

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: Arvada, Aurora, Bennett, Brighton, Commerce City, Federal Heights, Northglenn, Thornton, 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 Open Space Staff. 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 sufficient detail
- State the anticipated grant request amount, percentage of project costs requested, and the total project costs
- Be mailed, e-mailed, or faxed to Open Space staff:

Adams County Open Space
9755 Henderson Road
Brighton, CO 80601
rpetersen@adcogov.org and/or smcdowell@adcogov.org
Fax: 303.637.8015

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 meets 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 December 15th for spring grant cycles and June 15th for fall grant cycles. Late requests will not be accepted.**

If you have any questions about this process, please contact Shannon McDowell at 303.637.8039 or Renee Petersen at 303.637.8072.