



Helpful Hints for Applying for a UTO Grant



Read carefully the 2021 UTO Focus and Criteria. It can be found at www.episcopalchurch.org/uto
All applications must be submitted by 5 pm Eastern time on Friday August 14, 2020 at 5 pm EST.
There will be a second round of grants beginning on November 6 and awarded in April 2021.

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. Because of the short time period for this grant cycle, staff will review draft applications until July 31, 2020. Applications will be reviewed for completeness up until August 7, 2020. 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 and attend the webinars. The UTO Staff Officer and Board appreciate your understanding and respect for our time. *Please note there will be a second round of grants, so if time is short, consider waiting.*

If you are interested in applying for a grant in the sustaining grant category, but are uncertain when you received a UTO grant, please visit: <https://episcopalchurch.org/united-thank-offering-resources> for the listing of all UTO grants from 1883-2020.

For 2021, please be advised that each diocese (or Province of the Anglican Communion) can submit up to two applications per deadline. However, **the Diocese can only submit one application per funding level.** Meaning:

1. Seed Level Funding Application (\$0-10,000) in either the Sustaining or Innovative Ministry Grant Category
2. Impact Level Funding Application (\$10,001-25,000) in either the Sustaining or Innovative Ministry Grant Category

Additionally, there are no Companion Grant Applications this year due to COVID-19. You cannot apply for a project outside of the geographical boundaries of your diocese; however, you can always help or support another diocese in their application process for a project within their geographical boundaries.

Due to the timing of grant cycles for UTO, we also want to be clear about eligibility. If you received a grant in 2020 (as a parish, ministry or diocese) then you are not eligible to apply in 2021. If you received a grant in 2019 or 2018 and have not filed a final report for that project (even if you are operating with an extension) you cannot apply for a grant in 2021, however, your diocese or another ministry can apply. Additionally, dioceses that have an outstanding final grant report that have not received an extension are not eligible.

When filling out the application:

- if asking for the purchase of a vehicle, building or land, include an estimated and detailed 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;
- make sure that the audit, grant processing form and list of corporate officers on the Bishops Endorsement form are all from the same organization;

- 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 ensure it is complete.

A complete final grant application includes:

1. a completed application form;
2. a detailed budget (please use the construction sample budget if applying for any building projects);
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.