

Allegra Print & Imaging FootPRINT Fund® Application

—continued

What amount of your annual budget is used for printing? \$ _____ and _____ %

What are your organization's major funding sources?

Source	%	Source	%
_____	_____	_____	_____
_____	_____	_____	_____

Certification: I certify that the information contained in this application is true and correct to the best of my knowledge, and that I have the authority to request funds for the organization named above.

Name (please print) _____

Signature _____ Date _____

Title/position within organization _____

Return materials to: Allegra Print & Imaging, 460 Windy Point Drive, Glendale Heights, IL 60139
E-mail: larryn@allegraprinting.net
Tel: 630.790.0440 • Fax: 630.790.0440

WE'RE HERE TO HELP YOU IMPACT THE LIVES OF OTHERS.



COMMUNITY SUPPORT IS A CORE VALUE AT ALLEGRA PRINT & IMAGING. The FootPRINT Fund® is designed to aid nonprofit organizations in their quest to create lasting impressions.

We hope the FootPRINT Fund® of \$10,000 we have established will help our local organizations and associations leave their "footprints" in our community through increased awareness and visibility. We challenge each of you to use these print services awards to build a better community one step at a time.



460 Windy Point Drive
Glendale Heights, IL 60139



Making our mark on the community...
one step at a time.

Making our mark on the community.

FootPRINTFund®
FOR NONPROFIT FRIENDS



Purpose

The FootPRINT Fund® awards print services, through Allegra Print & Imaging in Glendale Heights, to select nonprofit organizations to help enhance their image, expand their services and extend their printing budgets.



Application Guidelines

WHO IS ELIGIBLE? The FootPRINT Fund® is available to any nonprofit group, association or charitable organization within a 10 mile radius of Allegra Print & Imaging that meets the FootPRINT Fund® selection criteria.

WHAT IS THE VALUE OF SERVICES AWARDED? Services are awarded with a maximum value of \$1,000 per organization for the award year. Applicants may receive services in the value of the amount requested or in a lower or higher amount. Services include graphic design, printing, copying, bindery and mailing services. Annual awards total \$10,000. All awarded print services must be used between March 1, 2010 and December 31, 2010. Awards may only be used for projects originating during these dates and not to offset any existing balances due to Allegra Print & Imaging.

HOW DO WE APPLY? Use the FootPRINT Fund® Application that is part of this brochure. Return the completed application to: **Allegra Print & Imaging**
460 Windy Point Drive, Glendale Heights, IL 60139

Cover letters are not required, but if more space is needed for descriptions, please attach an additional sheet. The application deadline is December 31, 2010. Applicants receiving an award will be notified by February 28, 2010.

WHAT ARE THE SELECTION CRITERIA? Allegra Print & imaging management will review all applications. Decisions will not be based on if the organization has been or is a customer. (If the organization has been a customer of Allegra Print & Imaging in Glendale Heights, the award cannot be used for any outstanding balance, and any previous balance must be paid in full before grant funds will be applied to account.) The following criteria will be applied to determine awards.

INNOVATION

Using funds freed up from the budget to expand or enhance service offering.

LEVERAGED FUNDS

Awards that leverage other resources or multiply the impact of related efforts.

FOCUSED INPUT

Awards that will be used to go towards new literature for specific programs or organizational enhancement that has not been affordable before.

ADDITIONAL INFORMATION – It is Allegra Print & Imaging of Glendale Heights' policy to respond in writing to all grant applications received. Applicants should not assume any funding commitment until the grant process is complete. Applicants may receive more, less, or the same as requested.



Have Questions



For more information, contact **Larry Naselli** at 630.790.0444 or larryn@allegraprinting.net

Allegra Print & Imaging FootPRINT Fund Application

Application must be completed to be eligible for a FootPRINT Fund® award.

Organization _____

Address _____

City _____ County _____ State _____ Zip _____

Primary contact? _____

Telephone _____ Fax _____

E-mail _____

Years organization has been in existence _____

Primary purpose of organization _____

Please attach a copy of your most recent brochure or other descriptive information, as well as documentation of nonprofit 501(c)(3) status.

Value of print services requested (\$1,000 maximum) _____

How would these printing services benefit your organization/association? Use additional sheet if needed.

____ Create a new print communication piece. Briefly describe purpose (e.g. enhance image, describe particular program, etc.) _____

____ Supporting existing, but underfunded project. Briefly describe. _____

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