

**SUBJECT:****Funding Requests  
From an Oceanside Sister City****POLICY NUMBER 100-43  
ADOPTED 5-2-01**

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It is the policy of the City Council that any request for in-kind or financial support from a Sister City for a Sister Cities event must be submitted to the City and reviewed by the Sister Cities Foundation.

A written proposal for City assistance must be submitted to the City Manager's Office no less than 45 days prior to the event or when assistance is needed. The City will review the proposal and will, in turn, send the proposal to the Oceanside Sister Cities Foundation (a 501(C)(3) non-profit organization) for review and comment. The Sister Cities Foundation will assess the request and forward a recommendation to the City for inclusion in a report to the City Council. The request will be placed on the City Council's agenda for consideration. The City will not consider reimbursement of any Sister City-related expenses that are not pre-approved through this process.

For accountability purposes, any City funds provided for a Sister City event or visit from a Sister City shall be the responsibility of the Sister Cities Foundation for management and oversight. The Sister Cities Foundation will be required to submit a report to the City Council regarding the accounting for expenditures within 45 days after the event or visit for which funds were secured.

The City Council shall consider annual funding for Sister Cities events as part of the budget process. Annual funding recommendations shall provide a per-event cap for financial assistance.