



PURPOSE

We're here to help you impact the lives of others.

Community support has always been a core value at Allegra Cedar Rapids. Our FootPRINT Fund® awards print services to selected nonprofit organizations to help enhance their image, expand their services, and extend their budgets.

APPLICATION GUIDELINES

Who is Eligible? Our FootPRINT Fund® is available to any nonprofit charitable organization or association, headquartered in Linn County, IA meeting the selection criteria.

What are the Selection Criteria? Only 501(c)(3) organizations or associations may apply. Applications are reviewed by a panel of representatives from Allegra Cedar Rapids. Recipients are selected by committee, based upon how print services will be used to further their organization's charitable goals, including: Service Expansion, Program Enhancements, and Leveraged Efforts. Allegra's FootPRINT Fund Committee will review all applications that are submitted before the application deadline. Applications received after December 1st will not be considered for the following year's grant. Organizations should not assume an award has been given until such notification. Awardees will be notified and a complete list will be available on or before January 1st.

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 be awarded services in the value of the amount requested, or in a lower or higher amount. Services include but not limited to graphic design, printing, copying and bindery. Applicants are encouraged to reapply the following year. All awarded print services must be used between January 1st and December 1st of the grant year. Awards may only be used for projects originating during these dates and not to offset any existing balances due to Allegra Cedar Rapids.

How Do We Apply? Download the pdf from www.allegracr.com.

Return the completed application, along with current documentation of your 501(c)(3) Status, Federal Tax 990 Form, and current Iowa State Sales Tax Exemption to:

Allegra FootPRINT Fund, 3939 16th Avenue SW, Cedar Rapids, IA 52404. You may also return these in pdf format to info@allegracr.com. Be sure to reference FootPRINT Fund Application in the subject line of your email.

Cover letters are not required, but if more space is needed for descriptions, please feel free to attach an additional sheet. **The submission deadline is December 1st.**





Application

Organization _____

Contact _____ E-mail _____

Address _____ City _____

County _____ St _____ Zip _____ Phone _____ Fax _____

Years organization has been in existence _____ Value of print services requested (\$1,000 maximum) _____

Primary charitable services of organization (If available, please attach a copy of your brochure or other descriptive piece.)

How would these print services benefit your organization/association?

☐ 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 _____ %

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) _____ Title _____

Signature _____ Date _____



Submission deadline is December 1st.

To be eligible: Application must be filled in completely. 501(c)(3) Status, Federal Tax 990 Form, and current Iowa Sales Tax Exemption documents must be provided.

Return Application and Documents to:
Allegra Cedar Rapids FootPRINT Fund
3939 16th Ave SW, Cedar Rapids, IA 52404
info@allegracr.com