

Office of the Denver Clerk and Recorder

Fair Elections Fund (FEF) RUNOFF Debate Sponsor Application

Application Overview

This application is pursuant to 15-54(e)(2) and (3), DRMC.

1. Lead Organization Name: This organization will be the primary contact with Office of the Denver Clerk and Recorder throughout the Debates and will be responsible for coordinating the memorandum of understanding for the application group and ensuring that all elements of the proposal are completed.
2. List of Co-Sponsors: If partnering with another organization(s), please list all co-sponsoring organizations joining this application.
3. Organization Information & Verification:
 - a. Each co-sponsoring organization (if applicable) in an application group must provide a separate document with responses to the Organization Information (A) and the Agreement to Indemnification (B). These should be submitted as attachment to the *group's* application.
 - b. The primary contact designated by the lead organization will be the primary contact with the Office of the Denver Clerk and Recorder for the entire group throughout the debates.
4. Debate Program Proposal:
 - a. For group applications, please submit one Debate Program Proposal (C) that outlines all elements and initiatives proposed by the group.
5. Legal Information:
 - a. Any endorsements, affiliations and/or contributions by organization staff with managerial and/or fiscal responsibility should be included in the Organization Information/Verification section (A).

- b. This application includes an Agreement to Indemnification (B); this states that the organization(s) applying have not endorsed or contributed to any candidates in any race and will not do so until after all the debates that the organization sponsors are complete, pursuant to DRMC 15-54 (e) (2).
- 6. Debates must take place between April 20 and May 15, 2023.
- 7. Applications are due by **Friday, March 3, 2023**. Please submit by email to ocengagement@denvergov.org.

(A) Organization Information/Verification

Asterisks indicate required fields.

- 1. *Lead Organization Name:
- 2. Co-Sponsor Organization Name (if applicable):
- 3. *Contact
 - a. Name:
 - b. Title:
 - c. Phone number:
 - d. Email address:
 - e. Address:
 - f. Website:
 - g. Facebook handle:
 - h. Instagram handle:
 - i. Twitter handle:
- 4. *Type of organization:



**OFFICE OF THE CLERK AND RECORDER
HON. PAUL D. LÓPEZ**

CITY CLERK | ELECTIONS | PUBLIC TRUSTEE | RECORDING

5. *Mission Statement:

6. *Disclose any endorsements, affiliations and/or contributions by organization staff with managerial and/or fiscal responsibility:

(B) Terms and Conditions

submits this form on behalf of the Applicant Organization in application to sponsor or co-sponsor one or more debates for the 2023 municipal runoff election(s) for the City and County of Denver.

agrees that the Applicant Organization will not endorse a candidate for a citywide office in the 2023 runoff election(s) prior to the completion of all debates sponsored or co-sponsored by the Applicant Organization.

agrees that Applicant Organization has not made and will not make contributions to any candidates for citywide office in the 2023 municipal runoff election(s) until after the completion of all debates sponsored or co-sponsored by the Applicant Organization.

agrees that, in the event the Applicant Organization is selected to sponsor or co-sponsor one or more debates for the 2023 municipal runoff election(s), the staging, promotion, coverage of, and all other aspects of implementing the debate(s), will be in conformance with all applicable federal, state, and local laws (including the Americans with Disabilities Act).

agrees that the Applicant Organization will indemnify and hold harmless the City and County of Denver for any liability arising from the acts or omissions of the Applicant Organization in the staging, promotion, coverage of, and all other aspects of implementing these debates.

understands that the Office of the Denver Clerk and Recorder may request additional information from the Applicant Organization before it evaluates this application.

further understands that this application is a public record that, by law, may be made available for inspection.

*Sponsor/co-sponsor signature:

*Contact Name:

*Organization:

*Date:

(C) Debate Program Proposal

*Lead organization:

Debate personnel, format, and venue

1. *Specify the offices for which the organization seeks to sponsor debates. Organizations may be asked to sponsor debates outside their preferred contests.

2. *Describe your organization's pre-debate publicity/outreach plan:

3. *Proposed Schedule (each debate should be at least one hour in length):
 - a. Date:
 - b. Times (start/end):
 - c. Address:

4. Describe the circumstances for which debate date or time may be changed.
 - a. In the event the proposed dates or times may be changed, list the backup date and time that the rescheduled debates will be held.
 - i. Dates:
 - ii. Times (start/end):
 - iii. Address:

5. Provide the name(s) of moderators. If you cannot provide the name(s) at this time, leave these fields blank.

Moderator 1:

Moderator 2:

- a. *Describe the criteria and procedures your organization will use when selecting moderator(s):

6. *Describe the format and ground rules you will follow for the debates:

7. *Set forth plans for publicity, broadcast, and other media coverage:

8. The Office requires you to provide a report demonstrating how many people engaged with each debate your organization sponsors. The report should include the following about the debates:
 - a. Broadcast viewership statistics (if applicable)
 - b. Website and social media impressions/views
 - c. Attendance at in-person events



OFFICE OF THE CLERK AND RECORDER
HON. PAUL D. LÓPEZ

CITY CLERK | ELECTIONS | PUBLIC TRUSTEE | RECORDING

9. *Please explain any plans you have for ADA accessibility and COVID guidelines.

10. *Please describe your plans for language access, if any, including interpretation and ASL interpretation.

Applications are due by Friday, March 3, 2022. Please submit by email to ocengagement@denvergov.org