

## City of Sun Prairie Sister City Program Application

PLEASE ATTACH ADDITIONAL PAGES IF NECESSARY

### Sponsoring Organization Details

Sponsoring Sun Prairie Organization: \_\_\_\_\_

Is the organization a nonprofit organization?    Yes            No            If yes, EIN: \_\_\_\_\_

If no, please identify the fiscal sponsor or identify timeline for seeking nonprofit status:

\_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Committee Members (please list below):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mission statement:

Current activities of the organization:

Program goals:

Proposed programs, activities, and/or exchanges:

Proposed/Projected annual budget (please itemize):

### Proposed Sister City Details

City: \_\_\_\_\_ Country: \_\_\_\_\_

About the proposed sister city (population size, demographics, and geographic description of the sister city):

Areas of mutual interest and/or similarities between the proposed sister city and Sun Prairie:

### Additional Details

Please include the following information:

- Historical background, economics, and tourism of the sister city
- Government structure and educational system of the sister city
- Information about the local organization in proposed sister city that will support the relationship
- Evidence of local community support for the sister city relationship
- Any other information about the sister city

***Please include a letter of intent and attach the sponsoring organization's bylaws with this application.***

This application must be completed and submitted to the Clerk's Office at  
300 E Main Street, Sun Prairie, WI 53590 or via email to: [clerks@cityofsunprairie.com](mailto:clerks@cityofsunprairie.com)

## City of Sun Prairie Sister City Program FAQ

### **Q: Which is a sister city?**

A: A sister city is a city that has a formal relationship with Sun Prairie recognized by resolution for reasons including, but not limited to cultural, governmental, historical, or educational purposes.

### **Q: Which cities are our sister cities?**

A: Sun Prairie currently does not have any sister cities. Interested organizations can complete an application and submit a letter of intent to the city for consideration.

### **Q: What is a sister city relationship?**

A: A formal sister city relationship approved and officially established by the common council. The purpose of a sister city is to promote cultural and educational exchange and unite local and global communities through friendship and commercial ties that are mutually beneficial and relevant for both communities. The city is interested in partnerships to connect our residents and businesses with other communities through economic, cultural, and art exchanges.

### **Q: What do sister cities do?**

A: Sister city organizations plan and implement cooperative activities and exchanges to experience and explore other cultures and stimulate learning through reciprocal projects in mutual areas of interests such as culture, business, government, education, agriculture, and technology.

### **Q: How do two cities become sister cities?**

A: A local organization that wishes to serve as the sponsoring organization to sponsor a sister city relationship must submit an application and a letter of intent to the city. Upon receipt of application materials, a resolution will be presented to the committee of the whole to establish a sister city relationship. The committee of the whole will determine if the relationship complies with the requirements of the city's ordinance and whether the sponsoring entity that will manage the relationship has a reasonable prospect of meeting the goals identified in its application. One of the following must exist in selecting and maintaining a sister city:

- The sister city shares a historical, cultural, or ethnic relationship with the people of Sun Prairie
- The sister city offers similar technological, or economic benefits to businesses, industries, and labor force
- The sister city is similar in governmental structure, population size, or character

Once the sister city recognition is approved by the common council by resolution, a memorandum of understanding will be signed by both communities establishing the sister city relationship and

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outlining the terms. The sponsoring organization is responsible for managing the sister city relationship.

**Q: Who runs a sister city organization and how are they structured?**

A: Most often, sister city organizations are incorporated as nonprofits. Many are governed by a board of directors or commission, and its membership is comprised of volunteers from all sectors of the community. They are most often organized by committee, with one committee for each partnership responsible for creating and implementing projects.

**Q: How do I start a sister city?**

A: To start a sister city, please complete the Sister City Application and submit it with a letter of intent and the sponsoring organization's bylaws to the Clerk's Office. Please contact city staff to learn more at 608-825-1193.