



2027 Submission Process Helpful Hints

About the Multiple Deadline Process

Note: Deadlines are Inflexible - no additional time will be offered.

UTO utilizes multiple deadlines for all applications to provide the opportunity for revisions and updates after review by staff.

Deadline One:

- for those inside the United States, this allows your diocese time to discern which project to submit for consideration.
- for those outside of the United States, this allows UTO staff time to ensure that UTO would be able to fund your project if awarded before you have completed the entire process due to changes in international banking regulations.

Deadline Two:

For this deadline, we encourage applicants to submit a draft of their materials. This allows our staff to help with things like clarity, word count, budget criteria, etc. Here are some things to keep in mind:

1. **Please do not use AI.** It is bad for the environment, and our staff will always be more helpful than AI when writing a UTO grant application. She will even help you get within the word limits.
2. With this deadline, you can go over the word limits (within reason) and add comments about things you'd like help with or give two options for how you might want to answer the question, whatever helps you build the best application possible.
3. You cannot submit placeholder documents, meaning you must attempt to answer every question and create a budget.

Final Deadline:

Between the second and final deadline, our staff will work with you on completing all of your materials. You have about a month to get everything finalized. We strongly recommend setting an earlier final deadline for yourself because trying to track items down on a Friday afternoon is sometimes challenging and the deadline is inflexible. If your packet is not complete on time at the deadline, then you will not be considered for funding.

Removing your Application From Consideration

If you are not able to complete your packet by the final deadline, or if at anytime it becomes clear that your project is not within the focus and criteria, we recommend removing it from consideration. If you remove your application from consideration voluntarily, then your organization is eligible to apply again next year. If your application is considered for funding (regardless of if it is funded or not) then your organization/parish/diocese cannot apply again next year.

Need help or have questions?

Please reach out to UTO staff at hmelton@episcopalchurch.org for help at anytime during the grant process.