How to submit an online application
How To Use This Guide

The Commonwealth Foundation Grants Application Process Guide is a user manual for those wishing to apply to the Commonwealth Foundation, Commonwealth Civil Society Programme via the online system found at:

https://grants.commonwealthfoundation.com

For quick reference, use the hyperlinks to navigate directly to a specific topic.

03 Register to apply
10 Your dashboard
15 Make an application
21 Saving your progress
24 Adding other users to view or edit your application
28 Revision and submission
32 Account Help
Register to apply
SurveyMonkey Apply are the providers of the online platform we are using for the grant applications in 2022.

Visit [https://grants.commonwealthfoundation.com](https://grants.commonwealthfoundation.com)

You first need to create an **SurveyMonkey Apply account** by clicking on ‘REGISTER’ or ‘Log In’ into your existing account. Follow these buttons in the top navigation menu.

Go to [Page 8](#) and [Page 9](#) on How to create a SurveyMonkey Apply Account?

Click on ‘MORE’ underneath the program section ‘September 2022 Annual Grants Call.’

Please note: the Commonwealth Foundation will only accept applications that have been submitted using the online application system.
September 2022 ANNUAL GRANTS CALL

Before applying for a grant under the 2022 Grants call, please take the time to read the *supporting documentation*.

*Guidelines*

The guidelines will help you decide whether you are eligible to apply for a Commonwealth Foundation grant under the 2022 grants call.

*Frequently Asked Questions (FAQs)*

The FAQs provide more detailed information on the guidelines and will also provide general guidance on the application process.

*How to fill in your application form*

This document provides step-by-step instructions on how to fill in your application form.

*Application form questions*

This document provides a complete list of all the application questions included in the form. We advise you to use this document to prepare your answers before filling in the application form.

To access the application form when it opens please register, or login if you already have an account.

APPLY

29 Sep 2022
(BST)

Deadline
31 Oct 2022

Clicking on ‘MORE’ will bring you this page.

Click on the link for *supporting documentation*. Please take the time to read this before you apply.

To apply for the 2022 Grants Call and create or login to your SurveyMonkey Apply Account click on ‘APPLY’.
You will be asked to name your application (you can rename it at a later stage).

Once you have typed the application title for your project in the space, click on ‘Create Application’.

You will be directed to your Application Dashboard.
How to log in to SurveyMonkey Apply Account?

If you are logging into an existing account you will need to:

- fill in your email address
- fill your password

Click on ‘LOG IN’.

If you have an existing account and have forgotten your password, click on ‘Forgot Your Password?’ to go through SurveyMonkey’s password recovery steps.
How to create a SurveyMonkey Apply Account?

Register: You will be prompted to register to create an account by clicking on the ‘REGISTER’ button in the top right corner.

If you are registering for a new account, you will be asked to:
- fill in your first and last name
- fill in your email address
- set a password
- confirm your password
- complete a CAPTCHA

Click on ‘CREATE ACCOUNT’ to complete your registration.
1. Once you have seen this message, you have successfully created an account. Click on ‘Continue To Site’ to go to your applicant portal.

If you have no active applications in your applicant portal, click on ‘View programs’. You will need to verify your email address. Click on ‘Send verification link’.

You can access the email verification via the email you have registered with.

2. Once you have received the email verification, click on ‘Confirm email address’.

You will see this:

Click on ‘Continue’ to be redirected back to your SurveyMonkey Apply account.

Click on ‘View programs’ and refer back to Pages 4, 5 and 6 on applying for the 2022 Grants Call.
Your dashboard
This is your SurveyMonkey Apply dashboard.

Drew Brown (Owner)
drewbrown@gmail.com
You can see all your applications by clicking on the ‘My Applications’ button.

View the grants call by clicking on the ‘Programs’ button in the top menu.

For further assistance or questions about a program, SurveyMonkey Apply, or technical issues click on the Information Icon (ℹ️) in the top menu.

To exit your dashboard, click on the ARROW next to your name in the top right corner. A drop-down menu will appear. Click on ‘Log Out’
Click on **Preview** to view your application form and view the progress.

Click on **Back to Application** to return to the dashboard.

Clicking on the **three dots (…)** next to **Preview**, you can **Rename**, **Download** or **Delete** your application in your dashboard.
Below is your SurveyMonkey Apply Dashboard.

To start filling the application form, click on the ARROW next to ‘Grant Application form 2022’.
Make an application
The Grant Application form contains **nine sections:**

1. Eligibility confirmation | A. Applicant Information | B. Summary project description | C. Project implementation | D. Applicant organisation details | E. Contact person details | F. Referees | G. Supporting documents

Each section must be filled with information required before you can proceed to the next section by clicking ‘**NEXT**’.

Remember to click ‘**SAVE & CONTINUE EDITING**’

You can navigate between the previous sections by using the ‘**PREVIOUS**’ button at the bottom of this page.
If you forget to reply to a mandatory question or provide an answer inconsistent with a specific question (e.g. if you write your name instead of your email address in the email address field) you will see an error highlighted in **ORANGE**.

You must answer all mandatory questions correctly to be able to save your application and continue to the next stage.
To exit the form at any time, click on the `<Back to application`.

Please make sure to first save your progress before exiting the form by clicking on the `SAVE & CONTINUE EDITING` button at the bottom of each section.
The PROGRESS BAR at the top of the application form allows you to keep track of how complete your application is.

Once you have uploaded the supporting documents in Section G, use the three dots (…) to delete attachments.
Once you have finished filling in your application form you can either **SAVE IT** (click on Back to application to make changes) or **MARK IT AS COMPLETE**. Marking your form as complete means you will no longer be able to make changes to your form.
To save your progress click on ‘SAVE & CONTINUE EDITING’.

This allows you to revisit your form at a later date to continue filling it in or make changes.
To open your saved application form click on the ARROW next to ‘Grant Application form 2022’ under Your Tasks in your dashboard.
Adding other users to view or edit your application
Invite a user to view or edit your application by clicking on the ‘Add collaborator’ button.
You will be prompted to fill in your collaborator(s):
- Email address
- Set the permissions of the user to **View & Edit** or **View Only**
- Provide an optional message to the collaborator.

Click on ‘**Send Invite**’ to grant them access.
Dear Applicant,

Dear Applicant has invited you to collaborate on their application, Your Application Title, for the following application, September 2022 ANNUAL GRANTS CALL.

Please click on the link below to accept the invitation to collaborate on this application.

Thank you,

Commonwealth Civil Society team

Your collaborator will receive an email similar to above from ‘noreply@mail.smapply.net’.

Please ask them to check their spam or junk folders for their email invitation, and to click on ‘Join now’ to accept.
Revision and Submission
When you are ready to submit your application click on ‘SUBMIT’.

Please note: you will not be able to modify, withdraw or delete your application once you pass this. Once you have clicked on the ‘SUBMIT’, a small pop-up will appear.

You can review your application (you will not be able modify) and click on ‘SUBMIT’.
Once submitted, you will see this confirmation screen.

You will also receive confirmation that your application has been successfully submitted via email.

---

Application Submitted!

Thank you for submitting your application. You should have received an email confirmation from noreply@mail.smapply.net which includes the reference number for your application. Please take note of the application number and quote this in any correspondence regarding your grant application.

If you are successful at this stage you will be contacted by the end of March 2023. If you are unsuccessful we will send you a formal notification in July 2023.

Yours sincerely,

Commonwealth Civil Society Team

Go to My Applications

OR

View more Programs

---

Once you submit an application, an acknowledgement of receipt will be sent from ‘noreply@mail.smapply.net’ the email address registered with SurveyMonkey Apply.

It will include the application reference number and confirm the submission.
This is the email you will receive to confirm that your application form has been submitted.

The Commonwealth Foundation Grants Online Application System

Dear

This is to inform you that your application, OC2022-0000000019 has been submitted for September 2022 ANNUAL GRANTS CALL. Please take note of the application number and quote this in any correspondence regarding your grant application. If you are successful at this stage you will be contacted by the end of March 2023. If you are unsuccessful we will send you a formal notification in July 2023.

Thank you,

The Commonwealth Civil Society team
To change your name, email address or password, click on the arrow next to your name in the top right corner of the dashboard. A drop-down menu will appear. Click on ‘My Account’.
Clicking on ‘Notifications’ will take you to a screen to set your notification preferences.

You will be brought to ‘Account Settings’ where you can:
- upload a profile picture
- change your name
- change your email address
- set your time zone
- set your preferred language
- add extra information
- set a new password
Do you have any further questions? Find our Frequently Asked Questions page at commonwealthfoundation.com / grants-faq

If you require further assistance after reading the FAQ, please contact the Commonwealth Civil Society Team at cfgrants@commonwealth.int

We strongly advise you not to wait until the last few hours to submit your application as we might not have enough time to help you before the deadline and we are unable to accept submissions beyond the deadline.