

GPC Eligibility Packet Frequently Asked Questions (FAQ)

What is the first step in the GPC eligibility process?

All candidates must first complete the [GPCI Eligibility Survey](#). The survey helps determine whether you are likely eligible to sit for the exam and provides instructions for next steps.

How long do I have to submit my Eligibility Packet after paying the exam fee?

Candidates have 90 days from the date their [exam fee](#) is paid to submit a completed [Eligibility Packet](#). If the packet is not submitted within that timeframe, registration becomes inactive and a \$150 administrative fee is required to reactivate eligibility for another 90 days.

Tip: Many candidates find it helpful to prepare most of their packet before paying the exam fee. Proof of payment (showing date of payment) must be included in all submitted eligibility packets.

How many points do I need to qualify?

Candidates must earn a minimum of 120 out of 170 possible points across the following categories:

- Education
 - Professional Experience
 - Continuing Education/Professional Practice
 - Community Involvement
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What are the minimum grants experience requirements?

Candidates must document:

- A minimum of five grant awards within the past seven years in which the candidate held a significant role (writer, researcher, manager etc.)
- Relevant professional experience in the grants field that spans across the GPCI competencies

Each candidate must choose a Pathway - either Pathway 1 or Pathway 2 - to ensure accurate preparation of a completed eligibility packet.

Pathway requirements differ depending on education level:

- Pathway 1 requires at least five years of grants experience within the past seven years
 - Pathway 2 requires at least three years of grants experience within the past five years
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What should be included in my resume?

Your resume should clearly show:

- Employment history
- Education
- Grants-related responsibilities
- Years/timeframes of employment
- Professional honors and achievements related to the grants field

Tip: Many successful candidates highlight or bold grants-related duties so reviewers can easily identify qualifying experience.

Do I have to use the GPCI Eligibility Packet Template?

Yes. Candidates should use the official [GPCI Eligibility Packet Template](#) when preparing their packet. Using the template helps avoid delays caused by missing or incomplete information. Templates are available in both Word and PDF formats for ease of completion. All packets must be submitted as one PDF document for review by the review committee.

If you need additional space in a table, you may add rows / table to your packet - but make sure it still has the same identical headers as the template.

What counts toward Continuing Education/Professional Practice hours?

Grant-related webinars, conferences, workshops, and professional development activities may qualify if they relate to the GPC Competencies and Skills. Candidates should list:

- Session title
- Date attended
- Number of hours
- Competency alignment
- Description of how the activity relates to the grants profession

Important: Multi-day conferences must be broken down into individual sessions. Packets listing an entire conference without session details will be returned for correction.

This section is not your employment or experience in the grants field.

Can trainings I taught count toward Continuing Education points?

No. Sessions taught by the candidate are not eligible for listing in the Continuing Education/Professional Practice section.

What counts as Community Involvement?

Community involvement may include:

- Nonprofit board service
- Pro bono work
- Fundraising activities
- Volunteer service
- Non-grants-related volunteer work

Tip: Community involvement does not have to be grant-related.

We often get questions about letters of support. What are the requirements?

Candidates must submit three signed and dated letters of reference.

Letters should:

- Be current (in the current year of packet submission) and written specifically for GPC eligibility
- Be from at least two different organizations
- Relate to the candidate's professionalism and grants experience
- Include organizational letterhead or another form of organizational verification
- Contain the author's signature (digital or otherwise)
- Be included as a part of your eligibility packet - separate letters submitted to the GPCI email will not be accepted

At least one letter should specifically address:

- The candidate's years of grants experience and/or
- Successful grant awards

Letters documenting community involvement or volunteer service are also acceptable when relevant.

Examples of letter authors include employers, supervisors, clients, colleagues, fellow volunteers, professors, etc.

Important: Templated or generic letters will be rejected by the review team.

What if I attended GrantSummit?

Candidates may use [GrantSummit Session Trackers](#) to help document Continuing Education/Professional Practice activities completed during the past two years; however, each session attended at GrantSummit must be listed as separate entries on the Continuing Education/Professional Practice table

Does GPCI audit Eligibility Packets?

Yes. GPCI randomly audits 10% of all submitted Eligibility Packets. Candidates selected for audit must provide supporting documentation for packet entries such as:

- Training attendance documentation
- Employment verification
- Volunteer verification
- Grant award documentation

Candidates should maintain backup documentation for all packet entries. Examples of back up documentation include:

- Copies of registration from online webinars/trainings
 - Certificates of completion for relevant professional development
 - Conference session attendance trackers (such as GrantSummit)
 - Letters of employment verification from HR or copies of contracts from clients (with private information redacted)
 - Grant award letters, grant award emails, or even copies of federal registers with grant awards highlighted.
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What happens if my packet is incomplete?

Incomplete packets will be returned for correction, which will delay eligibility review. Packets that are submitted right on the 90-day deadline that need to be corrected will result in late packet submission and requirement to pay the \$150 administrative fee to reactivate eligibility for another 90 days. Deadlines are not flexible.

How should I submit my packet?

Your complete Eligibility Packet must be:

- Fully complete as per the Eligibility Packet template. Include all pages whether or not you have entries for all. Those without entries, please list N/A.
 - Combined into one single PDF
 - Submitted electronically
 - Emailed to regdocs@grantcredential.org
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What if I have questions while preparing my packet?

Candidates are encouraged to:

- Attend [GPC Fireside Chats](#) or contact info@grantcredential.org for links to review the recording of the most recent GPC Fireside Chat at a time convenient to you.
- Review the [Candidate Guide](#) and [Eligibility Packet Template](#) thoroughly and carefully
- Reach out to the Eligibility Committee at regdocs@grantcredential.org with specific questions

Please note: All GPCI Committee Chairs and Board Members are volunteers and as such, there could be a delay in responding to your email inquiries. GPCI thanks you for your understanding and patience.