



**AN EMERGING VOCATION:  
THE GRANT PROFESSION**

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## AN EMERGING VOCATION: THE GRANT PROFESSION

*One would imagine that an emerging profession would be new, high tech, or a scientific breakthrough. It would carry a name like nanotechnologist, geospatial specialist, or laser technologist. How could an emerging field be about “grants” or a “grant professional?” Hasn’t that field been around for years? Why is it “emerging” now? What happened to bring it to the forefront of our attention?*

More than 850,000 charities and nonprofits<sup>1</sup>, 500,000 churches<sup>2</sup>, 725,000 nonprofit organizations<sup>3</sup> and 23,485 educational institutions<sup>4</sup> exist in the United States today. Estimated charitable giving reached nearly \$250 billion in the nation (Giving USA, 2005). Furthermore, since 1972, the Los Angeles-based Grantsmanship Center alone has taught over 100,000 people from nonprofit organizations and public agencies around the country in the art of writing grant proposals. Those individuals are joined by other staff who work with grants and who may have attended other classes/workshops or who have not received any training or education at all.

Individuals outside the grant profession often think of grant writing as a technical skill that can be self-taught or acquired with training. The grant professional truly understands the interactions that occur between the grant writer, the proposal design team, and the funding organization. They understand that securing resources for a nonprofit is really a well-defined process with accountability and compliance requirements that follow specific regulations.

The work of the grant professional is complex and inter-related. Grant professionals use their knowledge to ensure a match between the applying organization’s goals and the funding agencies’ mission. Grant professionals conduct research, identify organizational or project needs, carry out gap analysis, employ strategic planning, calculate and justify budgets, explain a proposed project in precise technical writing, design evaluation components, and help design teams delivery a proposal on time. All of these activities occur under a high standard of ethical practice.

The grant professional faces many issues that arise in a field without regulations or certification. Some individuals and agencies “guarantee results” and claim “100% success rates.” Some of these groups promote “free money,” “professional certification by taking a course or sending in a check,” or “percentage-pay based on a grant award.” Some of these groups have

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<sup>1</sup> Source: GuideStar

<sup>2</sup> Source: U.S. Information Agency

<sup>3</sup> Source: Brody, 2004.

<sup>4</sup> Source: U.S. Department of Education, National Center for Education Statistics. 2005

been known to come into a new town and take money upfront to “shotgun” applications to numerous agencies. All too often, local foundations note the “template” approach and/or the lack of match between the request and the mission of the foundation. Clearly, few if any of these “template” proposals are awarded funds, the nonprofit is left with money spent from their operating budgets, and the agency has no additional promised resources. The unethical behavior of the few unscrupulous individuals or organizations, if left unchecked, could ruin the reputation of many honorable grant professionals.

### The American Association of Grant Professionals

From the 1970-1990, there were not many formalized training organizations for the grant professional. The Grantsmanship Center Inc (TGCI) offered training and established a forum/listserv for anyone who attended their training. The forum had open discussions on many grant topics. During the mid 1990s, many voices were sharing the following concerns: “The grant professional is always the last hired, first fired when it comes to organizational budgets.” “If we had extra funds, we would hire a grant professional.” “Can you put the funds [to hire you] into the application and we will pay you if we get funded.” “What are the qualification to be a grant professional.” and so on. In 1997, as the conversations continued, a small group of people emerged and pursued the idea to form an organization for grant professionals who could address these, as well as other, issues. On April 2, 1998, a conference call occurred. The participants were Iris Coffin (Iowa), Phyl Renninger (Florida), Rachel Sherard (South Dakota), Mike Brock (Michigan), Randy Givens (Nebraska), Brad Knudson (South Dakota), and VC League (California). Over the next six month, the group researched other organizations to find out what was currently offered for the grant professional, and examined the feasibility of establishing an association. Mike Brock provided the administrative information needed to form an association.

A face-to-face meeting was set up at Drake University in Des Moines, Iowa on October 24, 1998. A lecturer from Drake University, Dr. Jennifer McCrackerd, presented on “The Credibility of Ethics.” This was followed by a presentation by VC League on “The Role of Ethics in the Grant Process.” Two local proposal writers attended, starting our treasury with the first \$50 (\$25 registration). The meeting was attended by Iris Coffin, Phyl Renninger, Mike Brock, Randy Givens, and VC League ... and thus The American Association of Grant Professionals (AAGP) was started.

## Professionalization

**Professionalization** - *the social process whereby people come to engage in an activity for pay or as a means of livelihood; "the professionalization of American sports"; "the professionalization of warfare"*<sup>5</sup>

In the goal to achieving personal and professional excellence, the grant professional must examine many of the components upheld in other professional fields: ethical principles, expertise, standards of accountability and quality, and maintaining important attributes of our chosen field. Normally a profession is simply defined as an occupation that requires extensive education or specialized training similar to dentistry, accounting, architecture, or medicine. So if the “grant professional” receives on-the-job training, attends conferences and workshops, and has studied or received training in some form of education, is that enough for it to be considered a profession? While there are many college degrees in writing, communication and ethics, there are none that specifically are listed as a degree in grant professional. How then is one to become an identified professional if there is no educational degree as the starting point? There does not appear to be an “easy to follow check list,” but more of the notion that an occupation can be professionalized by the way it compares its characteristics to those of occupations considered professions.

In her 2005 AAGP conference session "The Professionalization of Grantsmanship: Are We There Yet?" Pauline Annarino, current president of AAGP, facilitated an analysis of grant relative professionalization in terms of a 9-part continuum.

1. Does the profession have an established knowledge base?
2. Does the profession influence public policy?
3. Does the profession have a recognized credential?
4. Do new participants enter the profession in a systematic, recognized way?
5. Does the profession have a code of ethics?
6. Is there a recognized range of salary and benefits for the professional?
7. Is there ongoing professional development?
8. Do all stakeholders acknowledge our high standards and code of ethics?
9. Does the profession have a collective identity through various networks?

If this is indeed a valid criterion, then we are almost there. Through AAGP, the profession has a code of ethics and standards of practice, grant position job descriptions exist and are often shared among the organizations on grant forums, and ongoing professional development is available through workshops, training, conferences, CharityChannel University,

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<sup>5</sup> The American Heritage Dictionary, 2003.

and a professional journal. The grant professional certification should be launched in 2007 and we have evidence of recognition, including the grant registration issue discussed next.

### Grant Writer Registration<sup>6</sup>

*Some states require grant writers to register and even pay a fee when operating in that state. Other states do not require either. When a state requires that the grant writer register, and an organization is not eligible to compete for funds if they use a grant professional, is that discrimination? What are the implications for our profession and where do we go next with this information?*

A question on *CharityChannel* sparked an unexpected research project. A client of one of the grant writers of the American Association of Grant Professionals (AAGP) received a letter stating the following:

*“Thank you for submitting a grant proposal to the \_\_\_Foundation. The Foundation does not consider applications from organizations which utilize professional grant-writers or fund raisers.”*

The grant writer made the following comments:

*“It appears as if certain foundations have formed an anti-grant writer coalition. They communicate with each other and reject any 501(c)(3) which uses a grant writer. The letter (with excerpt quoted above) is representative of about a half dozen I’ve received this year. It’s ironic that my being a grant writer disqualifies my clients from receiving grants.”*

This issue on the AAGP forum led to a lengthy discussion on how a funding agency or organization would know whether a grant writer was involved and whether groups need to indicate that they have used the professional services of a grant writer.

Through the research, it was discovered that registration, costs, and requirements for registration of grant writers varies significantly from state to state. Through e-mails, faxes, mail, and phone calls to state offices to request information about grant writer registration, information was gathered from 23 states (Attachment 1).

- In states such as Iowa, where grant writers are not registered, there is no known discrimination against the use of grant writers to receive proposals.
- It was discovered that some states require only out-of-state grant writers to register while others require all 501(c)(3) organizations to indicate annually whether they use grant writers and to register if they do.
- Some states require grant writers to pay a registration fee while other states require that the 501(c)(3) registers and pays the fees. Florida requires a

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<sup>6</sup> *Grant Writer Discrimination and Registration.* “Take it for Granted,” AAGP Newsletter article.

registration fee of \$300 payable each March 31<sup>st</sup>, to the Florida Department of Agriculture and Consumer Services.

- Other states that have some kind of grant writer registration, and or fees, are California, Minnesota, New York, North Carolina, North Dakota, and Pennsylvania.
- For the states who charge a fee, the process and the office that handles registration is also not at all consistent in each of the states.
- Fifteen states reported that they did not charge any fee: Alabama, Alaska, Arizona, Georgia, Iowa, Louisiana, Maine, Mississippi, Oklahoma, Oregon, Tennessee, Texas, Vermont, and Wyoming.

This information is provided as a starting point, however, because almost every response indicated that registration and fee structures changed frequently. The agency or organization that was listed as the contact also varied considerably in each state. Contacts for grant writer registration were found at the: Secretary of State, State Attorney General's Office, Governor's Office, Soil and Water Commission, Business Services, State House of Representatives, Department of State- Bureau of Charities or Business and Public Filings. The response received most often was like the one from the State of Louisiana, Secretary of State:

*“We have no information regarding requirements for grant writers in Louisiana. You may wish to search Louisiana statutes. You may visit the web site [www.lwgis.state.la.us](http://www.lwgis.state.la.us) and then click on Louisiana laws.”*

A check of the statutes and a check with other offices in Louisiana led to the belief that they do not require grant registration at this time. In almost all cases, even with the states that required grant writer registration, the answer was not simple. A call or fax to the Secretary of State would lead to a referral to a series of other staff and offices to determine if grant writer registration was handled by them.

Those states that did require grant writer registration had not only fees, but many also had penalties for not registering for operating within the state as a grant writer. There were some distinctions made between grant writers and professional fund raisers (particularly those who directly handled money). An inquiry was not made about professional fund raising or direct marketing but was specifically asked about someone who would be writing a grant for a 501(c)(3).

In Florida, where an annual fee was charged, staff members who work for non-profit organizations and non-paid volunteers did not have to register. Other personnel, who may be exempt depending on the circumstances, were consultants or staff members who write for

government, churches and educational facilities. The recommendation was to contact the Florida Department of Agriculture and Consumer Services to determine whether or not the grant writer is exempt. In Florida, there are penalties that were \$1000 per violation. There was also a requirement to submit all contracts (between grant writer and agency) at least five days prior to starting to work on the grant. Standard contract language was required with specific phrasing mandated by the state.

All 50 states have been contacted and follow-up inquiries are continuing on the 27 states who have not responded. The states who have not yet responded include Colorado, Connecticut, Delaware, DC, Hawaii, Idaho, Illinois, Indiana, Kansas, Kentucky, Massachusetts, Michigan, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, Ohio, Rhode Island, S. Carolina, S. Dakota, Utah, Virginia, Washington, West Virginia, and Wisconsin. Locating information on grant writer registration is difficult because no consistent state office is responsible and the statutes change frequently. So again, a caveat that one must check with the specific state and start with the Secretary of State office to determine if there is grant writer registration. It is also recommended that one maintain all written correspondence (email) to insure that if there is grant writer registration, that one can prove that he or she has expended every effort to try to locate the pertinent regulations.

### Implications for the Grant Professional

Although all the information has not been gathered on every state, and although a research study has not been conducted on the repercussions of this issue, there is definitely enough information to raise provocative questions for our organization and the grant profession. AAGP was formed to examine issues relevant to our profession, to set standards for the grant professional, and to speak as one voice across the country on behalf of grant professionals. One of the primary standards for grant professionals is professional ethics. The section below discusses professional ethics of grant professionals.

### Ethics

Ethics refer to the rules or standards governing the conduct of a person or members of a profession<sup>7</sup>. Ethical conduct remains a concern for all professionals in every field. In a recent article in *The Chronicle of Higher Education* (Langlais, 2006), a survey was conducted on ethical

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<sup>7</sup> As defined in the American Heritage Dictionary.

behavior. It was found that 39 percent of the respondents<sup>8</sup> in one survey pool said that, “as graduate students or postdoctoral fellows, they had observed or had personal knowledge of ethical violations.” That is a sad commentary and just one example of a major concern in all professions. The respondents to the survey found that unethical conduct included such gross misconduct as plagiarism, data falsification, attributing credit to inappropriate authors in publications, and failing to name appropriate ones.

In a profession in which data gathering and writing are a way of life, plagiarism and data falsification are frightening thoughts for the grant professional. For this reason, one of the very first tasks of the AAGP board was to develop a *Code of Ethics*. Along with the code, the board and ethics committee recently added the *Standards of Professional Practice*, outlining acceptable practices in the Grant profession (AAGP, 2006). It is the role of professional associations to play a key role in articulating ethical standards for the professional members in the field. As part of ongoing research in professional ethics of grant professionals, additional research will be conducted regarding the view of AAGP members toward the definition of ethics. The continued exploration of ethics will lead to a clearer understanding and delineation of the ethical conduct that the grant professional realistically uses in the profession. It is clear that unless grant professionals create a clear standard of ethics, others will feel compelled to do so through legislation or law.

### Credentialing

*At the present time, there is no authoritative body to assure grant seekers and funding organizations of performance and ethical practices, leaving nonprofits at the mercy of any individual proclaiming to be a grant writer. The Grant Professional Certification Institute (GPCI) is dedicated to the public good and so believes that it is imperative that as the field emerges, it does so with the consumer situated front and center. It believes that it is essential for the nonprofit community, government agencies, and the community-at-large to understand the role grant professionals play in the overall health of each organization, and the power it has over the outcomes of its fund seeking<sup>9</sup>.*

The American Association of Grant Professionals established a 501(c)(3) affiliate called the Grant Professional Certification Institute (GPCI). GPCI was established to develop a professional grant credential, implemented in tandem with stakeholder education. Its mission is recognition of and access to grant professionals who possess skill and integrity that provides

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<sup>8</sup> American Physical Society junior members (those receiving their Ph.D. within the previous three years)

<sup>9</sup> Grant Professionals Certification Institute, website: [http://www.grantprofessionals.org/credentialing/cred\\_gpci.php](http://www.grantprofessionals.org/credentialing/cred_gpci.php)



community-based organizations, government agencies, and others one set of tools needed for quality and ethical professional conduct.

With the credentialing process well underway, it is clear that there is a tremendous potential impact concerning the issue of registration and fees. It appears that each individual state, as an “authoritative body,” may begin to “regulate” the grant writer by requiring registration. This can be a very important statement for the grant field, impacting the entire process of being a grant professional. Additional fees for grant registration could impact the costs of providing services to nonprofits. With the Internet and other distance communication capabilities, grant professionals can currently work with nonprofits almost anywhere in the United States. Required registration for each state could severely limit the grant professional’s opportunities to work with others and increase fees for registration in each state. In addition, most of the grant writer registration required the grant professional to send a copy of the contract with the nonprofit prior to beginning work on any projects. If the grant professional has a long-term relationship with a client and the RFP (Request for Proposals) comes out within a reasonable timeline, this is quite feasible. New clients or RFP’s with short timelines, however, make this procedure extremely difficult.

“Requiring the grant professional to register” may fit in with the efforts of AAGP and its affiliate, GPCI, to provide credentialing. It is possible that GPCI can be of service to the grant professional by offering voluntary certification that could be used to demonstrate to states that the grant professional abides by the highest standard of professional and ethical practice.

In 1997, when the American Association of Grant Professionals was established, it recognized the importance of a professional certification as a means of advancing the field. At that time, a small number of dedicated professionals undertook the initial steps toward the development of a professional certification. As GPCI closes in on the final phases of implementing the credentialing process, the issue of state registration may be a challenge for the grant professional to examine the implications. Does the grant profession support registration in all states? Should representatives of the grant field contact those agencies that require registration and get them on our stakeholder groups for credentialing? Or do we need to argue against registering because of the implications are more in line with discrimination than professional support?

## Our Future

*Can AAGP take this issue and further examine the implications to our professional as a whole? Once examined, what is our platform on state registration? Is there indeed a discrimination issue if organizations are being denied application to grant funds because a grant writer is involved? How do we best help unite our profession and decide what is the best approach to this issue?*

With professional efforts underway by the American Association of Grant Professionals as well as the Grant Professional Certification Institute, there are outcomes that will in turn strengthen our profession. These outcomes include the following:

- The general public will have the knowledge and tools to better assess an individual's knowledge-base, performance abilities, integrity, and ethical standards as they relate to the grant development process.
- The funding community will be better assured that the goals and programming put forth by grant seekers are indeed in alignment with the funding organization's goals, attainable and responsive to the needs of the program beneficiaries and that the relationship between funding organizations, grant seekers, and grant developers strengthened.
- Grant writers and developers will have a better understanding of the role they play within an organization or entity and the programmatic skills and ethical standards required to be a grant professional.
- The field of grant development and management will have a nationally recognized credential attesting to experience and qualification, affording it with the same benefits that other professional's credential affords their profession.
- Grant professionals will have ongoing professional development that includes professional journals, national conferences, CharityUniversity e-classes, state and chapter workshops, and many other networking and educational opportunities. The grant professional will also have a collective identity through the professional efforts of their organization.

It is not clear at this point what the future will hold for grant writer registration but it is clear that as a profession we will need to continue to be in the forefront to help shape the professionalization of our field. The need for qualified grant professionals continues to grow, so the issues facing our field will continue to be of great importance to our field, as well as to the nonprofits we serve.

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**Attachment A: Grant Writer Registration Information Table**

State	Contact	Registration	Comments/Notes
Alabama		None	Zo Devine, Humboldt County was contacted
Alaska	E-mail	None	“Anyone who provides a product or service for compensation in Alaska needs a business license so if a grant writer is self-employed they need a license. There is no registration or licensing permit for grant writers. The department of commerce and economic development, occupational licensing, issues Alaska business licenses. The link to the website is <a href="http://www.deed.state.ak.us/occ/home.htm">http://www.deed.state.ak.us/occ/home.htm</a> ” 907-269-0263 Loren Lemar office of Lt. Governor
Arizona	E-mail	No	Email back Jan Brewer, 602-542-4285
Arkansas	E-mail	Other Contact	Need to contact soil and water at 501-682-1611 no other information available at secretary of state office 501-682-3409
California		Yes	“It costs \$200 to register as "fundraising counsel" with the State Attorney General's office. That's the category into which grant writers fall.If you solicit funds, then you have to register as "commercial fundraiser" and pay a different fee. This is a new law (California Nonprofit Integrity Act) as of 1-1-05. Fundraisers must send a copy of all contracts with nonprofits to the State and wait 10 days after submitting before beginning any work.” Victoria Emmons, MPA, CFRE
Colorado	Fax		Donetta Davidson= 303-869-4864- 30 Trinity St. Hartford CT 06106 Susan Bysiewicz
Connecticut	Letter		Mailed letter because no email or fax was give.
Delaware	E-mail		Emailed business services
District of Columbia	Fax		207-727-2525
Florida		Yes	Florida requires Grant Writers to register as Professional Fundraising Consultants under the Solicitation of Contributions Act (Chapter 496, Florida Statutes). Register with the Division of Consumer Services through the Florida Dept. of Agriculture & Consumer Services. The registration fee is \$300, payable each March 31st. Staff who write grant proposals for the nonprofit organizations that employ them and non-paid volunteers do not have to register. Others, who are exempt, from my understanding, are consultants or staff members who write grant proposals for the government, churches and educational facilities. Here is a quote from this year's registration renewal reminder: "PLEASE BE ADVISED that if it is determined you are operating as a professional fundraising consultant in violation of Chapter 496, Florida Statutes, the Dept. will seek its available legal remedies against you. Failure to comply with this law will subject you to a “cease and desist” order and monetary fines up to \$1,000 per violation. If you have any questions, please contact this office at (800) 435-7352 or (850) 488-2221 if calling from outside Florida." In addition to the registration fee, grant writing consultants and other fundraisers must submit to the state all contracts five days prior to work commencing and there is specific information that must be stated within contracts. When the number was called, Marion stated that there was no registration requirement. A considerable amount of time was spent checking the website also. There is additional discussion with legislators, etc on this topic. One AAGP member thought that grant writers who for under a fee for services

State	Contact	Registration	Comments/Notes
			structure where they merely perform the writing for the nonprofit are not part of that requirement as long as they do not get any funding from the grant for those services. Recommendation is to contact the state with your specific questions and get a response back in writing.
Georgia	E-mail	None	Kathy Cox sent an e-mail message with a listing of grant programs administered through various state agencies in Georgia can be found on the Rules and Regulations of the State of Georgia which are accessible via our agencies website at <a href="http://www.sos.state.ga.us/rules_regs.htm">http://www.sos.state.ga.us/rules_regs.htm</a> .
Hawaii	Fax		808-586-1922 fax
Idaho	E-mail		Ben Ysursa sent email
Illinois	E-mail		Emailed
Indiana	E-mail		Emailed
Iowa	E-mail	None	Emailed just in case
Kansas	E-mail		Grant writers normally would fall in the category of fundraisers and/or solicitors. <a href="http://www.kssos.org/business/business_charitable.html">http://www.kssos.org/business/business_charitable.html</a> : charitable organizations must register prior to soliciting, and fund raisers and solicitors working for charitable organization must also register. Forms are available in a package at <a href="http://www.kssos.org/forms/business_services/PFP.pdf">http://www.kssos.org/forms/business_services/PFP.pdf</a> : Professional Fund Raiser Annual Report (no fee). Professional Fund Raiser Operating Statement (no fee). Professional Solicitor Application (no fee). Professional Fund Raiser Application (\$25)
Kentucky	E-mail		Trey Grayson
Louisiana	Letter		Letter
Maine	E-mail	Not Sure	Emailed: "Thank you for contacting us. Although our department is not involved we will look for info for you." Contact governors office at <a href="mailto:governor@Maine.gov">governor@Maine.gov</a> or the Maine Department of Education at <a href="http://www.state.me.us/education/homepage.html">http://www.state.me.us/education/homepage.html</a>
Maryland	E-mail		Letter: State House Annapolis MD
Massachusetts	E-mail		
Michigan	E-mail		Emailed
Minnesota	E-mail	Yes	In 2003, Minnesota passed legislation that requires professional fundraisers to register with the state attorney general, pay a \$200 fee, and fill out a mound of paperwork each year. Freelance grant writers are considered "Professional Fundraisers" in Minnesota. A bona fide salaried officer, employee, or volunteer of a charitable organization is not a professional fundraiser. The statute is on the website.
Mississippi	E-mail	None	"The answer is no to all your questions" Eric Clark emailed
Missouri	E-mail		Robin Carnahan emailed. MISSOURI from Cynthia A. Robinson, Grant Specialist <a href="http://www.ago.mo.gov/checkacharity/charityregistration.htm">http://www.ago.mo.gov/checkacharity/charityregistration.htm</a> : most charitable organizations and professional fundraisers must register. Forms available: Charitable Organization Initial Registration Statement (\$15). Charitable Organization Annual Report Forms (\$15). Professional Fundraiser Initial Registration Statement (\$50). Professional Fundraiser Renewal Application (\$50). Solicitor Registration Statement (no fee)
Montana	E-mail		Emailed
Nebraska	E-mail		Emailed
Nevada	E-mail		Fax 775-684-5708 Dean Heller

State	Contact	Registration	Comments/Notes
New Hampshire	Fax		Email
New Jersey	E-mail		Email
New Mexico	Fax	505-827-3634	No known requirements were reported by AAGP members but no response came from the state department. Contact Rebecca Vigil-Giran
New York	\$800	Yes Annually	Independent contractor requirements- not for those employed by an organization as a grant writer. Submission of contracts you engage in with the charities you write for There are no qualifications or testing requirements in NYS, though you do have to record the contracts you enter into with clients with the state attorney general's office. They charge \$800 per year to register - state's fundraising efforts. <a href="http://www.oag.state.ny.us/charities/forms/charindex.html#gen_reg">.http://www.oag.state.ny.us/charities/forms/charindex.html#gen_reg</a>
North Carolina		\$200	
North Dakota	E-mail	\$100	On website <a href="http://www.sate.nd.ud/sec/businesss/serv/profundraiser">www.sate.nd.ud/sec/businesss/serv/profundraiser</a> - business services
Ohio	E-mail		Emailed
Oklahoma	Fax	No	405-521-6457 Fax from Tamra Oller Business Filing Examiner, Oklahoma Secretary of State, 405-521-3912, FAX 405-521-3771.
Oregon	Fax	No?	503-373-7414- Registration for fund raisers was limited to those actually handling cash for a non-profit agency. Janice Pelster Secretary of state information <a href="http://www.sos.state.or.us/executive/who/bill.htm">www.sos.state.or.us/executive/who/bill.htm</a>
Pennsylvania	E-mail	Yes	\$250 a year to register as a Professional Fundraising Counsel (the designation an independent grant writer would fall under) in Pennsylvania with Department of State, Bureau of Charities. Send them any contracts you have with charitable organizations at least 10 business days before the start of the contract, for them to review. There are certain provisions that must be included in each contract in order to gain their approval-- found on their website
Rhode Island	Fax		Matthew Brown 401-222-1356
South Carolina	E-mail		803-734-1661
South Dakota	E-mail		Emailed
Tennessee	E-mail	No	Angie Tatum, Division of Business Services, "Cannot help in this instance – not qualified to provide legal advice, contact an attorney.
Texas	E-mail	None	No info from director business and public filings, governors office does have a data base= <a href="http://www.ited.state.tx.us/guide">www.ited.state.tx.us/guide</a> or Texas LEGISLATURE at <a href="http://www.capitol.state.tx.us/statutes/statutes/htm">www.capitol.state.tx.us/statutes/statutes/htm</a> ; Texas does not have a state certification process for grant writers. However, Texas offers the Texas Review and Comments System (TRACS) to determine what applications are submitted. They are our single point of contact on all grants we submit. Gayla Rawlinson, Director of Resource Development Harris County Department of Education, Houston, Texas 77022-5618
Utah	E-mail		Gary Herbert, 801-538-1000, <a href="http://elections.utah.gov/lt.governo.html">elections.utah.gov/lt.governo.html</a>
Vermont	E-mail	None	Debora Markowitz emailed <a href="mailto:sec.state.vt.us">sec.state.vt.us</a> <b>** web link</b>
Virginia	E-mail		Emailed
Washington	letter		Wash sec of State, Sam reed. Legislative Building, PO Box 40220 Olympia WA 98504-0220 Letter
West Virginia	E-mail		Emailed Governor
Wisconsin	Fax		608-266-3159
Wyoming	Fax	No	Faxed 307-777-6217