



*Allegra San Antonio*  
**2025**



# PURPOSE

The FootPRINT Fund awards services through Allegra in San Antonio to select nonprofit organizations to help enhance their image, expand their services, and extend their budgets.

## APPLICATION GUIDELINES

The FootPRINT Fund is available to any nonprofit group, association or charitable organization in Bexar County, Hays County, Comal County and Wilson County that meets the FootPRINT Fund selection criteria.

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 amount.

Services\* include graphic design, printing, digital reproduction. Applicants are encouraged to reapply in the following year. Annual awards total \$10,000.

All awarded print services must be used between 1/1/2026 and 8/31/2026.

Awards may only be used for projects originating during these dates and not to offset any existing balances due to Allegra.

*\*Restriction applies*



For more info, contact: **Allegra at (210) 340-1841**  
or **[allegra@allegrasatx.com](mailto:allegra@allegrasatx.com)**

# HOW DO WE APPLY?

Use the FootPRINT Fund Application that is part of this brochure. Return the completed application to:

Allegra  
11811 Warfield  
San Antonio, Texas 78216

Cover letters are not required, but if more space is needed for descriptions, please attach additional sheets. The application deadline is **11/30/2025**. Applicants will be notified **12/15/2025**.



## WHAT ARE THE SELECTION CRITERIA?

Applications\*\* are reviewed by a panel of representatives from Allegra. 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.

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

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

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

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

\* Allegra reserves the right to exclude a print project based on specification that does not meet the criteria \*\* Allegra reserves the right to reject applications that do not meet the criteria





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

Community support is a core value at Allegra. 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 service awards to build a better community, one step at a time.

The FootPRINT Fund is part of the Allegra Community Care Campaign.



# ALLEGRA FOOTPRINT FUND APPLICATION

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 services requested (\$1,000 maximum) \_\_\_\_\_

How would these 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	%
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_____	_____	_____	_____
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_____	_____	_____	_____
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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 \_\_\_\_\_