

# A TO Z GRANT WRITING PRACTICE TEST (SAMPLE)

## STUDY GUIDE



## SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR  
THE FULL VERSION STUDY GUIDE

<https://atozgrantwriting.examzify.com>



**Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.**

**ALL RIGHTS RESERVED.**

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

# Table of Contents

|                             |    |
|-----------------------------|----|
| Copyright .....             | 1  |
| Table of Contents .....     | 2  |
| Introduction .....          | 3  |
| How to Use This Guide ..... | 4  |
| Questions .....             | 5  |
| Answers .....               | 8  |
| Explanations .....          | 10 |
| Next Steps .....            | 16 |

SAMPLE

# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

## 1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

## 2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

## 3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

## 4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

## 5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

## 6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

## Questions

SAMPLE

- 1. Which of the following is not a FIN location characteristic?**
  - A. FIN locations are distributed across multiple regions.
  - B. There are 50 FIN locations in the U.S.
  - C. FIN locations provide local access to funding opportunities.
  - D. FIN locations operate with no fees.
- 2. Why is alignment among theory of change, logic model, planned activities, and evaluation critical?**
  - A. It is optional and can be inconsistent.
  - B. It ensures coherence, credibility of the approach, and a feasible evaluation strategy.
  - C. It distracts from budget detail.
  - D. It is only necessary for large grants.
- 3. In grant management, what distinguishes a prime award from a subaward and who is responsible for compliance?**
  - A. The prime award-holder is responsible for overall compliance and reporting; subawardees execute parts of the project under a subgrant and must meet requirements.
  - B. Subawardee has overall control; prime only funds.
  - C. Subaward is the main grant; prime is the subsidiary.
  - D. Neither has distinct responsibilities; both share equally.
- 4. Which utility standard ensures that evaluation reports unambiguously describe the project being evaluated, including its context and the purposes, procedures, and findings of the evaluation so that essential information is provided and easily understood?**
  - A. Data Integrity
  - B. Completeness of Methods
  - C. Report Clarity
  - D. Budget Transparency
- 5. Which of the following is NOT a requirement for submitting a grant application?**
  - A. Grant writers must have earned the GPC designation.
  - B. A detailed project plan is included.
  - C. A budget and financial statements are attached.
  - D. An institutional commitment letter is provided.

- 6. Which term best describes donated services and goods from outside the grant applicant organization?**
- A. Soft cash contributions
  - B. In-kind gifts
  - C. External services
  - D. Cash donations
- 7. How can you ensure project design aligns with needs, goals, activities, and outcomes?**
- A. Use a logic model or theory of change to connect each element; verify activities realistically produce outputs and outcomes.
  - B. Randomize activities without evidence.
  - C. Focus only on budgets; ignore outcomes.
  - D. Use methods regardless of context.
- 8. Which item should be included in a budget narrative for personnel costs?**
- A. Provide only total salary
  - B. List each position, responsibilities, percent of time against project months, salary rates, and rationale
  - C. Include travel policy
  - D. Describe vendor onboarding process
- 9. In the Theory of Change Grant Project Planning process, the Starbursting session occurs in which step?**
- A. In the Theory of Change Grant Project Planning process, the Starbursting session occurs in the first step.
  - B. The Starbursting session occurs after the final report is prepared.
  - C. Starbursting occurs in the budgeting phase only.
  - D. Starbursting is not part of the Theory of Change process.
- 10. Which item is not typically included in a realistic project work plan?**
- A. Define phases and milestones
  - B. List activities and assign responsibilities
  - C. Link to objectives
  - D. Include a risk register

## **Answers**

SAMPLE

1. B
2. B
3. A
4. C
5. A
6. A
7. C
8. B
9. A
10. D

SAMPLE

## **Explanations**

SAMPLE

## 1. Which of the following is not a FIN location characteristic?

- A. FIN locations are distributed across multiple regions.
- B. There are 50 FIN locations in the U.S.**
- C. FIN locations provide local access to funding opportunities.
- D. FIN locations operate with no fees.

*The idea being tested is what truly defines a FIN location. FIN locations are built to be spread across many regions and to provide local access to funding opportunities, bringing resources closer to communities that need them. Importantly, there isn't a fixed, universal count of FIN locations; the network grows and changes over time as new sites open and others close. So claiming there is an exact number of locations isn't a defining feature of FIN locations. The other aspects—being distributed across regions and offering local access—fit how FIN locations function. The notion that they operate with no fees isn't a universal trait, so that statement isn't a reliable defining characteristic either.*

## 2. Why is alignment among theory of change, logic model, planned activities, and evaluation critical?

- A. It is optional and can be inconsistent.
- B. It ensures coherence, credibility of the approach, and a feasible evaluation strategy.**
- C. It distracts from budget detail.
- D. It is only necessary for large grants.

*Alignment among theory of change, logic model, planned activities, and evaluation creates a single, testable pathway from investment to impact. The theory of change explains why the program should work and the assumptions that must hold for change to occur. The logic model translates that narrative into a practical plan, showing how resources and activities produce outputs and, ultimately, outcomes. Planned activities are the concrete actions you'll carry out with those resources to generate those outputs. The evaluation plan then specifies what data to collect and how to determine whether the outcomes occurred, providing evidence about whether the theory held up in practice. When these elements fit together, the proposal presents a coherent, credible, and feasible path to success, making it easier to justify the budget, timeline, and expected results to funders. If they don't align, the chain breaks: activities may not lead to the intended outcomes, or the evaluation may be unable to demonstrate impact, which undermines credibility and learning.*

**3. In grant management, what distinguishes a prime award from a subaward and who is responsible for compliance?**

**A. The prime award-holder is responsible for overall compliance and reporting; subawardees execute parts of the project under a subgrant and must meet requirements.**

B. Subawardee has overall control; prime only funds.

C. Subaward is the main grant; prime is the subsidiary.

D. Neither has distinct responsibilities; both share equally.

*In grant management, the main distinction is about accountability and who carries out the work. The prime award holder is the entity that receives the grant from the funder and bears overall responsibility for the award's terms, including compliance and Reporting to the funder. Subawards are agreements to pass funds to a partner (the subrecipient) to perform parts of the project under a subgrant, and that subrecipient must meet the requirements of the subaward and applicable regulations. The prime must ensure that subrecipients comply, monitor their performance, and consolidate reporting for the funder. This setup keeps a single point of accountability to the funder while allowing specialized work to be carried out by partners under clear flow-down requirements.*

**4. Which utility standard ensures that evaluation reports unambiguously describe the project being evaluated, including its context and the purposes, procedures, and findings of the evaluation so that essential information is provided and easily understood?**

A. Data Integrity

B. Completeness of Methods

**C. Report Clarity**

D. Budget Transparency

*Focusing on clear communication in evaluation reporting, this standard requires the report to unambiguously describe the project being evaluated, its context, and the purposes, procedures, and findings of the evaluation so that essential information is provided and easily understood. When a report lays out what was evaluated, why the evaluation was done, how it was conducted, and what was found in plain language, readers can grasp the scope and implications without guesswork. This emphasis on readability and straightforward description is what makes this standard the best fit for ensuring the evaluation story is accessible and usable. Data integrity is about the accuracy of the data, completeness of methods ensures enough methodological detail, and budget transparency concerns financial disclosures, not the overall clarity of the project description and evaluation narrative.*

**5. Which of the following is NOT a requirement for submitting a grant application?**

**A. Grant writers must have earned the GPC designation.**

B. A detailed project plan is included.

C. A budget and financial statements are attached.

D. An institutional commitment letter is provided.

*The key idea here is understanding what funders typically require to submit a grant proposal. While some credentials can boost a grant writer's credibility, they are not usually part of the submission checklist. The reason this option is the best answer is that the GPC designation for the grant writer is not a standard requirement across funders. Funders focus on the proposal itself and the organization's ability to carry it out, not on the writer's certified status. In contrast, the other elements are commonly required: a detailed project plan shows what will be done, when, and how success will be measured; a budget and financial statements demonstrate how funds will be used and the organization's financial capacity to manage them; and an institutional commitment letter confirms organizational backing and available resources to support the project. So, while earning the GPC designation can reflect professional competence, it isn't typically required for submitting a grant application.*

**6. Which term best describes donated services and goods from outside the grant applicant organization?**

**A. Soft cash contributions**

B. In-kind gifts

C. External services

D. Cash donations

*Donated services and goods from outside the grant applicant organization are described as in-kind gifts. These non-monetary contributions—such as pro bono professional time, donated materials, equipment, space, or supplies—are valued at their fair market value and counted in the grant budget and reporting as in-kind contributions. They show support for the project without cash changing hands and can sometimes count toward matching requirements, depending on the funder. The other terms don't fit as well. Soft cash contributions isn't a standard term for non-monetary donations, external services is too vague and not the formal accounting label, and cash donations refer to money, not goods or services.*

## 7. How can you ensure project design aligns with needs, goals, activities, and outcomes?

- A. Use a logic model or theory of change to connect each element; verify activities realistically produce outputs and outcomes.
- B. Randomize activities without evidence.
- C. Focus only on budgets; ignore outcomes.**
- D. Use methods regardless of context.

Connecting needs, goals, activities, and outcomes through a logic model or theory of change gives you a clear, testable blueprint for design. This approach makes explicit how each element links to the next: what you invest (inputs), what you do (activities), what you produce (outputs), what changes you expect (outcomes), and the ultimate impact. It also surfaces the assumptions behind those links and sets up indicators and measurement plans to verify that the activities are actually producing the intended outputs and outcomes. With this structure, you can adjust plans if the pathway isn't delivering as expected and ensure that every part of the project stays aligned with the defined needs and goals. Focusing only on budgets misses the purpose of the work and leaves you without a way to demonstrate whether the project will achieve its intended effects. Randomizing activities without evidence ignores what actually should drive change and undermines credibility. Using methods without regard to context can lead to choices that don't fit real-world constraints or stakeholders, breaking the connection between what you do and what you aim to achieve.

## 8. Which item should be included in a budget narrative for personnel costs?

- A. Provide only total salary
- B. List each position, responsibilities, percent of time against project months, salary rates, and rationale**
- C. Include travel policy
- D. Describe vendor onboarding process

A budget narrative for personnel costs should lay out a detailed, justified plan for who will work on the project, what they will do, and how their pay is calculated. This means listing each position, the responsibilities tied to the project, the percent of time (effort) dedicated to the project, the number of project months, the salary rate, and a rationale that links the cost to specific tasks and milestones. This level of detail lets reviewers see that staffing is necessary, feasible, and reasonable within the grant's scope and timeline, and that salaries align with institutional policies and funding guidelines. Providing only a total salary isn't sufficient because it hides how effort is distributed, what activities each person will perform, and why those costs are justified. The budget narrative should connect personnel costs to concrete project activities and deliverables, showing how staff time advances objectives and how rates were determined. Items like travel policy or vendor onboarding pertain to other categories—travel costs or procurement—not to personnel compensation—so they belong in their respective sections rather than the personnel narrative.

**9. In the Theory of Change Grant Project Planning process, the Starbursting session occurs in which step?**

**A. In the Theory of Change Grant Project Planning process, the Starbursting session occurs in the first step.**

B. The Starbursting session occurs after the final report is prepared.

C. Starbursting occurs in the budgeting phase only.

D. Starbursting is not part of the Theory of Change process.

*Starbursting is a structured brainstorming method that centers on asking questions to explore a plan's logic, assumptions, and gaps. In the Theory of Change Grant Project Planning process, doing Starbursting at the opening step is ideal because you want to surface all uncertainties about the causal pathways, required activities, outputs, outcomes, indicators, data needs, and risks before you commit to specifics. This early questioning helps you build the plan from a solid understanding of what must be known and tested, not from unexamined assumptions. The questions generated then guide the rest of the planning work—clarifying objectives, mapping activities, identifying measures, and shaping the evaluation approach. If Starbursting happened after the final report, or only during budgeting, you'd miss critical insights about how the change logic is supposed to work. And if it weren't part of the process at all, you'd lose a powerful way to surface gaps early.*

**10. Which item is not typically included in a realistic project work plan?**

A. Define phases and milestones

B. List activities and assign responsibilities

C. Link to objectives

**D. Include a risk register**

*The main idea here is that a realistic project work plan focuses on how the work will be executed: the sequence of work phases and milestones, the specific activities and who will do them, and how each task ties back to the project objectives. These elements help you organize execution and measure progress. A risk register, while essential for managing uncertainties, belongs in risk management documentation rather than the work plan itself. It catalogs potential risks, their likelihood and impact, mitigation steps, and owners, and is usually maintained as a separate artifact that the team consults as needed. Including it inside the work plan can clutter the execution-focused content and blur responsibilities, whereas the work plan should clearly outline what will be done, when, and by whom, with how success is defined. So the item not typically included in a realistic work plan is the risk register.*

## Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).

Or visit your dedicated course page for more study tools and resources:

<https://atozgrantwriting.examzify.com>

We wish you the very best on your exam journey. You've got this!

SAMPLE