

Sample letter you can use to request employer assistance with cost of the exam:

Dear Sir/Madam:

I would like to sit for the Grant Professional Certified (GPC) exam offered by the Grant Professionals Certification Institute. This credential is the only credential offered directly related to the grants profession.

It is a psychometrically validated exam covering nine general competencies and over sixty specific skills. These competencies include researching and matching funding sources, organizational development, program design, constructing and submitting a grant application, post-award grant management, ethical practice, professionalism, funder relationships and cultivation, and quality grant writing.

The fee for the exam is only \$639 because I am a Grant Professional Association (GPA) member. The professional development required to maintain my certification will be easy to receive through GPA, including free webinars and local chapter trainings.

Obtaining my GPC is a great opportunity for me to network with and learn from other grant professionals who are recognized as being at the top of the field. They will be a resource for me when our organization wants to apply for new grant opportunities, and I can be a resource for other grant professionals as well.

I am certain that earning this credential will be of benefit to me professionally and will help me to increase the value I bring to our organization.

Thank you for considering my request and supporting me in my career development.
Sincerely,