



Date: June 13, 2020  
To: Diocesan Bishops of The Episcopal Church  
From: Sherri Dietrich, United Thank Offering Board President  
Re: 2021 United Thank Offering Grant Process

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Greetings in Christ's Friendship!

We hope this letter finds you well. The United Thank Offering Board invites you, on behalf of your diocese, to submit up to **two** grant applications for the 2021 United Thank Offering annual grant cycle. Because of the Covid-19 pandemic and its effects the UTO grant process is different this year. To respond to Covid-19-related needs as quickly as possible, UTO will be distributing grants in two rounds, the first ending in October of 2020 and the second in April 2021. You are invited to submit up to two grant applications in each granting round. There are no companion grant applications or grants for 2021 nor YAS applications or grants and all applications must follow best practices for work during the pandemic. **Please note:** typically, UTO only grants the Ingathering after the year concludes (so 2019 funds were granted as 2020 grants) however, given the severity of need to respond to the pandemic, we will grant Ingathering funds received through August 31, 2020 in October and the remaining funds in April of 2021. Given that both sets of grants are coming from the 2020 Ingathering they will be listed collectively as 2021 grants in the historic record and publications.

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

- 2021 Grant Focus and Criteria;
- 2021 Bishop's Endorsement Form (which can now be used for all UTO Grant Applications);
- 2021 UTO Grant Application;
- Sample Budgets and timelines;
- and the 2021 Helpful Hints.

All of these items are also available on the United Thank Offering website: [www.episcopalchurch.org/uto](http://www.episcopalchurch.org/uto). **The diocese will submit the final applications by 5 p.m. Eastern Standard Time on Friday August 14, 2020.** 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 grant list, and it will be announced following the October 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 2021 grant.** If you are not certain if all of your past grants have closed, please contact us at [hmelton@episcopalchurch.org](mailto: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, to be eligible to receive grant or scholarship funds.** As such, the United Thank Offering Board will not review any application from dioceses which have not paid their full assessment in the prior year 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](mailto:hmelton@episcopalchurch.org) or call 1-917-771-3366. 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 responses to the pandemic taking place in your diocese.

**THE UNITED THANK OFFERING OF THE EPISCOPAL CHURCH**

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