



**Bielsko-Biala, Poland | Ga District, Ghana | Gangnam-gu, Seoul, South Korea
Omihachiman, Japan | Perugia, Italy | Zapopan, Mexico**

GRSCI is a 501-C3, non-profit organization whose mission is to build relationships between Grand Rapids and its sister cities by promoting understanding and mutual respect through exchanges in culture, art, education, and community and economic development.

Date: Approved by the GRSCI Board on October 19, 2022

GRSCI's process for establishing a new Sister City :

1. Sister City inquiry received by the City of Grand Rapids or GRSCI
2. Direct applicant to visit the GRSCI website for more information and links. <https://www.grsistercities.org/about-the-program/>
 - Applicant to complete the Community Pairing Survey <https://sistercities.org/wp-content/uploads/2020/05/Community-Pairing-Survey.pdf> and email it to us at info@grsistercities.org
3. Place inquiry on next months' GRSCI Board Agenda for discussion.
4. Receive affirmative approval from the Mayor/City Manager office
5. Meet with and determine commitment from the applicant that an accountable committee will be established, identifying a chairperson, and a minimum amount of 6 community members intending to serve. Corporate sponsorships are encouraged.
6. GRSCI and City of GR to review, approve or decline request.
7. If declined, GRSCI President to communicate with applicant and copy the City Liaison.
8. If approved, GRSCI sends Request Form to Washington DC Sister Cities International offices for approval and to avoid duplication or other conflicts with other Michigan or USA Sister Cities.
9. If approved, new sister city request is submitted as a briefing one month in advance to the City Commission. The request is then placed on the City Commission Agenda for the following month for discussion and approval.
10. To establish city funding of the new sister city, GRSCI submits the Annual GRSCI Budget request to City by January 31 of each fiscal year. If approval or funding is delayed, GRSCI may proceed with a "Friendship Sister City" status pending final approval.
11. Funding reviewed in first quarter and confirmed or declined by July 1 of each fiscal year.
12. If approved, GRSCI website updated to include new sister city page and information.
13. New Sister City is announced at the annual GRSCI meeting or celebration.