

Felisha Anderson

From: Monica English
Sent: Thursday, February 19, 2026 2:28 PM
To: Felisha Anderson; Annette Bell; Bradley Helms
Cc: Jennifer Fitzgerald
Subject: 2026 Legislative Event Grant
Attachments: 2026 Senate Application.pdf

Importance: High

Congratulations. You have been selected as a finalist for a \$3,900.00 tourism grant from Senator Chris Elliott.

We understand that the Department of Archives and History received grant funding last year for two events, the Christmas Drive Thru Lights Display and “Old Time Days,” and we would like to confirm whether you wish to be considered again this year.

To assist with the Senator’s review and consideration, please complete the attached form and submit it to me, along with a detailed budget for each of your upcoming events no later than **March 17, 2026**.

Should you have any questions or require additional information, please feel free to contact me.

Thank you for your time and cooperation.

Monica

Monica English
Clerk
Legislative Delegation
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Ext. 2695

Applicant Checklist

(This page is for your use only and should not be submitted with the application packet)

- _____ 1. Complete and Sign Application.
- _____ 2. Verify the mailing address you provided matches the “Payment” address in your STAARS account. If it does not match, you MUST update your STAARS account.
- _____ 3. Submit COMPLETE application packet which MUST include:
 - * Application
 - * Event Budget AND
 - * Legislator’s Letter of Support(Incomplete application packets will NOT be accepted).
- _____ 4. Receive email confirming RECEIPT of application packet (if you do not receive this, we do not have your packet).
- _____ 5. Receive email confirming ACCEPTANCE of application packet (if you do not receive this, your packet has NOT been accepted).
- _____ 6. Now is a good time to verify your Disbursement Options are current in STAARS. If you’ve set up Direct Deposit, be sure you haven’t changed bank accounts. If you haven’t registered for Direct Deposit, a paper check will be mailed to the “Payment” address on file in STAARS.
- _____ 6. Receive emailed Letter of Understanding.
- _____ 7. Return Letter of Understanding signed by individual responsible for signing legal documents for the applying organization. Email is preferred; we do NOT need the original.
- _____ 8. Receive email confirming Letter of Understanding was received. We will then request payment.
- _____ 9. Receive payment – our Comptroller typically processes payment requests within 10-14 business days.