

How to submit an online application



Commonwealth
Foundation

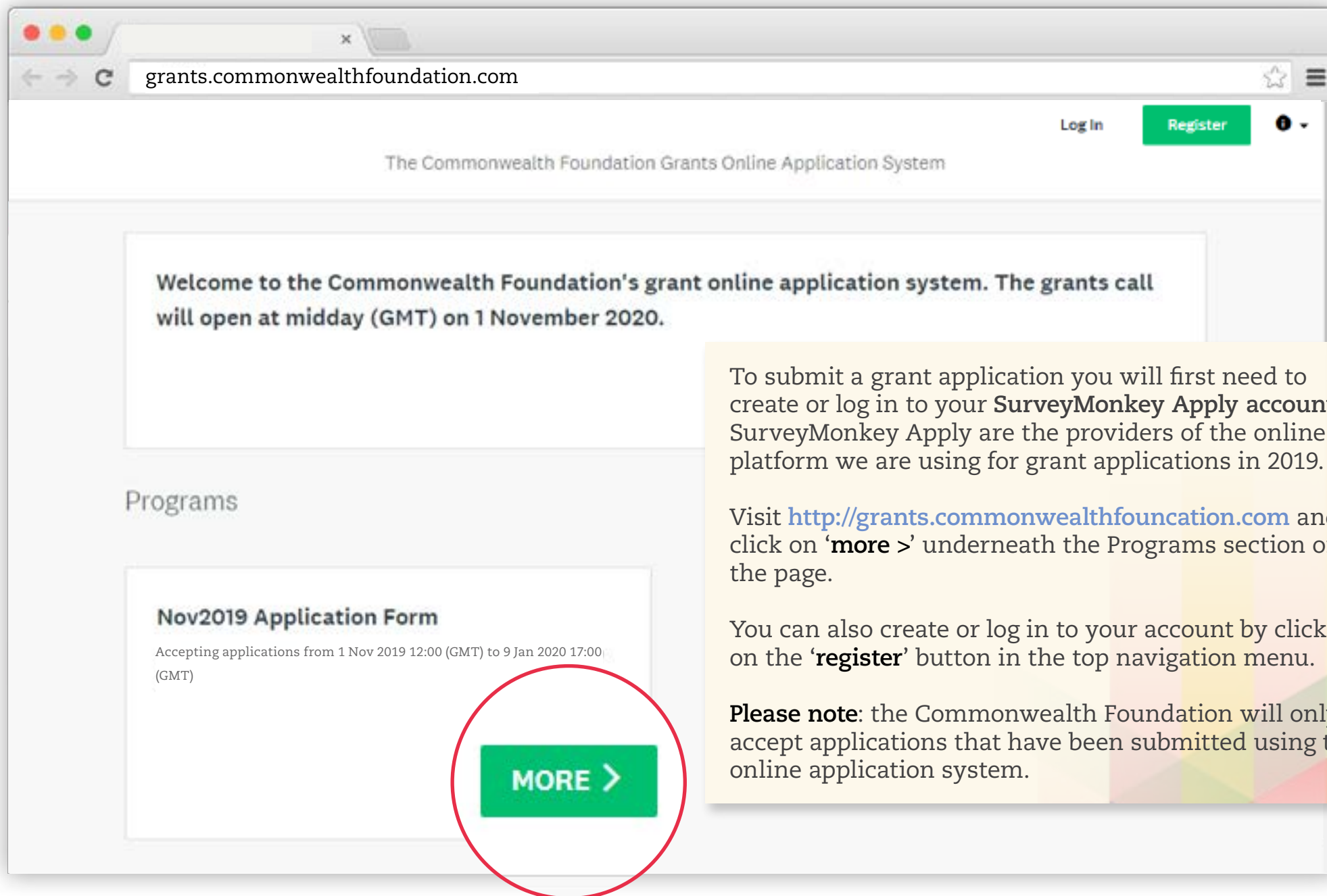
How to use this guide

The Commonwealth Foundation Grants Application Process Guide is a user manual for those wishing to apply to the Commonwealth Foundation Grants Programme via the online system found at:
<http://grants.commonwealthfoundation.com>

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

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Register to apply



The screenshot shows a web browser window with the address bar displaying `grants.commonwealthfoundation.com`. The Commonwealth Foundation logo is at the top center. The main content area is divided into two columns. The left column contains the heading "Nov2019 Application Form" followed by the text "Before applying for a grant, please take the time to read the [supporting documentation](#)". Below this are sections for "Guidelines", "Frequently Asked Questions (FAQs)", "How to fill in your application form", and "Application form questions". The right column features a large green button labeled "APPLY" which is circled in red. Below the button, it says "Opens" and "y 2019 12:00 (".

Nov2019 Application Form

Before applying for a grant, 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 November 2019 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 application form. We advise you to use this document to prepare your answers before completing your application form.

APPLY

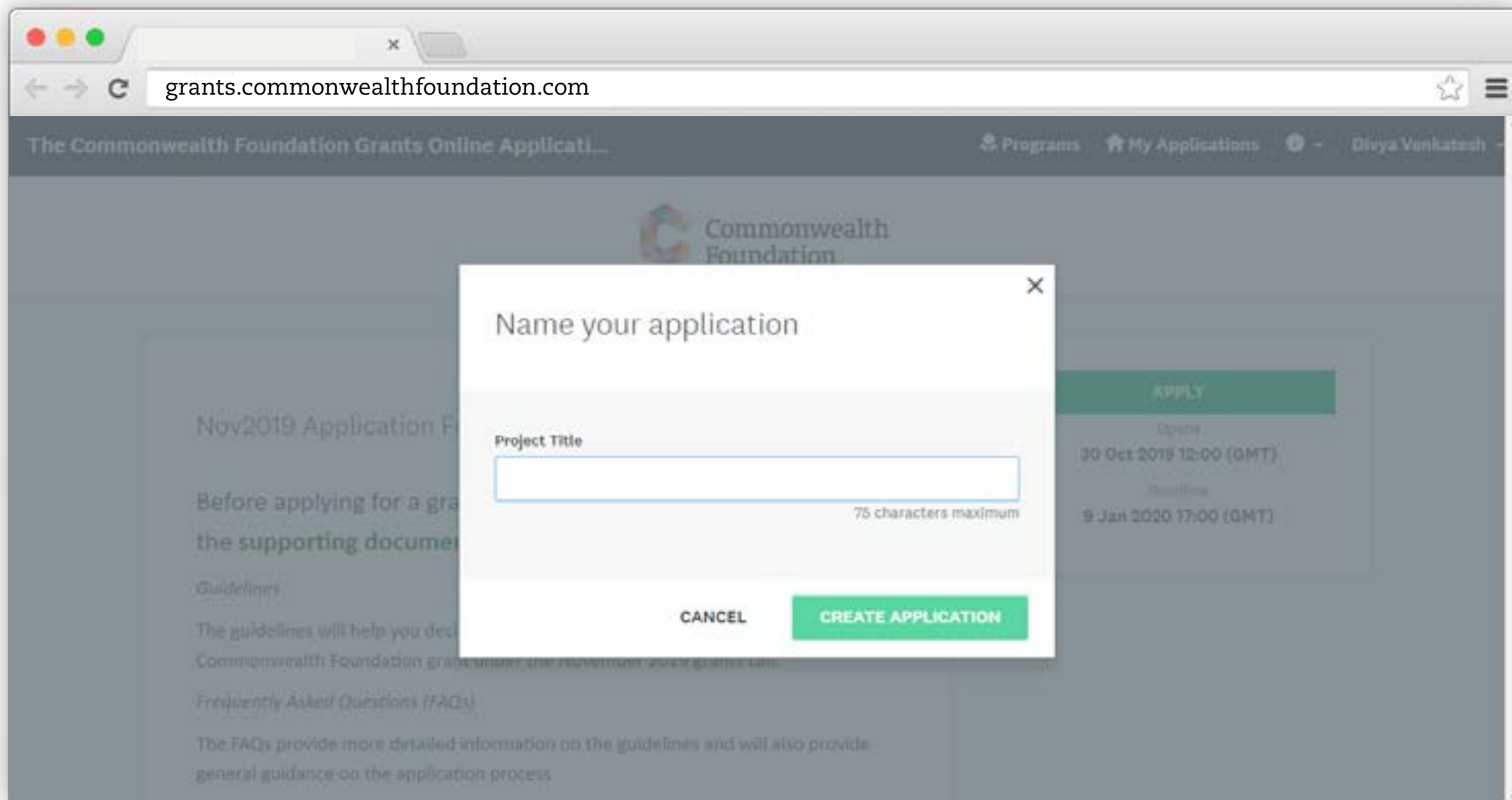
Opens

y 2019 12:00 (

Clicking on '**more >**' will bring you to this page.

Please take the time to read the [supporting documentation](#) before you apply.

To apply for a grant and create or log in 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 this has been done click on '**create application**'.

grants.commonwealthfoundation.com

< Return to The Commonwealth Foundation Grants Online Application System

Don't have a SurveyMonkey Apply account? **REGISTER**

Apply

Log in with

f Twitter G

OR

Email

Password

Forgot your password?

LOG IN

You will be prompted to log in. If you don't have an account, you can create one by clicking on the **'register'** button in the top right corner.

If you've forgotten your password click on **'forgot your password?'** to go through SurveyMonkey's password recovery steps.

grants.commonwealthfoundation.com

< Return to The Commonwealth Foundation Grants Online Application System

Already have a SurveyMonkey Apply account? **LOG IN**

Apply

Register for an applicant account

Register with

f t G

OR

First name Last name

Email

Password

Confirm password

☐ I'm not a robot

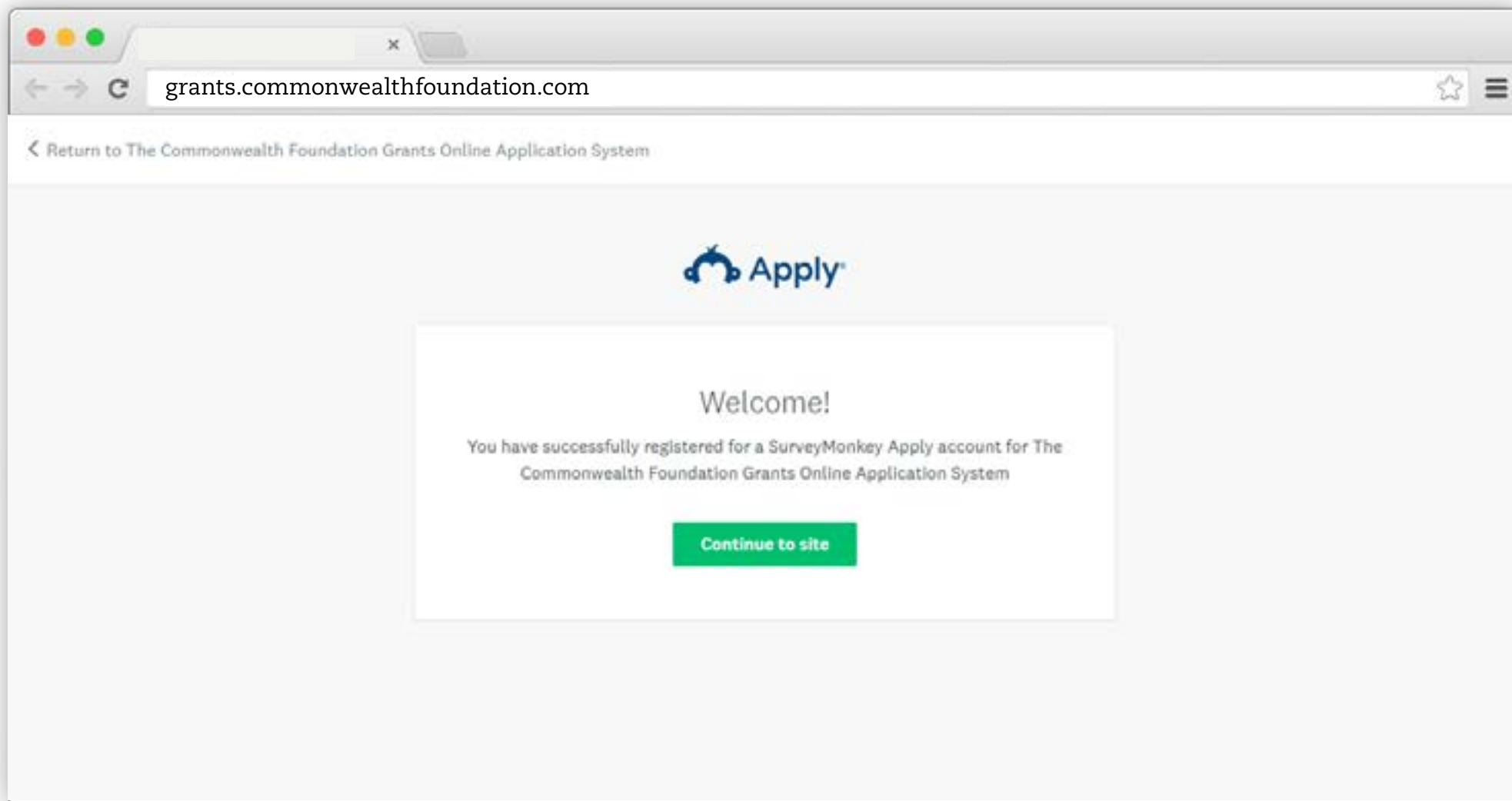
CREATE ACCOUNT

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)

If you are registering for a new account you will be asked to:

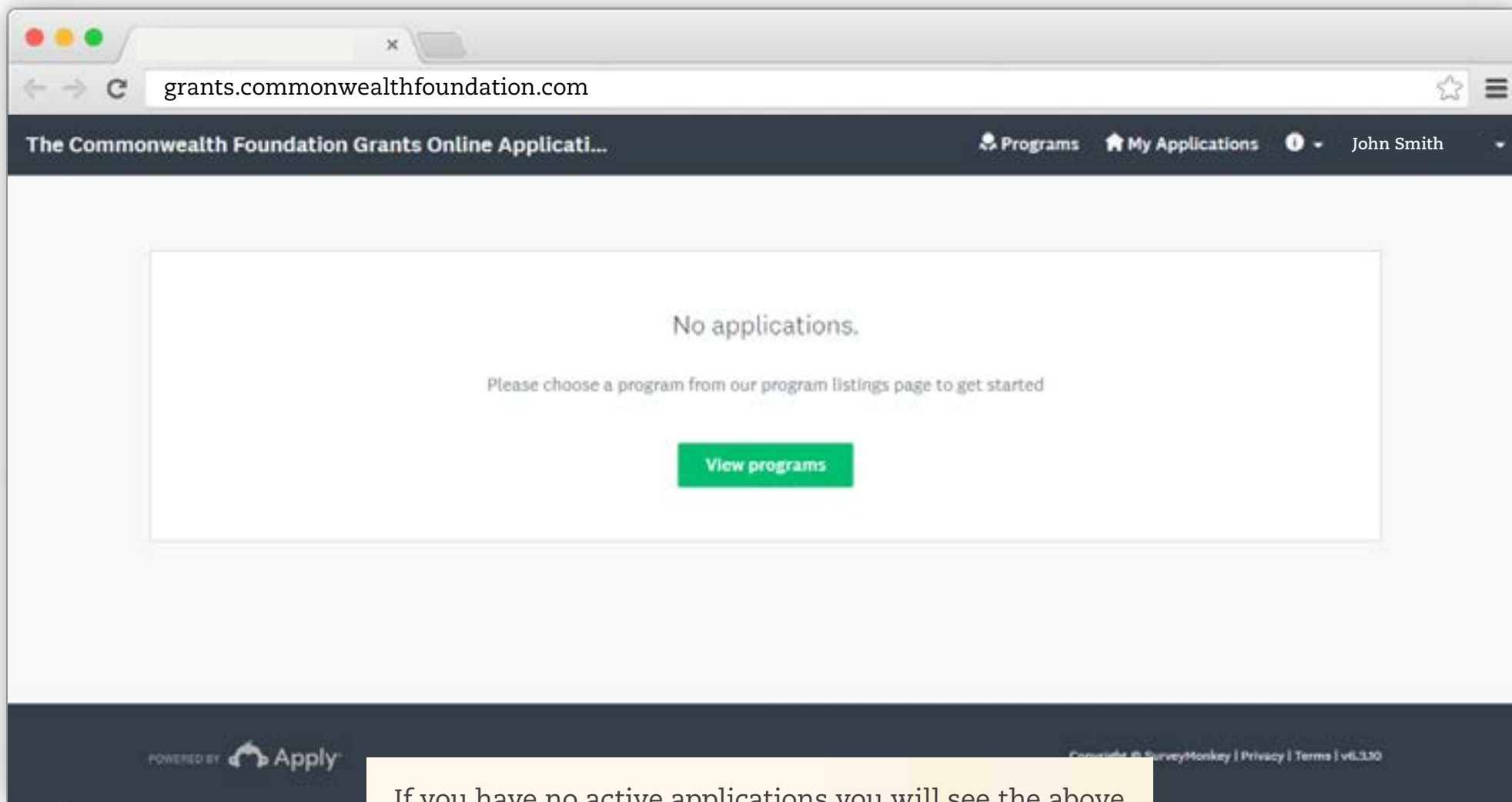
- fill in your first and last name
- fill in your email address
- set a password
- confirm your password
- complete a CAPTCHA

Click on '**create account**' to complete your registration.



Click on '**continue to site**' to go to your applicant portal.

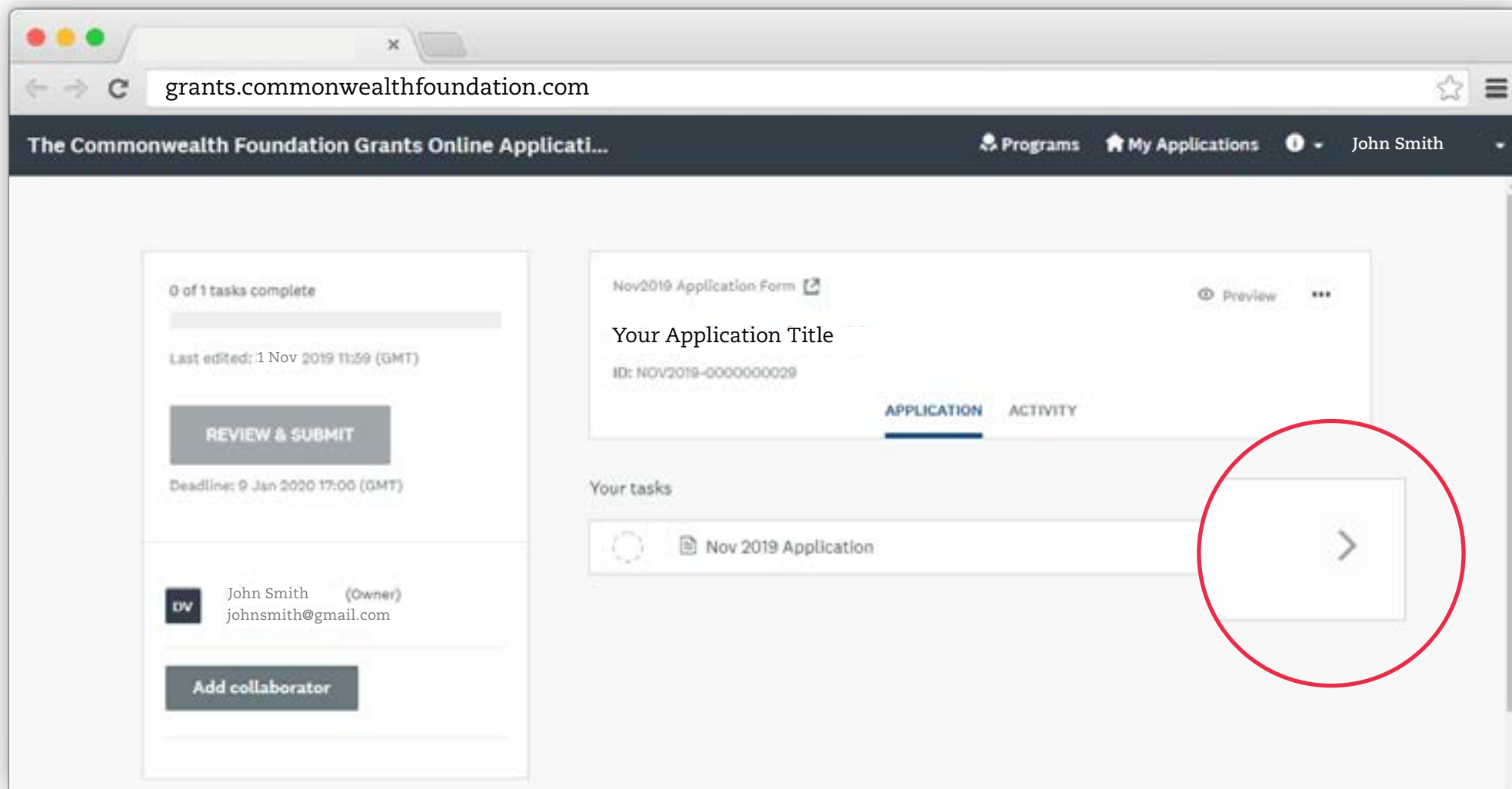
You can also access this portal via the link in your registration confirmation email.



If you have no active applications you will see the above screen.

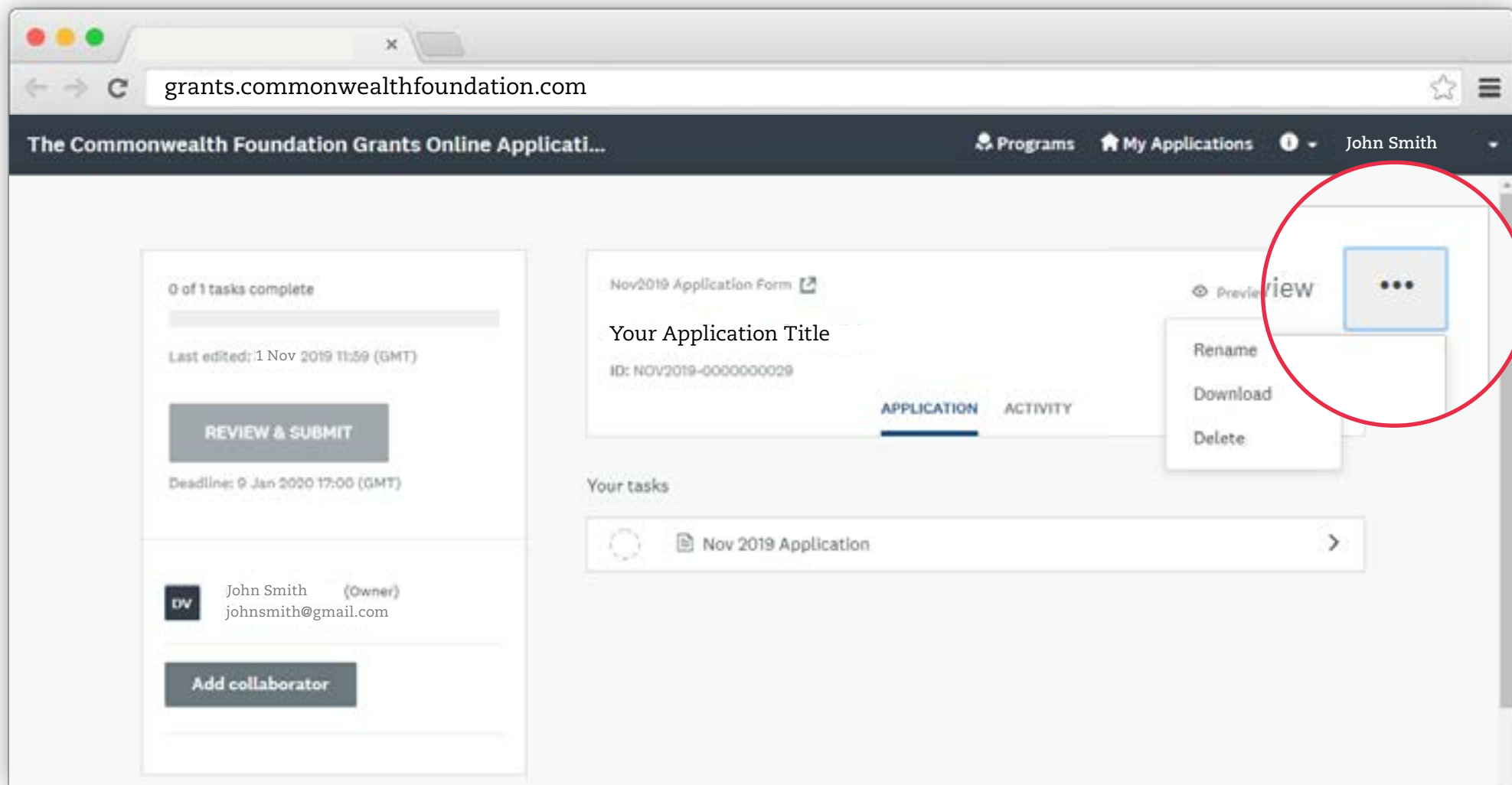
Click on '**view programs**' to be taken to your SurveyMonkey Apply dashboard.

Your dashboard

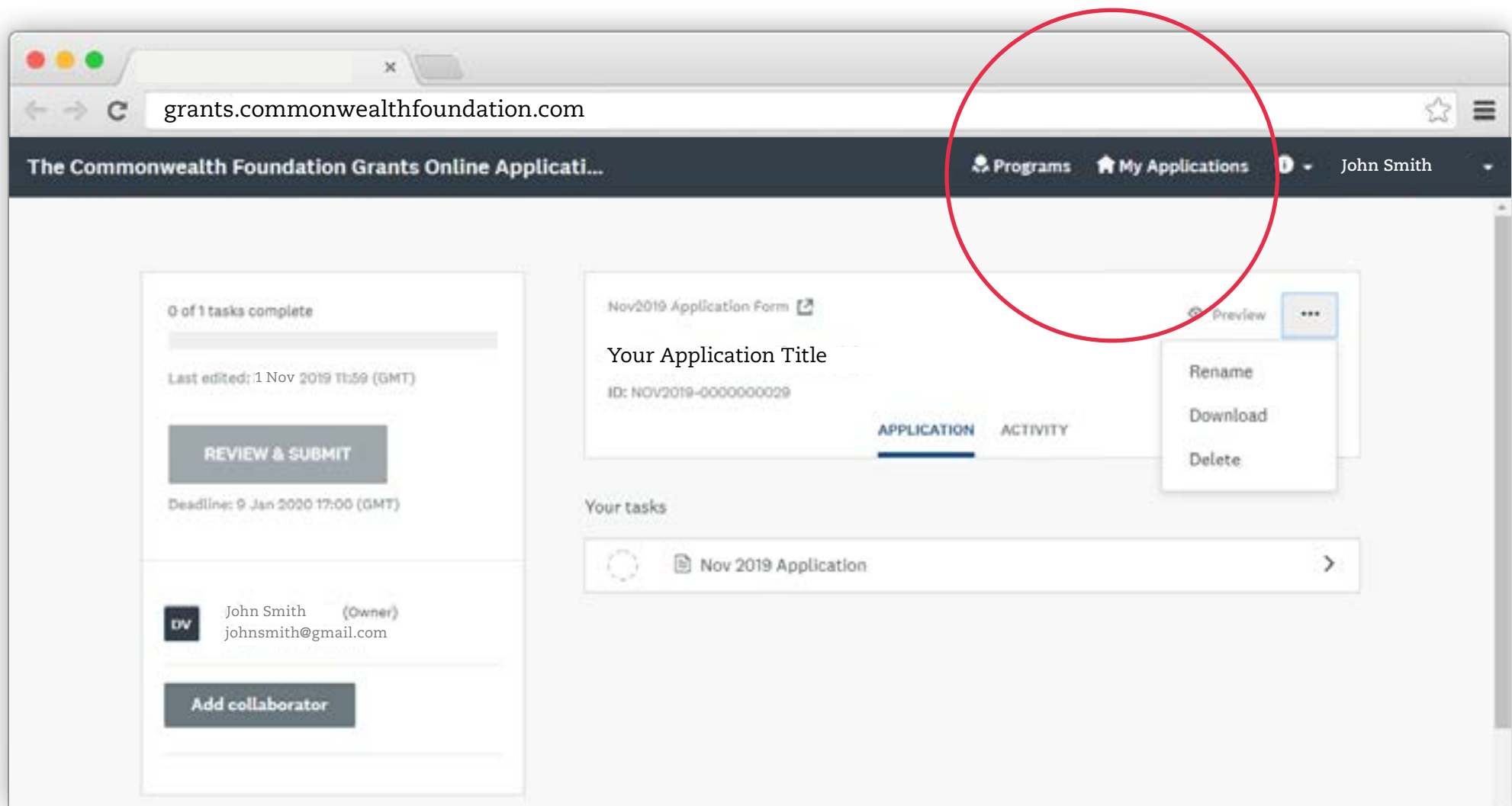


This is your SurveyMonkey Apply dashboard.

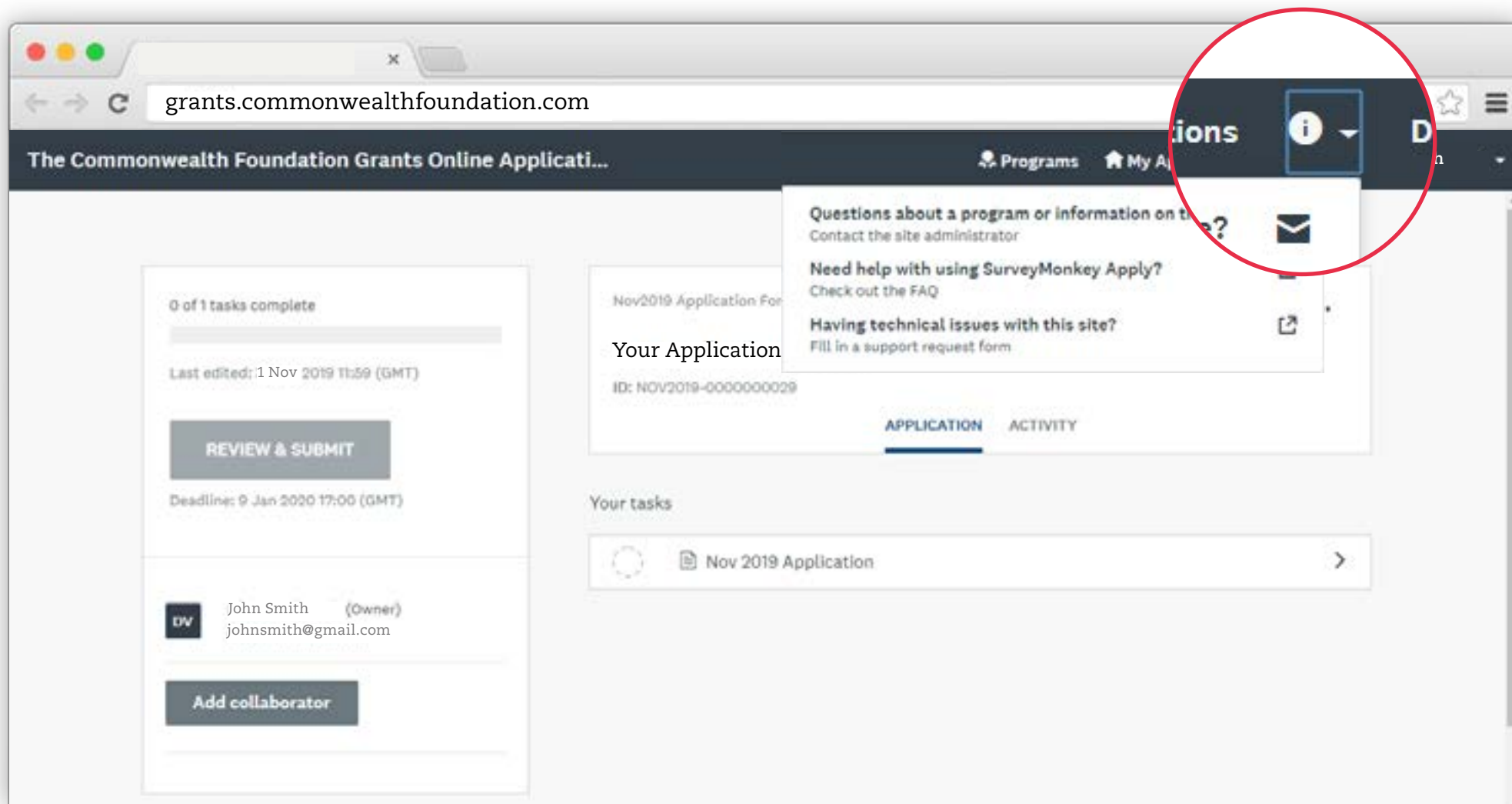
Click on the arrow next to '**Nov 2019 Application**' under '**your tasks**' to begin filling in your online application form.



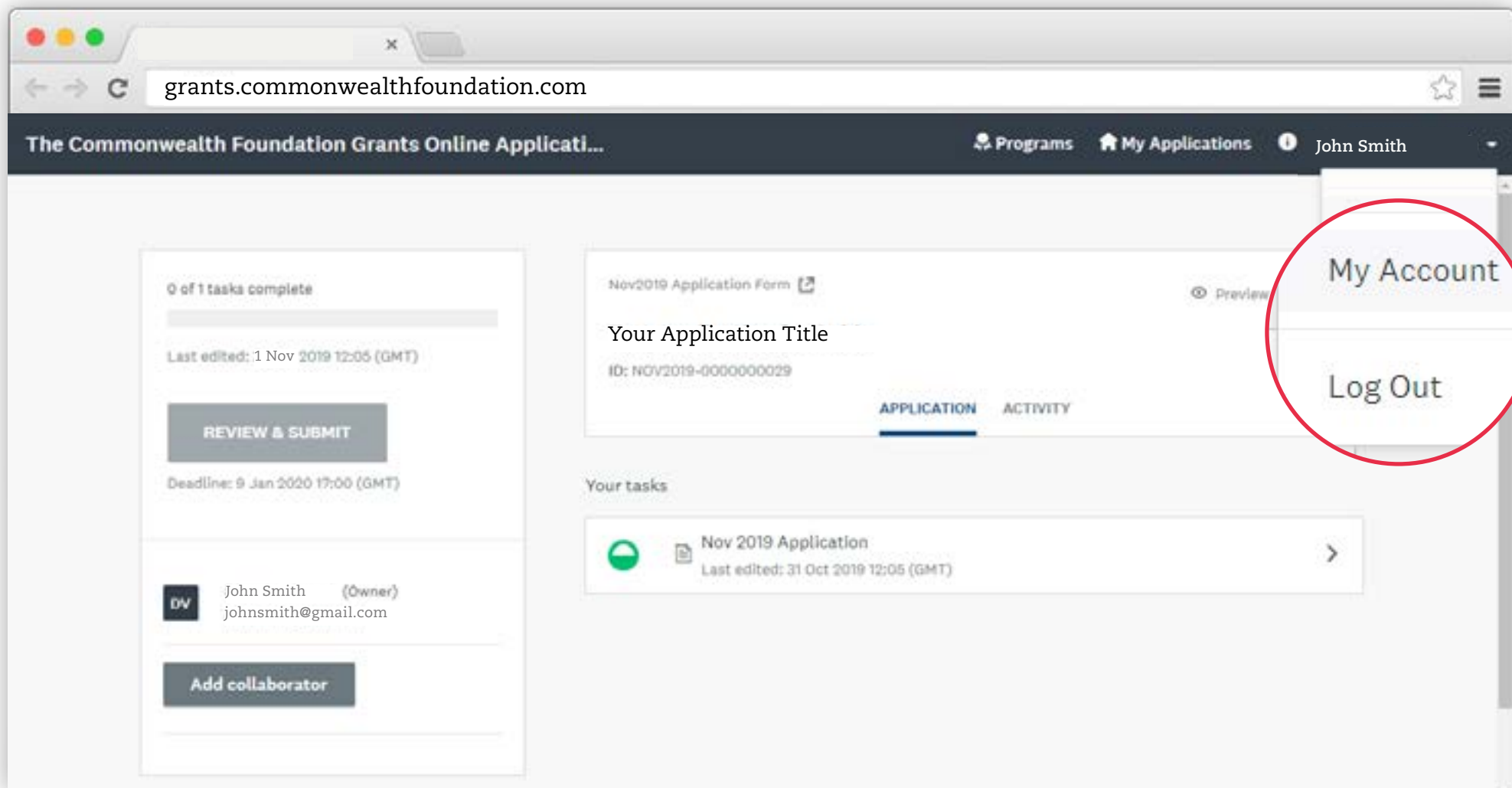
You can also rename, download or delete your application by clicking on the **three dots** next to 'preview' in your Survey Monkey Apply dashboard.



You can see all your applications by clicking on the '**My Applications**' button, and view all open grants calls 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 in the top menu.



To exit your SurveyMonkey Apply dashboard, click on the arrow next to your name in the top right corner.

A drop-down menu will appear. Click on 'Log out'.

Make an application

The screenshot shows a web browser window with the URL grants.commonwealthfoundation.com. The page title is "The Commonwealth Foundation Grants Online Application". The user is logged in as "John Smith". The main content area is titled "Nov 2019 Application" and "Application Form Questions". It includes a section for "Eligibility confirmation" with a list of criteria. The left sidebar shows a progress bar for "0 of 1 tasks complete" and a "REVIEW & SUBMIT" button. The bottom of the page has navigation buttons: "PREVIOUS", "SAVE & CONTINUE EDITING", and "MARK AS COMPLETE".

grants.commonwealthfoundation.com

The Commonwealth Foundation Grants Online Application

Programs My Applications John Smith

Nov 2019 Application

Application Form Questions

Eligibility confirmation

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

1. The applicant and, when applicable, partner(s) are registered society organisations (CSOs).
2. The applicant and, when applicable, partner(s) must be based in a Commonwealth Foundation member country and the project must be in an eligible Commonwealth Foundation member country. A list of eligible countries is available at Annex one.
3. The application is for funding for a maximum of £50,000.
4. The applicant is eligible for funding for a maximum of 12 months.

0 of 1 tasks complete

Last edited: 31 Oct 2019 11:59 (GMT)

REVIEW & SUBMIT

Deadline: 9 Jan 2020 17:00 (GMT)

REVIEW & SUBMIT

Deadline: 9 Jan 2020 17:00 (GMT)

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

The application form contains nine sections:

1. Eligibility confirmation
- Section A. Applicant organisation details
- Section B. Organisational structure
- Section C. Partner information
- Section D. Project information
- Section E. Project description
- Section F. Referees
- Section G. Supporting documents

You must fill in each section with the information required before you can proceed to the next section.

You can navigate between previous sections by using the **'previous'** button at the bottom of the page.

The screenshot shows a web browser window with the URL grants.commonwealthfoundation.com. The page title is "The Commonwealth Foundation Grants Online Application". The user is logged in as "John Smith". The main content area is titled "Nov 2019 Application" and shows "Application Form Questions" with a progress bar at 0%. The "Eligibility confirmation" section states: "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).
2. 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.**
3. The application is for funding for a maximum of £50,000 per annum
4. The applicant is applying for funding for a maximum of four years

The left sidebar contains a "Back to application" link, a "Nov 2019 Application Form" link, a "Test Application for Guide" link, and a "Nov 2019 Application" link. It also shows "0 of 1 tasks complete", "Last edited: 31 Oct 2019 11:59 (GMT)", a "REVIEW & SUBMIT" button, and a "Deadline: 9 Jan 2020 17:00 (GMT)".

Please make sure you read the eligibility section of the form carefully.

Only applicants who meet all of the eligibility criteria are eligible to apply.

grants.commonwealthfoundation.com

The Commonwealth Foundation Grants Online Application...

Programs My Applications John Smith

The form contains errors:

[Back to application](#)

Nov 2019 Application Form
Test Application 2
ID: NOV2019-0000000034

Nov 2019 Application

0 of 1 tasks complete

Last edited: 1 Nov 2019 12:10 (GMT)

REVIEW & SUBMIT

Deadline: 9 Jan 2020 17:00 (GMT)

Nov 2019 Application

Application Form Questions

Please check your answers below and correct them before continuing.

Eligibility confirmation

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

1. The applicant and, when applicable, partner(s) are registered with the Charity Commission or are recognised as community or society organisations (CSOs).
2. The applicant and, when applicable, partner(s) must be based in a Commonwealth Foundation member country and the project must be in an eligible Commonwealth Foundation member country. A list of eligible countries under this call is available at Annex one.
3. The application is for funding for a maximum of £50,000.
4. The applicant is applying for funding for a maximum of four years.
5. The applicant does not have an existing grant from the Commonwealth Foundation.

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 red.

You must answer all mandatory questions correctly to be able to save your application and continue to the next stage.

grants.commonwealthfoundation.com

The Commonwealth Foundation Grants Online Application...

Programs My Applications John Smith

< Back to application

Nov 2019 Application

Test Application Form

ID: NOV2019-0000000000

Nov 2019 Application

0 of 1 tasks complete

Last edited: 31 Oct 2019 11:59 (GMT)

REVIEW & SUBMIT

Deadline: 9 Jan 2020 17:00 (GMT)

Application Form Questions

Eligibility confirmation

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

1. The applicant and, when applicable, partner(s) are registered charity or community society organisations (CSOs).
2. The applicant and, when applicable, partner(s) must be based in an eligible Commonwealth Foundation member country and the project must be based in an eligible Commonwealth Foundation member country. A list of eligible countries under this call is available at Annex one.
3. The application is for funding for a maximum of £50,000 per annum.
4. The application must be for a maximum of four years.

REVIEW & SUBMIT

Deadline: 9 Jan 2020 17:00 (GMT)

PREVIOUS SAVE & CONTINUE MARK AS COMPLETE

Exit the form at any time by clicking on the '< Back to application' link.

Please make sure to first save your progress before exiting the form by clicking on the 'save and continue editing' button at the bottom of each section.

grants.commonwealthfoundation.com

The Commonwealth Foundation Grants Online Appli...

Programs My Applications John Smith

Nov2019_Application_Form
Test Application for Guide
ID: NOV2019-0000000029

Nov 2019 Application

0 of 1 tasks complete

Last edited: 31 Oct 2019 12:11 (GMT)

REVIEW & SUBMIT

Deadline: 9 Jan 2020 17:00 (GMT)

Nov 2019 Application

Application Form Questions 71%

Section G - Supporting Documents

G.1 Applicant supporting documents - please use zip files if you have more than one audited accounts file

Registration certificate

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

1. How to use SM app

Audited accounts

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

.pdf

View

Delete

The progress bar at the top of the application form allows you to keep track of how complete your application is.

When uploading supporting documents in Section G, use the three dots to view, download or delete attachments.

grants.commonwealthfoundation.com

The Commonwealth Foundation Grants Online Application...

Programs My Applications John Smith

Back to application

Nov2019 Application Form
Test Application for Guide
ID: NOV2019-0000000029

Nov 2019 Application

0 of 1 tasks complete

Last edited: 31 Oct 2019 12:17 (GMT)

REVIEW & SUBMIT

Deadline: 9 Jan 2020 17:00 (GMT)

Nov 2019 Application

Application Form Questions 87%

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.

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

Once you have finished filling in your application form you can either save it or mark it as complete.

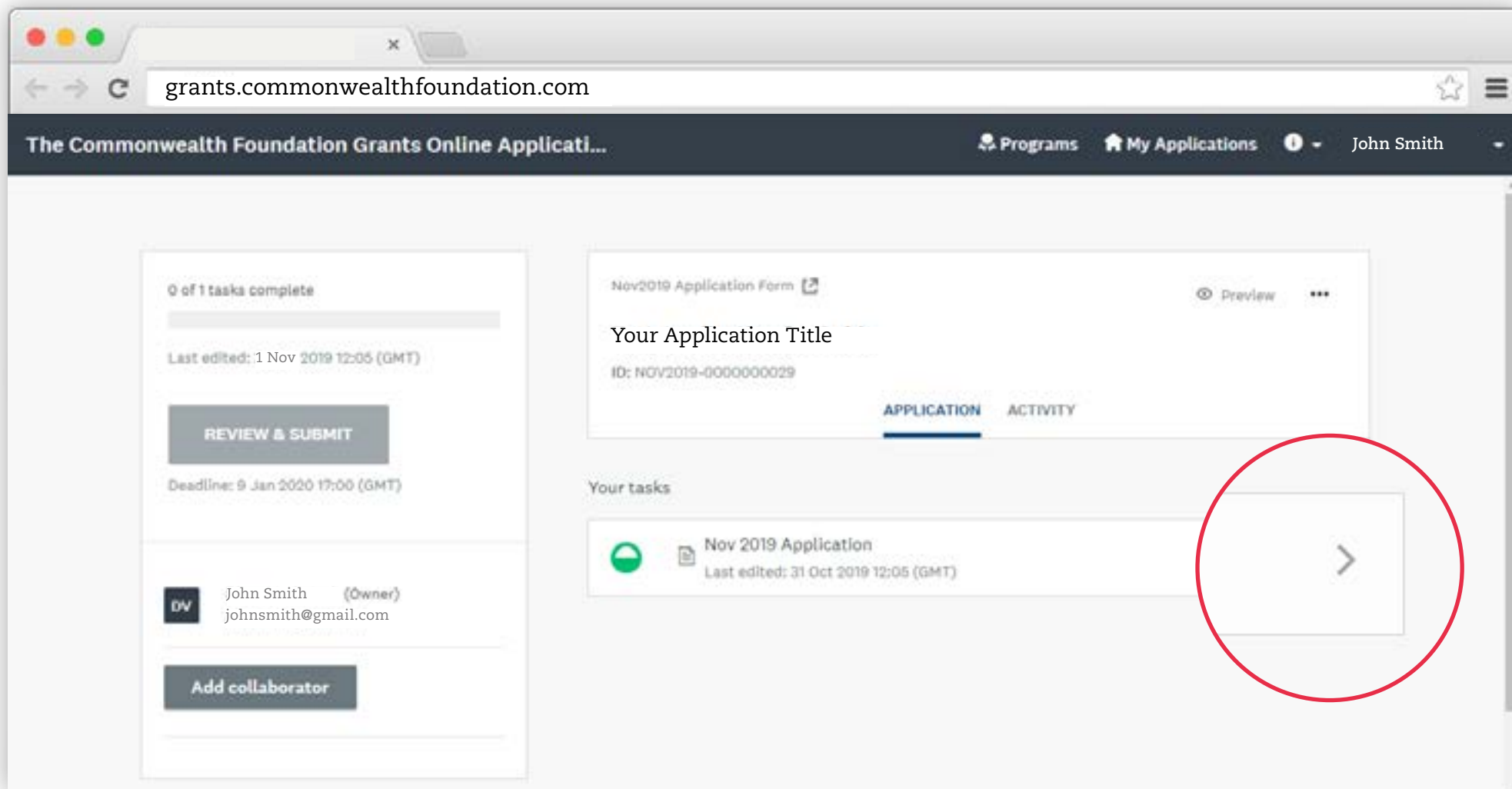
Marking your form as complete means you will no longer be able to make changes to your form.

Saving your progress

The screenshot shows a web browser window with the address bar displaying `grants.commonwealthfoundation.com`. The page title is "The Commonwealth Foundation Grants Online Applicati...". The navigation bar includes links for "Programs", "My Applications", and a user profile for "John Smith". The main content area contains three form fields: "Organisation telephone" (text input), "Organisation website" (text input), and "Organisation type" (dropdown menu). At the bottom of the form are two buttons: "SAVE & CONTINUE EDITING" and "NEXT". The footer of the page includes the text "POWERED BY Apply" and "Copyright © SurveyMonkey | Privacy | Terms | v6.3.10".

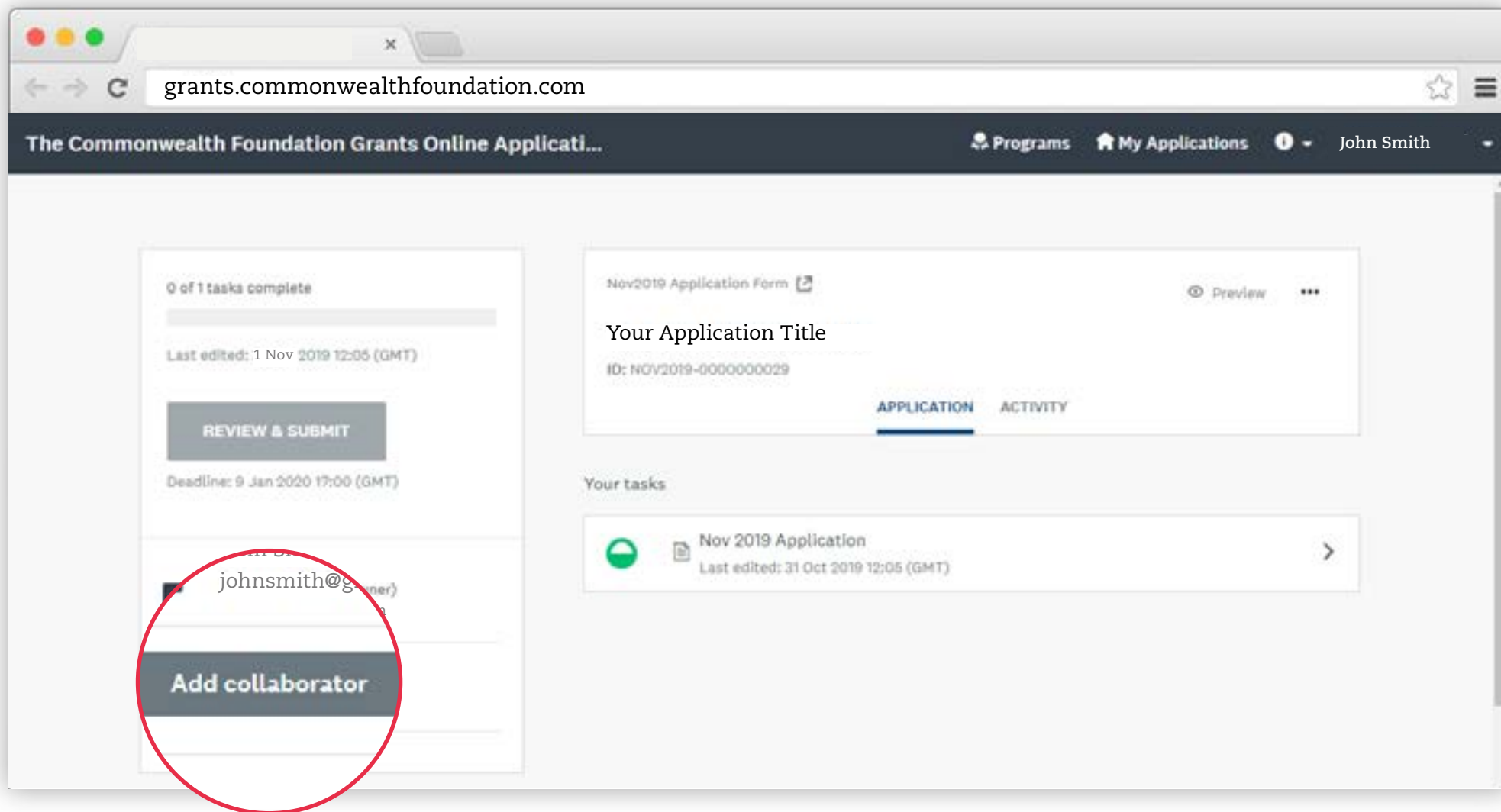
To save your progress click on '**save and continue editing**'.

This allows you to revisit your form at a later date to continue filling it in or make changes.



To open your saved form click on the arrow next to **'Nov 2019 Application'** under your tasks in your Survey Monkey Apply 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.

The screenshot shows a web browser window with the URL grants.commonwealthfoundation.com. The page title is "The Commonwealth Foundation Grants Online Application". The user is logged in as "John Smith". A modal window titled "Collaborators" is open, prompting the user to "Add collaborators to view or contribute to your application". The form includes a text input for "Email address of collaborators" with a note to "Separate addresses by commas". Below this is a "Type of access" section with two radio buttons: "View & edit" (selected) and "View only". There is also an optional "Message" text input. A green "SEND INVITE" button is at the bottom right of the modal.

grants.commonwealthfoundation.com

The Commonwealth Foundation Grants Online Application

Programs My Applications John Smith

Collaborators

Add collaborators to view or contribute to your application

Email address of collaborators Separate addresses by commas

Type of access

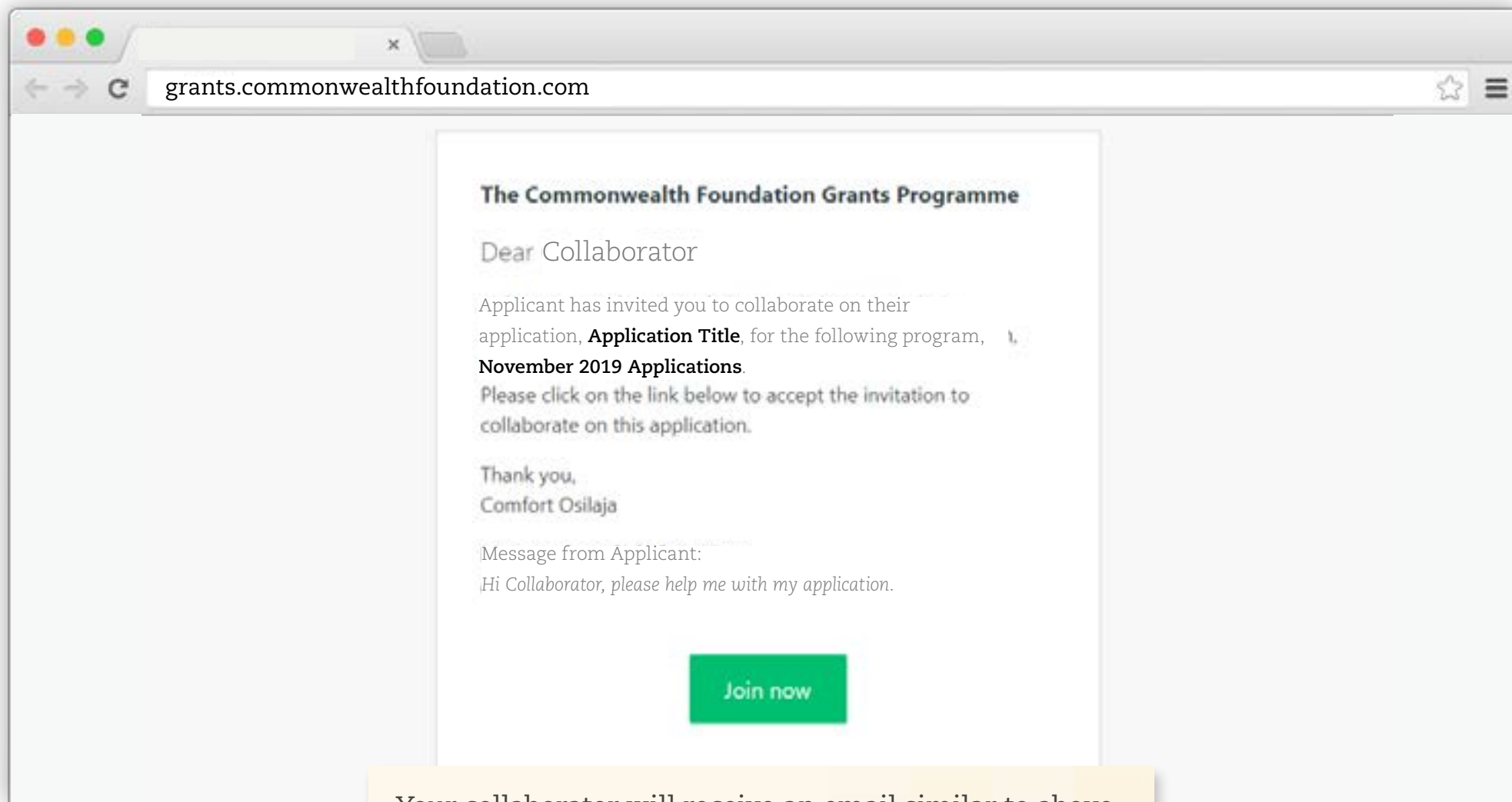
☒ View & edit ☐ View only

Message (optional)

SEND INVITE

You will be prompted to fill in your collaborator's email address, and the type of access you would like them to have.

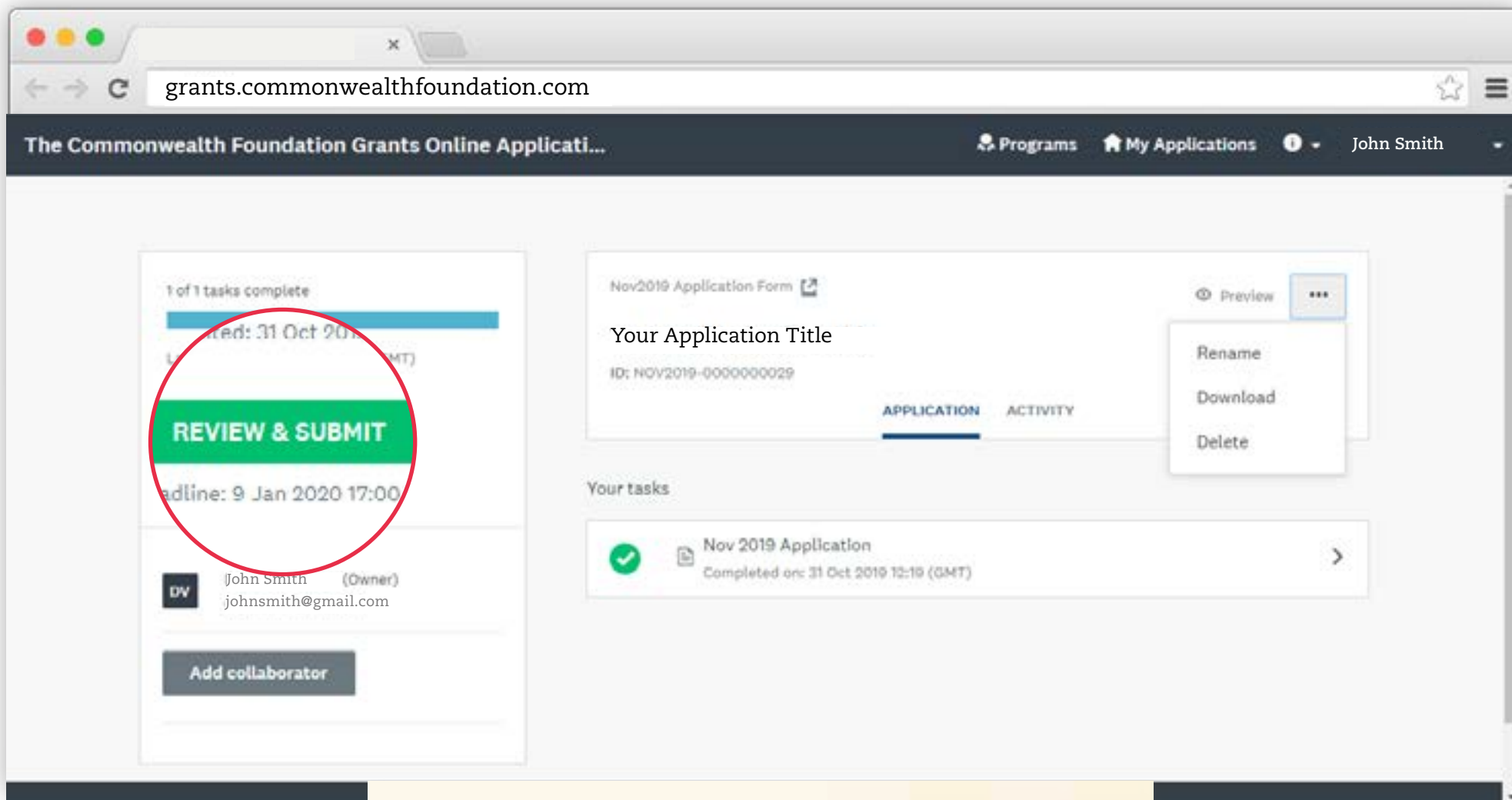
Click on '**send invite**' to grant them access.



Your collaborator will receive an email similar to above from '**noreply@mail.smapply.io**'.

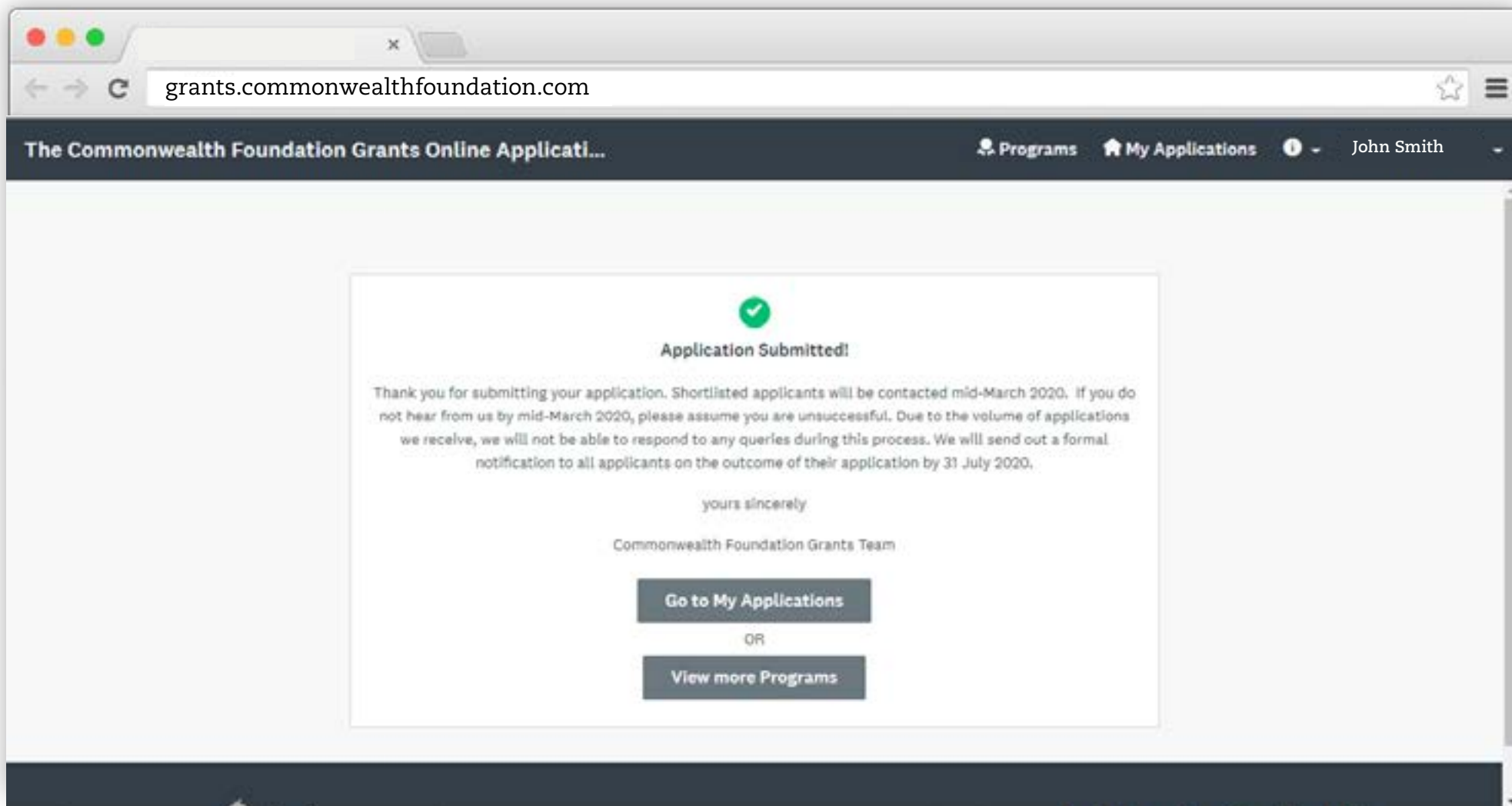
Please ask them to check their spam or junk folders for their email invitation, and to click on '**join now**' to accept.

Revision and submission



When you are ready to submit your application click on **'review and submit'**.

Please note: you will not be able to modify, withdraw or delete your application once you pass this stage.



Once submitted, you will see this confirmation screen.

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

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

It will include the application reference number and a request to complete a short survey giving us feedback of your experience of completing the application form.

Your feedback will only be used to improve the application process and will not have any impact on the assessment of your application.

Thank you,
The Commonwealth Foundation Grants Team



Commonwealth
Foundation

Account help

grants.commonwealthfoundation.com

< Return to The Commonwealth Foundation Grants Online Application System

Apply

An account with this email already exists.

i A SurveyMonkey Apply account with this email address already exists. If this is your account, please enter your **existing** password below to continue. If you have forgotten your password, reset it using the link below.

Email

divyaani@gmail.com

Password

☐ I'm not a robot

CONTINUE

OR

[Register for a new account](#) [Reset password](#)

When you register on a SurveyMonkey Apply site, an account gets created for you within the SurveyMonkey Apply database.

Once registered within one site you will need to re-register using the same password and credentials as the existing account.

If this is the case a message will appear that **'An account with this email already exists.'**

You will then be prompted to:

- Register with a new account
- Reset your password
- Complete the registration with that account

grants.commonwealthfoundation.com

< Return to The Commonwealth Foundation Grants Online Application System

Don't have a Su

Apply

Log in with

f Twitter G

OR

Email

Password

Forgot your password?

LOG IN

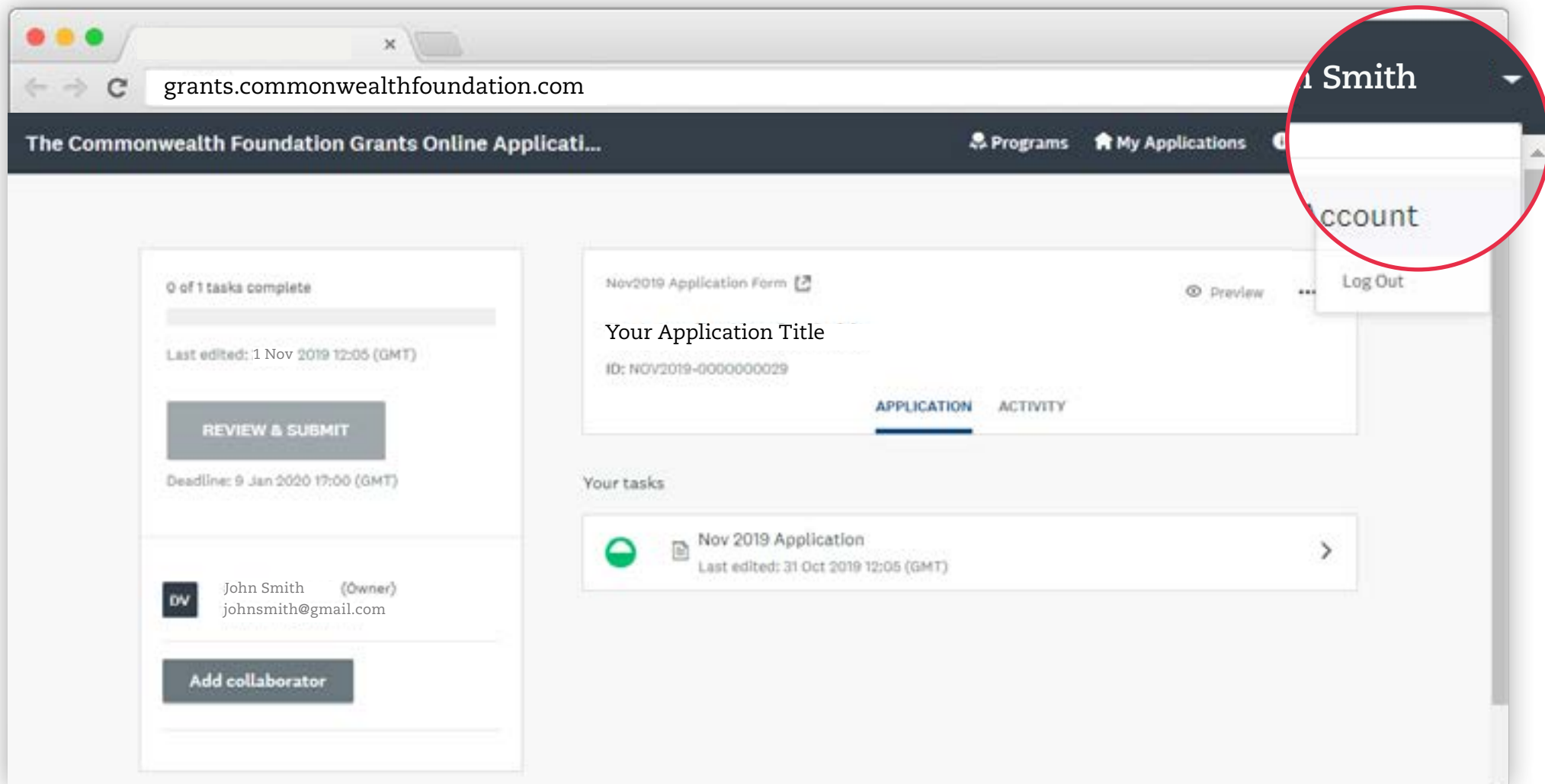
If you have forgot your password and aren't able to log in you can reset your password through email.

To reset your password click on the **'forgot your password?'** link.

Enter the email address that you use to log in to the site and click on **'send instructions'**.

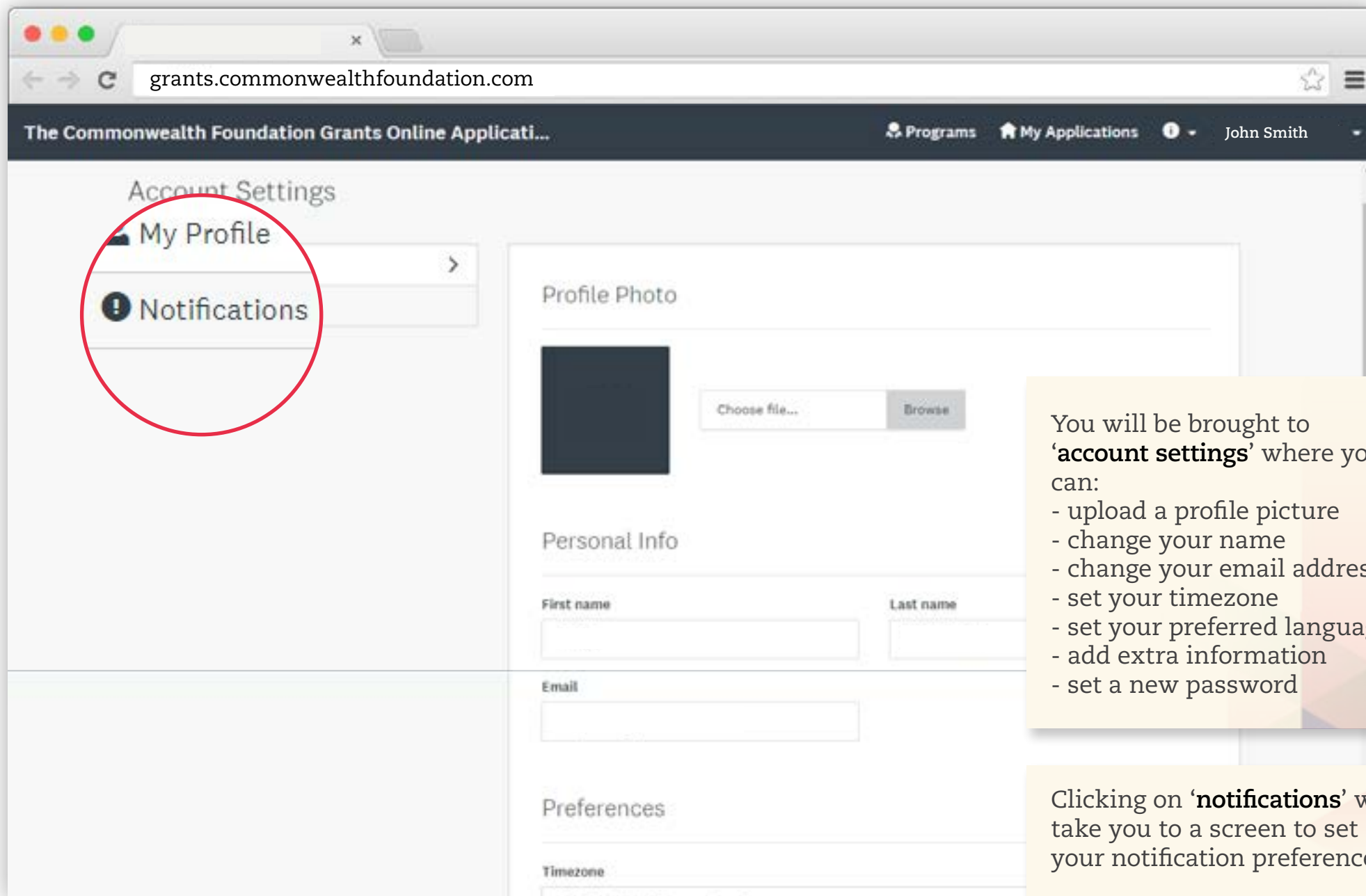
You will be sent instructions to the email you entered to reset your password. If you aren't able to locate the email in your inbox, we recommend checking your Spam/Junk folder

Follow the instructions to set a new password and access your account.



To change your name, email address or password, click on the arrow next to your name in the top right corner of the SurveyMonkey Apply dashboard.

A drop-down menu will appear. Click on **'account'**.



You will be brought to 'account settings' where you can:

- upload a profile picture
- change your name
- change your email address
- set your timezone
- set your preferred language
- add extra information
- set a new password

Clicking on '**notifications**' will take you to a screen to set your notification preferences.

FAQs

Frequently asked questions

Q. I've applied for a Commonwealth Foundation grant in the past, do I still need to create an account?

A. No you will already have an account which has been transferred from the previous online application provider you just need to log using your old email address and password. If you have forgotten your password, follow the guidance provided on how to set a new one.

Q. Who do I contact if I can't log into my account?

A. In the first instance please refer to the How to fill in your application form document and follow the guidance there. If you have further issues, please send an email to **cfgrants@commonwealth.int**

Q. Why am I receiving emails from noreply@mail.smapply.io

A. This is the email address from SurveyMonkey Apply the providers of the grants online application system. All emails relating to the submission of you grants application will be sent from this email address.

Please do not reply to this address as it's not monitored. Send any queries to **cfgrants@commonwealth.int** and a member of the grants team will get back to you.

Q. What do I do if I have problems with my application?

A. Please email the grants team at **cfgrants@commonwealth.int** and a member of the grants team will assist you. 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 closes.

Frequently asked questions (cont.)

Q. How do I know if my application was successfully submitted?

A. Please note that filling in the application form does not automatically submit it.

Please make sure that after you fill in the application form you go back to the main application screen and click on the submit button to submit your application. You will receive an email from noreply@mail.smapply.io acknowledging receipt of your application soon after it is submitted. If you don't receive this email one of three things may have happened:

- a. your application was not submitted
- b. the email was sent to a different email that was provided in the form
- c. your email is in your spam box

Please check out all these options and if you are still experiencing problems contact the grants team at **cfgrants@commonwealth.int**

Q. When will I find out if my application was successful?

Applications will be assessed in January and February 2020. If your application is shortlisted, we will inform you in mid-March. If you don't hear from us by April 2020 you can consider that your application was unsuccessful. The Foundation will send a formal notification to all applicants on the outcome of their applications by the end of July 2020.

If you have any other questions
or require further assistance
please contact the Grants Team
at cfgrants@commonwealth.int

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

Please also note that the Commonwealth Foundation will be **closed** **between 23 December 2019 and 2 January 2020 inclusive** and there will be no one available to respond to your email queries.



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