



ALLEGRA
PRINT & IMAGINGSM



FootPRINTFund

FOR NONPROFIT FRIENDS

Making a difference
in our community
...one step at a time

Purpose

To provide grants of printing services to nonprofit and charitable organizations to expand their services, enhance their image, extend their budgets—and ultimately increase their impact on the populations they serve in Pulaski and Saline Counties.

Application Guidelines

Eligibility

Any nonprofit group, agency or charitable organization having a main or branch office in Pulaski or Saline Counties in Arkansas.

Funding

The funding pool for 2010 is \$20,000. The maximum request per organization is \$1,000. Printing service grants awarded may only be used at Allegra Print & Imaging in Little Rock, Arkansas. Awards will be credited to the organization's account and may be used any time during 2010. Funds may be used for design/layout, in-house offset printing, black and white or color copying, and/or bindery. As services are provided, charges will be deducted from the organization's account until the grant monies are used. Grants must be used in 2010; awards not used by December 31, 2010 will be forfeited by the organization.

Applying

To be considered for a grant award, submit a completed application. If more space is required, attach additional sheets. Please include an annual report or other literature that describes the organization's mission and services.

Deadline

Deadline for 2010 application is December 15, 2009. Applicants will be notified in writing of their awards by January 15, 2010.

Selection Criteria

A panel of community members will review all applications. Applicants need not be current or former Allegra Print & Imaging customers. If the organization is a customer of Allegra Print & Imaging, the award cannot be applied against any outstanding balance; any previous balance must be paid in full before the grant will be credited to the account.

Criteria used to determine awards:

Innovation—Awards that use funds freed up from the print budget to expand or enhance service offerings.

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

Focused input—Awards used for new literature for specific programs or organizational enhancement that were not affordable before.

Additional Information

It is the policy of Allegra Print & Imaging to respond in writing to all grant applications received. Applicants should not assume any funding commitment until the grant review process is complete and they have been notified in writing. Applicants may receive more, less, or the same amount as requested.

values
service
focus
impact
commitment
making a difference





FootPRINT Fund 2010 Grant Application

Organization _____

Address _____

City _____ County _____ State _____ Zip _____

Primary contact _____ Title _____

Telephone _____ Fax _____ Email _____

Does organization currently have 501(c)(3) tax status? Yes No **If yes, enclose a copy with your application.**

Year established _____ Federal Tax ID number _____

Primary purpose of organization **(Please enclose a copy of your most recent brochure with your application.)** _____

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

How would these printing services benefit your organization/association? **(Use additional sheets if necessary.)**

Create a new print communications piece—Briefly describe purpose (ie: enhance image, describe particular program, etc.) _____

Support existing, but underfunded project—Briefly describe. _____

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

What are the organization's current funding sources? **(Use additional sheets if necessary.)**

Source _____ % of budget Source _____ % of budget

Source _____ % of budget Source _____ % of budget

Source _____ % of budget Source _____ % of budget

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.

Signature _____ Date _____

Title/Position _____

Return application materials to Allegra Print & Imaging grant committee at address below no later than December 15, 2009.

Incomplete applications, or applications without properly included documents, will not be considered.

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