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**2025 UTO Grant Application**

**Reminders:**

* *All final UTO grant applications must be submitted in Word or Google Docs and in English.*
* *You may not include anything beyond what is requested, including photos, videos, links, etc.*
* *Be concise and thorough, making sure to answer all questions* ***without exceeding word limits****.*
* Please define all acronyms!

**Section One: General Information**

|  |  |
| --- | --- |
| **Project title/name** |  |
| **Amount of money requested from UTO***(this figure must match the amount requested in the budget)* |  |
| **Diocese** |  |
| **Province and country**[*Find your Episcopal Church Province here.*](https://www.episcopalchurch.org/find-a-church/browse-by-province/) |  |
| **Name of bishop/primate** |  |
| **Contact Information for the Grant Site** |
| **Name of the primary contact for this application** |  |
| **Best phone number to reach the primary contact within the four weeks after the deadline** |  |
| **If different, name of the person who wrote the grant** |  |
| **If different, best phone number to reach the grant writer within the four weeks after the deadline** |  |
| **Information Regarding Where the Funds Will Be Spent****(must be an Episcopal/Anglican Entity)** |
| **Name of the Entity** |  |
| **Physical Address**  |  |
| **Web Address** *(If you do not have a website, you can share social media link or an email address.)* |  |
| **Email Addresses for Notification Process***Note: We will only notify those emails listed here of the status of this application.* |
| **Position** | **Email Addresses Only** |
| **Bishop** |  |
| **Diocesan UTO Leader** |  |
| **Grant Writer** |  |
| **Primary Contact Person** |  |
| **Diocesan Staff Who Support UTO Grants** *(ex. Finance person, Canon to the Ordinary, Bishop’s Executive Assistant, etc.)* |  |
| **Other** *(not required to be filled in)* |  |

**Section Two: Grant Project Proposal Information**

*Please make sure that the answers to these questions not only address the focus,*

*but also use these questions to justify the expenses in your budget.*

1. **What is your project proposal?** *(50 word limit)
(Please describe this project as if this was the only information you could give to someone that defines what you are doing. Think of it like an elevator speech to the church because if selected this is the information that will be published in the Grants Brochure.)*
2. **Which category of the focus do you think best fits your project? (Choose one)**

 *Double click on the grey box to select.*

*[ ]* Address water issues such as desalinization, access, care of water sources, water rights &

education about water resources.

*[ ]* Increase water awareness (drought tolerance, flood prevention).

*[ ]* Address health issues directly related to water quality (formula access for babies, aftermath

of contaminated water, etc.).

*[ ]* Address water needs of unhoused people (laundry, showers, bathrooms, drinking water).

*[ ]* UTO recognizes that many water access issues today stem directly from historic trauma and

harm done to marginalized people. Projects that encourage truth telling, acknowledge that

historic trauma around water, and establish pathways towards healing also fit this focus.

*[ ]* Other (please describe).

 **Explain your choice.** *(100 word limit)*

1. **Choose which question best fits your project (answer only one question)**

**a. If this is a new ministry (no aspect of this project or program currently exists), how is it new and what planning steps have you taken to determine that this project is needed in the community?** (*100 word limit)*

**b.If this is an ongoing ministry (meaning you’ve created a pilot or this grant will take a current program in a demonstrably new direction), how is this grant allowing that ministry to go in a new direction beyond simply expanding the current program?** *(100 word limit)*

1. **Who and how many will be served by this project? In addition to the anticipated number of participants, include descriptive information about who belongs to the community that the project will serve.** *(100 word limit and does not need to be complete sentences)*
2. **Why should UTO fund this project proposal?** *(100 word limit)*
3. **What are the goals of the project and how will their successes be measured?** *(100 word limit and does not need to be complete sentences)*
4. **Briefly provide a summary of how the funds will be used.** *(100 word limit)*
5. **If you are asking for any amount above $55,000, you must provide justification that proves the necessity of a larger grant. (Why isn’t $55,000 sufficient to attempt this project/program?)** *(100 word limit)*

**Section Three: Questions Regarding Equipment**

***Please remember that if you are requesting the purchase of a vehicle, building, land or computers,*** *you must include a proposed bill of sale with your narrative budget. No purchase will be considered without a bill of sale and for vehicles, information on how the remaining funds needed to support the vehicle are shared in the budget.*

**1. Does this application include the purchase of computer equipment?** *(to check a box, double click on it)*

[ ]  Application does not include computer equipment in the budget.

[ ]  Not purchasing computer equipment with UTO funds. *(can include equipment paid for or purchased with other funding/donations as shown on your budget)*

*[ ]* Yes – purchasing computer equipment with UTO funds. *(If yes, please supply information from the retailer on the specs and price of the equipment.)*

**2. Can it be guaranteed that all equipment purchased with UTO funds will remain in possession of the diocese, province, or Episcopal entity requesting the grant until it is no longer serviceable?** *(to check a box, double click on it)*

[ ]  Yes

[ ]  No

[ ]  Not purchasing equipment with UTO funds.

**Section Four: Questions Regarding Vehicles**

**1. Does this application include the purchase of a vehicle?** *(A vehicle is anything that has wheels and/or can be driven.)*

[ ]  Does not include vehicles in the budget.

[ ]  Not purchasing vehicles with UTO funds. *(can include vehicles paid for or purchased with other funding/donations as shown on your budget)*

[ ]  Yes – purchasing vehicles with UTO funds. *(If yes, please supply information from the retailer on the specs and price of the equipment and why any special modifications are necessary for the project.)*

**2. Will the title to the vehicle be owned by The Episcopal Church, the diocese, or other Anglican entity?** *(please mark one with an “x”)*

[ ]  Yes

[ ]  No

[ ]  Not applicable

**3. Can it be guaranteed that the vehicle will remain in possession of the diocese, province, or Episcopal entity requesting the grant until it is no longer serviceable?** *(please mark one with an “x”)*

[ ]  Yes

[ ]  No

[ ]  Not applicable

**Section Five:**

**Questions Regarding Construction of Any Kind:**

***Construction of any kind means any project that involves land:*** *for example,**renovation of buildings, new construction, gardens/playgrounds, outdoor classrooms, water wells, etc.*

**1. Is this application for the purchase, construction, or modification of a building, or modification of land?** *(If yes, please look at the sample construction budget when creating your narrative budget.)*

[ ]  Yes *(please answer questions 2-4)*

[ ]  No *(you do not need to answer questions 2-4)*

**2. Is the title to the land and/or building where this project is located owned by The Episcopal Church, the diocese, or other Anglican entity?** *(please mark one with an “x”)*

[ ]  Yes

[ ]  No

**3. If this project is for a new building, an addition, or a renovation, how were the projected costs determined?** *(please mark with an “x”)*

[ ]  Licensed Contractor

[ ]  Builder

[ ]  Retailer

[ ]  Other *(please explain)*

**4. Can it be guaranteed that all property will remain in the possession of the diocese, province, or Episcopal entity requesting the grant?** *(please mark one with an “x”)*

[ ]  Yes

[ ]  No