7,750
Interest on accounts	\$ 1,500
Allocation from City Guest Tax	\$ 12,000
TOTAL 2009 PROGRAM BUDGET	\$ 82,300

Section 4. Statement of Problem/Need to Be Addressed By Program

- A. Provide a brief statement of the problem or need your agency proposes to address with the requested funding and/or the impact of not funding this program. The statement should include characteristics of the client population that will be served by this program. If possible, include statistical data to document this need.

With sister-city relationships with Eutin, Germany, and Hiratsuka, Japan, as well as an ongoing attempt to establish such a relationship with a third city, with a special interest in establishing a relationship with a city in a Spanish-speaking country, the Sister City Advisory Board administers a number of programs serving the interests of all of the citizens of Lawrence.

The greatest effort is in the area of exchange programs in Germany and Japan for the youth of Lawrence, but it also entails services assisting cultural and commercial enterprises in exchanges with our sister cities for both young people and adults. Scholarship support for financially needy families so that their children may participate in our exchange programs is an ongoing challenge. Such scholarships would not be possible without the annual City allocation. Each year we provide direct scholarship support to approximately 8-10 students who visit either Eutin or Hiratsuka.

B. How was the need for this program determined?

The decision by the City Commission in the mid-1980s to establish sister-city relationships created these programs. Since 1989, the Advisory Board has been charged with administering the exchange programs. The specific need for scholarship support is determined by application from parents/students to the Scholarship Committee of the Advisory Board. Scholarships are awarded after a determination of financial need by the Scholarship Committee and approval by the full Advisory Board.

C. Why should this problem/need be addressed by the City?

The City of Lawrence has a 20-year commitment to supporting the educational, cultural and commercial exchanges between Lawrence and its sister cities in Germany and Japan. Many young people would not be able to participate in these exchanges without scholarship support.

Section 4. Description of Program Services

A. Provide a brief description of the service you will provide and explain how it will respond to the need you identified in Section 3. The description should include how many clients will be served, and should describe as specifically as possible the interaction that will take place between the provider and the user of the service.

The Advisory Board coordinates and administers all aspects of the exchange programs between Lawrence and our two sister cities. This applies to both members of the Lawrence community making exchange visits to Eutin or Hiratsuka as well as to guests from our two sister cities visiting Lawrence. Each year approximately 35 students from Lawrence schools visit our sister cities and a like number visit Lawrence from our two sister cities. Other groups such as choirs or musical groups may send as many as 100 participants on such exchange visits. Other visits are made by small groups of citizens. In all such exchanges, whether we are sending groups from Lawrence to Germany or Japan, or whether we are hosting groups from those two countries in Lawrence, all aspects of the administration of those exchanges is handled by the Advisory Board.

The Advisory Board hosts membership events during the course of the year at which participants from the school exchanges and/or cultural exchanges may share their experiences with citizens in Lawrence.

B. Describe any efforts your agency has made to explore the community to determine if there are any other agencies providing similar types of services. What efforts have you made to coordination services?

There are no other agencies in Lawrence or Douglas County providing similar types of services.

Section 5. Program Objectives

Please provide three specific program objectives for 2009. Objectives should demonstrate the purpose of the program and measure the amount of service delivered or the effectiveness of the services delivered. A time frame and numerical goal should also be included. Examples include, “75% of clients receiving job training will retain their job one year after being hired,” “increased fundraising efforts will result in a 15% increase in donations in 2009,” “credit counseling services will be provided to 600 clients in 2009,” “new digital arts program will serve 275 students in 2009” etc. **Applicants will be expected to report their progress toward meeting these objectives in their six month and annual reports to the City.**

Program Objectives

1. Continue to expand scholarship support for the school exchange programs by developing better fundraising techniques. A target goal for scholarship fundraising in 2009 is \$5,000.

2. Continue to increase the number of Lawrence students participating in the annual school exchanges. A target goal would be 40 students in 2009.

3. Send a delegation from Lawrence of approximately 20 persons to mark the 20th anniversary of that relationship in 2009 and host a similar delegation from Eutin for a visit in Lawrence.

Please return completed application electronically to ctoomay@ci.lawrence.ks.us by 5:00 pm on Friday, May 2, 2008.

Office Use Only

six month report received	<input type="checkbox"/> yes <input type="checkbox"/> no	audit received:	<input type="checkbox"/> yes <input type="checkbox"/> no
annual report received:	<input type="checkbox"/> yes <input type="checkbox"/> no	tax return received:	<input type="checkbox"/> yes <input type="checkbox"/> no