



September 13, 2019

We're happy to present the long-awaited information for the United Way of Shawano County 2020 Grant Requests. We recognize your time is valuable and have streamlined the process to request funds. In lieu of completing a grant packet, we are now asking for a **Letter of Request to be sent by September 30th, 2019** to review in consideration of allocating funds. Below are the requirements. You are welcome to provide additional information to enhance your letter. The United Way review panel will assess letters in their entirety to determine allocations and will notify your organization by October 31st with a response to your request.

Required information to be included in your Letter of Request:

- Your Tax ID # (Verification that you are a non-profit organization)
- If applicable, how were prior year funds used? Roughly how many persons were served with these funds?
- Amount being requested
- What is the anticipated use of funds being requested? (Describe your program and its purpose in the community.)
- If applicable, how would the anticipated program be funded and/or affected if United Way funds were not made available at the same level in FY2020 as they were in FY2019?
- Include a contact name, phone number and email address for additional questions.

Letters are to be mailed to United Way, P.O. Box 31, Shawano, WI 54166. **ADDITIONALLY**, we'd appreciate an electronic copy (PDF) to be emailed to unitedwayofshawanocounty@gmail.com.

In closing, we appreciate your patience in receiving the above information, as well as your support of our new online resource directory, UnitedShawano.org. For those that have created a Listing, THANK YOU! Please make sure to utilize the Community Calendar to promote your events (fundraisers, community outreach, etc.). We have a task force working on marketing the site to the general public, and will be focusing on attracting new volunteers to your organizations!

Live United everyone!

Respectfully,
The United Way of Shawano County Board