**A close up of a sign

Description automatically generatedUnited Thank Offering**

**2021 Sustaining Ministry**

**Grant Application**

**Reminders:**

*All UTO grant applications must be submitted in English and* ***typed****. You may not include anything beyond what is requested in this application, that includes 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**

|  |  |
| --- | --- |
| **Project title/name** |  |
| **Year you previously received a UTO grant** |  |
| **Please Choose Which Funding Level Your Application Falls Within** | Seed Grant ($0-$10,000) or  Impact Grant ($10,001-$25,000) |
| **Amount of money requested from UTO** *(this figure must match the amount requested in the budget)* |  |
| **Organization and address of the project** |  |
| **Diocese** |  |
| **Province and country**  ***(If Anglican Communion)*** |  |
| **Name of bishop/primate** |  |
| **Email of bishop/primate** |  |
| **Phone number of the diocese** |  |
| **Address of the diocese** |  |
| **Name of the primary contact for this application** |  |
| **Best phone number to reach the primary contact** |  |
| **Primary contact’s email address** |  |
| **Name of the person who wrote the grant** |  |
| **Best phone number to reach the grant writer** |  |
| **Grant writer’s email address** |  |
| **Email addresses of all those who should be notified of the status of this application** *(Please note: we will only notify those emails listed here of the status of this application. Don’t forget to include your UTO Coordinator in this list.)* |  |

**Type of Application: *(please mark one with an “x”****)*

* Diocese (The Episcopal Church)

*If a diocese of The Episcopal Church, the applicant understands that should its local diocese fail to pay its assessment in full or to apply for and receive a waiver, the diocese and the applicant shall be ineligible to receive grants or loans from the Domestic and Foreign Missionary Society unless approved by Executive Council.  In accordance with Canon I.4.6, (select the applicable response):*

|  |  |
| --- | --- |
|  | *the diocese pays its full assessment* |
|  | *the diocese has been granted a waiver for years (list)* |
|  | *the diocese has made application for a waiver but has not been advised regarding a determination* |

* Province (Anglican Communion)

***Please provide the Archbishop or Provincial Secretary’s name, email and phone number.***

**Section Two: Grant Project Proposal Information**

1. **What is your project proposal?** *(50 word limit)*   
   *(Please describe this project as if this were the only information you could give to someone about your project. 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. **How does the project serve the needs of your community stemming from the Covid-19 pandemic?** *(100 word limit)*
3. **How has the Covid-19 pandemic affected your ongoing ministry?** *(100 word limit)*
4. **Who and how many will be served by this project? 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. **Do you have specific plans for sustaining your project beyond UTO funding and, if so, how?** *(100 word limit)*

**Section Three: Grant Timeline**

**Provide a one-page narrative timeline describing how this project came to be, how you plan to complete it within the year if awarded, and plans for continuing the project.** *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.

**Section Four: Narrative Budget Overview**

1. **Briefly provide a summary of how the funds will be used.** *(100 word limit)*
2. **Then, 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)*.* **Please include the following:**

* Total amount requested from the United Thank Offering
* Total amount of other donations received/amount already raised
* Total amount necessary to complete the project, if more than what is available or requested
* In-kind donations (time, talent, donations of tools, etc.)

**Section Five: Questions Regarding Property**

**1. Is this application for the purchase, construction, or modification of:** *(please mark with an “x”)*Building/Land *(if yes, please proceed to question 2 and please look at the sample construction budget when creating your narrative budget.)*

Equipment or Vehicles *(if yes, please proceed to question 5)*

***Please remember that if you are requesting the purchase of a vehicle, building or land,*** *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.*

**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?** *(please mark one with an “x”)*

Yes No

**3. Give the name, street address, and email address of the Episcopal or Anglican entity that owns the land and/or building where the project is located.**

**4. If this project is for a new building, an addition, or a renovation, how were the projected costs determined?** *(please mark with an “x”)*

Licensed Contractor Builder Retailer Other *(please explain)*

**5. Can it be guaranteed that all property will remain in possession of the diocese, province, or Episcopal entity requesting the grant?** *(please mark one with an “x”)*

Yes No