



## Helpful Hints for Applying for a UTO Grant



**Read carefully the 2020 UTO Focus and Criteria.** It can be found at [www.episcopalchurch.org/uto](http://www.episcopalchurch.org/uto)  
**All applications must be submitted by 5 pm Eastern time on Friday, March 6, 2020.**

**Our Staff is here to help all applicants.** With that said, there are limits to the amount of help that they are allowed to provide. They will only review or respond to five (5) inquiries or drafts per applicant and only the questions you have asked. Staff can review draft applications between December 1 and February 1. From February 1 until February 21, staff will only review budgets to ensure items are complete and within criteria. From February 21 until the 28, staff will only review applications to ensure they are complete. The final week before the deadline there will be no assistance offered nor will additions or changes to your application be accepted once it is submitted. We highly recommend that you ask for help early, especially with Companion Applications which require multiple signatures.

There will be two webinars on Tuesday, October 15: and two on January 14: All webinars will be held at noon and 8 pm Eastern Time and will cover all UTO grant processes. Join us online: <https://zoom.us/j/8140408194>. Or by telephone: Dial: +1 408 638 0968 or +1 646 558 8656 Meeting ID: 814 040 8194. If you cannot attend the webinar, please email your questions to [hmelton@episcopalchurch.org](mailto:hmelton@episcopalchurch.org) and she will send you an answer.

**When considering how much to ask for, please reference the UTO grant awards chart.** We are providing this chart to help you see the range of what was funded and the average for the last three years in order to help you determine a realistic amount to request. We want you to ask for what you need, but we also want to fund as many eligible requests as possible.

### When filling out the application:

- if asking for the purchase of a vehicle, building or land, include an estimated bill of sale and how you plan to pay for the remaining costs, titles, insurance or fees;
- make sure that you are answering the question that is asked, not the question you had hoped we would ask;
- do not exceed word limits or attach additional documents, photos, etc.; and
- have someone who is not involved in the project proofread the application.

### When submitting the application:

1. **submit the complete grant proposal to the diocesan office by the deadline they provide;** check to make sure you have the correct date;
2. keep a copy of the Bishop's Form for your files, and
3. ensure the Bishop signs and answers all questions.

### A complete final grant application includes:

1. a completed application form;
2. a detailed budget – please ensure that you only have one item per line, do not group different items together, see the sample budgets if you are unclear;
3. a one-page narrative project timeline;
4. the Bishop's Endorsement form;
5. a grant processing form;
6. and an endorsement letter from the screening committee if applicable.

**Thank you for taking the time to apply for a UTO grant!** We wish you all the best in your mission and ministry and we give thanks for the time and care you are taking to fill out your application.

**If you do not currently participate in the United Thank Offering, we hope that you will!** 100% of what is collected in Blue Boxes is given away the following year.