Special Grants Call: COVID-19 application form

Eligibility confirmation

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

To be eligible for a grant, the following criteria must be met:
The applicant and, when applicable, partner(s) are registered not-for-profit civil society organisations (CSOs);The applicant must be registered in an eligible Commonwealth Member State, and the project should take place in the country of registration. Partners must also be registered in a Commonwealth Member state;The application is for funding between £10,000 and £30,000 per annum; The applicant is applying for funding for a maximum of one year;The average of the applicant's total income over the last two years is less than £3m; and The project must address one or more of the focus areas listed. The applicant will provide the following documents as part of the application:a completed logic model using the Commonwealth Foundation template;a completed project plan using the Commonwealth Foundation template;a completed budget using the Commonwealth Foundation template;a copy of the organisation's registration certificate[1] (the official registration document provided by the relevant authorities in the country concerned);a copy of the registration certificate[2] for all partner organisations (the official registration document provided by the relevant authorities in the country concerned);a copy of the organisations most recent audited accounts or annual accounts for grant applications from £10,000 up to £14,999: (annual accounts must include a balance sheet, a profit and loss statement, notes about the account; be signed off by the board or the organisation's Executive Director and not be older than December 2018); ora copy of the organisation's most recent audited accounts for grants from £15,000 up to £30,000(audited accounts must include both the accounts and the opinion of the external auditor who has certified them; it should not be older than December 2018).[3]The Commonwealth Foundation will not fund:Projects that are mid-cycle;Attendance at training courses, workshops and conferences unless as part of a larger project funded by the grant;Academic study or research unless as part of a larger project funded by the grant;Publication of books and films, unless they are part of and/or learning tools developed as a result of a larger project funded by a Commonwealth Foundation grant;Exchanges between developed countries; andActivities that are solely targeted at government officials and/or the private sector.The Commonwealth Foundation will not consider applications from: Government and intergovernmental organisations;For-profit organisations; Organisations who are not based in an eligible country. [1] 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.[2] See footnote 1[3] independently verified accounts or project audits will not be accepted in lieu of organisational audited accounts

☑ Do you meet all the eligibility criteria listed above?

☐ Yes

Section A - Applicant 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.4 Organisation main activities

Maximum 75 words

_____
_____
_____

Section B - Project description

B.1 Project title

Maximum 15 words
Give your project a concise title.

_____

B.2 Summary description of the project

Maximum 150 words
Please describe the main objectives of your project and how you plan to achieve it.

_____
_____
_____

B.3 Applicant and project region

• Africa
• Asia
• Americas
• Europe
• Pacific

B.3 Africa applicant and project countries

☐ Botswana
☐ Cameroon
☐ Gambia, The
☐ Ghana
☐ Kenya
☐ Kingdom of eSwatini
☐ Lesotho
☐ Malawi
☐ Mauritius
☐ Mozambique
☐ Namibia
☐ Nigeria
☐ Rwanda
☐ Seychelles
☐ Sierra Leone
☐ South Africa
☐ Uganda
☐ United Republic of Tanzania
☐ Zambia

B.3 Asia applicant and project countries

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

B.3 Americas applicant and project countries

☐ Antigua and Barbuda
☐ Bahamas, The

- ☐ Barbados
- ☐ Belize
- ☐ Canada
- ☐ Dominica
- ☐ Grenada
- ☐ Guyana
- ☐ Jamaica
- ☐ Saint Lucia
- ☐ St Kitts and Nevis
- ☐ St Vincent and The Grenadines
- ☐ Trinidad and Tobago

☑ B.3 Europe applicant and project countries

- ☐ Malta
- ☐ Cyprus
- ☐ United Kingdom

☑ B.3 Pacific applicant and project countries

- ☐ Australia
- ☐ Fiji
- ☐ Kiribati
- ☐ Nauru
- ☐ New Zealand
- ☐ Papua New Guinea
- ☐ Samoa
- ☐ Solomon Islands
- ☐ Tonga
- ☐ Tuvalu
- ☐ Vanuatu

B.4 Project focus areas

Your project may address one or more of the focus areas listed here. It may address more than one focus area but please indicate the one which your project addresses the most.

- ☐ Research into, and monitoring of government and civil society responses to the pandemic that aim to identify gaps, weaknesses and good practices that could be used to inform current practice / future policy: including the impact of laws and policies in general, or in relation to specific groups such as women; workers in the informal economy; migrants and refugees or specific issues such as gender-based violence; access to treatment, etc.
- ☐ Support to civil society organisations, networks and coalitions to enable more effective engagement with government on development and implementation of policies and plans to address the pandemic in the longer term, or respond to new health emergencies
- ☐ Promotion of civil society engagement with national government, private sector and academic institutions to innovate and develop quality products for vulnerable groups that reduce risks associated with pandemics
- ☐ Facilitating multi-stakeholder discussions or bodies (e.g. taskforce) to review and suggest reforms to policies and programs that can better protect vulnerable populations/informal workers/frontline staff during and post-pandemic
- ☐ Awareness raising and other forms of community engagement aimed at improving social and other protections, especially for vulnerable groups in collaboration with national government
- ☐ Convening / participating in discussions with government aimed at improving transparency and strengthening institutions / policies / practices.

B.5 What is the rationale for choosing to work in this focus area?

*Maximum 300 words*Background to the project proposedRationale for choosing the focus area including explanation on what issue the project will address.

_____
_____
_____

B.6 What research or other resource materials supports this rationale?

Maximum 200 words This research may have been undertaken by your organisation or by other organisations. Please provide relevant data and statistics, if available, and explain how they support your analysis. Please provide links to resource materials when available.Were the project target groups and the groups that will benefit from the delivery of the project involved in the selection of the focus area, and if so how? What, if any special considerations were taken to include women and girls where appropriate.Which of the groups you intend to work with to deliver the project have you consulted. Please include details of the different groups you have consulted.

_____
_____
_____

B.7 How does your project address the focus area?

*Maximum 300 words*What are the main interventions you would use to achieve the planned results?Please identify any interventions that are specifcally targeted at women and girls with reasons why.

_____
_____
_____

B.8 Who are the key groups that you will need to work with to deliver the project?

Maximum 20 words They could include government bodies, civil society organisations, and community groups, private sector companies. Please include numbers of the different target groups e.g. 20 national parliamentarians in X country, Y local or national CSOs

_____
_____
_____

B.9 Who are the key groups that will benefit from the successful delivery of this project?

Maximum 20 words These are the people that ultimately benefit from the change that will be achieved as a result of the project being successfulPlease include numbers of the different groups e.g. 2,000 women with disabilities; 1,000 children with disabilities

_____
_____
_____

B.10 What are the main challenges envisaged in implementing the project and how will they be addressed?

Maximum 200 words

_____
_____
_____

B.11 What changes will take place as a result of your project ?

*Maximum 300 words*Please include any specific changes. These could include legislation, policies or practices that will change as a result of the project. Identify any project changes specifically relate to women and girls

_____
_____
_____

B.12 How will you incorporate gender mainstreaming into your project?*maximum 200 words*

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 target groups etc.

_____
_____
_____

⊞ Section C - Project implementation

C. 1 Anticipated project start date

• February 2021
• March 2021
•

C. 2 Project duration in months

• 3
• 4
• 5
• 6
• 7
• 8
• 9
• 10
• 11
• 12

C.3 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.

_____

C.4 Total grant requested

Select either A or B and input the actual amount. Full details should be provided in the budget template

☐ A. £10,000 - £14,999
☐ B. £15,000 - £30,000

Enter specific amount between £10,000 and £14,999:

_____

Enter specific amount between £15,001 and £30,000:

_____

C.5 Will you be providing counterpart resources?

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 organisationfunds 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 projectbe verifiable, quantifiable and clearly reflected in the project's budget

☐ A. Yes
☐ B. No

What percentage of counterpart resources will be provided?

_____

Give details of counterpart resources

_Maximum 100 words_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.

_____
_____
_____

▤ C.6 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)   _____

Organisation main
activities   _____

Organisation location   _____

⬚ Partner 2

Organisation Name   _____

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

Organisation main
activities   _____

Organisation location   _____

⬚ Partner 3

Organisation Name   _____

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

Organisation main
activities   _____

Organisation location   _____

⬚ Partner 4

Organisation Name   _____

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

Organisation main
activities   _____

Organisation location   _____

    ⚏ Partner 5

Organisation Name   _____

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

Organisation main
activities   _____

Organisation location   _____

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

Maximum 300 words

_____
_____
_____

    ⚏ C.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 C.

_____
_____
_____

    ⚏ C.8 Please provide an example of previous work you have carried out at national level

*Maximum 300 words*Include information on the following: project focusspecific role of your organisationsize of budget and source of fundingresults from the implementation of the project

_____
_____
_____

▦ Section D Applicant organisation information

⚏ D.1 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

    ⚏ Describe the organisation type'

Maximum 10 words

_____

_____
_____

📅 D.2 When was your organisation constituted?

_____/_____/_____(YYYY/MM/DD)

🔤 D.3 Number of paid staff

_____

🔤 D.4 Number of volunteers

_____

🧊 D.5 Total income over the last two financial years

The total income should be provided in GBP. For the convverion rate, please see XE Currency Converter.

	Insert Financial Year (e.g. Jul 2018-Jun 2019)	Total income (in GBP)
Financial Year 1	_____	_____
Financial Year 2	_____	_____

🔤 D.6 Number of projects your organisation is currently delivering

_____

🎲 D.7 Provide details of the largest project by budget

| Title	_____
Country(ies)	_____
Budget (amount in GBP)	_____
Duration (in months)	_____
Project period (include start and end dates)	_____
Funding source	_____
Specific role / responsibility of your organisation	_____

📋 D.8 Do you have a board?

☐ Yes
☐ No

🔤 Describe the organisation's board structure

Maximum 150 words

_____
_____
_____

🔤 D.9 Describe the organisation's management structure

Maximum 150 words
Tell us about the different levels of management and the roles represented at each level.

_____
_____
_____

Section E - Contact persons details

E.1 Contact person details

Title

_____

First name

_____ ({{ user.first_name }})

Last name

_____ ({{ user.last_name }})

Job title

_____

Phone

[Country code + area code] [phone number] with no spaces or characters e.g. 00442079303783This 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.

_____

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.

_____ ({{ user.email }})

Organisation address

Address 1	_____
Address 2	_____
City	_____
Postal Code	_____

Organisation telephone

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

_____

Organisation email

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

_____

Organisation website

_____

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

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.