



# The Abraham Lincoln Association

Established 1908

## **Abraham Lincoln Association Grants and Sponsorship Guidelines**

The Abraham Lincoln Association (ALA) often provides monetary assistance for events which promote the heritage of Abraham Lincoln and which align with the mission of the ALA. That mission is "to observe each anniversary of the birth of Abraham Lincoln; to preserve and make more readily accessible the landmarks associated with his life; and to actively encourage, promote and aid the collection and dissemination of authentic information regarding all phases of his life and career." For more on the ALA, visit [www.abrahamlincolnassociation.org](http://www.abrahamlincolnassociation.org).

If you are interested in applying for a grant or an event sponsorship from the ALA, please attend to the guidelines below, and complete the following application. All applications should be e-mailed or mailed to:

Kay Smith, Executive Manager  
Abraham Lincoln Association  
P.O. Box 1865  
Springfield, Illinois 62705  
[kaysmith.ala@gmail.com](mailto:kaysmith.ala@gmail.com)

## ALA Guidelines

- The application must demonstrate that the purpose of the event is reflective of the mission of the ALA.
- Grant requests will not be considered unless the application is completed in its entirety.
- An additional budget sheet is requested which demonstrates exactly how the requested money will be used, all expenses and expenditures related to the event, as well as other grant money being received.
- The dollar amount granted may not necessarily reflect the amount requested, as funding is contingent upon the current budget of the ALA.
- Strong preference will be shown to organizations or individuals who possess a current membership with the ALA.
- Whether the events require an admittance fee or whether they are free, it is requested that the events be open to the public.
- Note that the ALA Board of Directors meets regularly only on a semi-annual basis (February & October), so you must submit your grant requests well in advance of your event to be fully considered. There may be other occasions through the year in which applications are reviewed, but it is not guaranteed.
- If a grant is approved, all printed or online material associated with the event must bear the logo of the ALA (which will be provided upon request). Additionally, in the case of broadcast media, the name of the Abraham Lincoln Association must be mentioned. The ALA may request copies of all materials.
- The ALA may request receipts to ensure that monies granted are utilized as stated in the application. To that end, the ALA reserves the right to withhold extending any grant funding until such expenditures are shown.
- The ALA may require a follow-up report on the event's success/failure, or in the case of long-term projects, the ALA may require a periodic review of progress and exact nature of the use of granted funds.

Request for Monetary Grant from the Abraham Lincoln Association  
(Return this page only)

Please fill out the following request form as completely and accurately as possible. Direct any questions to 217.546.2656 or email Kay Smith at [kaysmith.ala@aol.com](mailto:kaysmith.ala@aol.com).

Date of request:

Amount of grant money requested:

Name of event:

Sponsor or organization:

Person requesting funds (and address, e-mail, and phone):

Event date and location:

Purpose/goal of the event:

Is this a fundraiser/for what cause?

Specify exactly how the ALA grant request will be used:

Has this organization applied for and/or received grant money from the ALA before? If yes, describe the event and provide the dates and relevant information:

Types of promotion planned:

Estimated cost and expected profit (attach budget sheet):

Requested in-kind services from the ALA:

I agree to the guidelines set forth in this application and agree to all conditions:

Signature of Requester:

Date:

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