



GREAT OUTDOOR COLORADO (GOCO) PASS-THROUGH GRANT REQUESTS BY SCHOOLS

Guidelines and Criteria – City of Lakewood

The City of Lakewood supports pass-through grant requests for the Local Park and Outdoor Recreation (LPOR) and School Play Yard Initiative grant cycles of GOCO depending on openings and staff workloads. To make a request, please email junang@lakewood.org.

The following steps must be completed prior to contacting the City to request a pass-through grant application:

- Contact the Jefferson County School District to seek approval for the project. Requests should be made to the District Grant Coordinator at 303-989-6832. Schools must obtain written verification of approval by Jefferson County R-1 School District facilities personnel.
- Contact program staff at GOCO to determine if the project for which funds are being sought is in line with the grant criteria and has fulfilled the level of readiness required to apply for the grant. This will include the level of matching funds secured, the project timeline, etc.
- A letter of commitment will be required from the school to begin the application process with the City of Lakewood as the local government partner.

LPOR grants:

The City of Lakewood will only submit one grant per LPOR cycle including any City of Lakewood projects. Should the City of Lakewood have a project scheduled for an LPOR grant cycle, no pass-through grants can be pursued. In addition, acceptance of any project for a pass-through grant will be measured based on the following:

- The amount of public use available and permitted on the improved property
- The synergy between the proposed project and identified needs and/or planning efforts in that particular area of the City (LPOR)
- The level and demonstration of community partnerships involved in the proposed project
- The level of public support toward the proposed project

Please note that the City often has a list of schools with projects waiting and/or scheduled for upcoming grant rounds.

School Play Yard Initiative Grants:

The City of Lakewood will consider being a pass-through agency for all projects that have received approval from the District and GOCO as described above. However, the number of projects accepted per School Play Yard Initiative grant cycle will be dependent on City staff availability to provide requested information by the School, review the grant application prior to submittal and complete and submit the reimbursement request. **Please note that GOCO operates on a reimbursement schedule and funds will be reimbursed to the school AFTER project invoices are paid.**

School Applicant Requirements:

- The District will notify the City of their intent to apply in a timely manner to ensure sufficient time is available for the City to prepare the required Resolution and submit to City Council for approval prior to the grant submittal deadline.
- The District will designate a project coordinator to track, monitor and provide the necessary paperwork to the City of Lakewood to complete the reimbursement request to GOCO, as described in the grant application guidelines.
- The District will work with the City on developing an Intergovernmental Agreement (IGA).
- The District will prepare the grant application and submit to the City for review a minimum of two weeks before submittal to ensure that necessary City signatures, City Council letters of support and other required attachments are in place.

City of Lakewood's Role:

- The City of Lakewood will provide editing and advice on the grant application, if needed. The City must review the completed grant application a minimum of two weeks prior to submittal.
- The City of Lakewood will prepare and submit a Resolution to City Council, as required in the grant guidelines.
- The City of Lakewood will obtain necessary City signatures, City Council letters of support and other required City grant attachments.
- The City of Lakewood will submit the detailed grant reimbursement request following the completion of the project.