



2018 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.

Please note that 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.

Submission Process for Initial Review by Grant Applicant

A complete application for review by your diocese or province must include the following and be emailed together to **your diocese OR province (for Anglican Communion grants) by 5:00 p.m. EST on Friday, February 16, 2018:**

1. Grant Application
2. Narrative Budget

Submission Process for Applications from within the Episcopal Church

The diocese must submit the approved United Thank Offering Grant Application electronically, with all required supporting documentation and signatures, **no later than 5:00 p.m. EST on Friday, March 2, 2018.**

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

1. Grant Application
2. Narrative Budget
3. Bishop's Endorsement Form
4. Endorsement Letter from the Diocesan Screening Committee (*if applicable*)

Completed applications should be submitted by the diocese using Formstack:

https://dfms.formstack.com/forms/2018_united_thank_offering_grant_application Any applications submitted that are incomplete or not sent from an email address at the diocese will be rejected.

Submission Process for Applications from outside The Episcopal Church

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. EST on Friday, March 2, 2018.**

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

1. Grant Application
2. Narrative Budget
3. Provincial Secretary's or Primate's Endorsement Form

Completed applications should be submitted using Formstack:

https://dfms.formstack.com/forms/2018_united_thank_offering_grant_application Any applications submitted that are incomplete or not sent from an email address at the province at the deadline will be rejected.

Submission Process for Companion/Partnership Applications

Dioceses within The Episcopal Church may also elect to submit one grant in conjunction with a diocese from the Anglican Communion or a formalized relationship/partnership with an aided diocese (see below) of The Episcopal Church. Please note the following:

1. The grant application is for implementation within the companion diocese or within the diocese where the formalized relationship/partnership exists.
2. Any overseas diocese or aided diocese may submit **ONLY ONE** grant application as a companion or aided diocese. The bishop of the companion diocese or aided diocese will decide which one to endorse and submit.
3. The sponsoring diocese is responsible for the grant accounting.
4. A Bishop's Endorsement Form is **required from each bishop**.

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

1. Grant Application
2. Narrative Budget
3. Bishop's Endorsement Form from the sponsoring diocese
4. Bishop's Endorsement Form from the receiving diocese
5. Endorsement Letter from the Diocesan Screening Committee (*if applicable*)

Aided Dioceses of The Episcopal Church

Alaska	Honduras	Colombia	Navajoland
Dominican Republic	North Dakota	Ecuador Central	South Dakota
Ecuador Litoral	Taiwan	Guam	Venezuela
Haiti	Virgin Islands	Puerto Rico	

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.