Preliminary application form questions for Kiribati, Papua New Guinea and Tonga

Eligibility confirmation

Before starting your application, please confirm that you meet the eligibility criteria below.

You are a registered national or regional civil society organisation. CSOs may apply for a grant in partnership with another CSO. All CSOs involved in implementing a Commonwealth Foundation grant must be registered organisations and included as partners in the application.

Your grant application is for £30,000 per year or less

You are applying for funding for 1 to 3 years

Your project has not yet started. Applications must be for a completely new project, or for a new phase of an ongoing project. Grants cannot be used to co-fund projects that are mid-cycle.

You have at least 10% counterpart funds for the project. Applicants will be required to provide a detailed budget at full application stage where counterpart resourcing must be clearly reflected.

The average of your total income over the last 2 years is £3 million or less

Your project will take place in an eligible Commonwealth Foundation member country

Your project addresses one of the five Commonwealth Foundation’s focus areas listed in the Guidelines for grant applicants.

You do not currently have a grant from the Commonwealth Foundation

You will provide the following supporting documents as part of your application:

1. Registration certificate for your organisation
2. The most recent audited accounts for your organisation (they must include both the accounts and the opinion of the external auditor who has certified them)
3. A complete logic model using the Commonwealth Foundation template
4. Registration certificate for all partner organisations, if applicable
Do you meet all the eligibility criteria listed above?

☐ Yes

Section A - Applicant organisation details

A.1 Organisation name
If you are a sole applicant or you are the lead organisation, enter your details here. If applicable, add partner(s) details in section C and upload the relevant supporting documentation in section G.

A.2 Address
Address 1
Address 2
City
Country
Postal Code

A.3 Applicant region
☐ Pacific

A.4 Contact person details
Title

First name

Last name

Job title

Email
This email will be used to send you an acknowledgement and will be our first point of contact for any queries related to this application.
Phone
Country code + area code [phone number] with no spaces or characters e.g. 00442079303783
This should be the telephone number for the primary contact for all communications in relation to this grant application. This could be a land line or mobile telephone number.

A.5 Organisation details

Organisation email
Enter if different from above. This could be the general email address e.g. foundation@commonwealth.int

Organisation telephone
Enter if different from above. [Country code + area code] [Phone number] with no spaces or characters e.g. 00442079303783

Organisation website

Organisation type
- Charity
- National civil society organisation/non-governmental organisation
- International non-governmental organisation
- National umbrella organisation
- Regional umbrella organisation
- Academic institution
- Social enterprise/community interest company
- Trade union
- Other

If "other", please provide details

Section B - Organisation structure

B.1 Organisation main activities
Maximum 75 words
B.2 When was your organisation constituted?
   ___/__/__ (YYYY/MM/DD)

B.3 Do you have a board?
   ○ Yes
   ○ No

Describe the organisation's board structure
Maximum 150 words

B.4 Describe the organisation's management structure
Maximum 150 words. Tell us about the different levels of management and the roles
represented at each level.

B.5 Number of paid staff

B.6 Number of volunteers

B.7 Total income over the last two financial years
The total income should be provided in GBP. For the conversion rate, please see XE
Currency Converter.

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<tr>
<th>Financial Year 1 (e.g. Jul 2013-Jun 2014)</th>
<th>Total income (in GBP)</th>
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<th>Financial Year 2</th>
<th>Total income (in GBP)</th>
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B.8 Number of projects your organisation is currently delivering

B.9 Provide details of the largest project by budget

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<th>Country(ies)</th>
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<th>Budget (amount in GBP)</th>
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<th>Duration (in months)</th>
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<th>Project period (include start and end dates)</th>
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<th>Funding source</th>
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B.10 Has your organisation previously been awarded a Commonwealth Foundation Grant?
   - Yes
   - No

When was your grant awarded, and what was it awarded for?
Maximum 75 words

Section C - Partner information

C.1 Are you implementing this project with a partner organisation?
   - Yes
   - No

How many partners are you implementing this project with?
   - 1
   - 2
   - 3
   - 4
   - 5

**Partner 1**
Organisation Name

Details of previous collaborations relevant to this project (maximum 100 words)

**Partner 2**
Organisation Name

Details of previous collaborations relevant to this project (maximum 100 words)

**Partner 3**
Organisation Name

Details of previous collaborations relevant to this project (maximum 100 words)

**Partner 4**
Organisation Name

Details of previous collaborations relevant to this project (maximum 100 words)
Partner 5
Organisation Name

Details of previous collaborations relevant to this project (maximum 100 words)

Section D - Project information

D.1 Project title
Maximum 15 words. Give your project a concise title. This will be used when referring to your project in any future correspondence.

D.2 Anticipated project start date
For this grant cycle, projects should start between October and December 2017.

D.3 Project duration in months
E.g. enter 12 for one year or 14 for one year and two months. Project can be for a maximum of 36 months

D.4 Project region
○ Pacific

D.4 Pacific project countries
☐ Kiribati
☐ Papua New Guinea
☐ Tonga

D.5 Total project budget
State amount in GBP. No spaces/commas. The conversion rate used should be that quoted in XE Currency Converter on the day your application is submitted. GRANTS AMOUNT REQUESTED(D6) + COUNTERPART RESOURCES(D8) = TOTAL PROJECT BUDGET(D5)
Example: If the total cost of your project is £63.000, the grant will only cover £56.7000 which corresponds to 90% of the total budget. This should be the “amount requested”. The rest, £6.300, which corresponds to 10% should be listed under counterpart resourcing. Please note that 10% is the MINIMUM AMOUNT for counterpart resourcing and should always be included in your total project budget.

D.6 Total grant requested
State amount in GBP. No spaces/commas. The conversion rate used should be that quoted in XE Currency Converter on the day your application is submitted.
D.7 Grant requested by year
State amount in GBP. No spaces/commas. The conversion rate used should be that quoted in
XE Currency Converter on the day your application is submitted.
Year 1
Year 2
Year 3

D.8 Counterpart resourcing
Counterpart resourcing could be: funding from another organisation funds from the applicant
or partner(s) organisation(s) in-kind resources from applicant, partner organisation(s) (e.g.
salaries of staff dedicated to the project) or the local community. For in-kind contributions
to be accepted as counterpart resourcing they must: be deemed necessary for the
implementation of the project be verifiable, quantifiable and clearly reflected in the
project's budget (to be provided at full application stage)
What percentage of counterpart resources will be provided?

Give details of counterpart resources
Maximum 100 words. For counterpart resourcing to be considered eligible it must be
confirmed resources that are already available or you must provide details of any applications
for counterpart resourcing that have been made and are awaiting approval. Please state the
name(s) of the organisation(s) providing this resources, indicate whether or not they have
been received and if not, when do you expect to receive them.

Section E - Project description
E.1 Summary description of the project
Maximum 75 words

E.2 Project target group(s)
Maximum 20 words. This is the people that you are working with directly to achieve
the project short term and intermediate outcomes. For example, local chiefs in x region of x
country
E.3 Project final beneficiaries
Maximum 20 words. This is the people that ultimately benefits from the change that will be achieved as a result of the project being successful. For example, young people 18-30 in the x region of y country. Or women of child bearing age in x country.

E.4 Commonwealth Foundation’s focus areas
Grants will be awarded to CSOs in support of participatory governance. Your project will need to address one of the following four focus areas:

1. Creative expression
You are an organisation that works in the field of creative expression and you wish to: make unique creative contributions to public discourse, and/or strengthen local creative sectors to support the work of writers and other storytellers in civil society

2. Capacity development
You are a civil society organisation engaging in policy advocacy that wishes to have a stronger voice and message to effect change. You could be part of advocacy network, coalition or working group and you wish to:

   • enhance your effectiveness to engage constructively with the institutions in governance and/or the private sector at grass roots, national or regional level
   • strengthen the links with, and participation of your members and constituents in advocacy processes at grass roots, national or regional level
   • monitor and report on the implementation of regional and international protocols and agreements

3. Constructive engagement
You are a civil society organisation working to participate effectively in a constructive engagement process with institutions in governance and/or the private sector. You could be working to:

   • develop policy and influence decision making at local, national or regional level
   • advocate for policy implementation or policy change at local, national or regional level
   • domesticate the Sustainable Development Goals and other international protocols and agreements
   • raise national issues at regional and international level in order to influence regional and international spaces and agendas

4. Learning and sharing
You are a civil society organisation working on a policy/advocacy issue who wishes to adapt a model of good and fit practice from another organisation, to help deliver your organisation’s work.
Which of the following focus areas does your project address?

- 1. Creative Expression
- 2. Capacity development
- 3. Constructive engagement
- 4. Learning and sharing

**How does your project address the selected focus area?**

Maximum 100 words

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**E.5 Description of the problem**

**What is the problem or need the project is designed to address?**

Maximum 300 words

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**How have you identified this problem?**

Maximum 200 words

Which groups did you consult with to identify the problem? Is there any research or other resource material that supports your identification of the problem?

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**How will the project address this problem?**

Maximum 300 words

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**E.6 What changes will take place as a result of your project?**

Maximum 300 words

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**E.7 Why is your organisation (and where relevant your partner(s)), best placed to undertake this project.**

Maximum 300 words. Please include information on previous work, experience and successes you have had that are relevant to this project. If applicable, partner organisation details should be added in Section E.

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**E.8 How does this project differ from any current and previous work you have undertaken or are undertaking?**

Maximum 300 words
E.9 Please outline details of primary responsibilities of applicant and each partner(s) in delivering the project.
Maximum 200 words

Section F - Referees

F.1 Provide the names of two organisations that we can approach for a reference. One of the referees must be from an organisation from which you have previously received funds to deliver a project. The other referee could be from an organisation for which you have delivered a project or an organisation you have worked in partnership with.

Referee 1
Organisation name
Contact person name
Position/Job Title
Contact's email
Contact's telephone (no spaces or characters)
Organisation's website
Provide details of project delivered (include name, budget in GBP, duration and project period)

Referee 2
Organisation name
Contact person name
Position/Job Title
Contact's email
Contact's telephone (no spaces or characters)
Organisation's website
Provide details of project delivered (include name, budget in GBP, duration and project period)

Section G - Supporting Documents

G.1 Applicant supporting documents
Registration certificate
Accepted formats: pdf and jpg. You must provide a copy of the official registration document provided by the relevant authorities in the country concerned.

Audited accounts
Accepted formats: pdf and jpg. You must provide a copy of your organisation’s most recent audited accounts. It must include both the accounts and the opinion of the external auditor who has certified them.

Logic model
Accepted formats: doc and doxc. You must provide a complete logic model using the Commonwealth Foundation template.

G.2 Partner(s) supporting documents
Partner 1: Registration certificate
Accepted formats: pdf and jpg. You must provide a copy of the official registration document provided by the relevant authorities in the country concerned.

Partner 2: Registration certificate
Accepted formats: pdf and jpg. You must provide a copy of the official registration document provided by the relevant authorities in the country concerned.

Partner 3: Registration certificate
Accepted formats: pdf and jpg. You must provide a copy of the official registration document provided by the relevant authorities in the country concerned.

Partner 4: Registration certificate
Accepted formats: pdf and jpg. You must provide a copy of the official registration document provided by the relevant authorities in the country concerned.
Partner 5: Registration certificate
Accepted formats: pdf and jpg. You must provide a copy of the official registration document provided by the relevant authorities in the country concerned.

Submission
To submit your application after completing the form you must go back to the "Preliminary application" page by clicking the "Save & Exit" button below. You will then be able to submit your application by clicking the "Submit your application" button on that page.