



## Helpful Hints on Completing and Submitting your 2025 UTO Grant Application



### Read the 2025 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. Monday, July 8, 2024 at 11a Eastern Time: Webinar for East/Central & South Africa**  
[Join here: https://zoom.us/j/96038629370?pwd=VIZjSmJHaOhvM0o5MkN1S21PZWWhjQT09](https://zoom.us/j/96038629370?pwd=VIZjSmJHaOhvM0o5MkN1S21PZWWhjQT09)
- 2. Monday, July 15, 2024 at Noon Eastern Time: Webinar for West Africa**  
[Join here: https://zoom.us/j/97755343072?pwd=RjZJajd2STRQNW9DVIbXaEd6N3ladz09](https://zoom.us/j/97755343072?pwd=RjZJajd2STRQNW9DVIbXaEd6N3ladz09)
- 3. August 2024: Webinars for Regions Outside of The Episcopal Church and in Spanish**  
[Please email Heather \(hmelton@episcopalchurch.org\) for dates and information on registering.](mailto:hmelton@episcopalchurch.org)
- 4. Tuesday, September 10, 2024 from 1-3p: Open Office Hours, come with questions and get help!**  
[Register here: https://zoom.us/meeting/register/tJUrc-qopjwqGNSjMqDJR25zDvJRww8P99Mb](https://zoom.us/meeting/register/tJUrc-qopjwqGNSjMqDJR25zDvJRww8P99Mb)
- 5. Wednesday, October 16, 2024 from 5-7p: Open Office Hours, come with questions and get help!**  
[Register here: https://zoom.us/meeting/register/tJYkf-qvrTstGtYJfmpSuhuXtnqWGadiqSZ9](https://zoom.us/meeting/register/tJYkf-qvrTstGtYJfmpSuhuXtnqWGadiqSZ9)
- 6. Thursday, November 14, 2024 from 7-9p: Open Office Hours, come with questions and get help!**  
[Register here: https://zoom.us/meeting/register/tJMufuGuqDlPH9IRqQiaXftH-nNJKtJxnQig](https://zoom.us/meeting/register/tJMufuGuqDlPH9IRqQiaXftH-nNJKtJxnQig)
- 7. Saturday, December 7, 2023 from 9a-11a: Open Office Hours, come with questions and get help!**  
[Register here: https://zoom.us/meeting/register/tJYqdumorDivEtNUU\\_7JuBOUAXtbxNqYLKxX](https://zoom.us/meeting/register/tJYqdumorDivEtNUU_7JuBOUAXtbxNqYLKxX)

### When filling out the application:

- **Must be submitted in Word or Google doc, not as a PDF**
- 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.
- **Question 4** on the application is not asking for the demographics of your town but is asking about the people who will be served by this grant if awarded. For example, if your project is to reach out to the feral cats in your town, tell us how many feral cats there are and information about them (don't meow versus meow, underfed, destroying songbirds, etc.).
- **Question 7** is your chance to expand on your answer from question one. For example, you can say, "build housing for feral cats, teach feral cats to garden, etcetera", elaborating on your summary statement to question one, e.g., "our community has been invited to partner with our feral cat community to provide them with a better life."
- **Question 8** if requesting over the cap of \$55,000, you are required to justify the higher funding level.
  - The project must demonstrate scalability – meaning that a meaningful project can still take place at the lower amount (for example, the lower amount means that you can still have a meaningful project but perhaps with a smaller number of participants)
  - If requesting funding for a building or a renovation of a current building, you must demonstrate the long-term viability of the program that requires a new and dedicated building for the project in addition to a sustainability statement regarding the maintenance and care of the building

### When creating your budget:

- All budgets must be submitted in Excel or Google Sheets.
- 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.
- Include a clear description of each budget line and why that item is needed to make the project successful.
- Your budget must include support (in-kind) beyond the amount requested from UTO. This support can be:

- Time – as demonstrated through projected volunteer hours;
- Talent – skilled support from individuals or other organizations donated for the success of the project;
- Treasure – fundraising, other grants, funding from other organizations.
- If you are requesting funding for vehicles or computers, please justify why you need the top-of-the-line equipment versus a less expensive option (for example, why is a MacBook necessary instead of a Chromebook) and why the increased functionality is necessary.

### **Provide specific information in your project's narrative budget in US dollars.**

We've created a set of sample budgets for you at [www.unitedthankoffering.com/apply](http://www.unitedthankoffering.com/apply)

### **If you are asking for more than the \$55,000 amount, please include:**

- a budget showing why you need more than \$55,000 to complete the project;
- please indicate which items you would cut and still be able to fulfill the spirit of the project. You can do this by creating two columns showing two different budgets or by creating a pilot project with the lower amount or phases to the project. Please see the sample budget for an example.

### **Please include the following on the budget:**

- A brief explanation of the responsibilities of all paid positions and how they are new;
- A justification for the purchase of any equipment;
- Total amount requested from the United Thank Offering;
- Total amount of donations already received, promised, or anticipated;
- Total amount necessary to complete the project;
- In-kind donations (time, talent, donations of tools, etc.). Be sure to include all organizations or agencies that will be supporting the project.

### **When creating your timeline:**

- Timelines do not need to use complete sentences and cannot exceed the 500 word limit.
- We've created sample timelines for you at [www.unitedthankoffering.com/apply](http://www.unitedthankoffering.com/apply).
- Be sure your timeline reflects your hopes and plans for the future beyond the grant period and how you might fund them.
- **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.

### **General reminders:**

- Grant applications that exceed the cap are an exception and not the rule in UTO funding. Many who request the additional funding do a poorer job of justifying the project that falls within the funding cap and do not make the case for needing the additional funds. We strongly recommend seeing the additional funding as a second phase to the initial project represented in the smaller funding request. We recommend reviewing past UTO grant lists to see the kind of projects that demonstrated extraordinary/exceptional need for a project to address the focus. (Be aware that higher requests that do not justify the two budgets may not score as well as those with lower requests and are less likely to be funded at all.)
- 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.
- Grants are awarded for one year from the time of payment; for 2025, this will be in June, which should be reflected on your timeline.
- Decision makers may research you and/or your organization to better understand your program or project, so ensure any information in your online media does not conflict with facts stated in 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 two deadlines are firm.** UTO utilizes two deadlines for all applications to provide the opportunity for revisions and updates after an initial review by the staff to ensure your application is complete along with any questions or concerns they might find after a cursory review of your materials. Meeting **the first deadline of January 10, 2025 at 5p Eastern**, ensures that your application is in the process, you can submit an incomplete application (however it must include an application, timeline, and budget). No new applications will be accepted after this date. Between January 10th and the final deadline, applicants will be given

assistance finalizing their application. After **the final deadline February 7<sup>th</sup> at 5p Eastern**, no additional 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.

### **Be in communication with your diocese or province prior to submitting.**

UTO cannot accept applications which are not supported by your diocese or province. Please be sure to check with your Bishop and/or Primate prior to submitting anything to UTO. If at all possible, please include your Bishops Endorsement Form with your initial application packet.

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

1. Grant Application
2. Narrative Budget
3. Timeline
4. Grant Processing Form
5. Audit of the entity requesting to receive the funds on the Grant Processing Form
6. Supporting Documents (proposed bill of sale, selection committee letter, etc.) if applicable
7. Bishop’s Endorsement Form, if you’re applying from the Anglican Communion, it must include the Primate’s signature

**Please note that the deadlines are firm.** Once they have 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.

**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).