



Date: December 7, 2018

To: Provinces of the Anglican Communion (Primates and Provincial Secretaries)

From: The Rev. Canon Heather L. Melton, Presiding Bishop's 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!

As always, the UTO Board invites you, on behalf of your Province, to submit **one** grant application for the 2019 UTO grant cycle. If a diocese within your province is in a formal or informal relationship with a diocese in The Episcopal Church, we encourage you to discuss the possibility of a UTO Companion Grant Application with those bishops. For companion grant requests, the diocese of The Episcopal Church must be the applicant that submits the application and is ultimately responsible for the final accounting for the grant. As a reminder, we will only accept one Companion Application per overseas diocese, so we ask that the overseas bishop choose which application to submit for review by the UTO Board. **If we receive more than one application that you've signed, all applications will be rejected.**

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 Province 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 the grants 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 Province 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.

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.