



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

## Purpose

The FootPRINT Fund® awards print services, through Allegra Print & Imaging in Reno, 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 in Washoe, Storey & Carson City Counties that meet the FootPRINT Fund selection criteria. The FootPRINT Fund awards print services to select nonprofit groups, associations and charitable organizations. A designated amount of money is allotted for the year and awarded to nonprofit organizations (up to \$1,500 retail cost in print services per recipient) to help them enhance and expand their programs. Possible recipients include schools and libraries, civic organizations, professional groups, healthcare organizations, religious groups, trade associations and community groups.

### What is the Value of Services Awarded?

Services are awarded with a maximum value of \$1,500 per organization for the award year. Applicants may receive services in the value of the amount requested or in a lower or higher amount. The typical amount awarded ranges from \$250 to \$750.

Services include graphic design, printing, copying and bindery. Applicants are encouraged to reapply in the following year. Annual awards total \$7,500.

All awarded print services must be used by July 1, 2011. 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?

To be considered for a FootPRINT Fund award, submit a completed application form. To request a form, contact us at:  
Allegra Print & Imaging  
5301 Longley Lane, Suite 47  
Reno, Nevada 89511  
(775) 829-7768

The application deadline is March 1, 2011. Applicants receiving an award will be notified by March 15, 2011.

### What are the Selection Criteria?

Applications are reviewed by a panel of representatives from Allegra Print & Imaging along with members of the local community. The panel responds in writing to all applications that are submitted in accordance with the application deadline. Organizations should not assume an award has been given until such notification. Any eligible organization or association can apply and need not be a customer of Allegra Print & Imaging.

Award recipients are selected based upon how the print services will be used to further the organization's goals, including:

**Service expansion** – Use of print services to contribute to expanding an organization's awareness or existing service projects.

**Program enhancements** – Use of print services to promote new programs or projects.

**Leveraged efforts** – Use of print services to increase the impact of other existing resources.

## Have Questions?

For more information, contact (775) 829-7768 or visit our Web site at [AllegraReno.com](http://AllegraReno.com).

*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 \$7,500 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.





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 (\$1,500 maximum) \_\_\_\_\_

Name of project \_\_\_\_\_ Quantity desired \_\_\_\_\_

Size \_\_\_\_\_ Color  1 Sided   
B&W  2 Sided  Paper type \_\_\_\_\_ Do you require design services? Yes  No

Please describe your Footprint Fund Project needs (attach additional sheet if necessary): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Purpose of project: \_\_\_\_\_

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, 5301 Longley Lane, Suite 47, Reno, Nevada 89511 • Phone: 775-829-7768 • Fax: 775-829-7789

*Allegra management and/or our community advisory panel reserve the right to approve or disqualify FootPRINT Fund® applications based on the intended use of the award funds. Panel award decisions are final. Awards may or may not fully fund the amount requested.*