

Charlotte International Cabinet Matching Grant Program

What is the Charlotte International Cabinet Matching Grant Program?

The Charlotte International Cabinet set aside funds for matching grants in 2015. The Cabinet Matching Grant Program is designed to help groups and organizations foster peace and prosperity with Charlotte's sister cities or enhance the community's cultural awareness of other established international relationships that have memorandums of understanding. The program provides matching grants up to \$5,000 for up to 4 organizations or groups per year.

Charlotte Sister Cities Relationships

- Arequipa, Peru (Ah-Reh-KEEP-Ah) twinned in 1962
- Krefeld, Germany (Kreh-feld) twinned in 1995
- Baoding, China (Bow-ding) twinned in 1987
- Voronezh, Russia (Vah-ROH-nesh) twinned in 1991
- Limoges, France (Leem-OGE with a soft g) twinned in 1992
- Wrocław, Poland (VROTS-wahv) twinned in 1993
- Kumasi, Ghana (Koo-MA-si) twinned in 1995
- Hadera, Israel (Ha-DER-a), Charlotte signed a declaration of intent to become twinned with Hadera in 2008.

Charlotte Relationships with Memorandums of Understanding:

- Shenzhen, China
- Nanning, China

Who can apply for the Program?

- Applicants must be located in Charlotte, NC
- Applicants must be a 501(c)(3), 501(c)(6), 501(c)(4)
- Organizations who have been awarded a grant in the past are not eligible submit the same project proposal for 3 years. New project proposals will be accepted.

How can we Apply?

How to apply? – Just five steps

- 1) Confirm eligibility: review “who can apply” and “project categories” and if you have any additional questions about eligibility they can be answered by Emily Yaffe, eyaffe@charlottenc.gov or 704-336-2512
- 2) Review program materials- review guidelines and application deadlines, ensure that your organization can meet these requirements
- 3) Select project- Confirm with your organization what project you will submit to request funding
- 4) Begin application- Complete the required online application including the required worksheets.

- 5) Complete Application- Submit the application by 11:59 pm on February 1st. Applicants who are unable to complete the application online can request support or alternative application options from Emily Yaffe, eyaffe@charlottenc.gov or 704-336-2512.

Project Categories

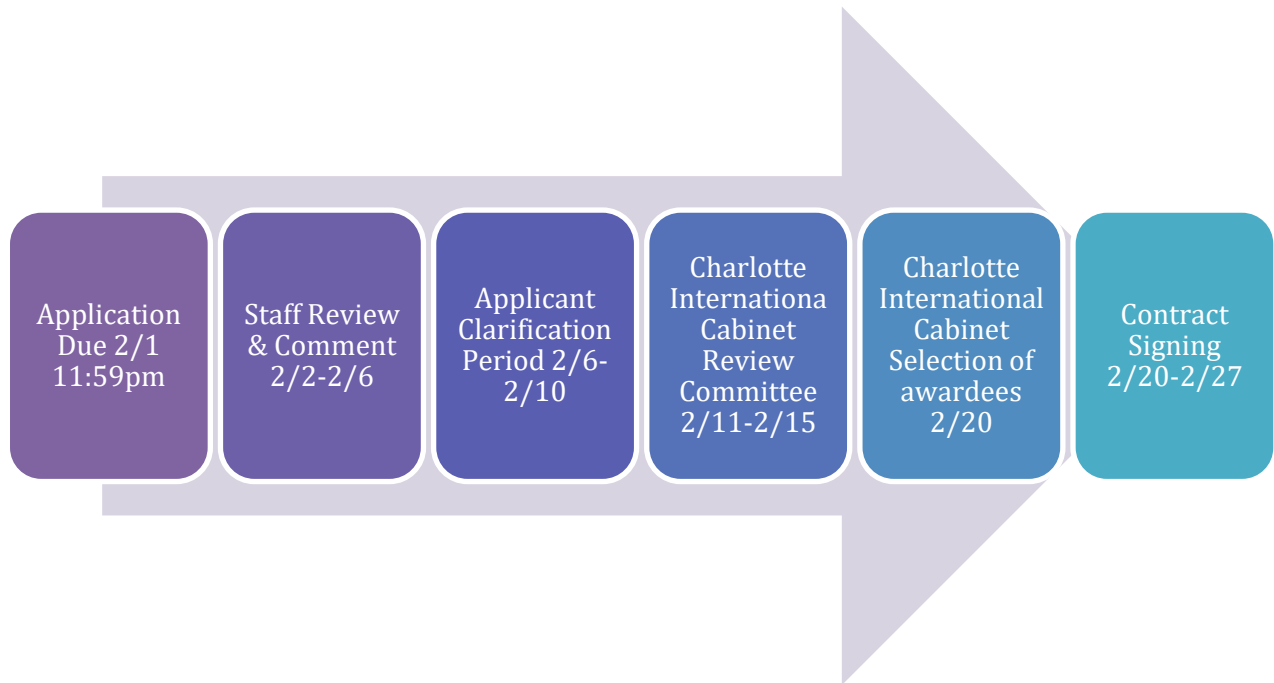
Organizations will choose a project category listed below. One grant will be awarded in each category. All projects should be dedicated to fostering cultural exchange and education on Sister City relationships or enhancing cultural awareness through other established international relationships with memorandums of understanding. Organizations are permitted to submit their project under multiple categories.

- **Community wide engagement event:** this would include public forums, festivals, concerts, etc. These types of projects would be entirely open to the public. These events are not required to be free of charge but entry fee should be no more than \$20.
- **Hosting a visiting Sister City group:** Organizations can submit a grant application for the costs of hosting a Sister City. Submission should include details of how the visiting group will be introduced to Charlotte history and culture as well as how visitors will participate in exchanges with Charlotteans.
- **Project submitted by public or not-for-profit K-12 schools:** To open opportunities this category is dedicated to funding projects managed by K-12 public schools. The project awarded in this category is exempt from the matching funds requirement. This project will receive funding in installments to ease the financial burden.
- **Innovative projects:** Organizations should submit in this category if the project explores creative ways to build relationships with our Sister Cities.

Application deadlines

- Applications can be submitted from December 10th through February 1st. Grant awardees will be announced at the February Charlotte International Cabinet Meeting.
- The grant awardees will be chosen by the Charlotte International Cabinet on February 20th in a public meeting, applicants will be notified that same day.
- The grant must be completed and all money spent by end of February 2020.

Grant Review Schedule



Match Requirements – How can organizations meet their match?

Organizations are required to match awarded grant funds 1:1, meaning for every dollar granted a matching amount must be provided through one or more of the methods below. Public and not-for-profit schools are exempt from this match requirement in the schools category.

Match Types	Details
Cash Contribution	<p>From the applying organization</p> <ul style="list-style-type: none"> • Proof of available funds is required via bank statement, budget, etc. <p>From Individuals or supporting community partners (businesses, non-profits, etc.)</p> <ul style="list-style-type: none"> • Contribution Template required (see Appendix C)
In-kind Contribution	<p>Goods and/or services received for free or at reduced cost</p> <ul style="list-style-type: none"> • Contribution Template required (see Appendix C)
Volunteer Time	<p>Volunteer Time must be pledged using the 'Volunteer Pledge Sheet' (see Appendix A)</p> <p>Volunteer time is calculated at \$24.14 per person per hour</p>

Project Selection Criteria

Each application will be evaluated based on the following criteria:

Engagement- Local

Does the applicant present a program that engages Charlotte residents to learn more about our sister cities or other international relationships?

Connection- Abroad

Does the applicant program connect directly to the sister city or other international relationship in the creation of this program? We want our residents to learn more about these relationships but we also want to foster a stronger connection between Charlotte and the chosen community. Does this plan encourage peace and prosperity between Charlotte and the chosen community?

Project Plan

Is the project plan clearly stated and implementable?

Budget

Does the application show a clear plan for spending and show ability to find matching funds?

* Each criterion is evaluated on a 5-3-1 point scale

Terms and Conditions

Contracts

Projects may begin only after the contract is executed.

- Approval is withdrawn if the contract is not executed within 6 months or specified contingencies are not met.
- Fraud, misuse of funds, failure to meet match commitments or non-compliance on other agreements constitutes default on the grant.
- Organizations that default may be ineligible for future grants for up to two (2) years.
- A grant may be abandoned upon request of a grantee; however, reimbursement of the expended grant funds may be required.
- Organizations are asked to prominently feature that they are a recipient of the CIC Sister City grant
- With final submission of receipts for reimbursement, organizations must submit a one page report detailing outputs and outcomes for their project

Disbursement of Funds

Grant funds are not awarded in advance; funds can be released up to two times in the contract period by the submission of invoices and/or receipts for approved items with documentation detailing the to-date usage of matched resources.

- Checks are made payable to the organization, not to vendors. Organizations are responsible for releasing payments to their vendors. Please allow (30) days for invoice processing from the day a complete reimbursement request is received by program staff.

- Contact Emily Yaffe, eyaffe@charlottenc.gov or 704-336-2512 for questions related to grant reimbursement requests.
- If a grant is awarded, applicants will receive reimbursements for approved expenses
- Proof of payment is required for reimbursements
- Proof of matching funding or in-kind volunteer hours or item donations are required for reimbursements. In-kind volunteer hours are valued at \$24.14 per hour. See Addendum C for templates.
- The maximum matching grant available is \$5000

To apply for the Cabinet Matching Grant Program applicants must:

- Apply online through CharlotteInternational.org
- Meet all requirements and fill out the application in its entirety
- Include a project description with clearly stated goals, activities, and marketing plans with details about how they will be met
- Submit a detailed project budget noting what matched funding will be used for and what will be reimbursed by the grant

Grant funds *cannot* be used towards the following:

- Travel expenses, except public transportation within the City of Charlotte (e.g. bus passes for visitors)
- Alcoholic Beverages