



## 2022 Grant Application Submission Process

Please note: Additional forms and information for preparing and completing the Grant Application are available for downloading from <http://www.episcopalchurch.org/uto> or [www.unitedthankoffering.org](http://www.unitedthankoffering.org).

### Submission Deadline Information for All Applications

**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 before the due date so that our staff can notify you of any missing items or any issues in time to correct them before the deadline.

### Submission Process for Initial Review by the Diocese or Province

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 or Primate’s Office. Please contact them to ascertain when they are due. You may not submit any additional materials, photos/videos/etcetera.**

1. The Episcopal Church Grant Application Overview
2. Grant Application
3. Narrative Budget
4. Timeline
5. 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, February 4, 2022.**

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

1. The Episcopal Church Grant Application Overview (which is filled in directly on Formstack)
2. Grant Application
3. Narrative Budget
4. Timeline
5. Supporting Documents (proposed itemized bill of sale, etc.) if applicable
6. Bishop’s Endorsement Form
7. Copy of the most recent audit of the ministry requesting funds
8. Grant Processing Form
9. 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://www.episcopalchurch.org/grants-and-scholarships/uto/2022-uto-grant-application/>

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, 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).**

## Submission Process for Applications from outside The Episcopal Church or for those for whom English is not the primary language

In Anglican provinces, the provincial office must submit the Grant Application electronically, with all required supporting documentation and signatures, no later than **5:00 p.m. Eastern time on Friday, December 3, 2021**. The staff will then work with applicants, dioceses and provinces to ensure that the application is complete, clear and within the focus and criteria. You may submit your application in Spanish or French and we will work with you on translation. Your application still must be finalized by Friday, February 4, 2022 to continue in the process, so it is important that whomever is listed as the primary contact person for the grant is available to work on the application throughout this time period.

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

1. The Episcopal Church Grant Application Overview
2. Grant Application
3. Narrative Budget
4. Timeline
5. Copy of the most recent audit of the ministry requesting funds on the grant processing form
6. Grant Processing Form
7. Supporting Documents (proposed bill of sale, etc.) if applicable
8. Bishops Endorsement Form, if from the Anglican Communion, this must include the Primate's signature.

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

<https://www.episcopalchurch.org/grants-and-scholarships/uto/2022-uto-grant-application/>

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, 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).**