



Helpful Hints on Completing and Submitting your UTO Grant Application: for the Anglican Communion and those Needing Translation Assistance

(All times listed are Eastern.)



Read carefully the 2023 UTO Focus and Criteria.

It can be found at <https://unitedthankoffering.com/apply/>. We highly recommend that you ask for help early and attend the webinars listed below.

We offer a variety of webinars to help applicants.

Below you will find the dates and times (all times listed are Eastern) along with the topic of the webinar and the registration links.

- 1. September 20: Spanish Language Webinar**
7pm: please email Heather for the registration form beginning September 1.
- 2. September 7: Webinar for Applicants from Africa**
9a: please email Heather for the registration form beginning September 1.
- 3. September 22: Webinar for Applicants from Africa**
10a: please email Heather for the registration form beginning September 1.
- 4. October 11 at 7pm Topic: How to Understand the 2023 Focus**
Register here: <https://zoom.us/meeting/register/tJMrd-GsrjstHtwMm1rXHesY0Pp-1tQYcWQI>
- 5. November 15th – Topic: Helpful Hints Regarding the Budget and Application**
Noon Registration: https://zoom.us/meeting/register/tJEtcOCsqTwqHNTbM_Q3VxCA8c6qJlsQxaHr
7pm Registration: <https://zoom.us/meeting/register/tJMoc-2vqTksEtLtzC2lgMHv0ZcleGZ5fJLa>
- 1. January 10th – Topic: Helpful Hints Regarding the Timeline and a Complete Application**
Noon Registration: <https://zoom.us/meeting/register/tJ0oc-2ppzWuGNIHDJvrd8EFQOn7Zg4OIDJy>
7pm Registration: <https://zoom.us/meeting/register/tJMod6prTspGNybTeJrpHnqTXd7YmBk8k1e>
- 2. February 14th – Topic: Q&A time** – there will not be a presentation, this is just a drop-in opportunity for applicants to get any last-minute questions answered.
Noon Registration: https://zoom.us/meeting/register/tJAcKOCrT8qH91J9g59sMqjqBxTGm_BOzYV

When filling out the application:

- if asking for an amount over \$55,000 but less than \$100,000, please include two columns on your budget to show what you would do if awarded \$55,000 or the higher amount. Be sure to justify the higher amount on the application and in the narrative section;
- if asking for the purchase of a vehicle, building, land, or equipment, include an estimated and detailed bill of sale and how you plan to pay for the remaining costs, taxes, 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 the answers to the questions on the application justify or explain your budget;
- make sure that the audit, grant processing form payee, and the list of corporate officers on the Bishop's Endorsement form are all from the same organization;
- grants are awarded for one year from the time of payment; for 2023, this will be in June, which should be reflected on your timeline;
- grant committee members may Google you and/or your organization in order to better understand your program or project, so check your webpage, social media, etcetera to make sure you don't have conflicting information with your application;
- remember if you submit a draft application, it along with any email correspondence becomes a part of your application file;
- 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:

Please note that the two deadlines are firm. For the Anglican Communion or those needing translation support, there are two deadlines. **The first deadline, Friday, January 6, 2023**, ensures that your application is in the process, no new applications will be accepted after this date. Between that deadline and the final deadline, applicants will be given assistance on finalizing their application. After **the final deadline on Friday, March 3, 2023**, no additional changes are

allowed, and no additional documents will be accepted. Incomplete applications are “out of criteria” and will not be accepted or considered for funding.

Submission Process for Initial Review by the Province:

A complete application for review by your province must include the following and be emailed together to **your diocese by the deadline set by the Primate’s Office. Please contact them to ascertain when they are due. You may not submit any additional materials, photos/videos/etcetera.**

1. Grant Application
2. Narrative Budget
3. Timeline
4. Supporting Documents (itemized proposed bill of sale, etc.) if applicable

Submission Process Once Endorsed by the Primate:

In Anglican provinces, you must submit the Grant Application electronically, with all required supporting documentation and signatures, no later than **5 p.m. Eastern time on Friday, January 6, 2023**. The staff will then work with applicants to ensure that the application is complete, clear, and within the focus and criteria. It is important that whoever is listed as the primary contact person for the grant is available to work on the application throughout this time. Applications may be submitted in Spanish or French and UTO will work with you on translation. Your application must be finalized by **5 p.m. Eastern time, on Friday, March 3, 2023**.

A complete application for review by the United Thank Offering Board includes the following:

1. Grant Application
2. Narrative Budget
3. Timeline
4. Audit of the entity requesting to receive the funds on the grant processing form
5. Grant Processing Form
6. Supporting Documents (proposed bill of sale, etc.) if applicable
7. Bishop’s Endorsement Form, if from the Anglican Communion, this must include the Primate’s signature

Completed, final applications must be submitted using Formstack: <https://DFMS.formstack.com/forms/2023uto> Once the staff have reviewed your application and processed it, you will receive a copy of the Formstack submission.

Please note: If at any time you no longer support this request or no longer need funding, please contact the UTO staff immediately at hmelton@episcopalchurch.org.

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. We cannot award grants, such as the one you are applying for, without your help. You can donate online at www.unitedthankoffering.org/give.