



**2017 Non-Profit Sponsorship Award Review**  
**Requests for 2017 Awards are due: August 15, 2016, noon**  
**Please return completed requests for facilities use to:**  
**Frisco Town Hall**  
**1 Main Street**  
**P.O. Box 4100**  
**Frisco, Co. 80443**

Thank you for inquiring about a free use of the Frisco Adventure Park Day Lodge and other Town of Frisco amenities. Each year, the Town grants free uses of the facility by not-for-profit organizations to be used in the following calendar year. (For example, this year's applications will be reviewed for events to be hosted in 2017.) Staff is often approached by non-profit organizations to waive the Town fees. The grant process was created by the Town Council as a means to fairly, equitably and consistently donate facilities use to the community. We encourage you to be thoughtful and thorough when completing this application. Applications are evaluated based on the following factors:

1. Degree to which the event benefits the Frisco community and/or the public in general.
2. Non-profit status of the event proponent.
3. Established history, mission and purpose of the event proponent.
4. Degree to which the purpose of the event is consistent with and/or supportive of the goals and policies of the Town.
5. Financial ability of the event proponent to bear the normal charges and fees.
6. Degree to which the event is self-supporting through attendance fees or other sources of funding.
7. Other factors deemed relevant by the Recreation Director, Frisco Town Council and/or the Town Manager.
8. All Users, reduced or free, will be responsible for managing and executing set up, take down and cleanup of their events.
9. All Users will be liable for a damage deposit ensuring compliance with conditions of non-profit rental.
10. All Users will be charged an hourly fee should they require extra rehearsal time or in excess of four hours of staff time for sound and light assistants and/or set up.
11. All Users will provide their own volunteers to handle parking instruction and/or security when needed.

12. All Users, reduced or free, will name the Town as a premier sponsor of the event in all paid advertising, including invitations.
13. All Users will distribute a press release to local media outlets promoting the event and acknowledging the free use value of the facility.
14. All Users will provide to the Council a program for the event two weeks in advance of the event, as it involves the public, so that our staff can knowledgeably respond to public inquiry.
15. All Users will submit a report outlining attendance, revenues and expenses, media coverage and all promotional materials no later than three months after the event takes place.

**Please Note:**

The Frisco Adventure Park Day Lodge is a non-public forum and it is the express intent of the Town to maintain the Day Lodge as such. Nothing in this guideline or any other formally adopted Town policy concerning the Day Lodge or Town property generally shall be construed as implicit evidence contrary to the explicit intent of the Town as expressed here.

The primary purpose of Town owned facilities are to provide venues for programs and activities sponsored and/or endorsed by the Town for purposes of public education, entertainment, recreation or enrichment. A secondary purpose of the Town owned facilities is to provide revenue to the Town from the rental of areas not used for the primary purpose. The Frisco Adventure Park Day Lodge is not a public facility designed and provided for the free exchange of ideas or the unrestricted communication of beliefs and opinions.

The Recreation Director shall be the judge of a potential lessee's qualifications to rent Town owned facilities, subject to the guidance of Town Council and Manager. Council may refuse to rent facilities to any potential lessee who has previously misrepresented his or her intended use of the facilities. Council's decision shall be final. Blackout dates apply to granted uses. Please contact the Recreation Director for a calendar of the 2017 blackout dates.

**Please direct questions to:**

Diane McBride

970-668-2559

[dianem@townoffrisco.com](mailto:dianem@townoffrisco.com)

P.O. Box 4100, Frisco, CO 80443

**ORGANIZATIONAL SUMMARY**

This should be submitted as the cover page of your application

**SUBMITTED TO:**

\_\_\_\_\_  
(Name of Town, County or Foundation to which you are submitting this request)

**ORGANIZATION NAME:**

**MAILING ADDRESS:**

**PHYSICAL ADDRESS:**

**EXECUTIVE DIRECTOR/ADMINISTRATOR:**

**EXECUTIVE DIRECTOR/ADMINISTRATOR E-MAIL:**

**GRANT CONTACT PERSON:**

**PHONE:**

**E-MAIL:**

**WEB ADDRESS:**

**CHARITABLE SOLICITATIONS REGISTRATION NUMBER:**

(Registration number does not apply to Summit School District or government agencies)

**GRANT APPLICATION WRITTEN BY:** \_\_\_\_\_ Volunteer \_\_\_\_\_ Paid Staff \_\_\_\_\_ Paid Grant writer

**PURPOSE OF GRANT (check all that apply):**

- Agency Support as a Whole
- Marketing Support
- Capital Expenditure (additions or improvements to building or equipment)
- Special Program, Project or Event (special activity of the organization consistent with its mission)
- Seed, Start-up or Development Costs
- Technical Assistance
- Matching Grant
- In-Kind Support
- Other: \_\_\_\_\_

**IMPACT AREA** (please refer to The Summit Foundation document found in the Guidelines document):

- Community Enrichment** | Focus: *Access to Arts and Culture*
- Healthy & Safe Communities** | Focus: *Access to Affordable and Quality Healthcare and Supportive Services*
- Bright Futures** | Focus: *Succeed in Education and Life*
- Environmental Stewardship** | Focus: *Preserve the Natural Beauty of Our Community*

**AMOUNT OF REQUEST:**

**FISCAL YEAR END:**

**BRIEF DESCRIPTION OF REQUEST (REQUIRED):**

2015 Actual Operating Revenue

2015 Actual Operating Expenses

2016 Estimated Revenue

2016 Estimated Expenses

2017 Projected Operating Revenue

2017 Projected Operating Expenses

\_\_\_\_\_  
Signature, Executive Director / Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Board President

\_\_\_\_\_  
Date