



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

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