

15CO0175
GRANT MANAGER
SUPPLEMENTAL QUESTIONNAIRE

This Supplemental Questionnaire will be used, along with the City/County Application and any other attachments, to determine if you meet the minimum qualifications. If more than five (5) qualified applications are received, the Questionnaire will be scored, and the score will be used to rank the qualified applicants on the eligible register and tied scores will not be broken. If there are five or less qualified applicants, they will be considered equally qualified and placed on the register in alphabetical order. **While you must list your entire work history on the application form, you must restate the requested information in the format requested in the Supplemental Questionnaire to receive proper credit. Also, any employer/organization (paid or volunteer) listed on the Supplemental Questionnaire must be listed on the application form.** You may attach one (1) additional sheet as needed to respond in detail to each question. Please provide the school/employer and dates of attendance/employment for each question. The Supplemental Questionnaire must be completed and returned with your City/County Application to the Montgomery City-County Personnel Department **no later than 5 PM, April 14, 2015.**

NAME: (Print) _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE NUMBERS: _____ **HOME:** _____ **CELL:** _____

Your Agreement: (Read)

By submission of this supplemental questionnaire to the application form, I hereby certify that all information on this supplemental questionnaire and any attached sheets are accurate and complete to the best of my knowledge and belief.

1) Describe your experience developing grant proposals and applications.

Remember that your final ranking on the eligibility list is based on your response; please answer all parts of the question thoroughly.

- What is your overall percentage of awarded grants to grants not received?**
- For how many grants have you applied during your career?**

Which business/company/employer can verify your response? For full credit, make sure that this work experience is listed and described on your application.

2) Describe your experience administering and monitoring grant projects/contracts to include your experience maintaining grant records.

Remember that your final ranking on the eligibility list is based on your response; please answer all parts of the question thoroughly.

- How many grant projects/contracts have you administered/monitored?**
- How many of your grants have been audited? Who audited the grant management and what were the results of the audit(s)?**

Which business/company/employer can verify your response? For full credit, make sure that this work experience is listed and described on your application.

3) Provide a sample list (2-5) of the grants that you have applied for and/or managed. For each grant include the following information: your employer's name, the grantor or grant source, the amount of the grant, the results of your grant application, and the results of your management of the grant.

Remember that your final ranking on the eligibility list is based on your response; please answer all parts of the question thoroughly.