



2027 Final Deadline Review

Grant Project Proposal Form (Submit as a Word Document)

- ☐ Did I answer all of the questions in the charts correctly (and then make sure it matches the other documents)?
- ☐ Did I provide a “big picture” overview of our project that included information as to why this project is relevant to my community and innovative?
- ☐ Did I give a good overview of what I expect my budget will look like when completed, including what support we are able to give to the project?
- ☐ Did I include an audit from 2025 or 2024?

Application (Submit as a Word Document)

- ☐ Did I meet all of the word limits?
- ☐ Does Section One information match all other forms for this application packet?
- ☐ Did I share 2-5 goals, 3 milestones we’ve completed so far, 5 milestones during the project, and 2 after the funding year has ended if awarded?
- ☐ 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?

Narrative Budget (Submit as an Excel Spreadsheet, USD Only)

- ☐ 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?
- ☐ Did you only ask for the minimum amount necessary to complete the project to ensure that UTO can fund as many projects as possible?
- ☐ Did you share support from individuals, groups, or entities other than UTO?

Additional Documents

- ☐ 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. Often, you can create one from a dealership's website or by calling your local dealership and asking them for help. We understand that prices may change between when you apply and when grants are approved, but we must use the price at the time of the application for the budget. If there is a fee for transporting the vehicle to your location, that must be funded by someone other than UTO.

Bishop's Endorsement Form and Financial Documents

- ☐ Is the audited entity listed as the receiver of funds on the grant processing form, and are its corporate officers listed on the Bishop's Endorsement Form?
- ☐ Is the Bishop's Endorsement Form signed (and by the Primate if outside of The Episcopal Church)?



2027 Final Deadline Checklist

A Completed Final Application Includes:

- ☐ Grant Proposal Form
- ☐ Grant Application Form
- ☐ Narrative Budget
- ☐ Bishop's Endorsement Form (signed)
- ☐ Grant Processing Form (signed)
- ☐ Audit - from 2024 or 2025
- ☐ Optional Additional Documents:
 - ☐ Proposed Bill of Sale for a Vehicle
 - ☐ Detailed Construction Bid for any renovations or construction projects

Reminder: on the deadline day, Heather will process applications as submitted. Please submit at least one day prior to the deadline so that she can check your submissions and let you know if anything needs to be updated or replaced.