



2027 Project Proposal Form Helpful Hints

Helpful Hints for Filling Out the Project Proposal Form

Think about this part of the process like a presentation to sell your project. It needs to be informative, brief, personal, and compelling. (Think about the presentations on Shark Tank, for example.) It should give your reader an idea of your ministry background, project idea, and budget expenses. For those within the United States, this will be used by your Bishop to determine which project from your diocese will be selected for funding. The Bishop may or may not utilize a committee to help make that decision so please write the proposal assuming that your audience may not know anything about your ministry.

- 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 proposal in English, Spanish, or French at the first deadline. It will be translated for updates before the final deadline.

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 compliant with your diocesan canons.

A Completed Project Proposal Includes:

- ☐ Grant Proposal Form
- ☐ An Audit from 2025 or 2024

Reminders:

- **If you are applying from the United States, please send this form to your Bishops Office.**
- **If you are applying from outside the United States, please submit via the portal on the UTO Grant Application page.**