

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 the electronic survey; the five-minute process helps determine – at least initially – whether you are likely to be eligible to sit for the exam and should proceed with the development of an Eligibility Packet.
2. **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.
3. **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	<p>20 Points</p> <ul style="list-style-type: none"> • 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). <p><input type="checkbox"/> Include a copy of degree(s) or transcript(s) indicating a degree was conferred or training was successfully completed (if applicable).</p>	<p>40 Points</p> <ul style="list-style-type: none"> • Minimum of a bachelor's degree or foreign equivalent in any major from an accredited college or university <p><input type="checkbox"/> Include a copy of degree(s) or transcript(s) indicating a degree was conferred.</p>

Professional Experience	50 Points <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> Completed “Documentation of Grants Experience,” including a list of successful proposals within the last seven (7) years (minimum of five (5) grants; this need not be all inclusive) <input type="checkbox"/> Three <u>signed and dated</u> letters from credible sources verifying your experience in the field of grants (letterhead or other verification required) 	70 Points <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> Completed “Documentation of Grants Experience,” including a list of successful proposals within the last seven (7) years (minimum of five (5) grants; this need not be all inclusive) <input type="checkbox"/> Three <u>signed and dated</u> letters from credible sources verifying your experience in the field of grants (letterhead or other verification required)
Continuing Education/ Professional Practice	50 Points <ul style="list-style-type: none"> <input type="checkbox"/> List of up to 50 clock hours of grant-related educational/ continuing education/ professional practice activities within the past two (2) years 	40 Points <ul style="list-style-type: none"> <input type="checkbox"/> List of up to 40 clock hours of grant-related educational/continuing education/ professional practice activities within the past two (2) years
Community Involvement	50 Points <ul style="list-style-type: none"> <input type="checkbox"/> List of up to 50 hours of community-based volunteer services within the past three (3) years 	20 Points <ul style="list-style-type: none"> <input type="checkbox"/> 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

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](#). 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.

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 [Frequently Asked Questions](#)
- ✓ **Ask specific questions** by emailing the committee at info@grantcredential.org
- ✓ **Keep in mind** GPCI will randomly audit 10% of all eligibility packets received. If selected for a random audit a candidate must be prepared to submit the requested supporting documentation to evidence entries identified in the eligibility packet (i.e. registration receipts for educational sessions identified as attended, signed letter of support on letterhead supporting the candidate's volunteer work.) Should a candidate's eligibility packet be randomly selected for audit, their packet will continue to move forward with the review process while the candidate is simultaneously working to meet the audit requirements. Notification of eligibility status **will not** be provided to the candidate until the audit process has been **met, is concluded and/or is closed**.
- ✓ Should a candidate's packet be selected for random audit and the candidate elects not to comply with the audit process or fails the audit, the candidate is **NOT** eligible for a refund.
- ✓ Candidates have **90 days** from the day they complete their eligibility packet **payment** to submit their **completed eligibility packet**. At day 91 their registration status will no longer be active and they will not be able to submit their eligibility packet. Should the candidate still intend to submit their packet, they are required to pay a **\$150 administrative fee** to reactivate their registration status which will be good for another 90 days.
- ✓ Should a candidate be deemed not eligible, their registration fee less a **\$75 administration fee** will be refunded.

GPC Candidate Eligibility Packet
NO handwritten applications will be accepted

Your Name:

Your Email:

Please select which pathway you are applying for eligibility

☐ **Pathway 1**

☐ **Pathway 2**

1. Attach a copy of your paid GPC exam fee. Evidence is receipt generated once exam fee has been paid.
2. 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** whether a degree(s) was conferred or training completed, any postsecondary experience, and the number of years or timeframe for each professional/work experience, and **clear** information documenting your work as a grant professional.
3. Attach a copy of degree(s) or transcript(s) indicating a degree was conferred (**if applicable**) or your training was successfully completed.
4. **ONLY use the FILLABLE application forms when responding to information other than required attachments.**

5. List the grant-related **Educational/Continuing Education/ Professional Practice** activities in which you have participated **within the past two years (up to 50 clock hours for Pathway 1 or 40 clock hours for Pathway 2)**. Please include the date, name of session , its alignment to the GPC competencies and skills, and, if unclear, its relationship to the grants profession (description of alignment). For example, if you attended a three-day youth summit focused on project evaluation for youth-related programs, you may count the sessions which educated you on methods of evaluation (4.11), identifying and seeking youth-funding entities (1.7, 3.8), and ethics of program implementation (Competency 6). However, a general session on the problems facing our young people might be program related rather than an enhancement to grants expertise, and thus not eligible for listing. Any eligibility packet which lists a full day conference without sessions details will be returned for correction. Add lines and explanations as needed. No sessions taught by the candidate are eligible for listing.

NOTE: If selected for a random audit, you must be prepared to submit the requested supporting documentation including evidence of the entries below within two weeks (10 working days).

Educational/Continuing Education/ Professional Practice Table				
Educational Session (name)	Competency # and/or Skill #	Description of Alignment	Month, Day and Year	# of hours
<i>Ex. Writing to Win Federal Grants (GPA iLearnLive)</i>	<i>Competency 1, 4, 5</i>	<i>C1 – How to find federal funding opportunities C4 – Key federal grant sections C5 – Understanding post-award practices to begin organizational readiness activities</i>	<i>May 6, 2021</i>	<i>1 hour</i>

6. List Community-based Volunteer Services you have provided **in the past three (3) years (up to 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 may also include non-grants-related services. Feel free to add lines as needed.

NOTE: If selected for a random audit, you must be prepared to submit the requested supporting documentation including evidence of the entries below within two weeks (10 working days).

Community-based Volunteer Services Table			
Agency	Description of work	Month, Day and Year	# of hours/days
<i>Ex. Girls Scouts of the Midwest</i>	<i>Troop leader</i>	<i>Aug 2020-May 2021</i>	<i>3hrs/wk x 2 wks/mo x 10 months = 60 hours</i>

7. 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.
 - 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.
 - 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.

Documentation of Grants Experience

8. 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.

NOTE: If selected for a random audit, you must be prepared to submit the requested supporting documentation including evidence of the entries below within two weeks (10 working days).

Documentation of Grants Experience Table						
Grantee/Client		Name of grant	Awarding entity	Role on the project	Dollar amount	Date/Year of award
<i>Ex. Girl Scouts of the Midwest</i>		<i>Program Grant</i>	<i>ABC Foundation</i>	<i>Wrote budget</i>	<i>\$50,000</i>	<i>January 30, 2021</i>
<i>Ex. Big Brothers Big Sisters of the Southeast</i>		<i>21st Century Community Learning Centers</i>	<i>U.S. Department of Education</i>	<i>Researcher/Evaluator</i>	<i>\$1.2 million</i>	<i>July 1, 2021</i>
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 [GPC Exam Testing 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@grantercredential.org. Please bundle all documents making up your Eligibility Packet into **one single PDF form** attached to your email.