



Sister Cities of Franklin & Williamson County

P.O. Box 977

Franklin, TN 37065

www.sistercitiestn.org

March 25, 2015

Russell Truell
Assistant City Administrator/CFO
City of Franklin
109 Third Avenue South
Franklin, TN 37064

Dear Russ,

Attached is the Sister Cities budget request for 2015/2016 in the amount of \$8,000. Also attached is a copy of our 501 (c)(3) letter, a copy of our charitable solicitations approval, and a copy of our 990N. Thank you as always for your support of Sister Cities and do not hesitate to let me know if you need anything further.

Sincerely,

A handwritten signature in black ink that reads "Sharon Bottorff". The signature is written in a cursive style with a large, stylized "B" at the end.

Sharon Bottorff, Secretary/Treasurer
Sister Cities of Franklin and Williamson County, Tennessee, Inc.

**NON-PROFIT ORGANIZATION
REQUEST FOR CITY OF FRANKLIN FUNDS
2015-16 FISCAL YEAR**

Organization Name: Sister Cities of Franklin and Williamson County, Tennessee, Inc.

Phone: 615-512-9551

Contact Person & Title: Sharon Bottorff, Treasurer

Mailing Address: PO Box 977, Franklin, TN 37065

Federal Identification # (if applicable): 94-3425537

E-mail address: sbbarc@bellsouth.net

Number of Active Participants in Organization: 70

Does this organization charge fees to participants? Yes X No _____

If **Yes**, please itemize the structure utilized (use a separate sheet if necessary):

Students participating in the Student Exchange are currently requested to pay \$600 to assist with transportation costs if going to Canada and \$1500 to assist if going to Germany.

If **No**, please explain:

Please provide the approximate number of clients served by your program on a yearly basis and an estimate of how many are Williamson County residents: 1500- 90% are Williamson County residents

List ANY agency (or agencies in Franklin which you consider may directly, or indirectly, provide the same or similar services as those provided by your agency. If such an agency exists, please list the similarities (use additional sheet, if needed): There are other organizations that provide student exchanges but to our knowledge the only other one located in Williamson County is the Rotary Club.

City of Franklin

APPLICATION ADDENDUM

For the funding year, July 1, 2015 through June 30, 2016

Name of Agency: Sister Cities of Franklin and Williamson County, Tennessee, Inc.

Date: 3/18/2015

Please provide a detailed description of the proposed use of funds that the City of Franklin might provide for Fiscal Year 2015-2016: ***Of the \$8000 requested, \$1800 will be used for the 6 sessions of the Passport to the World Lecture Series. \$3000 will be used for supplies for the Celebration of Nations event such as flags, tents and tie-downs. The remaining \$3200 will be used for the youth exchanges, supplementing fundraising efforts to use for chaperone travel and expenses when students are visiting Franklin.***

Please provide information on any interaction that your agency has with the operations of City of Franklin departments (e.g., response to calls from Police after domestic incidents, provision of meals or lodging to displaced persons, etc.): ***N/A***

Please answer completely the following question using additional pages if necessary:

1. Specifically what services did your agency provide last year for which you are requesting funding this year? What were the objective and results? (Include description capacity, intensity and duration of services.) ***The Passport to the World lecture series which was launched in 2010 provides a personal look in to the continents around the globe. The bi-monthly series at the Williamson County Public Library walks through the doorways of the world to experience the art, music, food, lifestyle, landscape and heritage of our international neighbors presented through performance, presentation and display. The event is free and open to the public. Attendance has consistently been over 85 per event and over the past year the following countries have been presented: Ireland, Venezuela, Russia, Mexico, Brazil and Nigeria. The goal of Celebration of Nations is to create a passion for global diversity and understanding of the interconnectedness of people through presenting the ethnic traditional arts, foods and sensory experiences of various immigrant cultures. The festival is a unique experience for citizens of the surrounding community to learn more about our neighbors both here and abroad. This year's festival will be held on October 10th from noon to 8 on Fourth Avenue South in Franklin.***

2. Are there procedures in place for measuring the results achieved by your agency? If so, provide detailed data. ***The Youth Exchange Students fill out a survey regarding their satisfaction with the***

exchange and that helps us in planning the exchange for the following year. Surveys are also used with the Celebration of Nations festival to determine satisfaction.

3. Does your agency receive any external quality review or accreditation? If so, provide a copy of certificate or license and please explain. **No**

4. What percent of your local agency budget is your allocation request for the City of Franklin? ???

5. What other fundraising activities does your agency engage in during the year? ***Sister Cities will present their yearly Celebration of Nations Festival in October. This year will be the eighth year and our mission is to create global and cultural passion, beginning with a personal knowledge and understanding of the interconnectedness of people universally. There will be 25-30 cultural booths featuring ethnic food, wares, and performances throughout the evening. All booths provide an authentic sensory representation of one or more cultures. In addition, a booth at Pumpkinfest last year raised over \$400.***

6. Do you charge any fees for your services? ***Students participating in the Youth Exchange are currently requested to pay \$600 to assist with transportation costs if going to Canada and \$1500 if going to Germany.***

Contact: Sharon Bottorff, Treasurer, 615-512-9551, sbbarc@bellsouth.net

Non-Profit Organization Request for

City of Franklin Funds

Organization: Sister Cities of Franklin and Williamson County, Tennessee, Inc.

EXPENDITURES	Actual		Requested	
	2013-2014	2014-2015	2014-2015	2015-2016
Salaries	\$0.00	\$0.00	\$0.00	\$0.00
Communications & Printing	\$296.00	\$300.00	\$300.00	\$300.00
Fund-Raising Expenses	\$13,828.00	\$11,300.00	\$15,000.00	\$15,000.00
Insurance	\$1,646.00	\$1,700.00	\$1,700.00	\$1,700.00
Membership Dues	\$880.00	\$880.00	\$880.00	\$880.00
Miscellaneous Expense	\$408.00	\$500.00	\$500.00	\$500.00
Travel for Youth Exchange-Canada (4 plus chap)	\$3,003.00	\$3,200.00	\$3,500.00	\$3,500.00
Youth Exchange Activities & Expenses-Canada	\$97.00	\$474.00	\$500.00	\$500.00
Travel for Youth Exchange-Germany (6 plus chap)	\$8,867.00	\$10,000.00	\$12,000.00	\$12,000.00
Youth Exchange Activities & Expenses-Germany	\$0.00	\$1,681.00	\$2,000.00	\$2,000.00
Supplies	\$1,843.00	\$0.00	\$0.00	\$0.00
Membership Expenses	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Bad Soden	\$737.00	\$0.00	\$0.00	\$0.00
New Relationships	\$0.00	\$0.00	\$1,000.00	\$1,000.00
County Laos	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Carleton Place	\$0.00	\$0.00	\$1,000.00	\$1,000.00
SCI Conference	\$1,626.00	\$0.00	\$2,000.00	\$2,000.00
Passport	\$477.00	\$800.00	\$1,000.00	\$1,000.00
TOTAL BUDGET	\$33,708.00	\$30,835.00	\$43,380.00	\$43,380.00
REVENUES: (include any fund raising events)				
Williamson County Government	\$0.00	\$0.00	\$0.00	\$0.00
City of Franklin	\$5,076.00	\$5,076.00	\$8,000.00	\$8,000.00
Membership	\$403.00	\$500.00	\$1,000.00	\$1,000.00
Contributions	\$300.00	\$1,000.00	\$1,000.00	\$1,000.00
CON	\$6,194.00	\$0.00	\$5,000.00	\$5,000.00
Program Service Fees	\$5,200.00	\$11,681.00	\$11,880.00	\$11,880.00
Pumpkinfest	\$123.00	\$628.00	\$1,000.00	\$1,000.00
Sister Cities Sponsorships	\$3,350.00	\$6,250.00	\$10,500.00	\$10,500.00
Grants	\$8,700.00	\$5,700.00	\$5,000.00	\$5,000.00
TOTAL REVENUES	\$29,346.00	\$30,835.00	\$43,380.00	\$43,380.00

Non-Profit Organization Request for			
City of Franklin Funds			
Organization: Sister Cities of Franklin and Williamson County, Inc.			
Personnel & Salary Information			
Personnel	Salary	Salary	Salary
(list by Positions)	2013-2014	2014-2015	2015-2016
All handled by volunteers	\$0.00	\$0.00	\$0.00