

## Adams County Sponsorship Request Process

Organizations wishing to apply for an Adams County Open Space Grant must request and receive sponsorship from a qualified jurisdiction in order to submit a grant proposal for consideration.

Qualified jurisdictions include:

City of Arvada, City of Aurora, Town of Bennett, City of Brighton, City of Commerce City, City of Federal Heights, City of Northglenn, City of Thornton, City of Westminster, or Adams County.

The process for securing a sponsorship differs in each jurisdiction. Jurisdictions may only sponsor one project per organization per grant cycle.

Organizations wishing to request sponsorship from Adams County must submit a letter of request to Rae-Anne Reichow, Open Space Grant Coordinator. This letter should adhere to the following guidelines:

- Be addressed to the Board of County Commissioners
- Be on official letterhead (if possible)
- Specifically request sponsorship of a project
- Briefly describe the organization requesting sponsorship
- State the grant cycle for which sponsorship is requested (Spring/Fall of year)
- Describe the project in detail
- State the anticipated grant request amount, percentage of project costs requested, and the total project costs
- Be mailed or email ([rareichow@adcogov.org](mailto:rareichow@adcogov.org)) to:  
Adams County Open Space  
Attention: Rae-Anne Reichow, Open Space Grant Coordinator  
9755 Henderson Road  
Brighton, CO 80601

Once this request is received, Open Space staff will write a staff summary and send both the letter and the summary to the Board of County Commissioners for consideration. The Board of County Commissioners meet on Tuesday of each week, but it can take up to four weeks for requests to be answered.

For this reason, requests should be submitted to Open Space staff no later than six weeks prior to the grant application deadline. Sponsorship requests are due January 22, 2021 for the spring grant cycle and July 19, 2021 for the fall grant cycle. Late requests will not be accepted. If you have any questions about this process, please contact Rae-Anne Reichow at [rareichow@adcogov.org](mailto:rareichow@adcogov.org) or 303.637.8102