



Spring 2025 Grant Cycle Timeline

(Timelines are subject to change)

- *January and February* – Applicant Appointments
If you would like to apply for a grant and want to review your project with Open Space staff, email rareichow@adcogov.org or call Rae-Anne at (303) 637-8102 to schedule.
- Friday, February 7th - Deadline to request sponsorship **from Adams County**.
- Monday, February 24th - Grant application(s) become available on the Adams County website.
- Friday, March 28th – **Deadline to submit grant(s) online by 4:30 p.m.**
- Monday, March 31st through Friday, April 11th – Staff reviews applications.
- Friday, April 4th – Deadline for the following:
 - **Full grant requests:**
 - a) Applicants submit a five-minute video presentation from the project site. Video is shared with OSAB to view prior to the presentation meeting.
 - b) Project presentation(s) in **PowerPoint** format for the OSAB Grant Presentation Meeting. Applicants will present a five-minute presentation at the Presentation meeting.
***Do not include dollar amounts in Power Points or videos! ***
 - **Mini Grant Requests:**
MINI GRANTS APPLICATIONS REQUIRE A SITE VIDEO **OR** A POWERPOINT.
 - a) Applicants can choose to submit either a PowerPoint or video. Submissions will be shared with the OSAB prior to the presentation meeting. Presentations for mini grants are not required. If time allows, presentations may be permitted.

- b) Funding for Mini Grants is limited to 2 percent of the total available funds. If requests exceed 2 percent of the total available funds, the OSAB will score mini grants.
- c) Please email PowerPoint presentations to Rae-Anne Reichow at rareichow@adcogov.org. Site videos can be uploaded to YouTube, please email the link to Rae-Anne.
***Do not include dollar amounts in Power Points or videos! ***

Information and what to include in Videos and Power Points:

Presentations and site videos are not scored.

- ✓ Project location, project timeline, community need and project support, the use of sustainable materials, energy and water efficiency, conservation of open space, inclusivity of projects for people of all abilities.
- ✓ More can be found in the Policies and Procedures:
[Open-Space-Policies-Procedures_v2024.05.29.pdf](#)
(See Application Criteria and Scoring)

- Monday, April 14th - Staff provides applications and score sheets to OSAB.
- Wednesday, April 23rd – **OSAB Presentation Meeting** (In-person or via Zoom)
Applicants present projects to the OSAB. Presentations are limited to five minutes per application and are for informational purposes only; presentations are not scored. The OSAB is given five minutes per application to ask questions of the applicant. Public Comment period follows presentations. Presentations are not required for Mini Grants.
Zoom Invite is posted here: <https://adcogov.org/open-space-advisory-board>
Time Allowance for Follow-Up Questions and Answers:
 - Thursday, April 24th through Friday, May 2nd - OSAB submits questions regarding projects to Open Space staff.
 - Monday, May 5th - Open Space staff forwards the questions to applicants.
 - Wednesday, May 7th – Deadline for Applicants to send responses to Open Space staff. Open Space staff forwards responses to OSAB.
- Monday, May 19th– Deadline for OSAB to submit scores to staff.
- Wednesday, May 28th – **OSAB Recommendation Meeting (TBD: In-person, via Zoom or Hybrid)**
Applicants are given time to address any questions posed by the OSAB. OSAB makes final recommendations for funding.
- Tentatively June 3rd, 2025 – A study session is scheduled with the BoCC. The BoCC reviews OSAB recommendations and makes final decision for funding. (Pending availability of the BOCC).
- Tentatively June 17th or 24th- Public acknowledgement and the distribution of a Grant Agreement between the Adams County Open Space Program and successful grant applicants who will be receiving reimbursements. (Pending availability of the BOCC).

Notice of Meetings, Agendas and Minutes are posted here:

<https://adcogov.org/open-space-advisory-board>

All dates are subject to change, please check back regularly for updates. For program information, visit:

<https://adcogov.org/open-space-grant-information>