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Eligibility Packet Template

Please provide the information requested for your Eligibility Packet so that GPCI may evaluate your qualifications as a potential GPC. Use the attached forms to submit your application packet. The registration process includes the following four phases.

1. **Eligibility Survey**. As indicated on our website (www.grantcredential.org), everyone must complete an electronic survey; the five-minute process helps determine – at least initially – whether you likely are eligible to sit for the exam and should proceed with the development of an Eligibility Packet.

2. **Eligibility Packet**. The information to be submitted to GPCI, as seen in the attached template/forms, includes the following:

Category	Pathway 1 – Associate Degree or No Formal Degree	Pathway 2 – Bachelor's Degree or Higher
Education	**20 Points** • High school diploma or equivalent from US or foreign equivalent. • Associate degree or equivalent from US or foreign equivalent in any major, from an accredited college or university. • Successfully completed a technical training course of study. • Honorably completed military training (other than Basic Recruit Training). ☐ Include a copy of degree(s) or transcript(s) indicating a degree was conferred (if applicable).	**40 Points** • Minimum of a bachelor's degree or foreign equivalent in any major from an accredited college or university ☐ Include a copy of degree(s) or transcript(s) indicating a degree was conferred.

Professional Experience	**50 Points**	**70 Points**
	☐ Resume showing current/past employment, education, professional honors awarded, and other information appropriate to the field and your experience – must demonstrate a minimum of **five (5) years** of experience in the grants field within the past **seven (7) years**	☐ Resume showing current/past employment, education, professional honors awarded, and other information appropriate to the field and your experience – must demonstrate a minimum of **three (3) years** of experience in the grants field within the past **five (5) years**
	☐ Completed "Documentation of Grants Experience," including a list of successful proposals within the last **seven (7) years** (minimum of 5 grants; this need not be all inclusive)	☐ Completed "Documentation of Grants Experience," including a list of successful proposals within the last **seven (7) years** (minimum of 5 grants; this need not be all inclusive)
	☐ Three **signed and dated** letters from credible sources verifying your experience in the field of grants (letterhead or other verification required)	☐ Three **signed and dated** letters from credible sources verifying your experience in the field of grants (letterhead or other verification required)
Professional Practice / Continuing Education	**50 Points**	**40 Points**
	☐ List of up to **50 clock hours** of grant-related professional practice activities or continuing education within the past **two (2) years**	☐ List of up to **40 clock hours** of grant-related professional practice activities or continuing education within the past **two (2) years**
Community Involvement	**50 Points**	**20 Points**
	☐ List of up to **50** hours of community-based volunteer services within the past **three (3) years**	☐ List of up to **20** hours of community-based volunteer services within the past **three (3) years**
Points Possible	170	170
Total Needed	120	120

3. **Payment**. Once your eligibility is confirmed and payment has been processed, you will receive an email with directions for how to submit your Eligibility Packet; please follow those instructions.

4. **Review.** The Eligibility Packet will be reviewed by a panel of grant professionals from throughout the country. This process is completed as noted on the **Registration Timeline** here: https://www.grantcredential.org/how-to-register/registration-timeline/. At least three reviewers will be included on each candidate's packet; should their independent scores vary substantially; the packet is referred to a fourth reviewer.

Candidates whose packets do not meet the standards set by the GPCI Board of Directors are informed via email by the Chair of the Exam Administration Subcommittee. Candidates are free to submit a revised packet at any time; however, the delay in correctly submitting a packet likely will delay a candidate's ability to receive approval.

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We strongly encourage applicants to:

- ✓ **Carefully** review the criteria in this template

- ✓ **Complete** all points fully

- ✓ Include letters from **multiple** sources (e.g., current employer, past employer, multiple clients)

- ✓ Review the Eligibility Packet's **Frequently Asked Questions** at https://www.grantcredential.org/the-exam/eligibility-faqs/

- ✓ **Ask specific questions** by emailing the committee at info@grantcredential.org

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GPC Candidate Eligibility Packet

Name:	**Email:**
Please select which pathway you are applying for eligibility	
☐ **Pathway 1** ☐ **Pathway 2**	

1. Attach a current resume indicating education, employment history, and civic/community involvement relevant to the field of grants and/or philanthropy. In particular, your resume should **clearly delineate** any postsecondary experience, whether a degree(s) was conferred, and the number of years or timeframe for each professional/work experience. It also **must be clear** that you work/worked as a grant professional.

2. Attach a copy of degree(s) or transcript(s) indicating a degree was conferred **(if applicable).**

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3. List the grant-related Professional Development activities in which you have participated **in the past two years (maximum of 50 clock hours for Pathway 1 or 40 clock hours for Pathway 2).** Please include the date, name of the activity (as best you recall) and, if unclear, its relationship to the grants profession. For example, if you attended a three-day youth summit focused on project evaluation for youth-related programs, you <u>may</u> count that. However, a general session on the problems facing our young people might be program related rather than an enhancement to grants expertise. Add lines and explanations as needed.

Training event (name)	Description	Month, Day and Year	# of hours/days

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4. List Community-based Volunteer Services you have provided **in the past three (3) years (maximum of 50 hours for Pathway 1 and 20 hours for Pathway 2).** This may include board service to a nonprofit, pro bono work, fundraising, etc. It <u>may</u> also include non-grants-related services. Feel free to add lines as needed.

Agency	Description of work	Month, Day and Year	# of hours/days

5. Please attach three **signed** letters of reference with your packet. While your letters may come from anyone you choose – employers, clients, partner groups – we ask that they meet the following criteria:

    ✓ **Current date**. Undated or outdated letters will not be considered.

    ✓ **Current purpose**. We do not consider letters originally written for another purpose (e.g., congratulatory letters received in the regular course of your work, award letters, etc.).

    ✓ **On point**. Letters should relate to your professionalism.

        o At least one of the letters should document your years of experience in the grants field and/or the number of grant awards you have received. Letters documenting your community activities and/or volunteer activities are acceptable. The letter from each organization should document the purpose of the organization, the capacity of your community/volunteer role, the dates of participation and types of service provided.

        o It should be apparent that the writer was aware of how the letter was to be used and deems the GPC candidate deserving of certification as a grants professional based on the work or service provided.

    ✓ **From different organizations**. Letters should be from at least two organizations. Packets that include letters from a single organization or agency will be deemed unacceptable.

    ✓ **Electronic submission**. Signed letters should be submitted electronically; electronic signatures are acceptable as long as the letter is on the organization's letterhead or includes some other type of organizational verification. Under certain circumstances, a waiver of the electronic submission of letters may be requested by emailing the Chair of the Certification Committee (info@grantcredential.org).

    ✓ **Original Letters.** Finally, the Review Team has the **right to reject any packet submitted with letters that are in whole or substantial part templated**. While we appreciate the practicality of ghost-written letters for grant purposes, here we require original letters that support each candidate's professional standing within the field.

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Documentation of Grants Experience

6. Each GPC candidate must have a minimum of five grant awards within the past seven years.
Please list five of your grant awards over the past seven years.

	Grantee/Client	Name of grant	Awarding entity	Role on the project	Dollar amount	Date/Year of award
1						
2						
3						
4						
5						

REQUEST FOR ACCOMODATIONS

☐ Check this box if you are requesting special accommodations during testing.

If you checked the accommodations request box, you must fill out the Accommodations Request Form and submit the completed forms, including any relevant attachments, with your eligibility package.

ATTESTATION

_____
 (PRINT Name of Candidate)

_____
Signature of Candidate

_____
Date:

I certify that the responses in this attestation and information in the documents included in this eligibility package are accurate, complete, and current as of this date.

If you or anyone knowingly and willfully falsifies, conceals or covers up by any trick, scheme or device a material fact, or makes any false, fictitious or fraudulent statement or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry to become certified, GPCI has every right and authority to deny your eligibility to take the exam or revoke the certification, as the case may be.

> Submission is a **single email** to **regdocs@grantcredential.org.** Please bundle all documents that make up your Eligibility Packet into **one single PDF form** attached to that email.