



Helpful Hints for Applying for a UTO Grant

Read carefully the 2019 Focus and Criteria.

It can be found at www.episcopalchurch.org/uto

Please request things we can fund and if you're not sure ask us!

There will be **two webinars on January 15:** and **two on February 13:** All webinars will be held at noon and 8p Eastern Time. Join us online: <https://zoom.us/j/8140408194>. Or by telephone: Dial: +1 408 638 0968 or +1 646 558 8656 Meeting ID: 814 040 8194 If you cannot attend the webinar, please email your questions to hmelton@episcopalchurch.org.

When considering how much to ask for, please reference the UTO grant awards chart. We are providing this chart to help you see the range of what was funded and the average for the last three years in order to help you determine a realistic amount to request. We want you to ask for what you need, but we also want to fund as many eligible requests as possible.

When filling out the application:

- if asking for the purchase of a vehicle, building or land, include an estimated bill of sale and how you plan to pay for the remaining costs, titles, insurance or fees;
- do not exceed word limits and answer each question that is asked; 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
3. ensure the Bishop signs and answers all questions.

A complete final grant proposal includes:

1. a completed application form;
2. a detailed budget;
3. proposed bill of sale (if applicable);
4. the Bishop's Endorsement form (2 if a Companion Application);
5. a copy of the most recent audit of the ministry requesting funds;
6. a grant processing form;
7. 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.

UNITED THANK OFFERING

United Thank Offering of the Episcopal Church
815 Second Avenue, New York, NY 10017

episcopalchurch.org/uto