



City Council Communication

AGENDA DATE: May 18, 2026

LEGISTAR ITEM #: 26-032

PRESENTER: José Guardiola
Office

DEPARTMENT: City Manager's

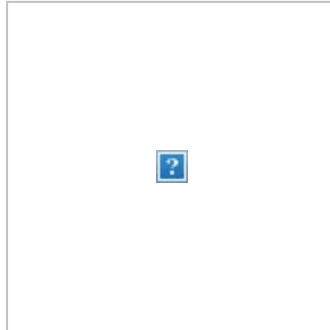
<input type="checkbox"/> Administrative Business	<input checked="" type="checkbox"/> Noticed Council Business
<input type="checkbox"/> Informational Presentation	<input type="checkbox"/> Consensus-Building Presentation

BACKGROUND/REQUEST

Cultural Council Sponsorship Request

Co-Sponsor: Lori Young

From: [OpenForms](#)
To: [Peters, Annette - CM](#)
Subject: Open Forms submission for a Council Sponsorship Request.
Date: Wednesday, April 15, 2026 2:07:02 PM



Open Forms submission for a Council Sponsorship Request.

Someone has filled out a request for a Council sponsored event.
Information below.

1. Type of Sponsorship Requested	
Application date	4/9/2026
Please indicate types of in-kind sponsorship sought	
Please indicate amount of cash requested	15000
Please indicate amount of cash requested for school or school-related group	
2. Organization/Group Details	
Registered Name of Organization:	Commerce City Cultural Council

Doing Business As:	Music in the Park & Hispanic Heritage Events
Contact Name:	Melissa Sumner
Contact Title/Position:	Community & Cultural Liaison
Mailing Address:	7887 E 60th Ave
City:	Commerce City
State:	Colorado
Zip:	80022
Email:	msumner@c3gov.com
Organization or Event Website:	https://www.c3gov.com/Government/Boards-Commissions/Cultural-Council
Business phone:	303-827-1537
Mobile number:	
3. Not-For-Profit Status	
Upload documentation here	State Tax Exemption License (1).pdf CCCC Nonprofit Status.pdf
Not-for-profit	Yes
Registered in Colorado	Yes
Registered Not-For Profit for Tax Purposes	Yes
Tax Exempt No.:	09818909
Mission/Purpose of the Organization (attach additional documentation if needed):	To bring together the Community by embracing and creating experiences through art, music, theatre, dance and culturally diverse efforts. The Cultural Council facilitates this by encouraging, promoting and developing programs, for the arts, heritage and cultural enrichment of Commerce City and partnering communities.
4. Program/Event Details	
Name of Program/Event:	Music in the Park & Hispanic Heritage

Type of Program/Event:	Community Concert Series and Cultural Festival
Event or Program Mission/Purpose (attach additional documentation if needed):	These family-friendly events with performances from local bands celebrate cultural heritage and placemaking. All events are free to attend and offer free food and resources making it fully inclusive, accessible, and community centered.
Is this a fundraising event?	No
If yes, who will receive the proceeds?	
Fundraising recipient's 501(c)3 Number	
Event Address:	Music in the Park: Various Commerce City Parks (Veterans Memorial Park, Fronterra Park, River Run Park, Pioneer Park) & Hispanic Heritage in Downtown Derby
Event Date(s):	Music in the Park: June 11, June 25, July 9, July 23 & Hispanic Heritage: September 20
Event Time(s):	Music in the Park 6:30-8:30pm and Hispanic Heritage 12-5pm
Expected Number of Participants:	Music in the Park: 4300, Hispanic Heritage: 850
Please attach a schedule detailing major portions of the event, if applicable	
Event Open to the Public?	Yes
Has this event been previously held?	Yes
Number of previous occurrences:	Music in the Park has been an annual event since 2013, and Hispanic Heritage has been an annual event since 2023.

5. Benefits Proposal	
Check all of the proposed benefits, goods and/or services the City would receive if approved.	Booth/table at event Verbal recognition at event Recognition in social media Banner at event Event tickets/free admission VIP tickets/admission City logo on marketing materials City logo on website
List other	
Attach list of other	
6. Event Promotion/Marketing	
Please list how the program/event will be promoted, including both digital and/or print methods and attach copies of available materials. Materials from previous occurrences of the event may be used if similar to marketing planned for current event.	Both events will have campaigns in the Connected newsletter, flyers throughout the city, frequent social media posts, information on the city website, and banners and yard signs at park locations
7. Insurance	
Does the organization/group possess General Liability Insurance? A copy of the certificate must be supplied with this application.	Yes
	Commerce City 2026 boards.pdf

Upload certificate copy	2026 Property Casualty Certificate of Participation - Commerce City.pdf
8. Event Budget and Funding (required only for cash requests)	
How is the event being funded? Please list all types, including sponsorships, vendor fees, ticketing, etc.	Music in the Park: City Council sponsorship (\$5,000), SCFD grant (\$5,575.60), Quality Community Foundation grant (\$7,500), city partnership for staff & food vendors Hispanic Heritage: City partnership for event coordination, Cultural Council has funded approx. \$4,500 in the past to cover stage/sound, entertainment, and family activities but have reallocated those funds to the growth of the Juneteenth Celebration this year.
Please list all event fees that will be charged below, including registration, entry, spectator, vendor sign-up, parking, etc.	The event is free for all to attend with free resources, entertainment, family activities, crafts, and food.
Please list all Sponsors and Sponsor Contributions.	City Council has already contributed their annual \$5,000 sponsorship for Music in the Park.
9. Event Booths (required only for cash requests)	
Vendor/Sponsor Booths at the Event	Yes
Number of booths	14 at each Music in the Park and 75 at Hispanic Heritage
Will they be selling products and/or services?	No
Please list the types of products and/or services that will be	Free or low-cost services from community nonprofit organizations and city departments at both events, with the exception of a few selling

sold.	vendors of cultural items at Hispanic Heritage.
10. Exception Criteria (required only for cash requests)	
Provide statement here.	<p>Prior to the Covid-19 pandemic, the Music in the Park concert series cost \$14,500. Stage, sound, and band costs alone have now reached \$26,000 for the four-concert series. Event budget has been supplemented in recent years with rollover unused funds from the 2020 pandemic. All rollover funds have now been expended and are not available for 2026. This sponsorship ties directly to the city's Strategic Plan (Objective 5.2.7) and is expected to reach over 4,300 residents this year.</p> <p>Out of the \$15,000 requested, \$9,000 would go towards Music in the Park's stage, sound, band, and supply costs, \$1,000 would go towards their summer art activation/craft present at each event, and the remaining \$5,000 would go towards entertainment for the Hispanic Heritage event.</p>
11. Required Attachments (required only for cash requests)	
Please indicate below which attachments are being provided with the application.	<ul style="list-style-type: none"> 501(c)3 Copy or Letter of Determination of Exempt Status Event Schedule Marketing Materials Certificate of Insurance Event Budget Detail Exception Criteria
Attach documents here	<ul style="list-style-type: none"> Music in the Park (Real Estate Flyer).pdf State Tax Exemption Letter 1.pdf Hispanic Heritage Month Flyer.pdf 2026 Property Casualty Certificate of Participation - Commerce City.pdf Commerce City 2026 boards.pdf

	MitP Hispanic Heritage_EventSchedule_Budget.pdf
Signature	
Printed name	Melissa Sumner
Title	Community & Cultural Liaison
	Link to signature
Date	4/15/2026