



Date: December 7, 2018
To: Diocesan Bishops of The Episcopal Church
From: The Rev. Canon Heather L. Melton, Staff Officer for the United Thank Offering (UTO)
Sherri Dietrich, United Thank Offering Board President
Re: 2019 United Thank Offering Grant Process

Greetings in Christ's Friendship!

We hope this letter finds you well. Once again this year, the United Thank Offering Board invites you, on behalf of your diocese, to submit **one** grant application for the 2019 United Thank Offering annual grant cycle in addition to **one** grant application in collaboration with a companion/partner or aided diocese. For Companion Diocese grant requests, your diocese must be the applicant submitting the application and your diocese is ultimately responsible for the final accounting for the grant.

Attached to this email are all of the materials you need to successfully write and submit an application. You will find the following:

- 2019 Grant Focus and Criteria;
- 2019 Bishop's Endorsement Form;
- 2019 UTO Grant Application;
- 2019 Sample Budgets (showing what a partial grant looks like, the format to use for construction projects, and a simple narrative format for non-construction projects);
- 2019 Helpful Hints;
- 2019 Submission Process for UTO Applications; and the
- 2018-2019 Webinar Flyer.

All of these items are also available on the United Thank Offering website: www.episcopalchurch.org/uto. **The diocese will submit the final applications by 5 p.m. Eastern Standard Time on Friday March 1, 2019 to https://dfms.formstack.com/forms/2019_united_thank_offering_grant_application.** Only complete applications will be considered. Grants are for one year from the time the funds are received. **The United Thank Offering Board and Executive Council will approve and they will be announced following the June meeting of Executive Council.** Please review applications in light of this timeline for receipt of funds if a grant is awarded. If at any time during the process you determine you no longer need or want your application to move forward in the process, please let Heather know so that we can remove it from consideration.

Please be aware, **if your Diocese has an outstanding final grant report you will not be eligible for a 2019 grant.** If you are not certain if all of your past grants have closed, please contact us at hmelton@episcopalchurch.org.

Please note: **In accordance with Canon I.4.6 (f-g), full payment of the diocesan assessment shall be required of all Dioceses, effective January 1, 2019 to be eligible to receive grant or scholarship funds.** As such, beginning in March 2019, the United Thank Offering Board will not review any application from dioceses which have not paid their full assessment in the prior year (or in the case of 2019, pledged the full assessment) or if they have not received a waiver approved by Executive Council. UTO receives funding from the budget each year to support our staffing costs, and so we give thanks for all of the sacrifices you make to help support the Episcopal Church Budget.

Each year the United Thank Offering Board awards every penny that was placed in a Blue Box and then given at an Ingathering, as well as all accrued interest. Although we continue to receive many more grant requests than we are able to fund, please know that your grant request is carefully considered and we appreciate the care you take to prepare your application. We encourage you, as bishop, to encourage your congregations to participate in the United Thank Offering and the spiritual discipline of gratitude by making thank offerings into Blue Boxes.

If you have questions or need assistance with the application or with final grant reports do not hesitate to contact our office at hmelton@episcopalchurch.org or call 1-917-771-3366. We are glad to help you through this process. Please note that we will only be able to offer minimal assistance in the final week before applications are due and the UTO Staff will be on vacation from December 17 until January 6. We wish you the best of luck with the application process, and we look forward to learning about the exciting new initiatives taking place in your dioceses or with your companions.

THE UNITED THANK OFFERING OF THE EPISCOPAL CHURCH

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