



Grant Professionals Certification Institute

Sample Test

Updated: December 2024

- 1 The section of a grant proposal that includes a road map on how an applicant organization can achieve long-term goals as well as demonstrate its ability to continue a program after the funding ends is the:
  - A. Strategic Plan
  - B. Program Plan
  - C. Sustainability Plan
  - D. Evaluation Plan
  
- 2 Reviewing the previous history of the grants awarded by a funder in prior years can help the grant professional most likely determine the following: **Select three answers.**
  - A. The types of organizations the funder plans to fund
  - B. The average award amount funded
  - C. The target populations that were funded
  - D. The target geographic areas awarded
  - E. The specific priority area(s) for the new grant period
  
- 3 To maintain, track, and update information on potential funders, the grant professional should do the following: **Select three responses.**
  - A. Review funders' annual reports and 990's
  - B. Create a database of Funders' Board of Directors
  - C. Track prospects' funding priorities and due dates.
  - D. Call funders and program managers monthly
  - E. Research funding databases
  
- 4 In order to ensure grant readiness for an organization, a grant professional will use the following strategies for their assessment. **Select three responses.**
  - A. A review of the organization's previous and current grant reports
  - B. Interviews with program managers about program goals, objectives, challenges, and strengths
  - C. A discussion with funders to solicit their feedback on the organization's record of success.
  - D. A review of the organization's audited financials, including income and expenses
  - E. A meeting with elected officials to discuss their commitment to the fundraising events
  
- 5 You are a grant professional at a large agency with multiple layers in its organizational approval process. To promote a collaborative and timely grant development process, you should do all of the following. **Select three answers:**
  - A. Initiate regular communication and timelines with key staff.
  - B. Engage subject matter experts in the identification of the project plan
  - C. Create a realistic work plan in consultation with project contributors
  - D. Communicate grant opportunities to leadership and begin grant development when a project director is identified
  - E. Engage and lead the community and the board of directors on the strategic plan for the organization

- 6 Which of the following steps will a grant professional use to identify foundation grants that meet their organization's program needs? **Select three responses.**
- A. Submit an unsolicited proposal to a funding agency detailing the program
  - B. Contact jurisdictions that have funded similar programs through grant awards
  - C. Speak directly to program offices to determine which grant opportunities suit the program best
  - D. Solicit feedback from peers and other professional networks to learn how they match program needs with funding sources
  - E. Ask other grant professionals from similar organizations to provide you with a copy of their successful grant proposals
- 7 A grant professional has been working for a nonprofit that has been funded by a private foundation for several years. The organization is going through a difficult transition period. What should the grant professional communicate to the funder? **Select three responses:**
- A. Key leadership transitions
  - B. Potential fraud investigation and alleged financial misappropriations
  - C. Difficulty in meeting program outcomes
  - D. Line item changes in budget
  - E. Sexual scandal stories about the C – suite.
- 8 When developing a new concept or project for a grant program, a grant professional would solicit input and contributions from stakeholders, constituents, and the community served through the following: **Select only three.**
- A. Public hearing/ Town Hall
  - B. Focus groups and brainstorming sessions
  - C. Logic model
  - D. Online surveys to a select few stakeholders
  - E. Stakeholder mappings
- 9 A hospice caring for cancer patients is seeking funds to keep patients as pain-free as possible. The hospice is applying to a foundation that encourages applicants to form collaborative partnerships. Which of the following would be the most appropriate collaborators? **Select three answers**
- A. The county Department of Health tracking team
  - B. A patient-care clinic employing advanced-practice nurses
  - C. A medical university's pain management program
  - D. A nonprofit community organization seeking volunteer services projects
  - E. An affordable housing facility with pharmacies and a nursing home as tenants
- 10 A grant professional is providing training for staff working in a nonprofit organization on financial and programmatic accountability for grants. Which of the following resources will be a reliable source of information? **Select three answers**
- A. Professional grant consultants and grant associations
  - B. Federal funding agency websites
  - C. Educational programs on public television
  - D. Books on grant management
  - E. Chief Financial Officers of an investment bank

**11** A grant professional wants to incorporate cultural competence in the nonprofit organization as a whole as well as on how they approach their work. The grant professional will consider the following: **Choose three answers.**

- A. Self-awareness and acknowledgment of one's own biases
- B. A shared cultural background
- C. Knowledge of the histories and contributions of the communities served
- D. A shared learning approach to interactions with program participants (respectful curiosity)
- E. Treating all individuals from a particular cultural background in the same way

**12** In order to ensure cultural competence is embedded in their work to provide effective and responsive grant services, a grant professional will include the following in their work.

**Select four responses:**

- A. The racial composition of program staff
- B. Program curricula such as workshops and activities
- C. Program policies, procedures, and training
- D. Program evaluation
- E. Power dynamics within the groups
- F. Social norms such as gender roles, time management, dress codes

**13** An HIV-AIDS clinic is creating a media campaign to reach and encourage individuals who are at high risk of HIV infection to get tested. Of individuals receiving clinic services, 70% are homeless; 65% are Spanish speaking; and 80% are male. Which of the following strategies would the grant professional and their team use for outreach to this target population? **Select three responses**

- A. Providing resources through a hotline.
- B. Printing materials in English.
- C. Purchasing a billboard, which is displayed prominently on the highway.
- D. Posting materials in locations identified by a focus group of current consumers.
- E. Using peer navigators to engage people in the streets, shelters, and meeting locations and bring them into care.

**14** In a proposal, a project timeline usually includes the following. **Select three responses.**

- A. Evaluation tasks.
- B. Milestones and dates for tasks.
- C. Sustainability plans - community, organizational and financial.
- D. Responsible personnel and position/role.
- E. Strategic plans, including the mission, vision, and values.

**15** When preparing a grant proposal, which of the following data sources will be more effective and accurate for a successful grant application? **Select three responses:**

- A. Locally gathered data from a private or targeted community study
- B. Focus group feedback from a prior grant project
- C. Summative data from a program begun within the last two months
- D. Related data and reports from a government website
- E. Anecdotal evidence and personal blogs

- 16** A grant professional is working on a research application with the team for a tri-county area; which items are most likely to be included in the appendix? **Select three responses:**
- A. Staff resumes
  - B. Letters of support
  - C. Sustainability information
  - D. Community maps, charts, and graphs
  - E. Project rationale and methodology
- 17** The budget narrative of a grant proposal should more likely include the following: **Select three responses.**
- A. An explanation of how the amount for each proposed line-item expenditure was calculated
  - B. An explanation of how indirect, administrative, or overhead costs were applied to the budget
  - C. The direct relationship between the proposed line-item expenditures and the proposed project activities
  - D. The sources of funding for similar expenditures from the previous year
  - E. Costs associated with general operations not directly tied to the project
  - F. Details about funding already secured from other sources
- 18** The standardized workplan of a federal grant application should include the following core elements of a project. **Select three answers:**
- A. Personnel responsible for project and outcomes/deliverables.
  - B. Project goals and objectives for specific project components
  - C. Collaborative organizations for specific project components.
  - D. Unit cost elements for specific project components.
  - E. Milestones, activities and timelines for specific project components
- 19** Which of the following items are generally acceptable forms of matching funds for a federally funded grant program? **Select three responses:**
- A. Services by personnel paid through another federal grant
  - B. Volunteer services applicable to the purposes of the grant
  - C. Cash donations from third parties
  - D. Donated supplies and loaned equipment or space
  - E. Cash funds used as a match for another federal grant program
  - F. Cash donations given to the organization that is associated specifically with a different project
- 20** Which of the following costs are more likely to be included as part of the calculation for indirect costs rate for a federal grant? **Select three answers:**
- A. Staff salaries for back office and executive/administrative staff
  - B. Fringe benefits for direct staff
  - C. Program materials and office supplies
  - D. Capital expenditures
  - E. Charges for patient care

- 21** A grant professional should apply all of the following as an allowable federal cost for travel. **Select three responses:**
- A. Hotel room fees
  - B. Conference registration fees
  - C. Cost of meals and liquor consumed for dinner
  - D. Airport parking fees
  - E. Books purchased at the conference
- 22** When using a quasi-experimental design, the following activities are most likely to be in the proposed evaluation: **Select three responses.**
- A. Time-series data collected for comparisons
  - B. Pre-tests and post-tests
  - C. Baseline data, data collection during project activities, and analysis
  - D. Control groups randomly assigned and not participating in activities
  - E. No statistical analysis comparison between the intervention group and comparison group
- 23** In order to file a proposal online from a foundation, an organization will need the following: **Select three answers:**
- A. Purchase additional software
  - B. File proposal prior to electronic deadline
  - C. Follow website restrictions, i.e., word count, format
  - D. Access the funder's online portal on their website and register
  - E. Complete a system for Award management registration
- 24** During the implementation of a federal project, a need not included in the proposal or approved budget is later identified. The project manager may **Select three answers:**
- A. Seek other sources of funding to help meet the need
  - B. Inquire of the program officer whether a budget amendment can be approved
  - C. Transfer more than 10% of the total budget to cover the new costs
  - D. Ask the Executive Director if the organization can cover the expense in kind
  - E. Discretely find alternative creative approaches to cover the need without alerting their program office
- 25** A large nonprofit organization does not generally allow staff members to assist other community organizations that may apply for the same funding. A grant professional from the large organization receives a request to help with grants from a board member of a small nonprofit organization. In this situation, the grant professional should do the following: **Select two responses.**
- A. Request permission from employer to help by training the small organization's volunteers and staff on grant development and proposal review
  - B. Assist in proposal development for an award the larger organization is not pursuing during off hours without informing the employer
  - C. Help the small organization identify other grant professionals or volunteers in the community who are interested in its mission
  - D. Provide a copy of the large organization grant application that was previously awarded as a resource
  - E. Work as a part time consultant for the small nonprofit for additional income

**26** A mid-sized school district may respond to a federal RFP to establish a dropout prevention program for middle school students. The funding period is five years. The RFP emphasizes that applicants should include a feasible sustainability plan. Which of the following could ethically be included in the sustainability plan?

**Select three answers:**

- A. A commitment by the district to continue supporting the program with local and state funds, documented in writing by the school board.
- B. A commitment by a coalition of the district's educational foundation and various community organizations, documented in writing by each entity, on how they will support the program
- C. A commitment to use funds from an established state grant aimed at retention of high school students, which will be renewed annually, is documented by a letter from the state agency.
- D. A commitment to submit applications for foundation funding to fill potential gaps in state and local funds, documented in writing by the school board.
- E. A commitment to use some of the donor funds given for capital projects for renovating the building housing the middle school students.

**27** A small, private nonprofit organization has difficulty finding funding to pay for grant development services. Which of the following are good potential strategies? **Select three answers:**

- A. Asking grant consultants to volunteer to assist in developing the grant proposal, in return for public recognition of their time and effort
- B. Entering into an agreement with a partner organization to contribute a percentage of the development costs from revenues in their existing budgets
- C. Offering a grant consultant a contract for performing project evaluation services at a higher amount than the actual cost of the services, to also cover the cost of proposal development
- D. Redirecting a portion of the agency's general unrestricted funds to pay for the costs of developing a proposal for the grant program
- E. Hire a grant professional to write the grant pro bono and if awarded, pay a high percentage of total award amount to the grant professional fees

**28** When publishing in professional journals, grant professionals should do the following. **Select two answers:**

- A. Follow citation rules pertaining to punctuation and formatting
- B. Comply with the journal's specific submission guidelines
- C. Avoid revealing any personal or financial interests that could influence research
- D. Slightly modify related published articles from other authors on similar journals to save time
- E. Duplicate submissions to multiple journals to gain advantage

**29** A grant developer wants to obtain information about a private foundation in an effort to cultivate support. After obtaining a 990 form and reviewing the foundation's annual report and official website, the grant professional should first:

- A. Submit a letter of inquiry to the foundation
- B. Initiate a discussion with other colleagues in a grant professional's association regarding the specific project and foundation
- C. Review the funders' official website grant instructions, conduct your research, and attempt an introductory call or meeting
- D. Present a plan for contacting the foundation's program officers with marketing and development plans with your supervisor and the CEO

- 30** A grant professional was recently notified that their organization has been awarded a \$1.5 million-dollar grant from a national foundation. The grant professional strategy is to recognize the foundation for their support. Which of the following is a first best approach?
- A. Setup an initial meeting with foundation staff to visit your site and discuss all options
  - B. Organize a check presentation and recognition ceremony with press release
  - C. Present a plaque to the program officer at the foundation
  - D. Throw a thank you party and invite the foundation staff

**Suggested Question(s)**

Which of the following are acceptable uses of Artificial intelligence (AI) and other large language models (LLM)?

- A. Leveraging AI/LLM to research an unfamiliar topic
- B. Editing original content to meet word counts
- C. Write the Project Description of the grant proposal
- D. Generate ideas for a project name

Answer Key provided on the following page

Answer Key		
Questions		Answers
1		C
2		B,C,D
3		A,C,E
4		A,B,D
5		A,B,C
6		B,C,D
7		A,C,D
8		A,B,E
9		A,B,C
10		A,B,D
11		A,C,D
12		B,C,D,F
13		A,D,E
14		A,B,D
15		A,B,D
16		A,B,D
17		A,B,C
18		A,B,E
19		B,C,D
20		A,C,D
21		A,B,D
22		A,B,C
23		B,C,D
24		A,B,D
25		A,C
26		A,B,D
27		A,B,D
28		A,B
29		C
30		A