



Commonwealth  
Foundation

## Application Form Questions

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### Eligibility confirmation

To be eligible for a grant, the following criteria must be met:

1. The applicant and, when applicable, partner(s) are registered not-for-profit civil society organisations (CSOs). The applicant and, when applicable, partner(s) must be registered in a Commonwealth Foundation member country and the project should take place in an eligible Commonwealth Foundation member country. **A list of countries eligible under this call is available at Annex one.**
2. The application is for funding for a maximum of £50,000 per annum
3. The applicant is applying for funding for a maximum of four years
4. The applicant does not have an existing grant from the Commonwealth Foundation at the time the application window is open.
5. The average of the applicant's total income over the last two years is less than £3m
6. The project must address one or both Commonwealth Foundation's outcomes
7. The applicant will provide the following documents as part of the application:
  - completed logic model using the Commonwealth Foundation template
  - a copy of the organisation's registration certificate<sup>1</sup>
  - a copy of the organisation's most recent audited accounts (it must include both the accounts and the opinion of the external auditor who has certified them; it should not be older than December 2017)<sup>2</sup>
  - a copy of the registration certificate for all partner organisations<sup>3</sup>

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<sup>1</sup> the official registration document provided by the relevant authorities in the country concerned. Trust deeds will not be accepted in lieu of a registration certificate. When the original registration certificates are not in English we might ask you to provide a translation if you are shortlisted.

<sup>2</sup> Independently verified accounts or project audits will not be accepted in lieu of audited accounts

<sup>3</sup> See footnote 1

## 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

- Antigua and Barbuda
- Australia
- Bahamas
- Bangladesh
- Barbados
- Brunei Darussalam
- Cameroon
- Canada
- Cyprus
- Eswatini
- ... 12 additional choices hidden ...
- Pakistan
- Papua New Guinea
- Seychelles
- South Africa
- Sri Lanka
- St Lucia
- Tonga
- Trinidad and Tobago
- United Kingdom
- Zambia

Postal Code

### A.3 Applicant region

- Africa
- Asia
- Americas
- Europe
- Pacific
- Other

### A.4 Contact person details

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

## 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

Organisation website

Organisation type

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

If "other", please provide details

## Section B - Organisational 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.

Insert financial year e.g. (Jul 2018-Jun 2019) Total income (in GBP)

Financial year one \_\_\_\_\_

Financial year two \_\_\_\_\_

## Section C - Partner information

### B.8 Number of projects your organisation is currently delivering

### B.9 Provide details of the largest project by budget

Title

Country(ies)

Budget (amount in GBP)

Duration (in months)

Project period (include start and end Date)

Funding source

Specific role / responsibility of your organisation

### 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*

### 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 Information

Organisation Name

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

Organisation main activities

Organisation location

## Section D - Project information

### D.1 Project title

*Maximum 15 words*

Give your project a concise title.

### D.2 Anticipated project start date

For this grant cycle, projects should start between **October and December 2020**.

\_\_\_\_/\_\_\_\_/\_\_\_\_(YYYY/MM/DD)

### 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 48 months

- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21

... 16 additional choices hidden ...

- 39
- 40
- 41
- 42
- 43
- 44
- 45
- 46
- 47
- 48

### D.4 Project region

- Africa
- Asia
- Americas
- Europe

- Pacific
- Multi Region

#### Africa project countries

☐ Cameroon ☐ Eswatini ☐ Lesotho ☐ Malawi ☐ Mauritius ☐ Mozambique ☐ Kenya ☐ Namibia ☐ Nigeria ☐ Seychelles ☐ South Africa ☐ Zambia

#### Asia project countries

☐ Bangladesh ☐ Brunei Darussalam ☐ India ☐ Malaysia ☐ Pakistan ☐ Sri Lanka

#### Americas project countries

☐ Antigua and Barbuda ☐ Barbados ☐ Guyana ☐ Jamaica ☐ St Lucia ☐ The Bahamas ☐ Trinidad and Tobago

#### Europe project countries

☐ Malta ☐ Cyprus

#### Pacific project countries

☐ Tonga ☐ Papua New Guinea

#### Multi-region project countries

☐ Antigua and Barbuda ☐ Bangladesh ☐ Barbados ☐ Brunei Darussalam ☐ Cameroon ☐ Cyprus ☐ Eswatini ☐ Guyana ☐ India ☐ Jamaica ☐ Kenya ☐ Lesotho ☐ Malawi ☐ Malaysia ☐ Malta ☐ Mauritius ☐ Mozambique ☐ Namibia ☐ Nigeria ☐ Pakistan ☐ Papua New Guinea ☐ South Africa ☐ Seychelles ☐ Sri Lanka ☐ St Lucia ☐ The Bahamas ☐ Tonga ☐ Trinidad and Tobago ☐ Zambia

### D.5 Total project budget

Total project budget = total grant requested + counterpart resources (if applicable). 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.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

Year 4

## D.8 Counterpart resourcing

Provision of counterpart resources is not mandatory. However, if the project includes counterpart resourcing, you should include it here. 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 waiting 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*

Please describe the main objectives of your project and how you plan to achieve it.

### E2. Project implementation location

Please select one of the following options:

☐ International ☐ Regional ☐ National ☐ Sub-National

*Maximum 100 words*

Please list project locations and rationale for selecting locations. If the project will be implemented in multiple locations, please describe how the project activities in different locations are linked.

### E.3 Project target group(s)

*Maximum 20 words*

These are the stakeholder groups that you are working with directly to achieve the project short term and intermediate outcomes. You may also include the beneficiaries of the project that you are working with. Please include the number of stakeholders by different type of stakeholder, e.g. 20 members of the health committee in X county of Y country, 750 children with intellectual disabilities in X county of Y country.

### E.4 Project final beneficiaries

*Maximum 20 words*

This is the people that ultimately benefit from the change that will be achieved as a result of the project being successful. Please include the number of beneficiaries the project will impact, age, gender and location. For example, 2000 young people 18 -30 in the x region of y country.

### E.5 Commonwealth Foundation's outcome areas

Your project should address one or both of the following outcomes and may include the use of creative expression to achieve project aims. Your project may address both outcomes, but please indicate the outcome your project will contribute to the most.

#### Which outcome area does your project address?

- Stronger civic voices engaging in policy processes to hold government to account
- Public discourse more reflective of less heard voices

#### How does your project address the selected outcome area?

*Maximum 100 words*

### E.6 Description of the problem

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

*Maximum 300 words*

#### How does the problem specifically affect women and girls within the project beneficiary groups the project is intending to impact?

*Maximum 200 words*

#### How have you identified this problem?

*Maximum 200 words - Which groups did you consult with to identify the problem? What methods did you use to consult with the different stakeholder groups? If you used any specific consultation tool, please indicate which.*

#### What research or other resource materials are there that support your identification of the problem?

*Maximum 100 words*



This research may have been undertaken by your organisation or by other organisations and may include government data. Please provide relevant data and statistics, if available, and explain how these support your analysis. Please provide links to resource materials when available.

## E7. Project Design and Implementation

How will the project address this problem?

*Maximum 300 words*

Were the project beneficiaries involved in the project design? If yes, how was this achieved?

*Maximum 100 words*

How will you incorporate gender mainstreaming into your project? Please include any specific steps you will take and strategies you will use to ensure that gender is mainstreamed when delivering outputs and activities, engaging project beneficiaries and other stakeholders etc.

*Maximum 300 words*

Why do you think the time is right for this project to be implemented?

*Maximum 150 words*

What are the main challenges envisaged in implementing the project and how will they be addressed?

*Maximum 200 words*

## E.8 Project Outcomes

What changes will take place as a result of your project?

*Maximum 300 words*

How will these changes specifically impact women and girls that are part of the project's final beneficiaries?

*Maximum 200 words*

Describe what you will do to ensure outcomes from your project are sustained beyond the Commonwealth Foundation funding

*Maximum 300 words*

1) Outline the steps planned to ensure the sustainability of the changes produced by the project.

2) Explain what will be needed to support the sustainability of the changes (Examples may include financial and other resources, transfer to

local ownership, scaling up of project, further collaboration with other organisations, development of new projects, etc.

3) Does this project have potential for replication? If yes, give details.

**E.9 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 C.

**E.10 How does this project differ from any current and previous work you have undertaken or are undertaking?**

*Maximum 200 words*

**E.11 How will this project complement any existing projects that you are implementing and the work of other organisations?**

*Maximum 200 words*

**E.12 Please give a short description of the implementation arrangements and responsibilities of the applicant and each partner organisation(s) in delivering the project.**

*Maximum 300 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 - please use zip files if you need to upload more than one audited accounts file**

**Registration certificate**

**Audited accounts**

**Logic model**

**G.2 Partner(s) supporting documents**

## **Submission**

To submit your application after completing the form you, please click "mark as complete," and then "Review and Submit" your application.

You will then be able to submit your application by clicking the "**Submit your application**" button on the next page