



2027 Grant Process General Helpful Hints

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A few general items about a UTO grant process:

1. UTO cannot fund any project that could be funded via another grant process or budget area of The Episcopal Church. If you aren't sure if your project qualifies, please contact Heather and she will be happy to help.
2. UTO does not arbitrarily decrease the amount requested from applicants. Please be honest about how much money you actually need to complete the project. This helps us be able to fund more projects. Consider what is the least amount of money necessary to do your project well and ask for that amount.
3. Draft applications along the way 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.
4. All draft applications and email correspondence becomes a part of the record/file for your application and may be reviewed by UTO Board members.
5. 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.
6. We're here to help! UTO offers open office hours and support year-round.
7. **Communities of color and communities of lower economic standing are encouraged to apply and support is available.**

Open Office Hours

Each month, UTO Staff 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. We've selected a variety of dates and times to try and accommodate 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. This year we are utilizing a zoom scheduler. Please only schedule one appointment at a time. If all slots fill up, Heather will add additional times. Office hours begin in August and run through December.

Please visit the [zoom scheduler](https://scheduler.zoom.us/heather-melton/uto-grants-office-hours) for the most up to date options for Office Hours:
<https://scheduler.zoom.us/heather-melton/uto-grants-office-hours>

Webinars for the Anglican Communion & in Spanish

Webinars will be scheduled between August and December for regions of the Anglican Communion as well as a webinar in Spanish. Invitations will be sent via the Presiding Bishops Staff to Primates and Provincial Secretaries. For the Spanish language webinar, we are currently working with leaders in Province 9 & 2 to determine the best date and time for this webinar. It will be posted in the Spanish language area of our application process.