



INTERNATIONAL AFFAIRS BOARD

FRIENDSHIP CITIES PROGRAM

APPLICATION FOR DESIGNATION

Information and Instructions

This application is to be completed by the organization submitting the proposal and the International Affairs Board (IAB).

BACKGROUND

A Friendship Cities Designation is an established relationship between the International Affairs Board, City of San Diego and a partnering international organization that is mutually beneficial. The first step towards establishing a Friendship Cities Designation is to complete the attached Application. This application helps to identify the proposed goals of the relationship, the supporting activities expected, and highlights the areas of interest and strengths or needs of each party. The proponents of establishing such a relationship must be a collaboration of a community organization and an elected official of the participating international city.

WHO MAY REQUEST A FRIENDSHIP CITIES DESIGNATION

Any elected official or established organization of the proponent Friendship City may submit an application. The most successful applications will have more than one sponsor and will represent multiple agencies or organizations.

Those interested should work with the International Affairs Board to determine viability of a Friendship Cities Designation.

PROCESSING AND APPROVAL OF THE APPLICATION

This Application will clearly state the rationale and goals of the relationship and the mutual benefits in establishing this relationship. Once the Designation is in place, all information in the Application will be shared with the community and stakeholders upon request.

Complete information for contact people and authorizing individuals (the signing authorities) must be provided before the relationship can be finalized. Incomplete information will delay the process. A Friendship Cities Designation will be written for a period of five (5) years, with an option to amend or extend the period. The Application will be submitted electronically to the chair of the IAB.

Submission of an Application does not imply approval. If the request is both reasonable and beneficial to the IAB, then approval is determined by the International Affairs Board.

Attachment: Friendship Cities Program – Application for Designation



INTERNATIONAL AFFAIRS BOARD

FRIENDSHIP CITIES PROGRAM – APPLICATION FOR DESIGNATION

To be completed in English by the requesting organization:

1. Name and Country of the proposed Friendship City and partnering organization:

2. Today's date: _____

3. Name of person requesting relationship: _____

Title: _____

Affiliation: _____

Address: _____

Email: _____

Phone: _____

4. Rationale:

Please explain the rationale and focus of the requested Friendship Cities Designation. Describe why a Friendship City relationship would be beneficial to the International Affairs Board (IAB), City of San Diego and your local community, organization and city. Please outline the areas of mutual strength and interest for each of the participants. Limit this section to four pages. Items to include:

- Names, title, and affiliations of those who will be involved both at IAB and the participating organization.
- Areas of mutual interest upon which the relationship will focus.
- Opportunities for new activities and potential outcomes.
- Benefits and measurable results that the IAB and the partnering organization expect as a result of the establishment of such a relationship.

5. Resources:

Please address monetary and in-kind resources that may be necessary to conduct the activities of this relationship, how they are to be obtained, and from whom. If none, state "no funding required".

6. Profile of the requesting city and/or organization:

A brief profile in English, no more than two pages, of your city and/or organization including, but not limited to: background, location, nature, size, and relevant programs. If available, please include brochures or other written information regarding the organization, its operations, curriculum, and/or staff. (Web information is sufficient for the latter, if available and edited to address the specific nature of the proposed relationship.)

7. Please add any additional information about this proposed relationship and/or the involved city and organization you wish to share and submit this form electronically to the chair of the IAB.

The City of
SAN DIEGO
INTERNATIONAL AFFAIRS BOARD

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To be completed by the International Affairs Board:

1. IAB designated representative (Main Contact):
2. Names, title and affiliation of any others from the IAB who may be involved in the resultant activities:
3. Requesting organization designated representative:
4. Names, title and affiliation of any others not listed above from either the IAB or the participating organization who will be involved in the creation, establishment, and fostering of this relationship:
5. Primary signing authority for the IAB:
6. Primary signing authority of the Friendship City: