



Date: June 13, 2019

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

From: The Rev. Canon Heather L. Melton, Staff Officer for the United Thank Offering (UTO)
Sherri Dietrich, United Thank Offering Board President

Re: 2020 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 2020 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:

- 2020 Grant Focus and Criteria;
- 2020 Bishop's Endorsement Form;
- 2020 UTO Grant Application;
- Sample Budgets and Timeline;
- and the 2020 Helpful Hints.

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 6, 2020. In January 2020 we will send out the new application submission process.** 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 2020 grant.** If you are not certain if all of your past grants have closed, please contact us at miwalker@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. We are glad to help you through this process. Please note that the staff will have limited time to assist with draft applications as outline on the helpful hints page. 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.