



## Helpful Hints on Completing and Submitting your 2024 UTO Grant Application: for The Episcopal Church

*(All times listed are Eastern.)*



### Read the 2024 UTO Focus and Criteria carefully

It can be found at <https://unitedthankoffering.com/apply/>. We highly recommend that you ask for help early in the application process and attend at least one of the webinars listed below.

### We offer a variety of videos and webinars to help applicants

Starting August 1, you can find brief videos at [www.unitedthankoffering.com/apply](http://www.unitedthankoffering.com/apply) that will help guide you through the application process. In addition to these videos, we will offer open office hours, where you can register to join our staff and grant committee members to get your questions answered about the application process. 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. August 23 2023 at 5p: Spanish Language Webinar**  
**Register here:** <https://zoom.us/meeting/register/tJlft-6grjwvE9PyzX1P1KZ8EPdtkzXHVh46>
- 2. September 21, 2023 at 12:30p: Finding Funding for Your Ministry Idea with UTO, CPC, EWHP**  
**Register here:** [https://zoom.us/meeting/register/tJUpdOmtqj8rE91Fzlc9N1YaG\\_kwWj600hmw](https://zoom.us/meeting/register/tJUpdOmtqj8rE91Fzlc9N1YaG_kwWj600hmw)
- 3. October 18, 2023 from 1-3p: Open Office Hours, come with questions and get help!**  
**Register here:** <https://zoom.us/meeting/register/tJwpdO2hqDwtGdl56XSBT7cG4TcNS2eFWlek>
- 4. November 14, 2023 from 7-8p Eastern– Open Office Hours, come with questions and get help!**  
**Register Here:** [https://zoom.us/meeting/register/tJUod-uuqTovH91e3bF-sglwfn\\_6U\\_-XOCmz](https://zoom.us/meeting/register/tJUod-uuqTovH91e3bF-sglwfn_6U_-XOCmz)
- 5. December 7, 2023 from noon-1p or 7-8p – Open Office Hours, come with questions and get help!**  
**Noon Registration:** [https://zoom.us/meeting/register/tJYlcOipqjMrHN3drlzf\\_TOCbhJDXbPBkGbc](https://zoom.us/meeting/register/tJYlcOipqjMrHN3drlzf_TOCbhJDXbPBkGbc)  
**7pm Registration:** <https://zoom.us/meeting/register/tJMofuurqzgiE93ckzxBGdqvdpo13aJT1wXo>
- 6. January 8, 2024 from noon-1p or 7-8p – Open Office Hours, come with questions and get help!**  
**Noon Registration:** [https://zoom.us/meeting/register/tJUpceyhqjouE9GV1nEnHbF2xb3YbtZ\\_Xsmb](https://zoom.us/meeting/register/tJUpceyhqjouE9GV1nEnHbF2xb3YbtZ_Xsmb)  
**7pm Registration:** [https://zoom.us/meeting/register/tJYldu-qqjwuGtQBE4leHFAEt\\_o-mMFwpEjb](https://zoom.us/meeting/register/tJYldu-qqjwuGtQBE4leHFAEt_o-mMFwpEjb)

### When filling out the application materials:

- Make sure that you are answering the question that is asked, not the question you had hoped we would ask.
- 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; the grants committee will use your answers to determine which funding level you will be eligible to receive.
- Make sure the answers to the questions on the application justify or explain your budget.
- If asking for the purchase of a vehicle, building, land, or equipment (ex. computers), 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 the audit, grant processing form payee, and the list of corporate officers on the Bishop's Endorsement form are all from the same organization.
- Be sure your timeline reflects your hopes and plans for the future beyond the grant period and how you might fund them.
- Grants are awarded for one year from the time of payment; for 2024, 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.
- 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, etcetera.
- Have someone who is not involved in the project proofread the application.

### When submitting the application:

**Please note that the deadline of January 19, 2024 at 5p Eastern is firm.** 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. Additionally, we recommend submitting your application by January 9, 2024, 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 must include the following and be emailed together to **your diocese by the deadline set by the Bishop's Office or Diocesan UTO Coordinator. 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 applicant submits the final application electronically, with all required supporting documentation and signatures, **no later than 5:00 p.m. Eastern on Friday, January 19<sup>th</sup> at 5p Eastern. The online portal for submission will be available in the fall of 2023, please check [www.unitedthankoffering.org/apply](http://www.unitedthankoffering.org/apply) for more information when you are ready to submit your application.**

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.*

**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).