

March 24, 2009



**Ripon Area
United Way**
P.O. Box 71
Ripon, WI 54971

To all agencies seeking funding from the Ripon Area United Way in the year 2009-2010:

On **Monday, June 1, 2009** the Ripon Area United Way will be conducting interviews of those organizations who desire funding from our upcoming 2009 campaign drive.

All requests for funding must contain the following:

- Twelve (12) copies completed "Application for Funding" form 9901 (enclosed)
- One (1) copy of your current budget
- One (1) copy of your audited financial statement OR recent informational tax return
- One (1) photograph of one of your agency's activities

If you wish to include any additional materials, beyond the required information, please provide twelve (12) copies. **All materials must be received by May 15, 2009.**

You may either drop off or send application materials to:

Ripon Area Builders
Attn: Trent Keenlance / United Way
426 E. Fond du Lac Street
Ripon, WI 54971

We also encourage you to make a presentation in person. We limit each organization to a 10-minute interview due to the number of agencies that we support.

The interviews will take place at the **Ripon Medical Center (933 Newbury Street)** in the Green Lake Conference Room. The room is on the lower level and is available by stairs or elevator.

Please set a time for your June 1 presentation by contacting me no later than May 15:

Trenton Keenlance
Phone - (920) 279-5948
Email – tkeenlance@hotmail.com

I look forward to hearing from you soon!

All the best,

Trenton Keenlance
Ripon Area United Way