



## United Thank Offering Final Grant Reporting Process

Every grant that UTO awards comes from the generous donations and thank offerings of Episcopalians throughout the church and the Anglican Communion. One of the ways we continue to increase giving to UTO, so that we might fund additional grants, is by sharing the stories of UTO grant sites after the completion of their projects. This form will help us share the story of the innovative mission and ministry that the UTO grant has allowed your community to do this past year. In order for your grant to be closed, you must submit the reports outlined on this form. Your diocese will not be eligible to receive additional funding from UTO until prior grant awards are officially closed. We also ask that you submit an article to your diocesan newsletter sharing the impact that the UTO grant has had on your ministry this past year and encourage people to give and participate in UTO so that we can fund more applicants. (In 2018, we received \$2.4 million in requests but were only able to fund just under \$1.3 million.)

### **Narrative Report Requirements**

1. Please email 1-4 high resolution photos. Do not imbed them in a word document. If need be, you can upload them to Dropbox and include the link.
2. If you created a video as a part of your project, please submit that to UTO as well. (Please make sure that you acknowledge UTO in the video.)
3. Please answer the following questions about your grant experience:
  - a. Briefly give us an overview of the project including how many people were impacted.
  - b. Tell us what you learned...or what advice you would have for others who might want to start a similar project/ministry/program.
  - c. What was the best thing that happened as a part of this grant award?
  - d. What was the hardest thing that happened as a part of this grant award?
  - e. Share some quotes...
    - i. What does someone in your community, not a part of your church, think about what you accomplished?
    - ii. What do people in your church who are engaged with your project think?
    - iii. What do people in your church who are not engaged with your project think?
  - f. What plans do you have to continue or grow your project?

### **Financial Report Requirements**

1. Please note that you will need to account for the totality of the amount awarded with proper invoices and receipts. These items will be checked against your submitted budget and the granting criteria under which your grant was awarded.
2. Please fill out and sign the Final Grant Accounting Form.
3. If there are unused funds, please return them to:  
United Thank Offering  
815 2<sup>nd</sup> Ave.  
New York, NY 10017

With your grant number in the memo line and copy of the Final Grant Accounting form.

4. Gather the supporting documents.
  - a. Per the UTO Grant Criteria, you cannot submit receipts for things not on your original budget, nor can you submit receipts for things not funded under the UTO Criteria or removed from your budget by the UTO Board's partial grant award. **If you are uncertain about an expense, please contact Heather prior to making the expenditure for guidance.**
    - i. UTO will **not** accept:
      1. Bids without final invoices;
      2. Uncanceled checks;
      3. Items not shown on an invoice or bill;
      4. Invoices, bills, ledgers, etcetera from before the grant check was issued.
  - b. UTO will only accept a payroll ledger, showing the salary, benefits, etcetera, for any grants that support staffing expenses. Remember, UTO only funds the base salary, so make sure this is obvious on the ledger to expedite the auditing process.
  - c. You can submit more paperwork than the amount of the grant award if the total project was more than what was funded, however, you are only required to account for how UTO funds were spent.
5. If you are asked to submit additional information to clarify an invoice or ledger, the additional information cannot conflict with previously submitted information.
6. Everything you submit becomes a part of the permanent record and cannot be returned. Please keep all original receipts and invoices.

### **Submission of Final Grant Reports**

In order to close your grant, please submit the following to [miwalker@episcopalchurch.org](mailto:miwalker@episcopalchurch.org) by the deadline:

1. 1-4 high resolution photos and videos (if applicable). (If these photos have people in them, which we love, please make sure that you have permission to share them with us and for us to potentially use them in promotional materials.)
2. Narrative Report
3. Final Grant Accounting form with all of the receipts – please scan a copy of the form and receipts and include with the email.