



# Commonwealth Foundation

## Frequently Asked Questions

### Eligibility and Guidelines

#### 1. Am I eligible to apply?

To be eligible to apply, all of 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 1.
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.
5. The applicant and partner organisations do not have an existing grant from the Commonwealth Foundation at the time the application window is open.
6. The average of the applicant's total income over the last two years is less than £3m.
7. The project must address one or both Commonwealth Foundation's outcomes (see Guidelines).
8. The applicant will provide the following documents as part of the application:
  - a completed logic model using the Commonwealth Foundation template.
  - a copy of the organisation's registration certificate (the official registration document provided by the relevant authorities in the country concerned).
  - 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).
  - a copy of the registration certificate for all partner organisations.

#### 2. What type of projects is the Commonwealth Foundation seeking to fund?

We are interested in supporting projects that strengthen civic voice so that it:

- Is more effective in holding governance institutions to account
- Enhances involvement in policy processes
- Shapes public discourse

Your project should address one or both of the following outcomes and may include the use of creative expression to achieve project aims. Please refer to the guidelines for further information:

**3. What kind of audit report do applicants need to submit?**

Applicants are required to submit a copy of the organisation's most recent audited accounts. The audit must include both the accounts and the opinion of the external auditor who has certified them and it should not be older than December 2017. Please note that project audits and independently verified accounts will not be accepted.

**4. Can I submit the audit report after I have submitted the application?**

The audit report must be submitted together with the application form. Organisations that do not submit an audit report or that submit an audit report that does not meet the requirements detailed in the guidelines (see question 2) will be deemed ineligible.

**5. Do applicant organisations need to have partners?**

It is not a requirement to work with partner organisations to implement the project. However, this might be important in some cases, for example, when the applicant organisation is not based in the country or region where the project will be implemented. An assessment of applicant (and partner's) capacity to implement the project will be made as part of the preliminary application assessment.

**6. Can two or more organisations submit an application?**

Yes, two or more organisations can submit an application. However, one organisation must act as applicant organisation and the others as partners. The applicant organisation will hold the contract with the Commonwealth Foundation.

**7. Can an organisation be applicant in one application and partner in another?**

No, you can only be included on one application per grants call.

**8. Can an organisation with an average total income of more than £3m be a partner in a project application?**

Yes, project applications can include partner organisations with an average total income of more than £3m, as long as they meet all other eligibility criteria.

**9. Can a government department, business or an individual be a partner in the project?**

Only not-for-profit civil society organisations can be partners in project applications. The project can however engage government authorities as stakeholders as well as individuals as stakeholders or beneficiaries.

**10. Can the project funds cover trainings provided to government officials to strengthen their skills?**

As specified in the Guidelines, activities that are solely targeted at government officials and/or the private sector cannot be funded by the grant programme. It is fine to include such activities in the project if there is a strong rational for it, but they must be covered by other sources of funding.

**11. The guidelines say that I can't submit an application if I have an existing grant from the Commonwealth Foundation. What does this mean?**

An organisation cannot be recipients of two concurrent grants from the Commonwealth Foundation, this applies to organisations that are partners on an application as well as the applicant organisation. In order to be eligible to apply for a grant, your previous project must have come to an end and you must have submitted satisfactory project reports. Please seek advice from the Foundation if you have any questions.

**12. Can I apply for more than one grant in each grant call?**

An organisation can only be a part of on one application per grant call.

**13. Why is country [ X ] not included in the list of eligible countries?**

Firstly, only CSOs from countries that are members of the Commonwealth Foundation can apply for our grants. The exact list of eligible countries changes yearly, for various reasons. If you wish to find out about why a specific country is not in the list, please contact the grants team at [cfgrants@commonwealth.int](mailto:cfgrants@commonwealth.int)

**14. Do you have examples of projects funded in the past?**

Past and current projects funded by the Commonwealth Foundation can be found on our website: <https://commonwealthfoundation.com/projects/>  
However, please note that not all of these projects can be categorised within the outcomes of this particular call.  
form under the page “resources” once the call is open for applications.



# Commonwealth Foundation

## The application process

### 1. How do I apply for a grant?

To apply you will first need to login into your SurveyMonkey Apply account and complete and submit an online application form. The Commonwealth Foundation will only accept applications that have been submitted using the online application system.

### 2. Who are SurveyMonkey Apply

Survey Monkey Apply are the providers of the new online platform we are using for our grant application in 2019

### 3. I don't have a SurveyMonkey Apply account; how do I get one?

Please read through our document on [How to fill in your application form](#) for detailed guidance on how to create an account.

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

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.

### 5. Who do I contact if I can't log into my account

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](mailto:cfgrants@commonwealth.int)

### 6. Where can I find step by step guidance on how to complete the online application form

Please read through our document on [How to fill in your application form](#) for detailed guidance on each stage of the process

**7. Why am I receiving emails from [noreply@mail.smapply.io](mailto:noreply@mail.smapply.io)**

This is the email address from SurveyMonkey Apply the providers of the grants online application system. All emails relating to the submission of your 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](mailto:cfgrants@commonwealth.int) and a member of the grants team will get back to you.

**8. What do I do if I have problems with my application?**

Please email the grants team at [cfgrants@commonwealth.int](mailto: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.

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

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](mailto: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](mailto:cfgrants@commonwealth.int)

**10. 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.

**N.B 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.**