



GRANT PROFESSIONAL COMPETENCIES AND SKILLS ASSESSMENT

Assessment of experience, knowledge, and confidence level in the competencies and skills identified by the Grant Professionals Certification Institute.

0 Points = None or NA
 1 Point = Fundamental Awareness (basic knowledge)
 2 Points = Novice (limited experience)
 3 Points = Intermediate (practical application)
 4 Points = Advanced (applied theory)

1. Knowledge of how to research, identify, and match funding resources to meet specific needs.

	Knowledge	Experience	Confidence	Average
	0-5 Points	0-5 Points	0-5 Points	
1. Identify major trends in public funding and public policy.				
2. Identify major trends in private grant funding.				
3. Identify methods of locating funding sources.				
4. Identify techniques to learn about specific funders.				
5. Identify methods for maintaining, tracking, and updating information on potential funders.				
6. Identify fundable programs and projects for specific organizations				
7. Determine best matches between funders and specific programs.				
8. Interpret grant application request for proposal (RFP) guidelines and requirements to accurately assess funder intent.				
TOTAL				

2. Knowledge of organizational development as it pertains to grant seeking.

	Knowledge	Experience	Confidence	Average
	0-5 Points	0-5 Points	0-5 Points	
1. Assess organizations' capacity for grant seeking.				
2. Assess organizations' readiness to obtain funding for and implement specific projects.				
3. Identify methods for assisting organizations to implement practices that advance grant readiness.				
4. Identify values, purposes, and goals of your organization's overall strategic plan as it relates to the grant process/grant seeking.				
5. Identify methods of accessing and/or conducting mission-focused planning and needs assessments with applicant organizations.				
6. Identify strategies and procedures for obtaining internal institutional support and approval of decision-makers for grant-seeking activities.				
7. Identify effects of applicants' organizational cultures, values, decision-making processes, and norms on the pursuit of grant opportunities.				
8. Identify best practices in grant seeking that match organization's needs with potential funding opportunities.				
TOTAL				

3. Knowledge of strategies for effective program and project design and development.

Knowledge **Experience** **Confidence** **Average**
 0-5 Points 0-5 Points 0-5 Points

1. Identify methods of soliciting and incorporating meaningful substantive input and contributions by stakeholders.				
2. Identify methods of building partnerships and facilitating collaborations among co-applicants.				
3. Identify strategies for educating key personnel about financial and programmatic accountability to comply with funder requirements.				
4. Identify structures, values, and applications of logic models as they relate to elements of project design.				
5. Identify appropriate definitions of and interrelationships among elements of project design (e.g., project goals, objectives, activities, evaluation).				
6. Identify design and development decisions used to create the program/project that are data-based (e.g., descriptive, qualitative, environmental, statistical).				
7. Identify existing community resources that aid in developing programs and projects.				
8. Identify effects of accurate and defensible evaluation designs in program and project success and sustainability.				
9. Identify any cultural competency or cultural diversity issues within the organization or project that will impact the design and/or grant development process.				
TOTAL				

4. Knowledge of how to craft, construct, and submit an effective grant application.

Knowledge **Experience** **Confidence** **Average**
 0-5 Points 0-5 Points 0-5 Points

1. Identify elements of standard grant proposal applications.				
2. Interpret grant application request for proposal (RFP) guidelines and requirements to ensure high quality responses.				
3. Identify project management strategies for submitting high-quality and complete proposals on time.				
4. Identify and cite accurate and appropriate data sources to support proposal narratives.				
5. Identify appropriate, sequential, consistent, and logical presentations of grant-narrative elements and ideas among or within proposal components.				
6. Identify proposal-writing approaches, styles, tones, and formats appropriate for proposing organizations and various audiences.				
7. Identify appropriate and accurate uses of visuals to highlight information.				
8. Identify effective practices for developing realistic, accurate line-item and narrative budgets and for expressing the relationship between line-items and project activities in the budget narrative.				
9. Identify sources of cash, in-kind, and/or leveraged matches for project budgets.				

10. Identify factors that limit how budgets are written (e.g., matching requirements, supplanting issues, indirect costs, prevailing rates, performance-based fees, client fees, collective bargaining, allowable versus non-allowable costs).				
11. Identify evaluation models and components appropriate to grant applications.				
12. Identify methods for submitting proposals electronically.				
13. Identify processes to effectively register and maintain organization in SAM, DUNS, and grants.gov				
We use data from audits and other metrics to predict outcomes for our grant applications and programs.				
TOTAL				

5. Knowledge of post-award grant management practices sufficient to inform effective grant design and

Knowledge Experience Confidence Average
0-5 Points 0-5 Points 0-5 Points

1. Identify standard elements of compliance.				
2. Identify effective practices for key functions of grant management.				
3. Differentiate roles and responsibilities of project and management staff and other key personnel affiliated with grant projects.				
4. Identify methods of establishing transitions to post-award implementation that fulfill project applications (e.g., document transfer, accuracy in post-award fiscal and activity reporting).				
5. Identify appropriate records retention for completed grant awards.				
TOTAL				

6. Knowledge of nationally recognized standards of ethical practice by grants professionals.

Knowledge Experience Confidence Average
0-5 Points 0-5 Points 0-5 Points

1. Identify characteristics of business relationships that result in conflicts of interest or give the appearance of conflicts .of interest				
2. Identify circumstances that mislead stakeholders, have an appearance of impropriety, profit stakeholders other than the intended beneficiaries, and appear self-serving.				
3. Distinguish between truthful and untruthful, and accurate and inaccurate representations in grant development, including research and writing.				
4. Identify funding sources that may present conflicts of interest for specific grant seekers and applicants.				
5. Identify issues and practices pertinent to communicating information that may be considered privileged, proprietary, and confidential.				
6. Identify unethical and illegal expenditures in a budget.				
7. Distinguish between ethical and unethical methods of payment for the grant-development process.				

8. Distinguish between ethical and unethical commitment, performance, and reporting of activities funded by a grant.				
TOTAL				

7. Knowledge of practices and services that raise the level of professionalism of grant Professionals.

Knowledge **Experience** **Confidence** **Average**
 0-5 Points 0-5 Points 0-5 Points

1. Identify advantages of participating in continuing education and various grant review processes.				
2. Identify advantages of participating in professional organizations that offer grant developers growth opportunities and advance the profession.				
3. Identify strategies that grant developers use in building social capital to benefit their communities and society at large.				
TOTAL				

8. Knowledge of methods and strategies that cultivate and maintain relationships between fund-seeking and recipient organizations and funders.

Knowledge **Experience** **Confidence** **Average**
 0-5 Points 0-5 Points 0-5 Points

1. Identify characteristics of mutually beneficial relationships between fund seekers and funders.				
2. Identify strategies to determine funder-relation approaches that suit fund-seeking entities' missions, cultures, and values.				
3. Identify methods of relationship cultivation, communication, recognition, and stewardship that might appeal to specific funders.				
4. Identify methods for collaborative efforts among the grant manager, program manager, and support staff during funder site visits and site evaluations.				
TOTAL				

9. Ability to write a convincing case for funding.

Knowledge **Experience** **Confidence** **Average**
 0-5 Points 0-5 Points 0-5 Points

1. Identify characteristics of business relationships that result in conflicts of interest or give the appearance of conflicts .of interest				
2. Identify circumstances that mislead stakeholders, have an appearance of impropriety, profit stakeholders other than the intended beneficiaries, and appear self-serving.				
3. Distinguish between truthful and untruthful, and accurate and inaccurate representations in grant development, including research and writing.				
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6. Identify unethical and illegal expenditures in a budget.				
TOTAL				