

Guidelines for Submission of Citizen Diplomacy Programs
Deadline for submissions: July 1, 2010 at 5 p.m. EDT

The following guidelines are for U.S. nonprofit organizations that wish to submit a program description for the November 16-19, 2010 U.S. Summit & Initiative for Global Citizen Diplomacy in Washington, D.C.

Ten program descriptions in each of 12 Task Force sectors (120 total) will be featured at the November conference. The program descriptions will also be included in a printed portfolio for each sector, and made available at the Summit for all interested funding agencies and organizations both public and private that attend.

The 12 Task Force sectors are: Business, Community-based Organizations, International Cultural Engagement, Development Assistance, Faith-based Organizations, Global Health, Higher Education, International Voluntary Service, K-12 Education, Sports, Tourism & Travel, and Youth Service.

Program submissions must include:

I. Cover Page - General Information

See submission form. Please indicate the Task Force Section to which you are applying.

II. Program Description

- 1000 words maximum, executive summary-style or no more than two typed, single-spaced pages
- Fill out program description on the submission form

Key Elements for Program Descriptions

Activities should be a unique, not yet implemented or existing pilot program focused on engaging Americans in an international activity. Activities may take place in any part of the world but should include an international partner(s) and/or demonstrate collaboration with other U.S. organizations.

Activities should focus on one or more of the following global challenges: Preserving the environment, reducing poverty & disease, increasing respect for human rights, creating a globally competent society, encouraging cultural engagement, achieving food security, and securing U.S. & global financial security.

Complete program descriptions will include:

- Locations of all program activity;
- Involve opportunities for youth to participate whenever appropriate;
- Leverage resources and partnerships to expand the number of U.S. citizen diplomats;
- State primary outcomes of the program and prospects for sustainability;
- Indicate use of new technologies to increase participation;
- Address gender equality and diversity; and
- State total cost and any funding support already committed;

III. Attachments

Please include the following with your two-page proposal

- Sample of Organization Brochure or List of Programs;
- Annual Report, if available;
- Verification of 501c3 status; and
- Letter of commitment from domestic and international partner(s), if available.

Submit Completed Electronic Application to:

Frances Reimers
Communications & Programs Manager
freimers@sister-cities.org

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