



**CITY OF CUPERTINO
FRIENDSHIP CITIES PROGRAM
APPLICATION FOR DESIGNATION**

Instructions

This application is to be completed by the Friendship City Committee of the requesting international city and submitted electronically to the Cupertino City Manager's Office by emailing CityManager@cupertino.gov.

Background

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

Who May Request a Friendship Cities Designation?

Any established Friendship City Committee 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.

Processing and Approval of the Application

This application will clearly state the rationale and the 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 key contacts and authorizing individuals (the signing authorities) must be provided before the relationship can be finalized. In addition, the committee must have a Cupertino Councilmember sponsorship. Incomplete information will delay the process. A Friendship Cities Designation will be authorized for a period of two (2) years as outlined in the City of Cupertino's "Policies and Guidelines on Sister Cities, Friendship Cities, and International Delegations" and will be subject to all guidelines therein.



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To be completed in English by the requesting organization

Name and Country of the proposed
Friendship City and the
Friendship City Committee:

Today's date:

Name of person requesting relationship:

Title:

Affiliation:

Address:

Email:

Phone:

City of Cupertino Sponsor(s):

Friendship City Elected Official Sponsor:

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”. Please note that the City of Cupertino does not currently provide funding for Friendship Cities.

PROFILE: Please attach a brief profile of your city and Friendship City Committee including, but not limited to: background, location, nature, size, and relevant programs.

RATIONALE: Please explain the rationale and focus of the requested Friendship Cities Designation. Describe why a Friendship City relationship would be beneficial to the City of Cupertino and your local community, organization, and city. Please outline the areas of mutual strength and interest for each of the participants.

Items to include:

- Names, titles, and affiliations of those who will be involved at the proponent Friendship City and the Friendship City Committee. Be sure to include information for the proponent Friendship City's Mayor as they will have the primary signing authority of the Friendship City.
- Areas of mutual interest upon which the relationship will focus.
- Opportunities for new activities and potential outcomes.
- Benefits and measurable results that the City of Cupertino and proponent Friendship City can expect as a result of the establishment of such a relationship.

RATIONALE (continued):

ADDITIONAL INFORMATION: Please add any additional information about this proposed relationship, the proponent Friendship City, and/or the Friendship City Committee that you wish to share.