

Charlottesville Sister Cities Commission

2023 Travel Scholarship Application

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)*

Program Objectives: The Charlottesville Sister Cities Commission seeks to ensure the diversity and inclusivity of participation in Sister Cities travel opportunities. Launched in 2022, the CSCC Travel Scholarships program aims to offset the costs of travel for individuals who face financial barriers to participation. The program responds to an identified need in the Charlottesville community, based on past requests for financial assistance for planned trips to Sister Cities.

The program aims to make travel to any of Charlottesville's Sister and Friendship Cities more financially accessible, subject to the availability of scholarship funding and interest among applicants.

Core Principles:

- Diversity and inclusivity of participation in travel opportunities to our Sister Cities
- Excellent stewardship of public funding, ensuring all scholarship funds serve the public interest and are managed with fairness and transparency
- High quality participant experiences in Sister Cities opportunities
- Equitable availability of scholarship funding across the four Sister/Friendship Cities
- Cost-sharing by scholarship recipients to ensure shared financial stake in the opportunity

Eligibility: Applications may be submitted by adults and students participating in organized group or school trips to any of our Sister Cities, or individual opportunities for exchange or other specific initiatives that serve the mission of the Sister Cities Program. Applicants under the age of 18 must have a parent or legal guardian sign the application form. Sister Cities Commissioners are not eligible for travel scholarships. Applicants to the CSCC Grants program are also ineligible to receive travel funding in the same year as they may receive monies for a grant project.

Funding Basics: CSCC Travel Scholarships are available for up to **\$1,000** per approved applicant, subject to availability of Travel Scholarship Program funding. The Commission expects that the applicant will share the costs of travel or raise additional travel funding as needed through other means. Scholarship funds may be used to offset one or more of the following travel expenses: airfare, hotel, travel insurance, local transportation, and meals. Funds will be made available either as reimbursements once travel has been completed, or may be advanced through a fiscal sponsor located by the applicant. Travel must be taken within a one-year period from the date of the application deadline. Requests for reimbursement must be made no later than 60 days following travel. Any unspent funds must be returned. All travel

expenses are subject to review and audit for appropriateness and relevance to the Sister Cities Program mission and activities.

Application Timeline & Notification of Decision: Travel scholarship applications will be accepted beginning on MARCH 16, 2023, and until MARCH 29, 2023. The 2023 deadline is 5pm, **March 29, 2023**. Applications must be received either physically (via mail) or electronically to receive consideration (see below for addresses). Incomplete applications will not be considered. Scholarship recipients will be notified of the Commission's award decision within 30 days of the receipt of application and may be asked to provide further information prior to that time.

Application Submission: Please complete the attached application and email to cvillesistercities@gmail.com or mail to Charlottesville Sister Cities Commission c/o Clerk of Council, P.O. Box 911, Charlottesville, VA 22902.

Application Review Criteria: Travel scholarship applications will be reviewed by the Sister Cities Commission to ensure the following criteria are met:

- Applicant has clearly articulated the purpose of travel and how it aligns with the Sister Cities Program mission;
- Applicant has demonstrated that they have "something to share" in terms of knowledge or experience and "something to gain" to bring back to the Charlottesville community;
- Applicant has provided a clear and detailed explanation for why a travel scholarship is needed to offset the costs of travel, how the funds will be used, and the expected timeframe of travel.

Post-trip Report: Scholarship recipients will be asked to provide a brief written report or oral presentation to the Commission to share their experience and learning within 60 days following travel.

Questions? Please email cvillesistercities@gmail.com with "Travel Scholarship" in the subject line.

**Charlottesville Sister Cities Commission
2023 Travel Scholarship Application**

Date:
Applicant Name:
Address:
Contact Email Address and Phone Number:

Sister City Travel

Related Sister or Friendship City (Please check): __Besançon, France __Poggio a Caiano, Italy __Winneba, Ghana __Huehuetenango, Guatemala
Please introduce yourself (2-3 sentences):
Description and purpose of travel:
Please describe how the planned trip will promote/further the mission of the CSCC:

Scholarship Need

Amount requested (up to \$1,000):

Please explain why you are in need of a travel scholarship:

How will the requested CSCC scholarship funds be used:

Please outline your travel itinerary (dates, planned events and stop-overs):

Additional details: (you may add another page if needed, but apps should not exceed 3 pgs total)

_____ Applicant Signature _____ Date

_____ Parent/Guardian signature (if applicant < 18)