



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 Application Helpful Hints

Helpful Hints for Filling Out the Application

- Make sure that you are answering the question that is asked and not the question you hoped we'd ask and be sure to follow word limits.
- Make sure that you've not repeated information, but that each answer adds information and clarity to the proposal and explains what is being requested for funding.
- Do not include any photos, videos, or documents not requested on the form.
- You can submit your application in English, Spanish, or French at the first deadline. It will be translated for updates before the final deadline.

Helpful Hints for Section One

- Make sure the amount requested matches the total requested from UTO on your budget.
- Section A: make sure these individuals are available in case of questions between the dual deadlines and for a few weeks afterwards during the initial review of your documents.
- Section B: Make sure to include the name and physical address of where the funds will be spent, especially if the project is for construction or renovation.
- Section C: only include email addresses, if you do not have the person listed, leave it blank.

Helpful Hints for Section Two

- 1 This is your thesis statement for your project, make sure it includes what you're asking UTO to fund and how it fulfills the focus.
- 2 Answer both (a) and (b).
Answer only (a) or (b).
- 3 (a): New ministry means you've not done anything like this before
(b): if you are taking a current ministry into a new direction beyond increasing participation
- 4 This question wants to know what will be different in your community if this project is funded and what changes will let you know that your work has been successful.
- 5 Have you explored other funding options for this project or applied for other funding? Tell us about those and what they might support as a part of this project.
- 6 Tell us how this project will be sustained after the initial funding runs out. This should add to but not duplicate information on your timeline.

Helpful Hints for Sections 3-5

This section is ensuring that your project is eligible for funding from UTO. This is especially important this year with the partnership aspects. While you must engage with another community, any equipment, vehicles, renovations/construction projects must be owned by The Episcopal Church partner. Make sure to read each question carefully and answer it as requested in the instructions for that question found in italics.



2026 Community Partner Form Helpful Hints

Helpful Hints for Filling Out the Community Partner Form

- Make sure that you are answering the question that is asked and not the question you hoped we'd ask and be sure to follow word limits.
- Make sure that you've not repeated information, but that each answer adds information and clarity to the proposal and explains what is being requested for funding.
- Do not include any photos, videos, or documents not requested on the form.
- You can submit your application in English, Spanish, or French at the first deadline. It will be translated for updates before the final deadline.



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 Ida Soule Form Helpful Hints

Helpful Hints for the Ida Soule Award

- Beginning in 2026, the UTO grant committee will only choose one application to move forward at any amount above \$55,000. This does not guarantee that the grant will be funded, meaning that there may or may not be an Ida Soule Award each year. Applications not selected to move forward at the higher amount will be considered at the lower amount for funding.
- We strongly recommend seeing the additional funding as a second phase to the initial project represented in the smaller funding request. We recommend reviewing the UTO grant list to see the kinds of projects that get funded at the higher amount. Many applicants who ask for the higher amount fail to justify either portion of the project because the scope is unclear in the application and budget. Be sure to think through the full request and the smaller request.
- Applicants will need to fill out an additional form and include additional information on their budget, helpful hints for those items are below.

Helpful Hints for Filling Out the Ida Soule Award Form

- Be sure to read the notes at the top of the form and use them to help you answer the questions.
- This form includes three questions that get to the heart of what makes a project eligible for additional funding: transformative project for your community, the project is necessary and needed now, and the project impact. It is very important that you can clearly articulate the capacity your community has for this project and show that it can be completed successfully either scaled up or down.

Helpful Hints for the Budget for Ida Soule

- We recommend thinking about the budget as way to scale your project. The budget at \$55,000 should allow for your project to move forward as either a pilot or a smaller scale project. It should not be the same budget as the \$100,000 with items simply removed. Begin with the \$55,000 budget, and then consider your capacity and the projects ability to transform the community if you had additional funds.
- We do not recommend applying for this fund if your higher grant just allows you to do the same project in multiple locations or if you do not have other funding sources available for this project.

Item	Purpose	\$55,000 Request	Funded By	100,000 Request	Funded By
Program:					
Meals	We currently hold a community meal for families in need every Monday through Thursday. These families have asked that we consider an afterschool program and laundry to help their families succeed.	0	Congregation	-	Congregation
Staffing	hire a part time person to supervise the after school program, including the ongoing training of volunteers	20,000	UTO	20000	UTO
Training for Volunteers	Safe Church Training, Crisis Management Training, and materials overview training will be provided by a parishoner who provides these training to our Faith Formation program and local school district	0	Volunteer time	0	Volunteer Time
Computers	Create a computer lab for students to use to type papers and complete other requirements for school that utilize a computer	9,000	UTO	10000	UTO
Printers	Two Epson printers that are ink efficient will be purchased so students can print out assignments	1000	UTO	1000	UTO
Tables, Chairs	Donated by another congregation that is upgrading their furniture	0	St. Alban's	0	St. Alban's
Commercial Washers and Dryers (\$5,000 for one set, 5 sets needed)	Our community needs access to laundry machines. Many of the students lack clean clothes for school, so volunteers will help manage the laundry services while students are working on their homework.	25,000	UTO	25,000	UTO
Renovation		55,000			
Flooring	The floor is currently asbestos tile that is not damaged, we would like to cover it with new, durable flooring to increase safety for our program.	0	Would have to fundraise for this amount.	10,000	UTO
Paint and Painting Supplies	The dry wall is in good shape, but the paint is not. We would like funding to paint the room so it is more welcoming to students and their families.	0	We would work with local restaurants for fundraising nights to raise this amount.	2,000	UTO
HVAC Updates	Current our space does not have air conditioning which means our program cannot comfortably meet in the summer months. This would allow us to function year round to support at risk families.	0	We would try to find other grant funding for this, but it would likely go unfunded.	30,000	UTO
Initial Supplies for the laundry	We would like to purchase shelves, laundry carts, and an initial stock of soap, etc. for the laundry room.	0	We would hold a fundraiser for these items.	2,000	UTO
Total Expenses for Project				\$100,000.00	



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.



2026 Submission Process Helpful Hints

About the Dual Deadline Process

Note: Deadlines are Firm - no additional time will be offered.

UTO utilizes two deadlines for all applications to provide the opportunity for revisions and updates after review by staff. Between the two deadlines, applicants may have up to five reviews of their materials. Once the final deadline has passed, no additional materials will be accepted. Incomplete applications are considered out of criteria and will not be reviewed for funding.

First Deadline:

For the first deadline, you are only required to submit your application, budget, and timeline. If we receive more than one application from the diocese (or more than two applications from the Province in the Anglican Communion) we will ask the diocese/province to let us know at that time which applications should proceed in the review process. (Staff will provide one review of drafts to assist in making that decision.) We recommend that dioceses/provinces create an internal deadline prior to the first deadline to receive project proposals so that the diocese/province can determine which application to support moving forward.

Second Deadline:

By the second deadline, the applicant must complete all revisions and all documents must be submitted and complete. This includes:

1. Application
2. Community Partner Form
3. Budget and any required proposed bill of sales or construction bids
4. Timeline
5. Bishop's Endorsement Form
6. Audit
7. Grant Processing Form
8. Ida Soule Application Form, for those requesting above \$55,000

All materials at this deadline need to be in English and US Dollars.

Removing your Application From Consideration

If you are not able to complete your packet by the second deadline, or if at anytime it becomes clear that your project is not within the criteria, we recommend removing it from consideration. If you remove your application from consideration by the second deadline then your organization is eligible to apply again next year. If your application is considered for funding (regardless of if it is funded or not) then your organization/parish/diocese cannot apply again next year.

Need help or have questions?

Please reach out to UTO staff at hmelton@episcopalchurch.org for help at anytime during the grant process. We've also created videos and helpful hint pages to guide you through each section of the application packet to try to make it as clear as possible.



2026 UTO Grant Process Support

Open Office Hours

Each month, UTO Staff and Grant Committee members schedule time to meet with potential grant applicants one-on-one. This is a chance to ask any questions you have about the materials or get feedback on your project. Please note: we will let applicants into the zoom meeting one at a time from the waiting room and keep folks updated on when they will get to enter. We've selected a variety of dates and times to try and accomodate everyone. If none of the dates work for you, or if you have registered and can no longer attend, please email Heather at hmelton@episcopalchurch.org so she can find a time to meet with you or update your registration/application file.

[Wednesday, August 13 at 2p Eastern Time - register here.](#)

[Thursday, September 25 at 7p Eastern Time - register here.](#)

[Tuesday, October 28 at Noon Eastern Time - register here.](#)

[Saturday, November 8 at Noon Eastern Time - register here.](#)

[Wednesday, December 3 at 8p Eastern Time - register here.](#)

You can also contact us through the form on the grant application webpage for help during the grant process.

Spanish Language Webinar

Wednesday, September 10 at 1p Eastern Time

Join us for a Spanish language gathering to discuss the 2026 grant materials along with a time for questions and answers. This webinar is open to all Spanish language speakers in The Episcopal Church or the Anglican Communion. [Register here.](#)

Webinars for the Anglican Communion

These webinars will be scheduled over the summer and into the early fall. Invitations will be sent via the Presiding Bishops Staff to Primates and Provincial Secretaries. If you would like to be invited, please email Heather Melton to get added to the list, all applicants from the Anglican Communion are welcome to attend the webinar for their region.