



2027 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.
- For the first deadline only: you can (and should) submit this as a draft.
 - Use the option to add a comment in Word if you have a question or want to raise a particular issue for the initial review process.
 - Instead of using AI to help you stick to the word limits, go over and make a comment to ask for help in making cuts.

Helpful Hints for Section One

Please make sure the answers to Section One are consistent across all documents. Prior to submitting your final documents, we recommend fixing one chart and then cutting and pasting it into the other forms to ensure consistent answers.

Helpful Hints for Section Two

Project Purpose

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. This is used on promotional materials if the grant is awarded, so also ensure that it reads as a standalone statement about your project.

Project Goals & Ideal Final Outcome

This question is asking what are your goals for the project. You must provide at least two but no more than five goals. We've created a helpful diagram to explain what we mean by goals, milestones, and final outcome. Think about climbing several flights of stairs, maybe you're headed to the 10th floor and you enter the stairwell on the 2nd floor. Each step carries you closer to your goal of reaching the 10th floor and you know that you'll meet a landing for each floor along the way. The landings are your goals. These tell you that you're making progress and that a significant phase has come to completion. Milestones are the steps between floors. You can't simply jump from floor 3 to floor 4; you have to take each step along the way. Finally, when you reach the door that says "10" you know you've gotten where you are going. That is your final outcome.

The section on goals is looking to see if you've thought through all of the ways this project will impact your ministry and community. What are the wins along the way or opportunities for celebration? The goals help UTO see how you plan to build and grow over the course of the funding year while also understanding that sometimes things do not go according to plan, so share your best case scenarios for a successful project, both along the way and at the end.



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Helpful Hints for Section Three

Now that you've considered your goals along the way and at the end, now UTO wants to hear what you think it will take to get you there. The Board asks you to consider what you've already done to plan for this application. Maybe you've met with city leaders or run a pilot project. List three milestones you've completed so far. Remember, milestones are not goals but also are not small.

A good milestone for an ideal final outcome of building a hospital is "opened an application process for a contractor" and the description might be how and who was involved in posting that opportunity. Your goal for that section might be "contractor hired and work begins" since there is a clear pivot from the hiring process to the building process. Here's another example: if your final outcome is to start a ministry that connects you congregation to your community by creating a restorative justice program, the milestones that got you to this application could include: met with city officials, held forums, prayed and discerned our role in the restorative justice process. Then your goals might be: have five members trained. A milestone along the way to that goal might look like: fundraiser held to offset the cost of training.

Helpful Hints for Section Four

Question One:

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.

Question Two:

Tell us how this project will be sustained after the initial funding runs out. Think about this as your first goal for after the funding ends.

Question Three:

This final question is drawing you back to the focus for 2027 and thinking about how your project will bless those that participate in your project and give back to sustain the work in your community. Consider things like: people who came to the ESL classes will start to teach Spanish to English speakers, or children who participate in camp will do a service project.

For the Second Deadline Include:

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| ☐ Grant Proposal Form | ☐ Draft Application Form |
| ☐ An Audit from 2025 or 2024 | ☐ Bishop's Endorsement Form (or submit at final deadline) |
| ☐ Draft Narrative Budget | |

Reminders:

The Second Deadline is considered a draft deadline, you can go over the word limits and put questions in the comments of your document, but there must be an answer to every question. You will have one month to refine and revise.