

GPC Competencies and Skills

Competency 1: Researching, identifying, and matching funding resources to meet specific needs (18%)

1. Identify trends in government policy
2. Identify trends in government funding
3. Identify matching funding opportunities
4. Identify trends in private grant funding
5. Identify methods of locating funding sources
6. Identify techniques to learn about specific funders
7. Identify methods for maintaining information on potential funders
8. Determine best matches between funders and specific organizations
9. Interpret grant application requests or funding opportunity requirements to assess funder intent
10. Assess organizational eligibility for funding opportunities
11. Identify best practices in grant seeking that match organizations' needs with potential funding opportunities

Competency 2: Organizational development as it pertains to grant seeking (9%)

1. Assess organizations' capacity for grant seeking
2. Assess organizations' readiness to obtain funding to implement specific projects (e.g., appropriate accounting procedures, registration with appropriate funding entities (grants.gov), bylaws, state registrations, board of directors)
3. Identify methods for assisting organizations to implement practices to advance grant readiness
4. Identify strategies and procedures for obtaining internal institutional approval from decision-makers for grant-seeking activities
5. Identify diversity, equity, and inclusion (DEI) issues within the organization that will impact the project design
6. Identify sources of matching funds for budgets (e.g., cash, in-kind, leveraged)
7. Identify fundable programs and projects for specific organizations

Competency 3: Strategies for effective program and project design (17%)

1. Identify components of an organization's overall strategic plan as it relates to grant processes (e.g., values, mission, and goals)
2. Identify methods of mission-focused planning with applicant organizations
3. Identify methods of soliciting meaningful substantive contributions by interested parties
4. Determine methods for incorporating meaningful substantive contributions by interested parties
5. Identify decision makers of applicant organizations
6. Identify components of the grant application as they relate to elements of project design (e.g., logic models, theories of change, needs assessments)
7. Identify definitions of elements of project design (e.g., project goals, objectives, activities, evaluation)
8. Determine interrelationships among elements of project design (e.g., project goals, objectives, activities, evaluation)
9. Identify development decisions used to create the programs and projects that are data-based (e.g., descriptive, qualitative, quantitative, environmental, statistical)
10. Identify community resources that aid in developing programs and projects
11. Identify effects of defensible evaluation designs in programs and projects
12. Identify cultural competency within the organization that will impact the project design
13. Identify strategies for building sustainable programs and projects

Competency 4: Crafting, constructing, and submitting an effective grant application (23%)

1. Identify elements of a standard grant application
2. Interpret funding opportunity guidelines and requirements to ensure high-quality responses
3. Identify time management strategies for submitting high-quality proposals
4. Cite accurate and relevant data sources to support proposal narratives
5. Identify cohesive, sequential, consistent, and logical presentations of proposal components
6. Identify proposal writing approaches, styles, tones, and formats appropriate for a variety of audiences
7. Identify effective and accurate use of visuals to present information
8. Identify effective practices for developing realistic and accurate budgets (e.g., line items, narratives)
9. Identify effective practices for expressing the relationship between budget line items and project activities (e.g., justifications)
10. Identify factors that impact how budgets are developed (e.g., matching requirements, supplanting issues, indirect costs, prevailing rates, performance-based fees, client fees, collective bargaining, allowable versus non-allowable cost)
11. Identify evaluation methods appropriate for grant proposals (e.g., formative, summative, process, impact, experimental, quasi-experimental, randomized)
12. Identify methods for submitting proposals (e.g., electronically, hard-copy, portals)
13. Identify processes to effectively register and maintain organizations in submission portals (e.g., SAM.gov, UEI, grants.gov, login.gov, funder-specific portals)
14. Identify project tools to engage a team in grant design (e.g., cloud-based documents, web conferencing, inter-office chat, portal role-based permissions).
15. Differentiate between strong and weak sources for proposal development (e.g., what works clearinghouse, peer-reviewed published journals)

Competency 5: Post-award grant management practices sufficient to inform effective grant design and development (10%)

1. Identify standard elements of compliance (e.g., Davis-Bacon, Uniform Guidance / 2 CFR 200)
2. Identify practices for tracking programmatic and fiscal activities
3. Identify key practices for grant management (e.g., record retention, activity reporting, post-award fiscal, internal controls, managing multiple grants)
4. Differentiate roles and responsibilities of key personnel affiliated with grant projects (e.g., project and management staff, finance staff)
5. Determine management of amendments to funded proposals (e.g., period of performance changes, changes in scope of work, subawards, no-cost extensions)
6. Identify processes for grant payment (e.g., reimbursement)
7. Identify strategies for educating personnel about accountability to comply with funder requirements (e.g., financial, programmatic)
8. Identify methods for submitting content during post-award to communicate with funders (e.g., reports, prior approval requests, grant amendments)
9. Identify funder-required recognition of award (e.g., logo placement, social media postings, annual report inclusion)

Competency 6: Methods that cultivate and maintain relationships between fund-seeking organizations and funders (7%)

1. Identify characteristics of mutually beneficial relationships between fund-seeking organizations, funders, and partners
2. Identify methods to cultivate relationships that align with an organization's missions, cultures, and values (e.g., communication, recognition, stewardship)
3. Identify methods for collaborative efforts between the fund-seeking organizations, funders, and partners throughout the lifecycle
4. Identify methods for post-award stewardship (e.g., thank you notes, adding funder to ongoing cultivation plan)

Competency 7: Nationally recognized standards of ethical practice by grant professionals (10%)

1. Identify characteristics of relationships that result in actual or perceived conflicts of interest
2. Identify circumstances that lead to actual or perceived conflicts of interest
3. Identify inaccurate representations of data
4. Identify funding sources that may present conflicts of interest for specific grant seekers and applicants
5. Identify practices pertinent to communicating information that may be considered confidential (e.g., privileged, proprietary)
6. Identify unethical expenditures in a budget
7. Identify illegal expenditures in a budget
8. Identify unethical methods of payment for the proposal process (e.g., taking commissions, taking a percentage of award)
9. Identify unethical programmatic commitments funded by a grant (e.g., unrealistic performance, reporting frequency)

Competency 8: Practices and services that raise the level of professionalism of grant professionals (6%)

1. Identify advantages of participating in continuing education and professional development (e.g., peer grant reviews, webinars, classes)
2. Identify advantages of participating in professional organizations offering growth opportunities to advance the profession (e.g., membership, conferences, networking)
3. Identify strategies that grant professionals use in building relationships to benefit their communities and society at large

Competency 9: Ability to write a convincing case for funding

1. Make a persuasive argument (34%)
2. Organize ideas effectively (22%)
3. Convey ideas clearly (18%)
4. Use conventions of standard written English (10%)
5. Use information provided (12%)
6. Follow formatting guidelines (4%)