



# How to Prepare a United Thank Offering (UTO) Grant Application

*The following information is from the Grant Application Guidelines for 2015. These are for reference only.*

## How can you help people?

### Work out your idea for a grant application – start now!

Start with prayer!

Focus your grant ideas on the topic of the grant (this will change each year)

Get ideas related to violence prevention, social justice and reconciliation from people in your community and church.

Read about UTO grant summaries at either of these UTO websites. Click on Grant Award.

[www.unitedthankoffering.org](http://www.unitedthankoffering.org)

[www.episcopalchurch.org/uto](http://www.episcopalchurch.org/uto)

## Choose one idea for your grant application.

Get the application form at either site and read it carefully. (The ECW site will also have the application form posted. [www.ecwchicago.org](http://www.ecwchicago.org) )

Study the application form and criteria. Talk to the people in your diocese.

Figure out what the grant will and will not pay for (criteria).

Simplify your ideas so readers can understand what you want to do.

Remember – grants are for one year only!

## Find out what UTO grants pay for and what they do not.

### YES

Remodeling costs to start a new ministry on church owned buildings

Staff person to carry out a new ministry

Vehicles: US – half the cost; outside US – full costs. Actual costs needed.

Web page development

Technology/appliances/tools that will be kept at program site and reused.

### NO

Scholarships, school supplies, books or flash drives-anything to give away

Food or any kind of consumables

Printing costs, marketing materials or church operating expenses

Building design costs, permits, etc

Social security or other salary benefits

## **Start making notes**

- Keep your ideas simple, exciting, and remember – this grant application is for one year.
- Why should UTO fund your grant application? Does it fit the grant theme?
- Make a list of the things you need to complete in one year.
- Write out an explanation of how the money will be spent – keep in mind the criteria.
- Be sure to check the list of what will and won't be funded

## **Develop a budget**

- Figure out all costs to carry out the grant and what you need from the UTO.
- Explain every purchase; show evidence of actual costs.
- Double check your budget and your calculations.

## **UTO Application Form**

- Get the application from the website.
- Fill out a rough draft and find out where you need more information.
- Make notes on what information needs to be filled in or clarified.
- The final grant application must be submitted in the form which the diocese requests.
- Contact Helen Mensing, [uto@ecwchicago.org](mailto:uto@ecwchicago.org) with any questions.

## **Put it all together to submit to the screening committee**

- Keep your application brief, to the point and be sure it fits the Mark of Mission
- Double check to see the budget amount requested is the same throughout the application.
- Be sure you have included and supporting materials which may be requested including signature forms, budget spreadsheets, annual report information
- Check to be certain that all pages of the application have been completely filled out.
- Submit the application on time to the screening committee. The address will be supplied with the application form.
- Keep a copy of the grant application!

**All this information is for your reference. Updated information will be available when the criteria for the grants is posted on-line and further information will be available when the application form is posted.**