



2026 Application Checklist

Application (Submit as a Word Document)

- ☐ Did I meet all of the word limits?
- ☐ Did I only list email addresses in Section 1C?
- ☐ Did I only answer a or b for question 3?
- ☐ Do the answers help justify the costs on the budget? (For example: can someone tell me what is in the budget from only reading question 1?)
- ☐ Is the information in my answer relevant to the question asked?
- ☐ Is my writing coherent? Does it make sense to someone not familiar with the project?
- ☐ Do the answers add detail but not repeat information shared elsewhere?

Budget (Submit as an Excel Spreadsheet)

- ☐ Did you explain project costs and how they are related to the project in each line?
- ☐ Did you double check your math and/or formulas to make sure your math is correct and that it matches the amount listed on your application?
- ☐ Do I need to submit any additional documentation?
 - ☐ Detailed construction bid - make sure it shows the contingency line and attribute that amount to someone other than UTO on your budget.
 - ☐ If asking UTO to purchase a vehicle, include a proposed bill of sale. If there is a fee for transporting the vehicle to your location, that must be funded by someone other than UTO.
 - ☐ If purchasing computer equipment, include a sample breakdown of costs, and explain why you made the choices you did when selecting the equipment (ex. why do you need a top of the line graphics computer instead of a chrome book?)
 - ☐ If asking for above \$55,000, did I submit the additional form and dual budget columns?

Timeline (Submit as a Word Document)

- ☐ Is my writing cohesive? Are my ideas logically connected?
- ☐ Do I adequately explain how we developed the project and enlisted the support of our community?
- ☐ Do I adequately explain our plans for continuing the project once the funding year is over?

Additional Documents

- ☐ Is my audit from 2025 or 2024?
- ☐ Is the audited entity listed as the receiver of funds on the grant processing form, and has its' corporate officers listed on the Bishops endorsement Form?
- ☐ Is the Bishop's Endorsement Form signed (and by the primate if outside of The Episcopal Church)?
- ☐ Do I have my completed and signed form from my Community Partner?



2026 Timeline Helpful Hints

Helpful Hints for Filling Out the Timeline

- The timeline is used by the Board to evaluate community engagement, planning, and sustainability.
- Timelines do not need to use complete sentences and cannot exceed 500 words.
- We recommend color-coding your timeline into: planning work, grant funded activities, and post-grant sustaining work.
- Remember that grants are awarded for one year from the time of payment and this should be reflected on your timeline.
- Please include the following:
 - any background work that has been done, including research, community listening sessions, networking, etc.
 - any background work that will be done between the deadline to apply and when grants are announced
 - if this is a current program going in a new direction, be sure to include information about the current project and how the new direction was developed.
 - if awarded, what steps will be taken to complete the project and plans for continuing the project (if applicable) after the funding year ends
- Use your timeline to describe how this is a new project or program, or the expansion of a pilot.



2026 General Helpful Hints & Helpful Hints for the Additional Documents

General Helpful Hints

A few general items about a UTO grant process:

1. Draft applications are welcome! Please note, you can send as many drafts and questions until the first deadline, after that deadline you will have five (5) reviews before the final deadline.
2. All draft applications and email correspondence becomes a part of the record/file for your application and may be reviewed by UTO Board members.
3. 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.
4. We're here to help! UTO offers open office hours and support year-round.
5. **Communities of color and communities of lower economic standing are welcome to apply and support is available.**

Helpful Hints for Organizing Additional Documents

Begin by deciding where the funds will be sent. Some dioceses want the funds sent to the diocese to oversee them, others want them sent to the parish. Once decided gather:

1. audit from 2025 or 2024 which meets the audit guidelines for your diocese (The Episcopal Church) or province (Anglican Communion or Episcopal Church provinces).
2. list of corporate officers for the Bishop's Endorsement Form. If the payment is to:
 - a parish, list the vestry
 - a diocese, list the standing committee
 - an Episcopal non-profit, list the Board of Directors and then also answer question 3
3. If the funding is for an Episcopal non-profit, you will need to answer question 3, if it is for a parish, diocese, or province, then you do not need to answer this question.
4. Fill out the grant processing form with the information for the entity listed above.

Note: see the Bishop's Endorsement Form Helpful Hints for more information on the rest of that form. We recommend filling out the first page collaboratively with the Bishop's Office.

Helpful Hints for the Audit

- If the audit was prepared in a language other than English, please run it through an online translator or submit it as a PDF so we can do that. Do not submit it as photographs of the audit because we cannot translate it.
- If you utilized an internal audit process, you can submit that documentation as long as it is inline with your diocesan canons.

Helpful Hints for the Grant Processing Form

Please note that you only need to fill out one section of the form - either to have the funds sent by check or by wire transfer.

At the bottom of the form, it asks for a signature from someone at the Diocese who can affirm that the grant can be paid out as described on the form.