



August 14, 2018

Dear Members of Executive Council,

On behalf of the United Thank Offering (UTO) Board and Staff I want to welcome those of you who are new and send our greetings to those of you who are continuing.

For those of you not familiar with UTO or needing a refresher, I want to provide you with a brief note on our work and how/when it comes before Executive Council. Each year, UTO invites every Episcopalian to develop and strengthen a personal spiritual discipline of gratitude by noticing the good things happening around them, giving thanks to God for each blessing, and making a thank offering via a UTO Blue Box or the Blue Box app. The thank offerings are collected at parishes, then at the diocese (usually at convention), and sent in to UTO. 100% of the money collected is given away the following year by the UTO Board through grants to support innovative mission and ministry in the Episcopal Church and Anglican Communion. We offer two grant cycles a year, one for young adults and seminarians (YAS!) in the fall and our annual grant process in the winter. Per the agreement with Executive Council from a few years ago, two steps in the UTO grant process require Executive Council approval: approval of the grant focus and criteria and approval of the awarded grant list. The grant focus and criteria will come to you a few months before it is released to the public. We ask that you keep the information confidential until the official release date to allow us time to finalize the application materials and invitation letters. Grant awards once approved are announced immediately (except in General Convention years), so you can share the good news as soon as your meeting adjourns. We follow a standard calendar for granting so you can anticipate receiving materials at the same time every year. The YAS! focus and criteria will come to you in June for approval, we open the YAS! process on the first Friday of August, applications are due the first Friday of November, and we send you the list of grants to approve for your first meeting of the new year. The annual grant application materials are released on the first Friday of December, applications are due the first Friday of March, and we send the chosen grants to you for approval at your June meeting. We send the annual grant focus and criteria for your approval in the fall.

This triennium we are trying something new based on feedback we've received—we'll be releasing the focus and criteria for the triennium instead of one year at a time, so you'll only need to approval the annual focus and criteria this one time for the triennium. It is attached for your consideration and approval. Please know that our staff is available during your meeting to answer any questions by phone or email. At all other times, please feel free to contact Heather or me and we would be happy to help. Thank you for all of the ways you support the United Thank Offering.

Sherri Dietrich, UTO Board President

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UNITED THANK OFFERING



United Thank Offering Grant Focus and Criteria

*UTO was founded to support innovative mission and ministry
that the Church budget has not yet expanded to fund.*

The 2019 United Thank Offering Grant session will focus on the following:

Go: Crossing boundaries created by race, culture, and economics to create communities that listen deeply and learn to live like Jesus.

The 2020 United Thank Offering Grant session will focus on the following:

Bless: Share faith, practice generosity and compassion, and proclaim the Good News of God in Christ with hope and humility.

The 2021 United Thank Offering Grant session will focus on the following:

Act: Turn love into action by caring for God's creation to protect the most vulnerable who will bear the largest burden of pollution and climate change.

The United Thank Offering will accept:

- grant applications for start-up costs for a new ministry, not for the continuation of an ongoing ministry unless there is a definite new direction added to the existing program beyond simply increasing the number of participants in the current program;
 - grant applications for seed money for start-up positions, either full- or part-time for a new ministry (*see above*);
 - **one** grant application per diocese within The Episcopal Church and one per province of the Anglican Communion;
 - **one** additional application from a diocese of The Episcopal Church for a companion/partnership grant
 - this relationship may be with a diocese from The Episcopal Church and a diocese of the Anglican Communion, or
 - this relationship may be with a diocese of The Episcopal Church and one of the aided dioceses of The Episcopal Church (*for a full list of aided dioceses, please see the Application Process Form*);
 - only one additional application per aided diocese or diocese of the Anglican Communion will be accepted;
 - the application must indicate how both partners are involved in the project/program;
 - the sponsoring diocese will be responsible for the final accounting of the grant.
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A United Thank Offering grant application must:

- spend grant money within one year of receipt of the grant;
- return the final report of the funds within one year of receipt of the grant;
- show a connection with The Episcopal Church or Anglican Communion;

- show that any property, land, or structure is owned by an Episcopal congregation or diocese or province of the Anglican Communion by including a proposed bill of sale for land or property purchases;
 - show how computer equipment, if requested in the budget, will be protected, maintained and supported going forward (please note: UTO cannot fund service contracts for computers);
 - spell out construction costs in detail (see the sample construction budget for help);
 - show financial or in-kind support.
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The United Thank Offering will NOT fund:

- project site/programs for two consecutive years;
- capital campaigns or debt reductions;
- deferred maintenance (repairs or upgrades to the physical plant or facility must be tied to the specific ministry or project of the current application);
- operational budgets (meaning the proposed budget and program is the same as the year before);
- debts obligated or incurred before the date of the grant award;
- consultancy fees, stipends or honoraria;
- employment benefits or fees, taxes, or social security costs;
- purchase of consumable items (e.g., food, medicine, paper goods, toiletries, fuel of any kind, school supplies, anything that is given to those attending a program, travel, mileage, overnight accommodations, etc.);
 - For garden projects, UTO will fund: Soil, manure, trees, bushes
 - UTO will NOT fund: fertilizer, plants, flowers, seeds
- maintenance or printing of marketing materials, or a website; however, the initial development/creation of materials, videos, or a website **can** be funded;
- fees of architects or engineers, permits or insurance of any kind, shipping costs, background checks, or fingerprinting;
- contingency funds or overhead costs;
- rent or leasing of any kind;
- modifications or construction of property NOT owned by an Episcopal or an Anglican Communion entity;
- scholarships, tuition, camp fees, or attendance incentives;
- previously funded requests;
- programs regarded to be diocesan operating budgets;
- incomplete grant applications;
- grant applications from an Episcopal or Anglican diocese that has a current delinquent/outstanding grant;
- grant applications that have 51% or more of the total requested from UTO out of criteria (*these items may appear on the budget, but it must be indicated who is funding them; see sample budget for more information*);
- emergency response requests.

In Episcopal dioceses within the United States, the United Thank Offering WILL NOT fund:

- a vehicle with a 12 or 15 passenger chassis (due to stability and insurance matters);
- any vehicles that are not the property of a church or diocese of The Episcopal Church.

Additionally, the United Thank Offering:

- will only fund **one-half** of the amount of the cost of a vehicle requested in the United States except in aided dioceses and the budget must show where the other half of the funding is coming from;
- requires a proposed bill of sale, which must accompany **all** applications requesting a vehicle, land or building (both in the United States and in other countries);
- will fund a vehicle for one year only - there will be **NO** extensions allowed after the one year (both in the United States and in other countries).

Please note - any grant application submitted that is not within the criteria guidelines will not be considered.

Please join the United Thank Offering Board for one of the webinars concerning the grants listed on our blog at www.UnitedThankOffering.org and posted on our Facebook page, or contact our office with questions!