# How to submit an online application
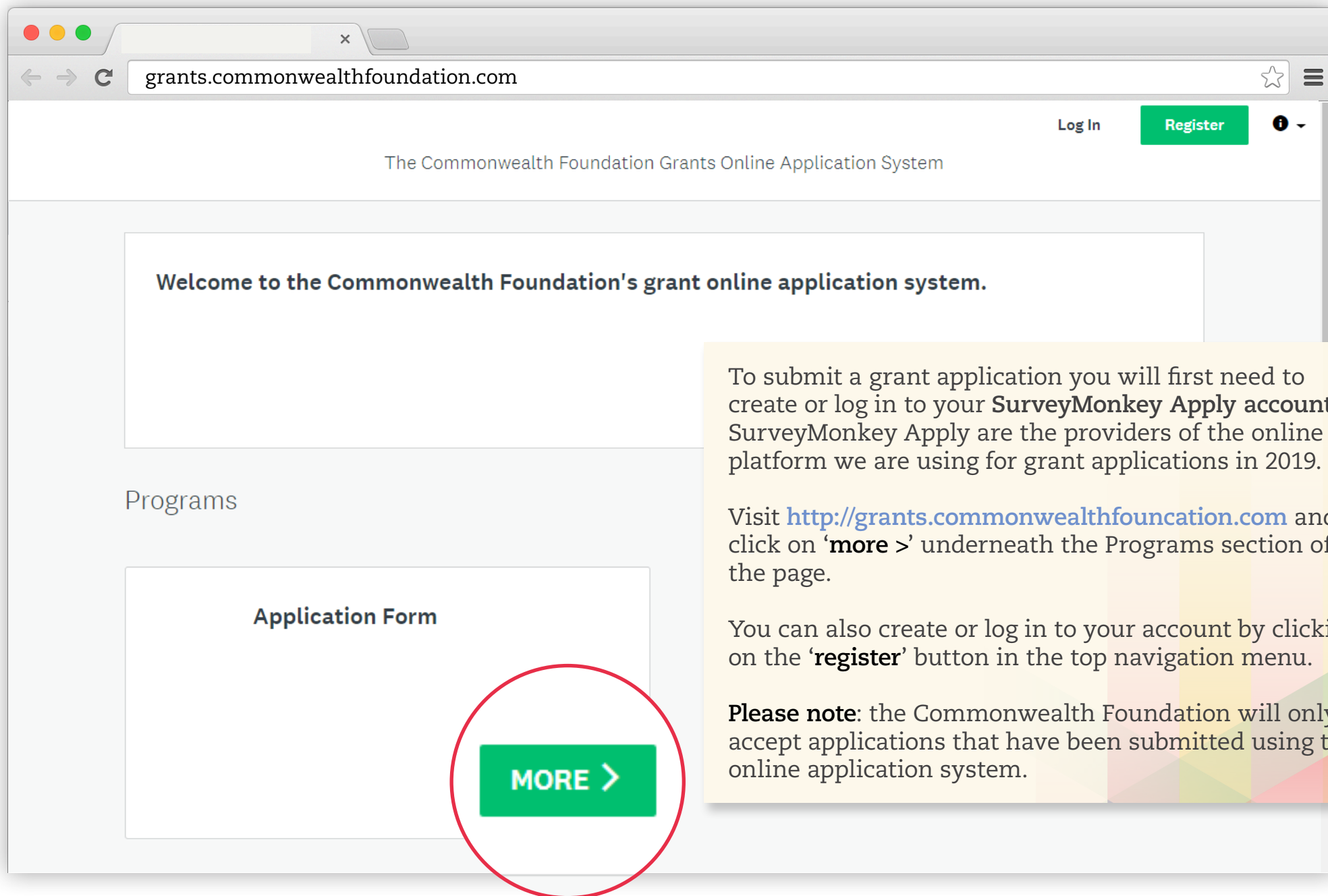
Commonwealth Foundation

# 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.

# Register to apply

grants.commonwealthfoundation.com

**Register**

The Commonwealth Foundation Grants Online Application System

**Welcome to the Commonwealth Foundation's grant online application system.**

Programs

**Application Form**

MORE >

To submit a grant application you will first need to create or log in to your **SurveyMonkey Apply account**. SurveyMonkey Apply are the providers of the online platform we are using for grant applications in 2019.

Visit http://grants.commonwealthfouncation.com and click on 'more >' underneath the Programs section of the page.

You can also create or log in to your account by clicking on the 'register' button in the top navigation menu.

**Please note**: the Commonwealth Foundation will only accept applications that have been submitted using the online application system.

# Commonwealth Foundation

grants.commonwealthfoundation.com

**APPLY**

## 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

*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.
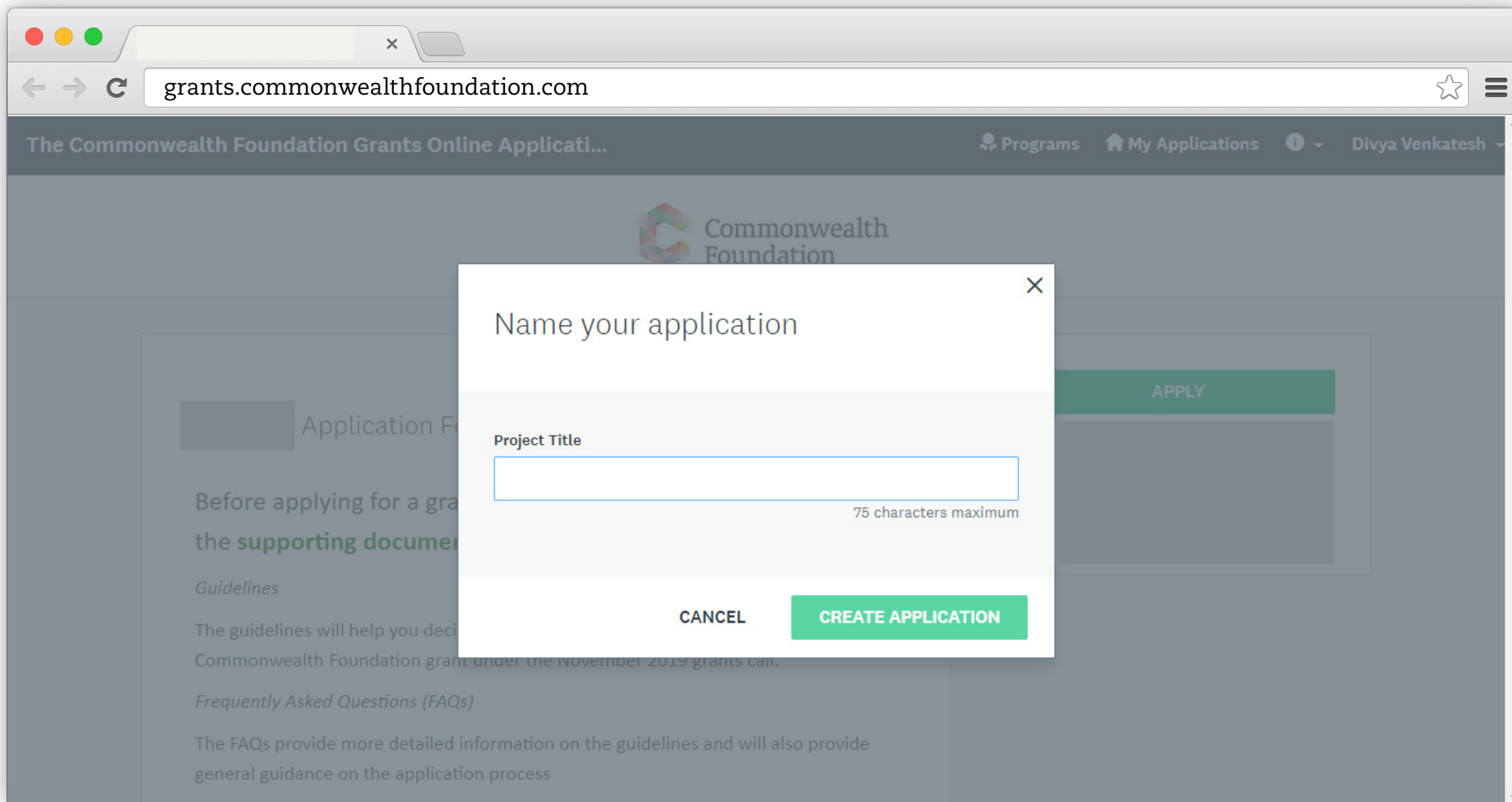
*Application form questions*

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 the application form.

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**'.

The Commonwealth Foundation Grants Online Applicati...          👤 Programs   🏠 My Applications   ⓘ ▾   Divya Venkatesh ▾

Commonwealth Foundation

APPLY

Name your application                                    ✕

Application F...

Project Title

Before applying for a gra

the supporting documer                      75 characters maximum

Guidelines

The guidelines will help you deci             CANCEL      CREATE APPLICATION
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

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'.

Return to The Commonwealth Foundation Grants Online Application System

Don't have a SurveyMonkey Apply acc

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.

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     ▾     G

OR

**First name**

**Last name**

**Email**

**Password**

**Confirm password**

By registering for an account, you agree to our terms of service and privacy policy
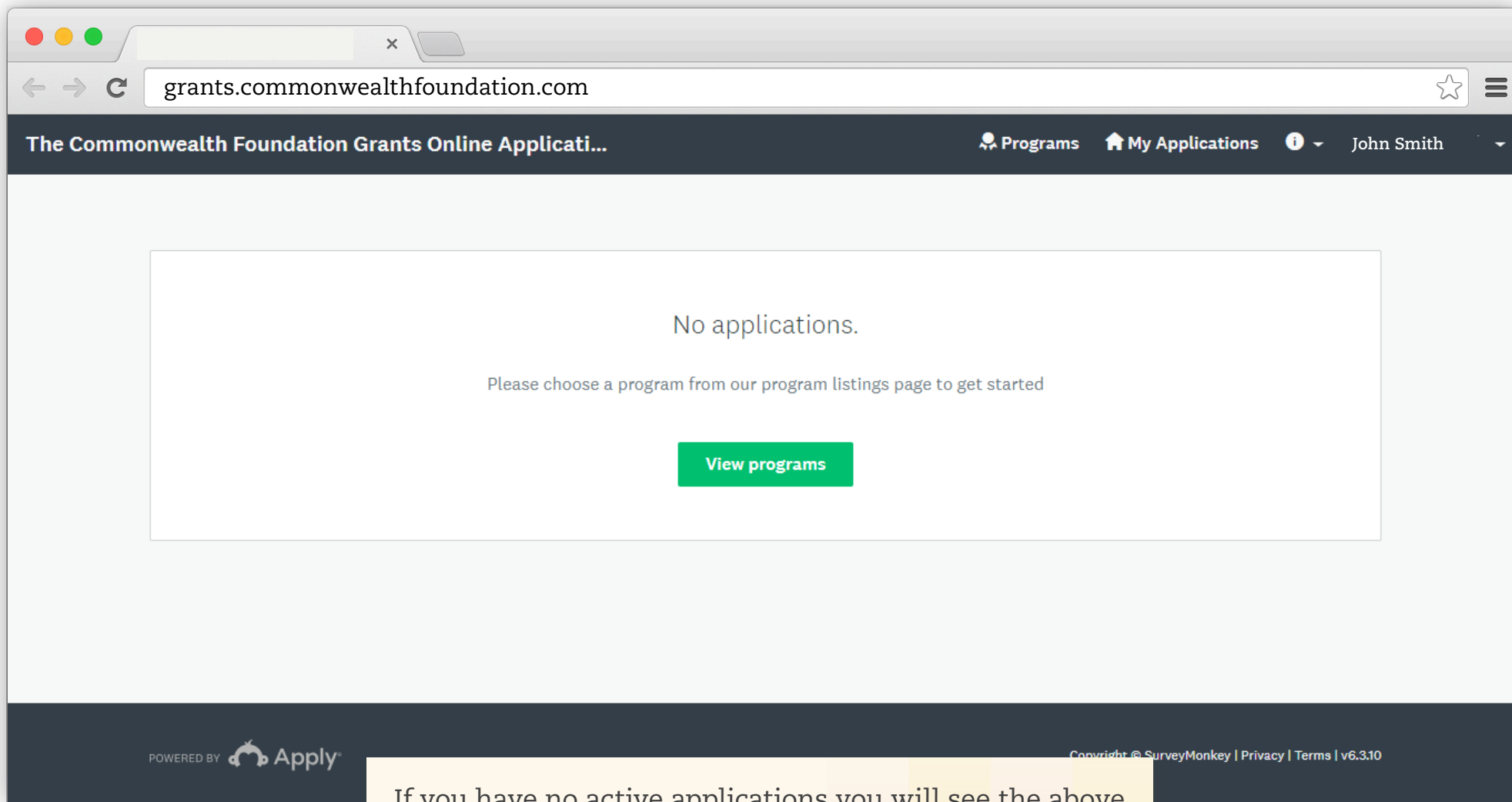
If you are registering for a new account you will be asked to:

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

☐ I'm not a robot       reCAPTCHA
                        Privacy - Terms

**CREATE ACCOUNT**

Click on 'create account' to complete your registration.

grants.commonwealthfoundation.com

‹ Return to The Commonwealth Foundation Grants Online Application System

🐵 Apply®

## Welcome!

You have successfully registered for a SurveyMonkey Apply account for The Commonwealth Foundation Grants Online Application System
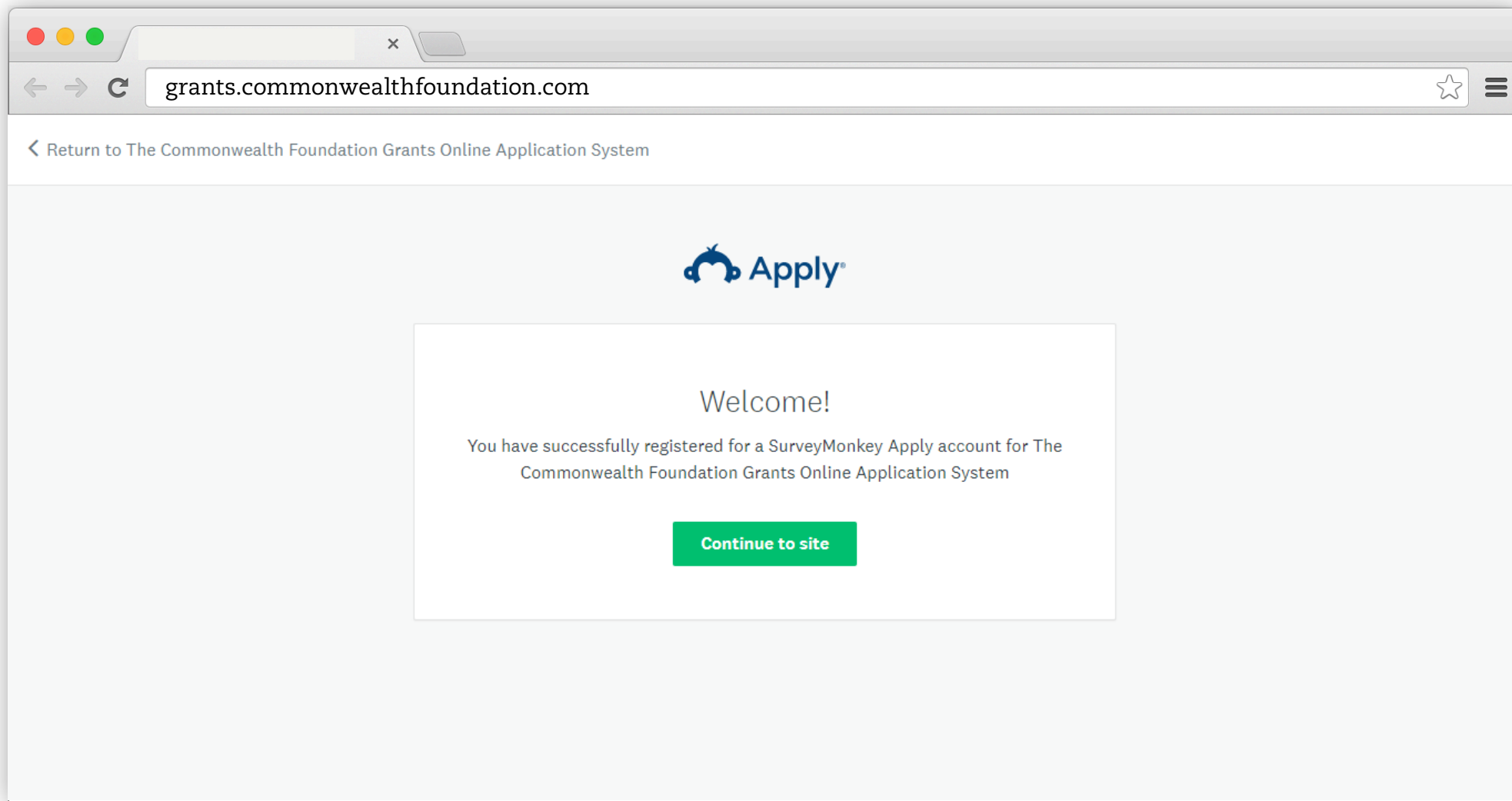
**Continue to site**

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.

The Commonwealth Foundation Grants Online Applicati...

Programs    My Applications    ⓘ ▾    John Smith ▾

No applications.

Please choose a program from our program listings page to get started

**View programs**

POWERED BY 🐒 Apply®

Copyright © SurveyMonkey | Privacy | Terms | v6.3.10

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

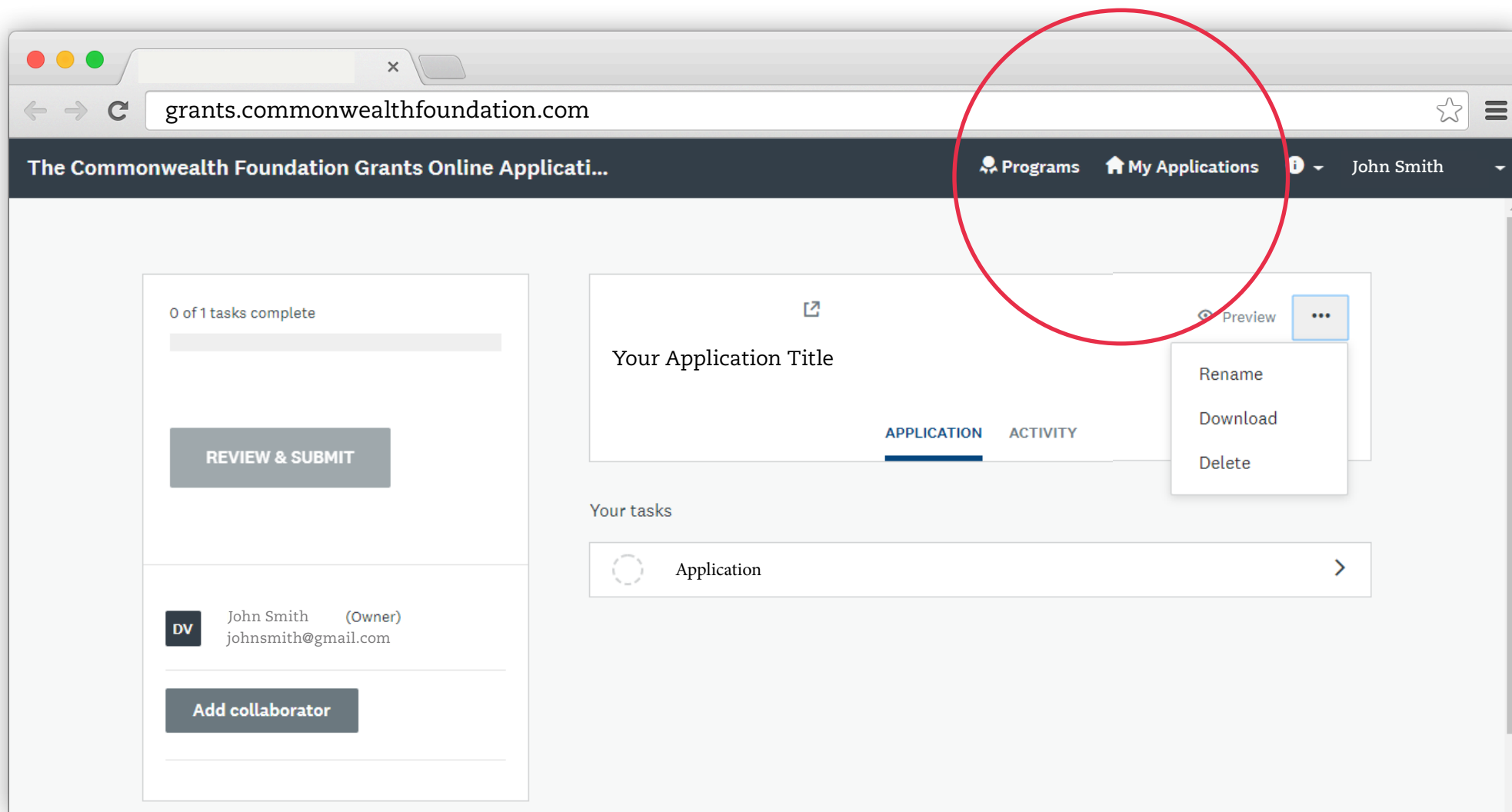Click on 'view programs' to be taken to your SurveyMonkey Apply dashboard.

# Your dashboard

grants.commonwealthfoundation.com

The Commonwealth Foundation Grants Online Applicati...

Programs    My Applications    ℹ ▾    John Smith ▾

0 of 1 tasks complete

**REVIEW & SUBMIT**

DV   John Smith   (Owner)
     johnsmith@gmail.com

**Add collaborator**

👁 Preview   •••

Your Application Title

APPLICATION    ACTIVITY

Your tasks
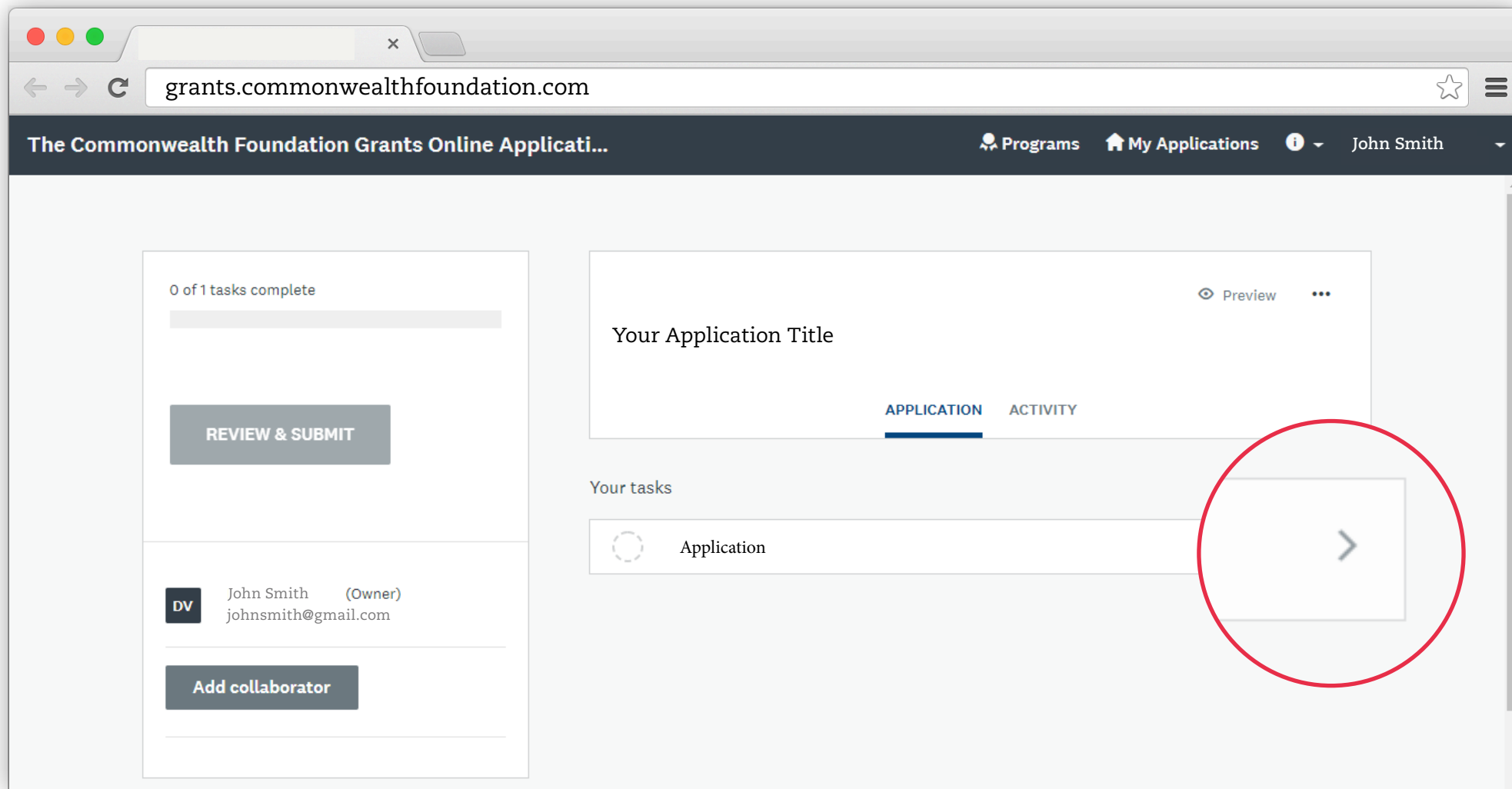
Application     ❯

This is your SurveyMonkey Apply dashboard.

Click on the arrow next to '**[Call name] Application**' under '**your tasks**' to begin filling in your online application form.
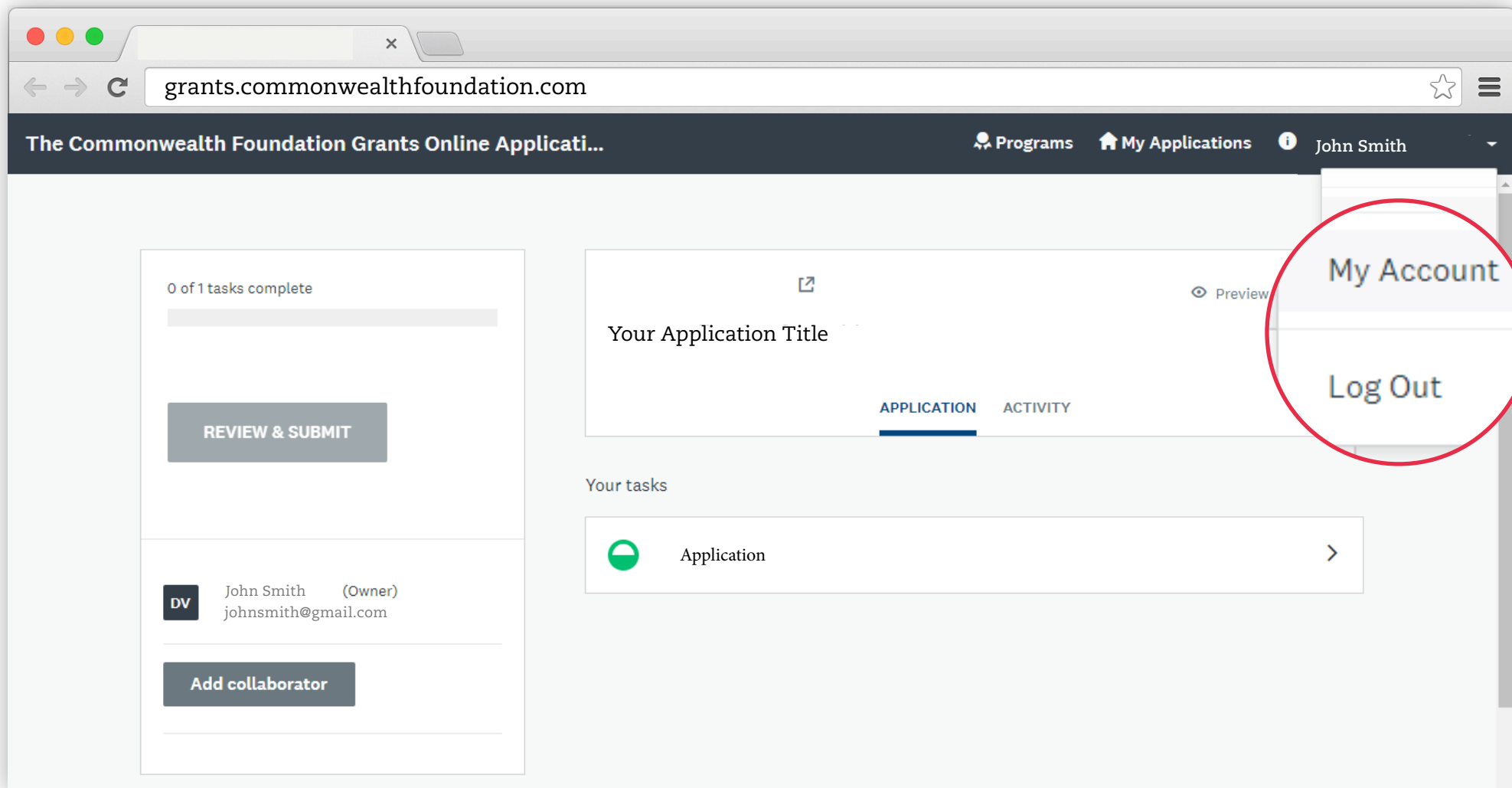
The Commonwealth Foundation Grants Online Applicati...   👥 Programs   🏠 My Applications   ⓘ ▾   John Smith   ▾

0 of 1 tasks complete

REVIEW & SUBMIT

DV   John Smith   (Owner)
johnsmith@gmail.com

Add collaborator

👁 Preview ⬈   ⋯

Rename
Download
Delete

Your Application Title

APPLICATION   ACTIVITY

Your tasks
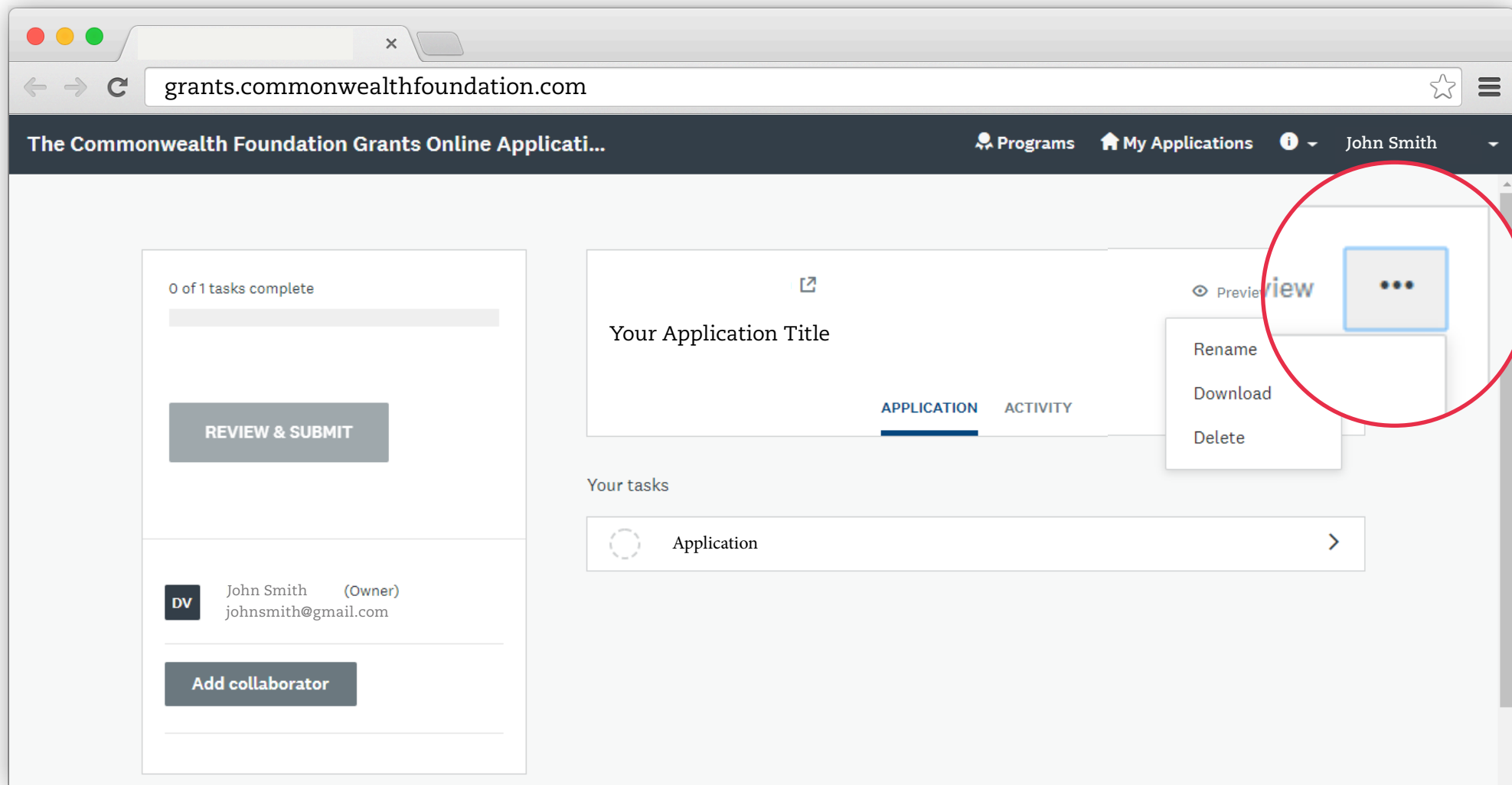
Application   ›

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.
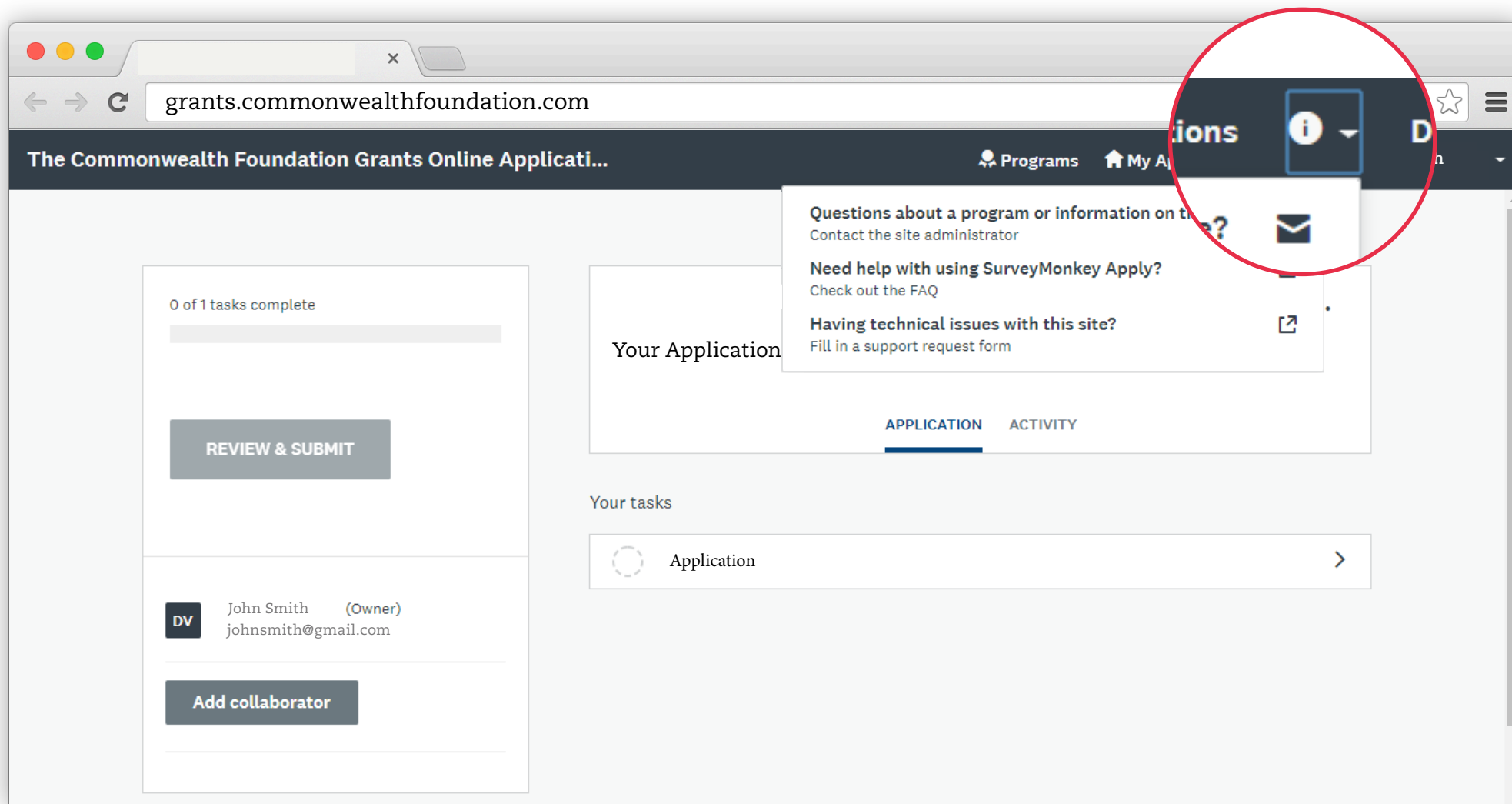
For further assistance or questions about a program, SurveyMonkey Apply, or technical issues click on the information icon in the top menu.

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 Commonwealth Foundation Grants Online Applicati...

👤 Programs   🏠 My Applications   ⓘ ▾   John Smith ▾

grants.commonwealthfoundation.com

< Back to application

**Test Application for Guide**

○ Application                          >

0 of 1 tasks complete

REVIEW & SUBMIT

○ Application

## Application Form Questions

**Eligibility confirmation**

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

REVIEW & SUBMIT

PREVIOUS   SAVE & CONTINUE EDITING   MARK AS COMPLE

The application form contains nine sections:

1. Eligibility confirmation
Section A. Applicant details
Section B. Project description
Section C. Project implementation
Section D. Applicant organisation information
Section E. Contact person's details
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.

grants.commonwealthfoundation.com

**The Commonwealth Foundation Grants Online Applicati...**

Programs    My Applications    ⓘ ▾    John Smith ▾

< Back to application

**Test Application for Guide**

○ Application    >

0 of 1 tasks complete

**REVIEW & SUBMIT**

○ Application    •••

## Application Form Questions    ( 0% )

**Eligibility confirmation**

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

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

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

The Commonwealth Foundation Grants Online Applicati...

Programs    🏠 My Applications    ⓘ ▾    John Smith    ▾

⚠ The form contains errors.

‹ Back to application

**Test Application**

⬤ Application    ›

0 of 1 tasks complete

REVIEW & SUBMIT

⬤ 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:

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.

The Commonwealth Foundation Grants Online Applicati...    **Programs**   **My Applications**   ⓘ ▾   **John Smith**   ▾

‹ Back to applicat

Application ⋯

## Application Form Questions

**Eligibility confirmation**

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

◌ Application ›

0 of 1 tasks complete

REVIEW & SUBMIT

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.

REVIEW & SUBMIT

PREVIOU   SAVE & CONTINUE   G   MARK AS COMPLETE

The browser shows:

**grants.commonwealthfoundation.com**

**The Commonwealth Foundation Grants Online Applicati...**    🔗 Programs   🏠 My Applications   ⓘ ▾   John Smith ▾

‹ Back to application

**Test Application for Guide**

⬤ Application ›

0 of 1 tasks complete

**REVIEW & SUBMIT**

⬤ Application     ···

## Application Form Questions    75%

**Section G - Supporting Documents**

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

**Registration certificate**

*Accepted formats: pdf and jpg.*
You must provide a copy of the [...]ent provided by the relevant authorities in the country concerned.

.pdf   ···

1. How to use SM app[...]

View

De[...]

Delete

**Audited accounts**

*Accepted formats: pdf and jpg. Please us[...]pload*
You must provide a copy of your organisa[...]ed accounts. It must include both the accounts and the opinion of the external auditor who has certified them.

> 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 Applicati...

Programs   My Applications   ⓘ ▾   John Smith ▾

‹ Back to application

**Test Application for Guide**

Application   ›

0 of 1 tasks complete

REVIEW & SUBMIT

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 Commonwealth Foundation Grants Online Applicati...

Programs    My Applications    ⓘ ▾    John Smith    ▾

Organisation telephone

Organisation website

Organisation type

---    ▾

SAVE & CONTINUE EDITING    NEXT

POWERED BY Apply®

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.
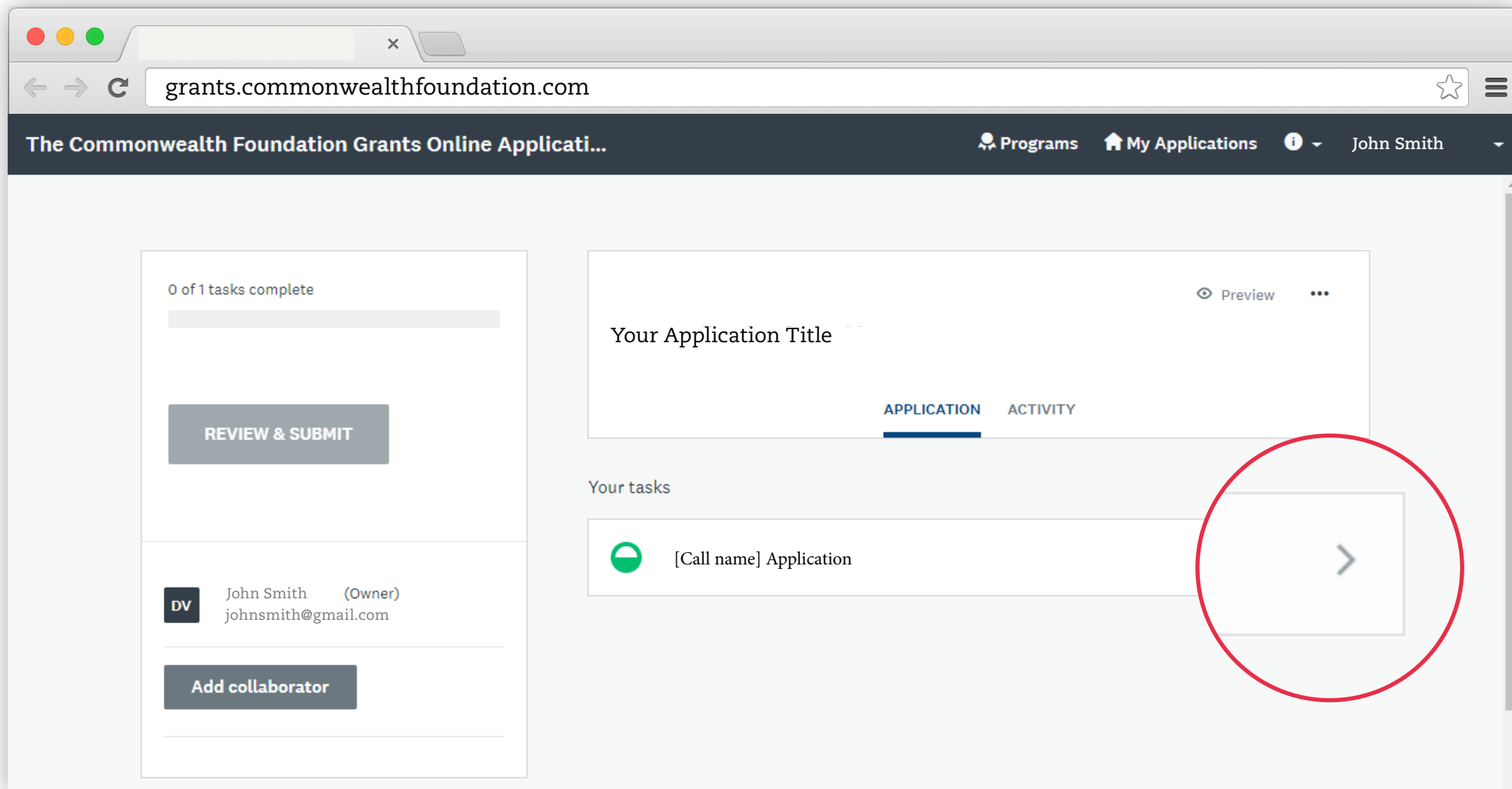
To open your saved form click on the arrow next to '**[Call name] Application**' under your tasks in your Survey Monkey Apply dashboard.

# Adding other users to view or edit your application
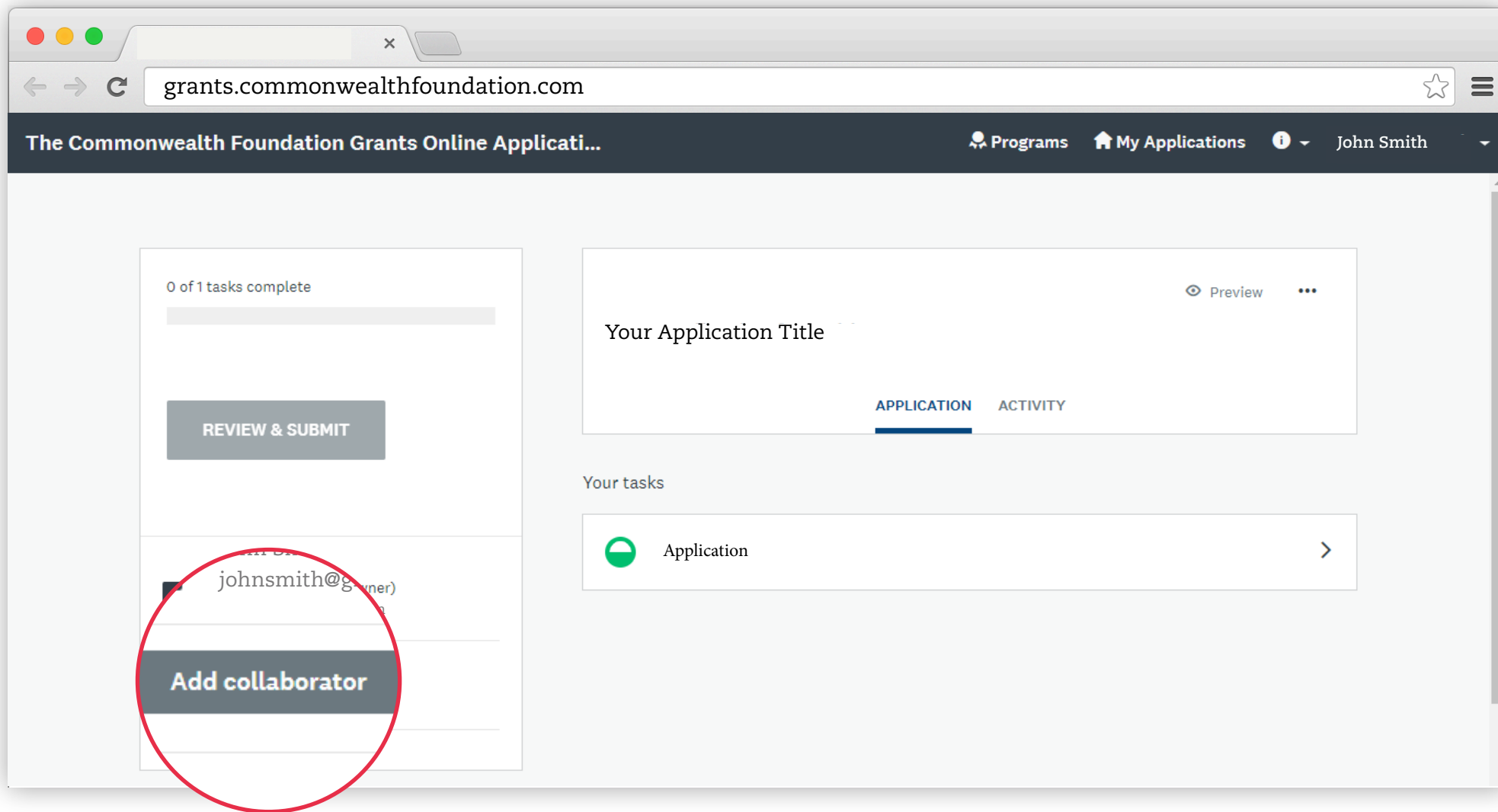
Invite a user to view or edit your application by clicking on the '**add collaborator**' button.

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The Commonwealth Foundation Grants Online Applicati...        👤 Programs   🏠 My Applications   ⓘ ▾   John Smith   h ▾

**Collaborators**                                                                      ✕

Add collaborators to view or contribute to your application

**Email address of collaborators** Separate addresses by commas
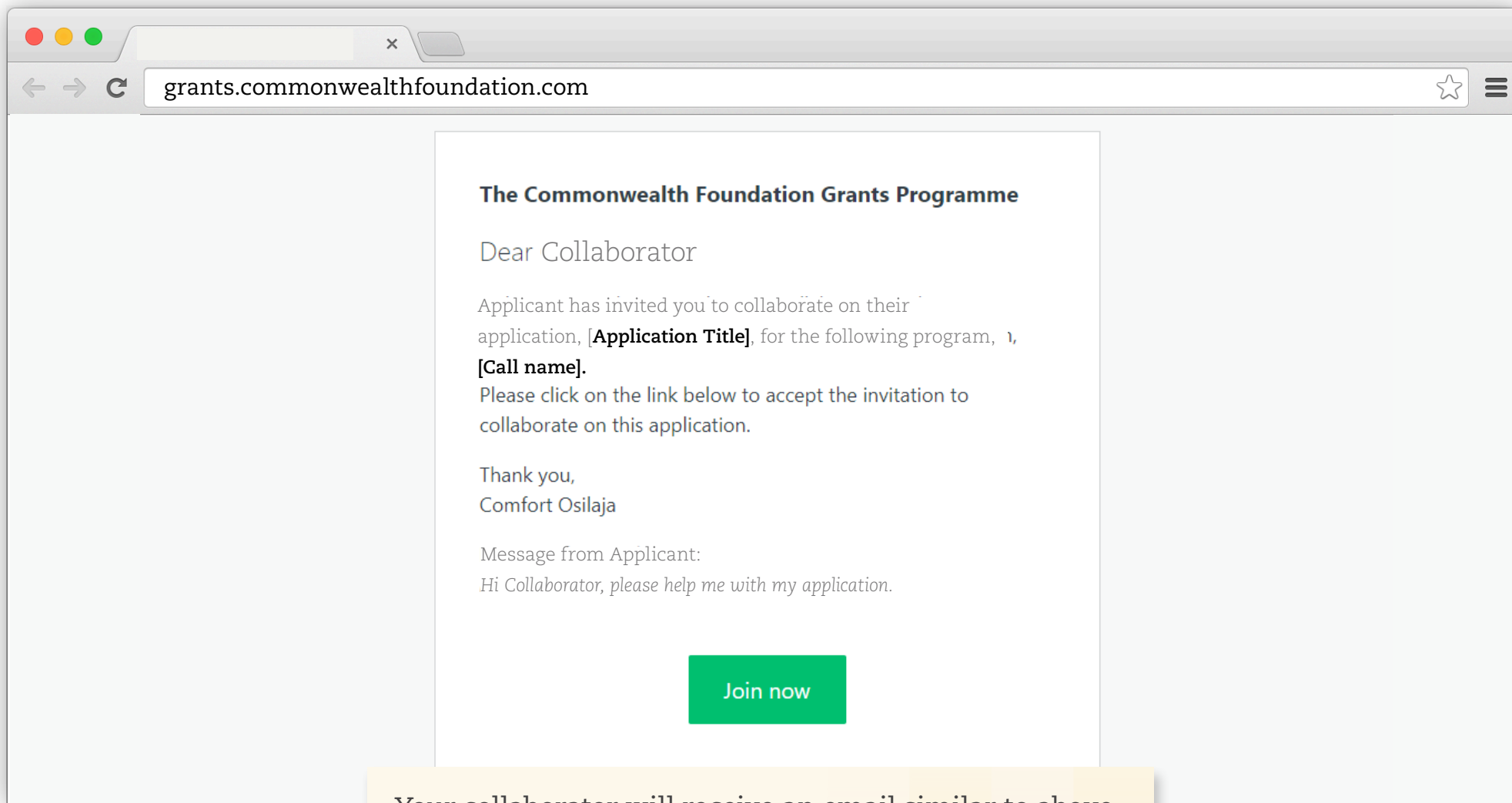
**Type of access**
⦿ View & edit          ◯ View only

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.

## The Commonwealth Foundation Grants Programme

Dear Collaborator

Applicant has invited you to collaborate on their application, [**Application Title**], for the following program, [**Call name**].

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

Thank you,
Comfort Osilaja

Message from Applicant:
*Hi Collaborator, please help me with my application.*

Join now

Your collaborator will receive an email similar to above from '**noreply@mail.smapply.io**'.
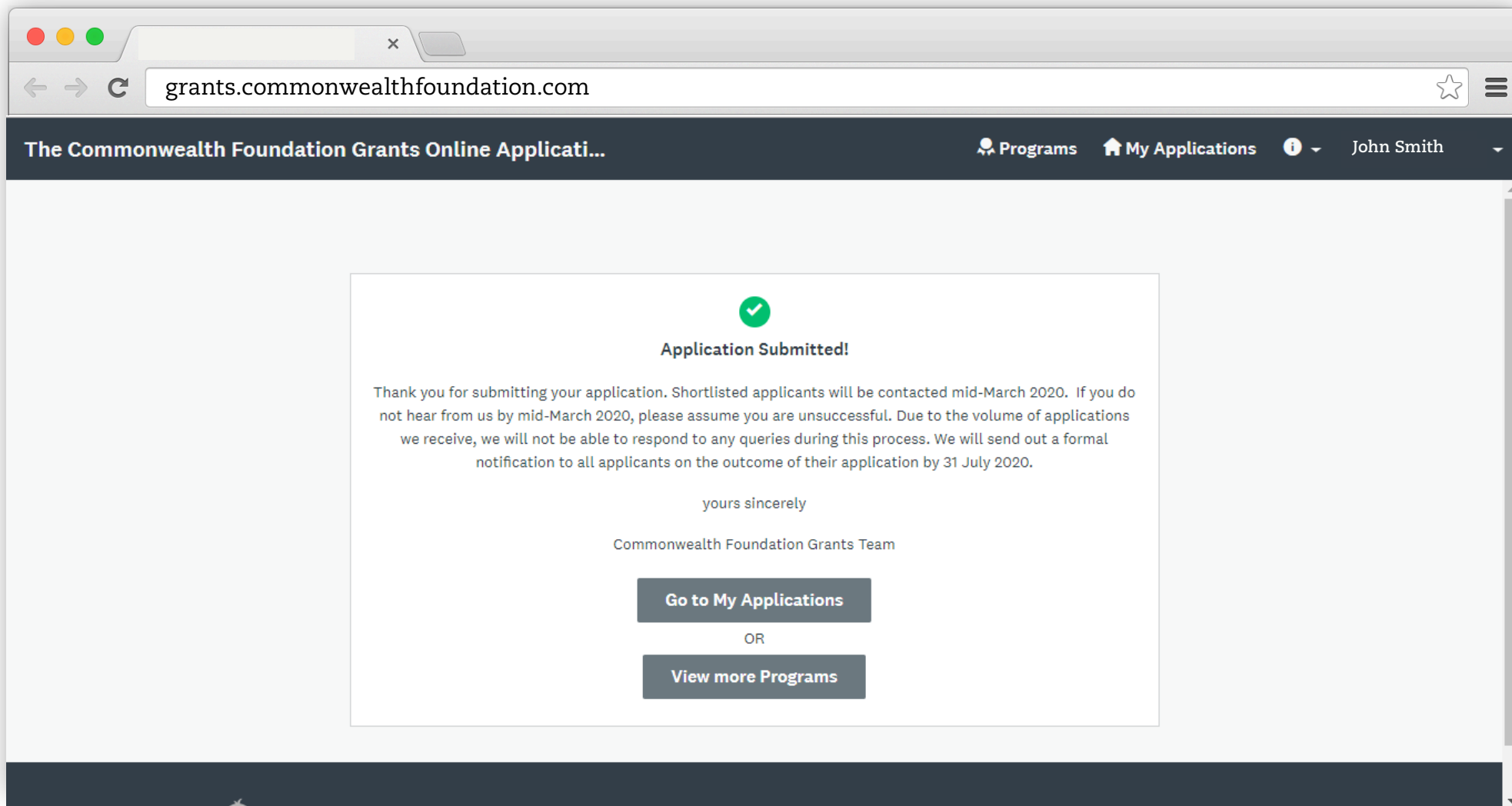
Please ask them to check their spam or junk folders for their email invitation, and to click on '**join now**' to accept.

# Revision and submission
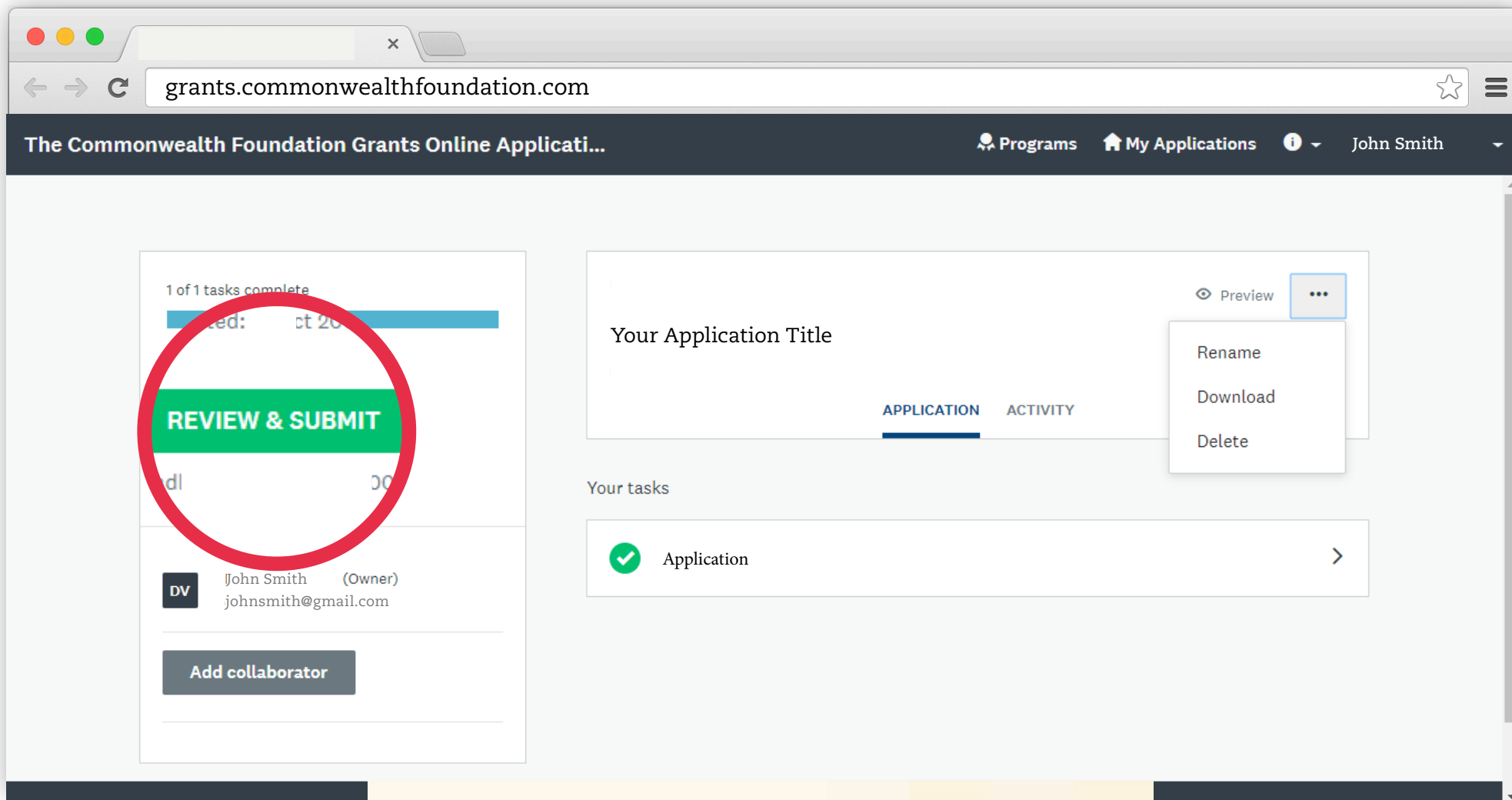
When you are ready to submit your application click on 'review and submit'.

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

grants.commonwealthfoundation.com

The Commonwealth Foundation Grants Online Applicati...

Programs    My Applications    ⓘ ▾    John Smith    ▾

✓

**Application Submitted!**

Thank you for submitting your application. Shortlisted applicants will be contacted mid-March 2020. If you do not hear from us by mid-March 2020, please assume you are unsuccessful. Due to the volume of applications we receive, we will not be able to respond to any queries during this process. We will send out a formal notification to all applicants on the outcome of their application by 31 July 2020.

yours sincerely

Commonwealth Foundation Grants Team

**Go to My Applications**

OR

**View more Programs**

Once submitted, you will see this confirmation screen.

You will also receive confirmation that your application has been sucessfully 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

Return to The Commonwealth Foundation Grants Online Application System

**Apply**

## An account with this email already exists

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

reCAPTCHA
Privacy - Terms

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
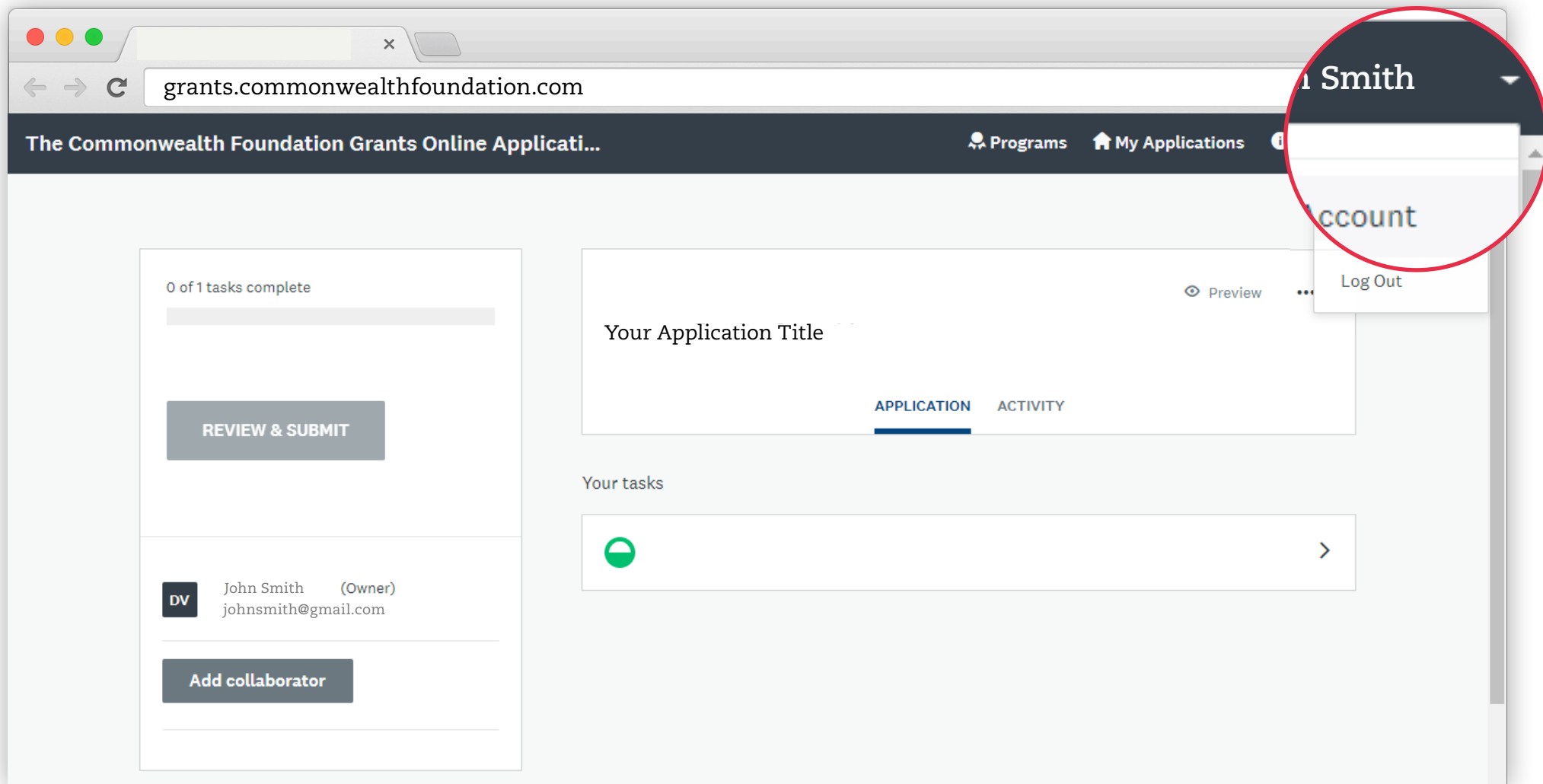- Reset your password
- Complete the registration with that account

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.

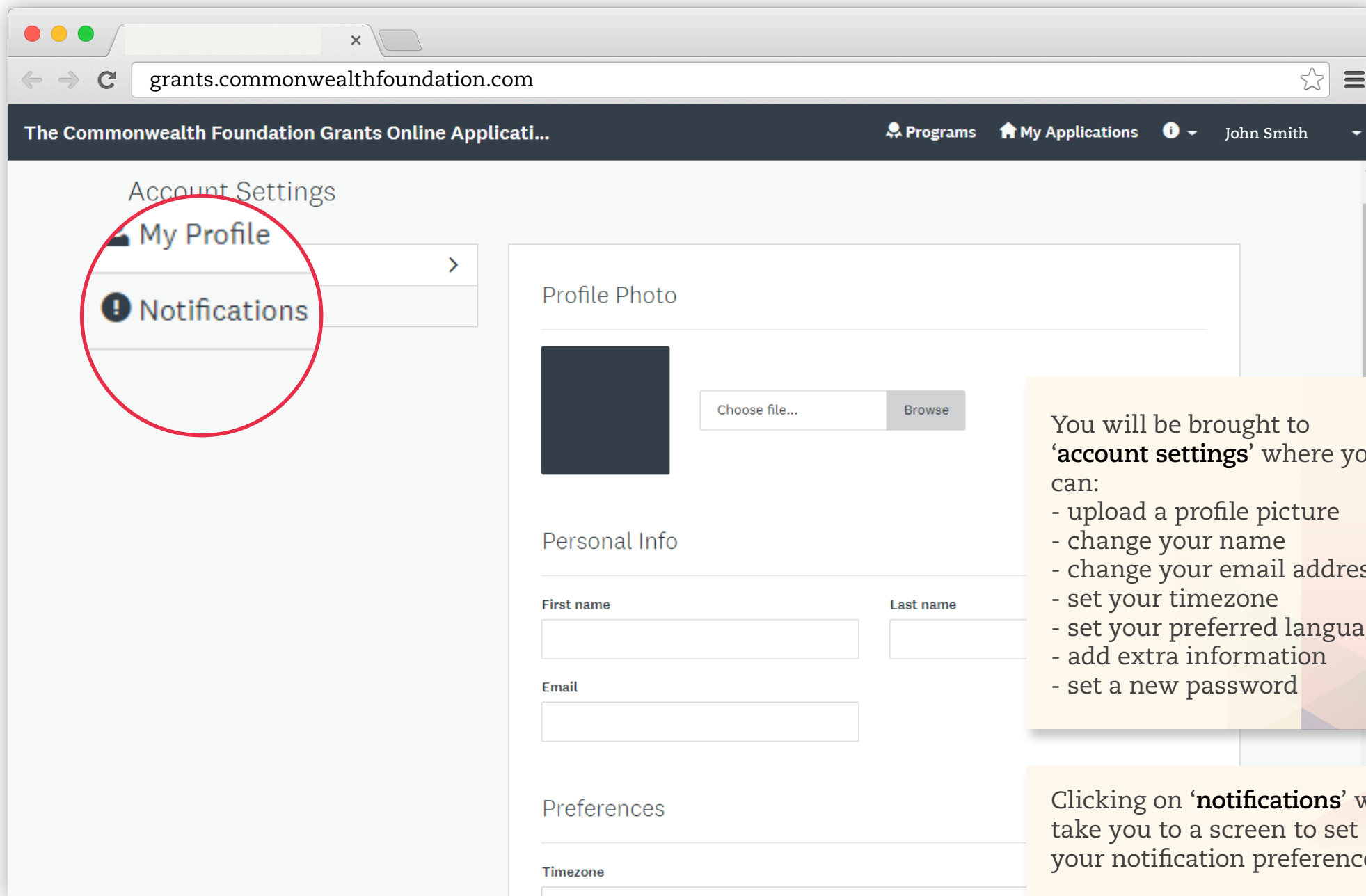Enter the email address that you use to log in to the site and click on 'send instructions'.

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.

grants.commonwealthfoundation.com

The Commonwealth Foundation Grants Online Applicati...

👤 Programs  🏠 My Applications

Smith ▾

Account

Log Out

0 of 1 tasks complete

REVIEW & SUBMIT

DV  John Smith     (Owner)
    johnsmith@gmail.com

Add collaborator

Your Application Title

👁 Preview  •••

APPLICATION     ACTIVITY

Your tasks

>

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'.

grants.commonwealthfoundation.com

The Commonwealth Foundation Grants Online Applicati...

Programs    My Applications    ⓘ ▾    John Smith    ▾

## Account Settings

My Profile

Notifications

### Profile Photo

Choose file...    Browse

### Personal Info

**First name**

**Last name**

**Email**

### Preferences

**Timezone**

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.

# 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 Grants 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.

## Commonwealth Foundation