



## 2019 Grant Application Submission Process

Please note: Additional forms and information for preparing and completing the Grant Application are available for downloading from <http://www.episcopalchurch.org/uto> or [www.unitedthankoffering.org](http://www.unitedthankoffering.org).

**Please note: If at any time you no longer support this request or no longer need funding please contact the UTO staff immediately at [hmelton@episcopalchurch.org](mailto:hmelton@episcopalchurch.org).**

### Submission Process for Initial Review by the Diocese or Province

A complete application for review by your diocese or province must include the following and be emailed together to **your diocese by the deadline set by the Bishop or Primate's Office, please contact them to ascertain when they are due.**

1. The Episcopal Church Grant Application Overview
2. Grant Application
3. Narrative Budget
4. Supporting Documents (proposed bill of sale, etc.) if applicable

### Submission Process for Applications from within the Episcopal Church

The diocese must submit the approved UTO Grant Application electronically, with all required supporting documentation and signatures, **no later than 5:00 p.m. EST on Friday, March 1, 2019.**

A complete application for review by the United Thank Offering Board includes the following:

1. The Episcopal Church Grant Application Overview - *input this into Formstack.*
2. Grant Application
3. Narrative Budget
4. Supporting Documents (proposed bill of sale, etc.) if applicable
5. Bishop's Endorsement Form
6. Copy of the most recent audit of the ministry requesting funds
7. Grant Processing Form
8. Endorsement Letter from the Diocesan Screening Committee (*if applicable*) Please note: the submission of a cover letter from a screening committee does not indicate or imply liability of the screening committee if the grant is funded and meets difficulty by the grant recipient.

**Completed applications should be submitted by the diocese using Formstack:**

[https://dfms.formstack.com/forms/2019\\_united\\_thank\\_offering\\_grant\\_application](https://dfms.formstack.com/forms/2019_united_thank_offering_grant_application) Any applications submitted that are incomplete or not sent from an email address at the diocese will be rejected.

### Submission Process for Applications from outside The Episcopal Church

In Anglican provinces, the provincial office must submit the Grant Application electronically, with all required supporting documentation and signatures, no later than **5:00 p.m. EST on Friday, March 1, 2019.**

A complete application for review by the United Thank Offering Board includes the following:

1. The Episcopal Church Grant Application Overview - note: *input this into Formstack.*
2. Grant Application
3. Narrative Budget

4. Copy of the most recent audit of the ministry requesting funds
5. Grant Processing Form
6. Supporting Documents (proposed bill of sale, etc.) if applicable
7. Provincial Secretary's or Primate's Endorsement Form

**Completed applications should be submitted using Formstack:**

[https://dfms.formstack.com/forms/2019\\_united\\_thank\\_offering\\_grant\\_application](https://dfms.formstack.com/forms/2019_united_thank_offering_grant_application) Any applications submitted that are incomplete or not sent from an email address at the province at the deadline will be rejected.

**Submission Process for Companion/Partnership Applications**

Dioceses within The Episcopal Church may also elect to submit one additional application in conjunction with a diocese from the Anglican Communion or a formalized relationship/partnership with a diocese of The Episcopal Church listed below. Please note the following:

1. The grant application is for implementation within the companion diocese where the formalized relationship/partnership exists. You must express on the Bishop's form how each partner is participating in the implementation of the project.
2. Any overseas diocese or diocese listed below may submit ONLY ONE grant application as a companion. The bishop of the companion diocese will decide which one to submit.
3. The sponsoring diocese is responsible for the grant accounting.
4. A Bishop's Endorsement Form is **required from each bishop**.

**A complete companion application for review by the United Thank Offering Board includes the following:**

1. The Episcopal Church Grant Application Overview - Note: *this will get inputted not uploaded.*
2. Grant Application
3. Narrative Budget
4. Copy of the most recent audit of the ministry requesting funds
5. Supporting Documents (proposed bill of sale, etc.) if applicable
6. Bishop's Endorsement Form from the sponsoring diocese
7. Bishop's Endorsement Form from the receiving diocese
8. Grant Processing Form
9. Endorsement Letter from the Diocesan Screening Committee *(if applicable) Please note: the submission of a cover letter from a screening committee does not indicate or imply liability of the screening committee if the grant is funded and meets difficulty by the grant recipient.*

**Dioceses of The Episcopal Church Eligible for Companion Grants**

Alaska	Honduras	Colombia	Navajoland
Dominican Republic	North Dakota	Ecuador Central	South Dakota
Ecuador Litoral	Taiwan	Micronesia	Venezuela
Haiti	Virgin Islands	Puerto Rico	Cuba

**Submission Deadline Information for All Applications**

**Please note that the deadline is firm**, and once it has passed, no changes are allowed and no additional documents will be accepted. Incomplete applications are "out of criteria" and will not be accepted or considered for funding. We encourage you to refer to the *Helpful Hints* page to find ways to connect with us early to ensure your application is complete. Additionally, we recommend submitting your application before the due date so that our staff can notify you of any missing items or any issues in time to correct them before the deadline.