



GRANT PROFESSIONALS CERTIFICATION  
INSTITUTE

ANNUAL  
REPORT

FY 2013

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# LETTER FROM THE PRESIDENT

February 27, 2014

To the distinguished members of the grant community:

On behalf of the Grant Professionals Certification Institute Board of Directors, I am pleased to present our annual report for Fiscal Year 2013 (January 1 – December 31). The purpose of this document is to provide you with information on how our funds have been managed, the credential is maintained, and the GPC community is growing. We understand that you may have additional questions beyond the scope of this report. All members of the GPCI Board of Directors shall continue to make ourselves available for any questions or concerns you may have.

The creation of the Grant Professional Certified (GPC) was started by the Grant Professionals Association in 1999. In 2004, GPA's credentialing committee turned the reins over to the newly incorporated GPCI, which continues today as an affiliate of GPA. The first exam was held in Arlington, Virginia, in November 2007. Until June 2012, GPC exams were paper and pencil tests administered four to six times a year in varying locations across the county. It is now an electronic exam, hosted by Kryterion, and offered 365 days a year at over 500 testing centers across the country. There are currently 346 GPCs in 43 states and Ecuador.

I could not be more proud of GPCI's accomplishments this past year, which are highlighted throughout the pages of this Annual Review. GPCI continues its fiscally responsible practices, maintaining a conservative budget and ensuring the continued existence of the GPC. GPCI is dedicated to strengthening the nonprofit sector's ability to pursue and maintain public and private sector funding by promoting competency and ethical practices within the field of grantsmanship. GPCI accomplishes its mission through the identification of grant professionals who display outstanding expertise and ethical practices as measured by a psychometrically valid and reliable assessment tool.

There is more in the works and we look forward to sharing those successes with you in the months and years to come. We thank the grant community for your continued trust and faith in us. We are proud to report to you that as the need for grant funding in communities across the country grows, GPCs continue to lead the charge!

Thank you.

Sincerely,



Amanda Day  
President of the Board

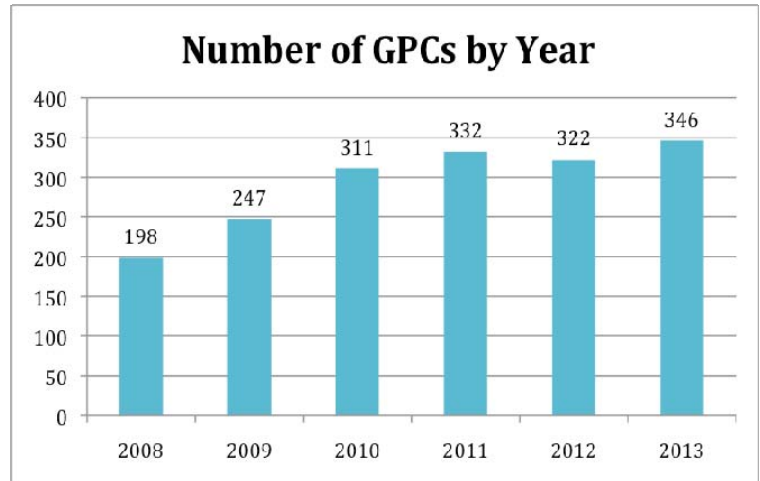
# 2013 HIGHLIGHTS

## STRATEGIC HIGHLIGHTS

- 2013 marked the first full year of electronic testing.
- 35 individuals successfully passed the exam, earning their GPC.
- As of December 31, 2013, there are approximately 346 GPCs in 43 of the United States and Ecuador.
- Four scholarships were awarded at the GPA annual conference in Baltimore, Maryland, providing four individuals with the opportunity to sit for the GPC exam.
- Improved customer service was the number one priority for 2013. This was accomplished through the following improvements:



- Streamlining the process for submitting eligibility packets.
- Increasing the packet submission deadlines from a quarterly to monthly basis.
- Scoring exams on a monthly, rather than quarterly, basis.



- GPCI developed a three-year business plan (2014-2016) to:
  - Increase self-sufficiency.
  - Become nationally certified through the National Commission for Certifying Agencies process created by the Institute for Credentialing Excellence.
  - Continue to enhance and offer a psychometrically sound exam.
  - Engaged in broad based marketing to grow and brand the GPC.
  - Strengthen and diversity GPCI with a focus on policy, governance, and sustainability.
  - Increase GPA chapter participation in the funding of GPC scholarships.
  - Increase participation in the Certification Maintenance Program.

# 2013 HIGHLIGHTS

## FINANCIAL HIGHLIGHTS

- GPCI garnered almost \$12,000 in profit in 2013.
- The 2013 budget year ended with nearly \$25,000 in assets.
- The GPCI board continues to exercise frugality to ensure long-term stability.

## OPERATING HIGHLIGHTS

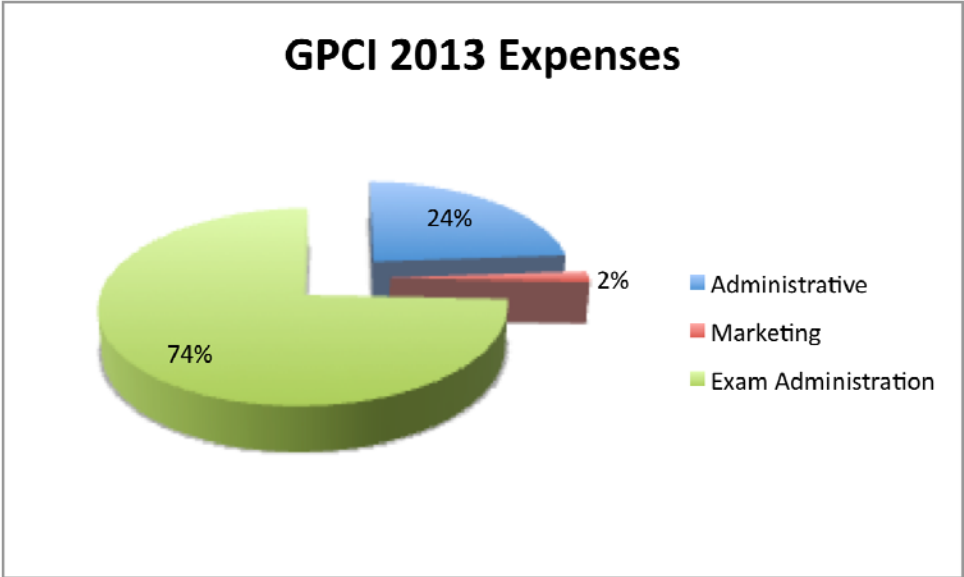
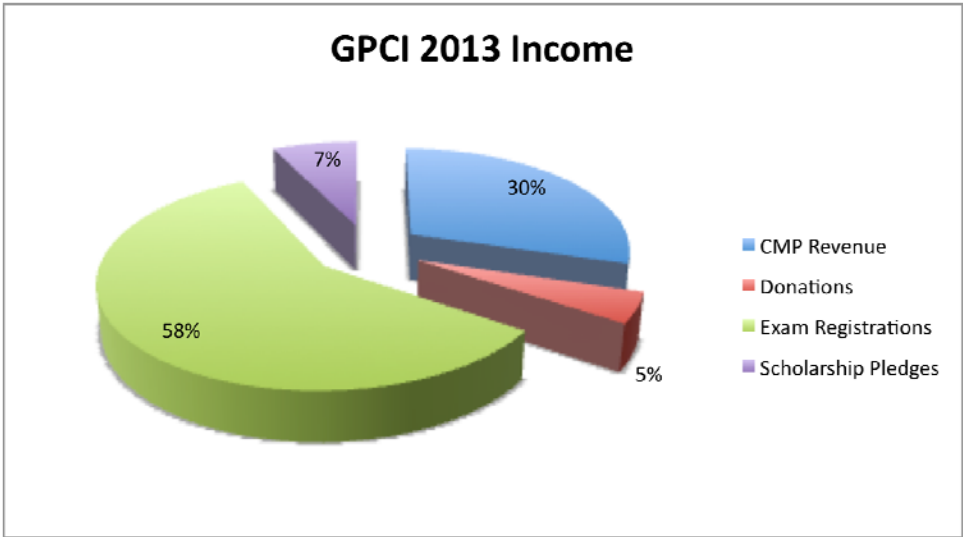
- GPCI developed a Grievance and Disciplinary Policy to allow consumers and others to file complaints regarding potential misconduct by a Grant Professional Certified individual.
- A public board member was added to the Board of Directors. GPCI's first public board member is Scott Harper, President of the Greater Conroe Chamber of Commerce, Conroe, Texas.
- The Pauline G. Annarino Award acknowledges the efforts of an agency, group or individual who has elevated the status of the grants profession by promoting, steering, and/or marketing our profession as a significant contributor to our society. The 2013 award was presented to the Grant Professionals Foundation.
- The President's Award recognizes the significant contributions of a group, agency, or individual who has provided specific assistance to GPCI, its President, and its Board Members. The 2013 award was presented to Johna Rodgers.
- Completed the cut scores for three new essays to add to the writing portion of the GPC exam.
- In preparation for the 2014 application submission to the Institute for Credentialing Excellence, GPCI reviewed all policies and procedures, updating as necessary.

## LOOKING AHEAD

- GPCI is confident in its' ability to complete national certification in 2014 and statistically analyze exam data to ensure the GPC remains THE credential for grant professionals.

# FINANCIAL SUMMARY

Fiscal Year 2013 represented yet another year of positive financial growth and sustainability for the Grant Professional Certification Institute. An increase in the number of individuals seeking credentialing has remained steady after the transition to an online testing format. The number of individuals re-certifying has also remained steady. Exam registration fees make up the largest portion of GPCI’s income, just as exam administration comprises the largest portion of GPCI’s expenses.



# FINANCIAL STATEMENTS

## STATEMENT OF COMPREHENSIVE INCOME (PROFITS AND LOSSES)

For the Fiscal Years ending on December 31, 2013 and 2012

- Income

	<b>2013</b>	<b>2012</b>
Certification Maintenance Program Revenue	8,625.00	3,510.00
Donations	6,372.18	2,247.71
Exam Registrations	16,978.00	17,844.00
Scholarship Pledges	2,100.00	0
4+1 Club	0	120.00
Broward Co/Thompson Publishing	0	208.34
Certification Maintenance Program Continuing Education Provider Revenue	0	250.00
<b>Total Income</b>	<b>\$34,075.18</b>	<b>\$24,180.05</b>

- Expenses

<b>ADMINISTRATIVE</b>	<b>2013</b>	<b>2012</b>
Board Meetings	0	8,403.79
Contractual – CPA	0	620.00
Conference calls, Board	336.92	76.84
Credit Card Fees	326.51	0
Filing Fees	0	330.00
Flowers/Memorials	135.76	144.88
Part-Time Employee	0	19,090.79
Postage/Shipping	306.40	692.26
Professional development, Board	848.30	0
Supplies & Recognition	633.93	1,656.09
Telephone	402.48	613.24
Website Work	1,207.50	2,756.25
<b>Total administrative expenses</b>	<b>\$4,197.80</b>	<b>\$34,384.14</b>

<b>MARKETING</b>	<b>2013</b>	<b>2012</b>
Advertising	152.30	543.52
Donation to GPA Foundation	0	25.00
President and PGA Award Plaques	0	155.30
President and PGA Award Travel	0	500.00

# FINANCIAL STATEMENTS

Printing	0	99.61
GPCI Reception	174.41	195.55
<b>Total advertising expenses</b>	<b>\$326.71</b>	<b>\$1,518.98</b>
<b>EXAM ADMINISTRATION</b>		
Kryterion	12,910.00	7,205.00
Online registration software	200.00	200.00
<b>Total exam administration</b>	<b>\$13,110.00</b>	<b>\$7,405.00</b>
<b>TOTAL EXPENSES</b>	<b>\$17,634.51</b>	<b>\$43,308.12</b>

## STATEMENT OF CASH FLOWS

- Operating – During the last half of 2011 and majority of 2012, GPCI employed a part-time administrative position housed at the Grant Professional Association’s national headquarters in Kansas City, Kansas. This position was initiated to alleviate portions of the GPC exam’s administrative responsibilities, which had been previously handled by the board of directors. This position was eliminated after it became apparent it would be financially difficult to maintain in the long-term based on current exam registration rates. In 2013, GPCI board members did not host a board retreat and exam development workshops as it had in 2011 and 2012. This provided a cost savings in Fiscal Year 2013.
- Investing – GPCI continues to maintain a \$5,000 Certificate of Deposit (plus interest earned) as a reserve and to ensure financial stability. It is the board of director’s intent to build a reserve of \$20,000 by the end of 2016.
- Financing – By far the biggest expense is in exam administration with the online testing provider, Kryterion. This expense is generated on a per exam basis and is a necessary expense to continue to provide the examination across the country in hundreds of locations. The move to online testing has significantly increased the ease with which potential GPCs can take the exam at a time and place most convenient to them.



# BOARD OF DIRECTORS

## 2013

AMANDA DAY, GPC  
PRESIDENT

ERICKA HARNEY, CFRE, GPC, CVA  
TREASURER

SCOTT HARPER  
PUBLIC MEMBER

PAULINE ANNARINO, GPC

GAIL WIDNER, GPC

BONNIE HOUK, GPC  
VICE PRESIDENT

ALLISON BOYD, GPC

NANCY SMALLWOOD, GPC

ELIZABETH WILKINSON, GPC

SYVLIA REDIC, GPC

LAURA GORE, GPC  
SECRETARY

ARVETTA JIDEONWO, MHA,  
CHES, GPC

WALTER M. CHASON  
EX-OFFICIO GPCI DIRECTOR

BRIAN BRAY  
EX-OFFICIO GPCI MEMBER

## 2014

AMANDA DAY, GPC  
PRESIDENT

SYLVIA REDIC, GPC  
TREASURER

ERICKA HARNEY, CFRE, GPC, CVA

KENT HORNBERGER, GPC

ELENA RUSH, GPC

BONNIE HOUK, GPC  
VICE PRESIDENT

ALLISON BOYD, GPC

NANCY SMALLWOOD, GPC

SUSAN D. PARDEE, GPC

SCOTT HARPER  
PUBLIC MEMBER

LAURA GORE, GPC  
SECRETARY

ARVETTA JIDEONWO, MHA,  
CHES, GPC

WALTER M. CHASON  
EX-OFFICIO GPCI DIRECTOR

BRIAN BRAY  
EX-OFFICIO GPCI MEMBER

## COMPANY INFORMATION

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