##

## Annex G

## Frequently Asked Questions

**Eligibility and Guidelines**

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

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 must be registered in an eligible Commonwealth Member State, and, the project should take place in the country of registration. Partner(s) must also be registered in a Commonwealth Member State. A list of countries eligible under this call will be available later on the website.
3. The application is for funding between £10,000 and £30,000 per annum;
4. The applicant is applying for funding for a maximum of one year.
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 more of the project areas listed (see Guidelines).
7. 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 busing 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 registration certificate for all partner organisations (the official registration document provided by the relevant authorities in the country concerned).
* a copy of the organisations most recent annual accounts or audited accounts for grant applications from £10,000 up to £14,999: or
* a copy of the organisation’s most recent audited accounts for grants from £15,000 up to £30,000.
1. **What type of projects is the Commonwealth Foundation seeking to fund?**

We are interested in supporting national initiatives in response to COVID-19 that aim to engage constructively with government in strengthening relevant institutions, policies and practices as communities and countries seek to recover and rebuild. Please refer to the guidelines for further information.

1. **Can the grant be used to fund ongoing work?**

The grant should be used to fund new initiatives specifically related to the COVID-19 Pandemic

1. **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 2018. Please note that project audits and independently verified accounts will not be accepted in lieu of the organisation’s audited accounts. Applicants that submit a set of audited accounts can apply for a grant of £10,000 to £30,000

1. **What kind of annual accounts do applicants need to submit?**

Annual accounts must include balance sheet, a profile and loss statement and notes about the account. Annual accounts should be signed off by the board or the organisation’s Executive Director, and should not be older than December 2018. Please refer to the guidelines for further information. Applicants that submit a set of annual accounts can apply for a grant of £10,000 to £14,999

1. **Can I submit the audit report/annual accounts after I have submitted the application?**

The audit report/annual accounts must be submitted together with the application form.

1. **Can an applicant implement a project in a country that they are not registered in?**

For this special grants call, applicants must be registered in the country where the project will be implemented. However, partner organisations can be registered in a different country to where the project will be implemented.

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

It is not a requirement to work with a partner organisation to implement the project. However, if an applicant wishes to implement the project with a partner organisation, an assessment of applicant (and partner’s) capacity to implement the project will be made as part of the application.

1. **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 other(s) as the partner(s). The applicant organisation will hold the grant agreement with the Commonwealth Foundation.

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

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

1. **Can an organisation be a partner on more than one grant application?**

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

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

An organisation can only apply for one grant per call.

1. **Can an organisation that currently holds a grant with the Commonwealth Foundation apply for a grant under this call.**

Yes, for this special grants call, an organisation that currently has a grant with the Commonwealth Foundation is able to apply for a grant, as long as they meet all the other criteria.

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

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

1. **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 grant applications. The project can however engage government authorities as stakeholders, as well as individuals as stakeholders or beneficiaries

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

Activities that are solely targeted at government officials and/or the private sector cannot be funded by the Commonwealth Foundation. Such activities can be included in the project if there is a strong rational for them, but they must be covered by other sources of funding.

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

Only CSOs from Commonwealth Member States. can apply for this grant. The list of eligible countries can be found at Annex A.

1. **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.



**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.

1. **Who are SurveyMonkey Apply**

Survey Monkey Apply are the providers of the new online platform we are using for our grant application in 2020.

1. **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.

1. **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.

1. **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

1. **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

1. **Why am I receiving emails from** 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 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.

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

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.

1. **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 acknowledging receipt of your application soon after it is submitted. If you don’t receive this email one of three things may have happened

* 1. your application was not submitted
	2. the email was sent to a different email that was provided in the form
	3. 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

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

Applications will be assessed in **October and November 2020**. All applicants will receive a formal notification on the outcome of their application by the end of **January 2021** at the latest. If you have not heard from us by **December 2020** please consider your application unsuccessful.

**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 2020 and 2 January 2021 inclusive and there will be no one available to respond to your email queries.**