



COLORADO GOVERNOR'S ENERGY OFFICE Event Support Request Application

Overview

The Governor's Energy Office (GEO) accepts requests for event sponsorship and reviews them on a quarterly basis according to the schedule below. The following is an outline of the information required from all applicants. Event sponsorship requests are reviewed quarterly. So please ensure that we receive your completed application by the deadline dates specified below. Incomplete or late applications will not be reviewed. To avoid paper waste, materials are only accepted electronically.

Applications must be complete and must be received by the following dates for consideration:

Event Date	Application Deadline	Decision by the GEO
Jan, Feb, Mar	November 1 st	2 nd week of December
Apr, May, Jun	February 1 st	2 nd week of March
Jul, Aug, Sept	May 1 st	2 nd week of June
Oct, Nov, Dec	August 1 st	2 nd week of September

A complete application includes:

- ONE Microsoft Word or PDF document that includes **ALL** of the information requested below. Requests with incomplete information will not be reviewed.
- A completed W-9 (can be downloaded from the GEO, Recharge Colorado website where you found this application). Requests that do not include this information will not be reviewed.

Email complete applications to:

- communications@state.co.us
- Subject: "ORGANIZATION NAME - GEO Sponsorship Request".

Eligible Organizations and Events

An organization requesting sponsorship from the GEO must:

- Provide programs and services within the state of Colorado
- Provide programs and services in the areas of renewable energy and/or energy efficiency
- Take place within the state of Colorado
- Be open to the public
- Have an energy efficiency or renewable energy component or focus
- Have plans to minimize environmental impact as much as possible
- Event should not be a membership or fundraising event



General Details

Please consider the following when preparing your application:

- Awards resulting from this request *typically* do not exceed \$500.
- Requests are reviewed each quarter according to the schedule above. Please plan accordingly.
- If you would like to invite Governor Ritter to attend, please submit a request through his website: <http://www.colorado.gov/apps/governor/schedule/request/start.faces>. All requests must be processed through this website and not through the GEO.
- Please visit the GEO Recharge Colorado website for information about additional grant opportunities and priorities: http://www.rechargecolorado.com/index.php/resources_overview/funding_opportunities/
- If you are interested in offsetting your event's carbon footprint as part of your sustainability plan, please visit the Colorado Carbon Fund website for an event specific carbon calculator: <http://www.coloradocarbonfund.org/think-events.html>

Application Information & Request Details

The following is an outline of the information required from all applicants. Please submit this information in the following order in ONE Microsoft Word or PDF electronic document.

General Information

- Contact Name
 - Organization Name
 - Organization Mailing Address
 - Contact Phone
 - Contact Email
 - Organization Website
 - Organization Mission Statement
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- Has the organization received support from the GEO in the past? If so, please summarize. This should include grants and contracts in addition to event sponsorship.



Event Details

- Event Date
- Event Location
- Event Description (no more than 100 words)
- Who is the event audience?
- What is the expected number of participants?
- What are you requesting from the GEO?
- Is this an annual event? If so, how many years has it been in existence?
- Please outline the sponsorship opportunities for this event. If you have sponsorship levels outlined, please include all levels and relevant benefits here.
- How will this event promote the Recharge Colorado initiative?
- Describe the event's environmental sustainability plan in detail. The GEO has provided a green event planning checklist for your reference. The checklist can be downloaded from the same place as this application.
- Are you already working with a GEO staff person on the planning of this event? If so, who?
- Are any GEO staff members scheduled to speak? If so, who?
- Is the Governor a confirmed speaker at this event?
- Are any GEO staff members on the planning committee for this event? If so, please name each GEO representative and explain how they are involved.