



Helpful Hints when Applying for a UTO Grant

(All times listed are Eastern.)



Read carefully the 2022 UTO Focus and Criteria.

It can be found at www.episcopalchurch.org/uto **All applications must be submitted by 5 pm on Friday February 4, 2022.** We highly recommend that you ask for help early and attend the webinars.

Our Staff is here to help all applicants.

With that said, there are limits to the amount of help that they are allowed to provide. They will only review or respond to five (5) inquiries or drafts per applicant and will answer only the questions you have asked, so please be clear if you're asking for a full review each time. We appreciate your understanding and respect for our time.

- Wednesday, January 19, 2022: Deadline to have a full draft of your application reviewed
- Wednesday, January 26, 2022: Deadline to have your narrative budget reviewed
- Wednesday, February 2, 2022: Deadline to submit your application on Formstack and get notified regarding any missing or incorrect items.

We offer a variety of webinars to help applicants.

Below you will find the dates and times along with the topic of the webinar and the registration links.

- 1. September 21st at 7pm Topic: How to Understand the 2022 Focus with the Rev. Melanie Mullen**
Register here: <https://zoom.us/meeting/register/tJ0odOmvrDosE9ZCD0UI9VuDI4ij5KrF2GL>
- 2. October 26th - Topic: Helpful Hints Regarding the Budget and Application**
Noon, register here: <https://zoom.us/meeting/register/tJ0kduCvrzgsHtz4ktSplUXpyALlxINfgthB>
7pm, register here: https://zoom.us/meeting/register/tJEqc-mvqDssE9bd_PpeE8f28CBfVODYUrlz
- 3. November 16th - Topic: Helpful Hints Regarding the Timeline and a Complete Application**
Noon: https://zoom.us/meeting/register/tJYocOCgpjwqE9F2_u1aP4TyW03MNT3z1Nfl
7pm: https://zoom.us/meeting/register/tJYvdeiqpjsHdDjRfz_WGiB0xH8VE7c6-rg
- 4. January 11th - 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: <https://zoom.us/meeting/register/tJEkdeurrT0qH9yBUz6QMvt993cSTxhu-i2E>
7pm: <https://zoom.us/meeting/register/tJcsde6spzwpGdzENGpWEMP00fH8wvixjXz2>

When filling out the application:

- 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 Bishops Endorsement form are all from the same organization;
- grants are awarded for one year from the time of payment, for 2022 this will be in May, 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;
- 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:

1. **submit the complete grant proposal to the diocesan office by the deadline they provide or earlier**, check to make sure you have the correct date;
2. ask your diocesan office to submit your application as early as possible; and
3. review the Formstack submission email by checking each link (forwarded to you from our staff) to ensure you uploaded the correct forms, this is especially important if you submit after the deadline to have the staff inform you if your application is incomplete.

A complete final grant application includes:

1. a completed application form (all questions and sections must be answered);
2. a detailed budget (please use the construction sample budget if applying for any building projects);
3. a one-page narrative project timeline;
4. the Bishop's Endorsement form;
5. a grant processing form;
6. and an endorsement letter from the screening committee if applicable.
7. A detailed bill of sale for the purchase of a vehicle, property, or equipment.

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.