



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

Purpose

The FootPRINT Fund® awards print services, through Allegra Print & Imaging in Windsor, 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 the Windsor and Essex County area that meets the FootPRINT Fund® selection criteria.

What is the Value of Services Awarded?

Services are awarded with a maximum value of up to \$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 (excluding postage). Applicants are encouraged to reapply for the following year. Annual awards total \$15,000.

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?

To be considered for a FootPRINT Fund award, submit a completed application form. To request a form, contact us at:

Allegra Print & Imaging
1800 Huron Church Road
Windsor, ON N9C 2L5
519-971-9952

The application deadline is January 31, 2010. Applicants receiving an award will be notified by February 28, 2010.

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 519-971-9952 or visit our Web site at www.allegra-di.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 \$15,000 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.



Allegra Print & Imaging FootPRINT Fund Application

Application must be complete to be eligible for a FootPRINT Fund award.

Organization _____

Address _____

City _____ Prov _____ PC _____

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 documentation of nonprofit status. (ex. charitable registration number)

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 communications piece. Briefly describe purpose (i.e. 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 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, 1800 Huron Church Road, Windsor, ON N9C 2L5 by mail, fax 519.971.0363 or by clicking the SUBMIT button.