



Friendship City Application Information & Instructions

This application is to be completed by the person or organization putting forth the proposal and the City of Fort Collins employee contact.

BACKGROUND

A Friendship City Partnership is an established relationship between the City of Fort Collins and a foreign partnering organization that is mutually beneficial. The first step towards establishing a Friendship City Partnership is completing the attached Application. The Application helps to identify the proposed goals of the partnership, the supporting activities that would be included, and it highlights the areas of interest and strengths or needs for each party.

This information is provided to the Fort Collins City Councilmembers for their consideration. If City Council determines that the Application outlines a strong fit, a Resolution to formalize the partnership will be considered by City Council.

Once a Resolution is in place, the designated representatives for each of the participating organizations will complete an Agreement. The Agreement will outline specific goals and outcomes, ensure implementation and documentation, and clarify any monetary expenditure. A Friendship City Partnership Agreement will require review by the City Manager.

CRITERIA

The criteria for considering a Friendship City Partnership is based on, but not solely limited to, one or more of the following:

1. **Attribute Match:** Does the community have similarities to our size, population, demographics, vision, mission, or goals?
2. **Goal Match:** Does the community have relevant sustainability, cultural and/or economic goals?
3. **Connection Match:** Does the community have existing local connections with significant community or business interests such as Colorado State University, Front Range Community College, University of Colorado Health Systems, Poudre School District, a targeted cluster industry, etc.?
4. **Exchange Match:** Does the community currently participate in an on-going exchange program with an organization in the city such as the Poudre School District, service organization, health care organization, etc.?
5. **Ethical Match:** Does the community strive to be a stable and ethical government?

WHO MAY REQUEST A FRIENDSHIP CITY PARTNERSHIP

Any person or organization 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 an appropriate City of Fort Collins staff person to determine viability of a Friendship City Partnership.

APPROVAL PROCESS

Applications for Friendship City Partnerships must be submitted to the City Manager's Office. If it is determined that the request is reasonable and beneficial to the City of Fort Collins it will be forwarded to City Council for formal consideration.

Planning and sponsorship (payment of expenses) for visits by individuals or teams to or from the partner organization/entity for the purpose of negotiating or signing the contract or any subsequent visits are the responsibility of the traveling party unless otherwise stated. Customarily, the hosting department would provide funding for lunches or other allowable hospitality expenses and the traveling party would cover their travel, lodging and other expenses not provided by the hosting organization.

PROCESSING THE APPLICATION

The Application will clearly state the rationale and goals of the Partnership and the benefits to the City of Fort Collins and the partner organization. Once an Agreement is in place all information in the Application and Agreement will be shared with the community and stakeholders upon request.

Complete information for contact people and authorizing individuals (those who sign) must be provided before the Agreement can be finalized. Incomplete information will delay the process. Agreements will be written for a specified period of time with an option to renew.

Please return your completed Application electronically to the City Manager's Office through Ginny Sawyer at gsawyer@fcgov.com. Submission of an Application does not imply approval. Final approval of a Friendship Cities Partnership will come through City Council Resolution and a signed Agreement.

RESPONSIBILITIES

When a Friendship City Partnership Application is determined to meet the criteria and City Council passes a Resolution to that effect, the involved parties will draft proposed operating guidelines. The guidelines will be in the form of an Agreement and they will detail the scope of activities, responsibilities, financial arrangements, and reporting requirements of each organization. The Agreement will be reviewed by the City and must be signed by the City Manager or the official who has been designated by the City to sign on behalf of the City of Fort Collins.

The City employee named by the City of Fort Collins as the designated representative for a particular Friendship City Partnership is responsible for facilitating preparation and forwarding of the documents to the foreign entity for signature. Responsibility for tracking the implementation of the Agreement and all activities rests with the designated contact person at each organization. That person will be the contact when the City of Fort Collins requests information about the Agreement or if further collaboration is desired by other departments. The City of Fort Collins' designated representative is required to maintain a record of the activities of the Agreement. These records will be reviewed at the end of the term of the Agreement for evaluation and possible renewal. The intent is to have annual reports provided to the City Manager, the City Council and other interested parties.



Friendship City Application

To be completed in English by the Requesting Organization

1. Name and Country of the Proposed Partner City or Agency

2. Today's Date

3. Name of Person Requesting Partnership

Title: _____

Affiliation: _____

Address: _____

Email: _____

Phone: _____

4. Rationale

Please explain the rationale and focus of the requested Friendship City Partnership. Describe why a Friendship City Partnership would be beneficial to the City of Fort Collins and your local community or agency. Please outline the areas of mutual strength and interest for each of the participating partners. Limit this section to four pages. Items to include:

- Names, title and affiliations of those who will be involved both in Fort Collins and in the participating organization,
- Areas of mutual interest upon which the agreement will focus,
- Opportunities for new activities and potential outcomes,
- Benefits and measurable results that the City of Fort Collins and the partner organization expect as a result of the Partnership.



City Manager's Office
City Hall
300 LaPorte Ave.
PO Box 580
Fort Collins, CO 80522
970.221.6505
970.224.6107 - fax
fcgov.com

5. Resources

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

6. Profile of the Requesting Partner Organization

A brief profile (two pages or less) of your organization (in English), including background, location, nature, size, and relevant programs. If available, please include brochures or other written information on the organization, its operations and/or curriculum, and its staff. [Web information in English is fine for the latter part, if available; however it should be edited to address the specific nature of the proposed agreement.]

7. Please add any additional information about this Partnership you wish to share and submit this form to:



City Manager's Office
City Hall
300 LaPorte Ave.
PO Box 580
Fort Collins, CO 80522
970.221.6505
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Friendship City Designees

To be completed by City of Fort Collins Staff

8. City of Fort Collins Designated Representative (Main Contact):

9. Names, title and department of any others from the City of Fort Collins or the Community of Fort Collins who may be involved in any Partnership activities:

10. Partner Organization Designated Representative:

11. Names, title and department of any others from the Partnership City or Community who will be partners of the Agreement.

To be completed by City of Fort Collins Staff

12. Primary Signing Authority for City of Fort Collins (Mayor, City Council Member, etc.):

13. Primary Signing Authority for Partner Abroad (Mayor, City Council Member, etc.):

Friendship City Approval Process

