



# United Thank Offering 2023 Grant Application



## Reminders:

- All final UTO grant applications must be submitted in English and **typed**.
- You may not include anything beyond what is requested, including photos, videos, links, etc.
- Be concise and thorough, making sure to answer all questions **without exceeding word limits**.
- Please define all acronyms!

## Section One: General Information

<b>Project title/name</b>	
<b>Amount of money requested from UTO</b> <i>(this figure must match the amount requested in the budget)</i>	
<b>Diocese</b>	
<b>Province and country</b> <i>(If Anglican Communion)</i>	
<b>Name of bishop/primate</b>	

## Contact Information for the Grant Site

<b>Name of the primary contact for this application</b>	
<b>Best phone number to reach the primary contact within the four weeks after the deadline</b>	
<b>Name of the person who wrote the grant</b>	
<b>Best phone number to reach the grant writer within the four weeks after the deadline</b>	

## Information Regarding Where the Funds Will Be Spent (must be an Episcopal/Anglican Entity)

<b>Name of the Entity</b>	
<b>Physical Address</b>	
<b>Web Address</b> <i>(If you do not have a website, you can share social media link or an email address.)</i>	

## Email Addresses for Notification Process

*Note: We will only notify those emails listed here of the status of this application.*

<b>Position</b>	<b>Email Addresses Only</b>
<b>Bishop</b>	
<b>Diocesan UTO Coordinator</b>	
<b>Grant Writer</b>	
<b>Primary Contact Person</b>	
<b>Diocesan Staff Who Support UTO Grants</b> <i>(ex. Finance person, Canon to the Ordinary, Bishop's Executive Assistant, etc.)</i>	
<b>Other</b> <i>(not required to be filled in)</i>	

## Section Two: Grant Project Proposal Information

*Please make sure that the answers to these questions not only address the focus but also use these questions to justify the expenses in your budget.*

**1. What is your project proposal? (50 word limit)**

*(Please describe this project as if this was the only information you could give to someone that defines what you are doing. Think of it like an elevator speech to the church because if selected this is the information that will be published in the Grants Brochure.)*

**2. Which category of the focus do you think best fits your project?**

- Preventive programs and intervention
- Prisoner support outreach
- Prison reform work
- Post-prison re-entry

**Explain your choice.** *(100 word limit)*

**3. Choose which question best fits your project and answer either a or b but not both.**

**a.** If this is a new ministry, how is it new and what planning steps have you taken to determine that this project is needed in the community? *(100 word limit)*

**b.** If this is an ongoing ministry, how is this grant allowing that ministry to go in a new direction beyond simply increasing the current program? *(100 word limit)*

**4. Who and how many will be served by this project? In addition to the anticipated number of participants, include descriptive information about who belongs to the community that the project will serve. (100 word limit)**

**5. Why should UTO fund this project proposal? (100 word limit)**

**6. What are the goals of the project and how will their successes be measured? (100 word limit)**

**7. Briefly provide a summary of how the funds will be used. Be sure to provide justification for requests that exceed \$55,000. (100 word limit)**

## Section Three: Questions Regarding Property and Equipment

### For all applications involving the purchase of any equipment (including computers):

**1. Can it be guaranteed that all equipment purchased with UTO funds will remain in possession of the diocese, province, or Episcopal entity requesting the grant until it is no longer serviceable?**

Yes

No

**2. Is this application for the purchase of computer equipment?** *(If yes, please supply information from the retailer on the specs and price of the equipment.)*

Yes

No

### For all applications involving construction of any kind:

**1. Is this application for the purchase, construction, or modification of a building, or modification of land?**

*(If yes, please look at the sample construction budget when creating your narrative budget.)*

Yes

No

**2. Is the title to the land and/or building where this project is located owned by The Episcopal Church, the diocese, or other Anglican entity?**

Yes

No

**3. If this project is for a new building, an addition, or a renovation, how were the projected costs determined?**

Licensed Contractor

Builder

Retailer

Other *(please explain)*

**4. Can it be guaranteed that all property will remain in possession of the diocese, province, or Episcopal entity requesting the grant?**

Yes

No

## For all applications involving vehicles:

**1. Is this application for the purchase of a vehicle?** *(a vehicle is anything that has wheels and can be driven.) (If yes, please supply a proposed bill of sale, with details provided, from a car dealer.)*

Yes

No

**2. Will the title to the vehicle be owned by The Episcopal Church, the diocese, or other Anglican entity?**

Yes

No

**3. Can it be guaranteed that the vehicle will remain in possession of the diocese, province, or Episcopal entity requesting the grant until it is no longer serviceable?**

Yes

No

***Please remember that if you are requesting the purchase of a vehicle, building, land or computers, you must include a proposed bill of sale with your narrative budget. No purchase will be considered without a bill of sale and for vehicles, information on how the remaining funds needed to support the vehicle are shared in the budget.***

## Additional Materials to Submit with This Application:

### Addendum One: Grant Timeline *(limit one page and 450 words)*

Provide a one-page (limit 450 words) timeline describing how this project came to be, how you plan to complete it within a year, and plans for continuing the project. ***If you are utilizing a narrative format, please use an outline arrangement with bullet points only. Complete sentences are not required.***

We've created a sample timeline for you at [www.episcopalchurch.org/uto](http://www.episcopalchurch.org/uto). Please include the following:

- any background work that has been done, including research, networking, contacts, etc.
- any background work that will be done (meaning between the deadline to apply and when applicants are notified of the status of their request) prior to beginning the project,
- if awarded, the specific steps that will be taken to complete the project,
- and if awarded, plans for continuing the project (if applicable) after the funding year concludes.

### Addendum Two: Narrative Budget

**Provide specific information in your project's narrative budget in US dollars.**

We've created a sample narrative budget for you at [www.episcopalchurch.org/uto](http://www.episcopalchurch.org/uto).

**If you are asking for more than the \$55,000 amount, please include:**

- a budget showing why you need more than \$55,000 to complete the project;
- please indicate which items you would cut and still be able to fulfill the spirit of the project, you can do this by creating two columns showing two different budgets or by creating a pilot project with the lower amount or phases to the project. Please see the sample budget for an example.

**Please include the following on the budget:**

- A brief explanation of the responsibilities of all paid positions and how they are new;
- A justification for the purchase of any equipment;
- Total amount requested from the United Thank Offering;
- Total amount of donations already received, promised, or anticipated;
- Total amount necessary to complete the project;
- In-kind donations (time, talent, donations of tools, etc.). Be sure to include all organizations or agencies that will be supporting the project.