



## Helpful Hints on Completing and Submitting your UTO Grant Application: for The Episcopal Church

(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. October 11 at 7pm Topic: How to Understand the 2023 Focus**  
Register here: <https://zoom.us/meeting/register/tJMrD-GsrjstHtwMm1rXHesY0Pp-1tQYcWQI>
- 3. November 15<sup>th</sup> – Topic: Helpful Hints Regarding the Budget and Application**  
Noon Registration: [https://zoom.us/meeting/register/tJEtcOCsqTqwHNTbM\\_Q3VxCA8c6qJlsQxaHr](https://zoom.us/meeting/register/tJEtcOCsqTqwHNTbM_Q3VxCA8c6qJlsQxaHr)  
7pm Registration: <https://zoom.us/meeting/register/tJMoc-2vqTksEtLtzC2lgMHv0ZcleGZ5fJLa>
- 1. January 10<sup>th</sup> – 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/tJMode6prTspGNybTeJrpHnqTXd7YmBk8k1e>
- 2. February 14<sup>th</sup> – 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/tJAcKOCrT8qH9J9g59sMqjqBxTGm\\_BOzYV](https://zoom.us/meeting/register/tJAcKOCrT8qH9J9g59sMqjqBxTGm_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 deadline is firm**, and once it has passed, no 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. We encourage you to refer to the *Helpful Hints* page to find ways to connect with us early to ensure your application is complete. Additionally, we recommend submitting your application by Wednesday, March 7, 2023, so that our staff can notify you of any missing items in time to correct them.

## Submission Process for Initial Review by the Diocese

A complete application for review by your diocese or province must include the following and be emailed together to **your diocese by the deadline set by the Bishop'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 for Applications from within The Episcopal Church

The diocese must submit the approved UTO Grant Application electronically, with all required supporting documentation and signatures, **no later than 5:00 p.m. Eastern on Friday, March 10, 2023.**

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

1. Grant Application
2. Narrative Budget
3. Timeline
4. Supporting Documents (proposed itemized bill of sale, etc.) if applicable
5. Bishop's Endorsement Form
6. Copy of the most recent audit of the ministry requesting funds
7. Grant Processing Form
8. Endorsement Letter from the Diocesan Screening Committee *(if applicable)* Please note: the submission of a cover letter from a screening committee does not indicate or imply liability of the screening committee if the grant is funded and meets difficulty by the grant recipient.

### Completed, final applications should be submitted using Formstack:

<https://DFMS.formstack.com/forms/2023uto> Please note: once the staff have reviewed your application and processed it, you will receive a copy of the Formstack submission. If you are uncertain about what was uploaded, especially if it was after the deadline for the staff to notify you of anything that was missing, please click on the links and email any changes back prior to the deadline. Any applications submitted that are incomplete or not submitted through this link at the deadline will be rejected.

**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](mailto: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](http://www.unitedthankoffering.org/give).