



Application form questions

Eligibility confirmation

A. Applicant information

If you are a sole applicant or are the lead organisation, enter your details here. Information about partners can be added below.

A.1. Organisation name

A.2. Organisation address

- Address 1
- Address 2
- City
- Country
- Region

A.3. Organisation focus/key areas of work (*Maximum 75 words*)

B. Summary project description

B. Summary project description (*Maximum 150 words*)

B.1. Project region(s)

Multi-Regions (Check all that apply)

B.2.

Africa applicant and project countries

Asia applicant and project countries

Americas applicant and project countries

Europe applicant and project countries

Pacific applicant and project countries

B.3. Project title (*Maximum 15 words*)

- Give your project a concise title.

B.4. Is this a new project?

- a) If the answer is Yes, please proceed to question B.5.
- b) If the answer is No, please proceed to question B.4.1.

B.4.1. Is this a continuation of an existing project?

If the answer is Yes:

- a) Please briefly explain the project and which donors have funded this work in the past.
- b) Why this additional work is necessary, and how will it contribute to the expected change.

If the answer is No, please proceed to question B.4.2.:

B.4.2. Is this a new component of an ongoing project?

- a) Please briefly explain the project of which this is to form a part of.
- b) Why this additional work is necessary, and how will it contribute to the expected change.

B.5. Which theme(s) does your project address?

Your project should address one or more of the three themes:

- Climate Justice
- Freedom of Expression
- Health Justice
- Multi-theme (please specify) _____

B.6. What is the problem or need the project is designed to address? (*Maximum 300 words*)

B.7. Why is this the right time to implement the project? (*Maximum 300 words*)

B.8. How does the problem impact women, men and marginalised groups differently? *(Maximum 300 words)*

B.9. How have you identified the problem? *(Maximum 300 words)*

- a) Please mention research or other resource materials that support identification and relevance of the problem. This research could have been undertaken by your organisation or by other organisations and may include government data. Please provide links to resource materials when available.
- b) Were the project target groups involved in the identification of the problem or have they been otherwise consulted, and if so, how?

B.10. What changes (outcomes) do you expect to see as a result of your project? *(Maximum 300 words)*

Please include information on any specific expected changes. These could include changes to knowledge, capacity, attitude, or behaviour of target groups as well as changes to legislation, policies, or practices as a result of the project.

B.11. How will the project address the problem? *(Maximum 500 words)*

- a) What are the main outputs the project will deliver to achieve the planned outcomes?
- b) If the project is part of an ongoing larger project or programme, please focus on what the project will deliver with the requested support
- c) Who are you going to work with? Please include information on your key target groups.

B.12. What are the main challenges (risks) envisaged in implementing the project and how will they be addressed? *(Maximum 200 words)*

B.13. How will you incorporate gender considerations into your project? *(Maximum 200 words)*

If you have included this information above under other questions, please just refer to it here.

C. Project implementation

C.1. Project start date

For this grant cycle, projects should start in the third quarter of 2025 (July-September 2025)

C.2. Project duration in months

C.3. Total project budget

Total project budget which includes total grant requested from the Foundation and any counterpart resources (if applicable).

The conversion rate used should be that quoted in Currency Converter on the day your application is submitted. For the conversion rate, please see [Currency Converter](#).

State amount in GBP. No spaces/commas.

C.4. Total grant requested from the Foundation

The conversion rate used should be that quoted in [Currency Converter](#) on the day your application is submitted.

State amount in GBP. No spaces/commas.

- a) For grants of £15,000 per annum, the applicant organisation must submit organisational annual accounts or audited accounts.
- b) For grants of £15,001 - £30,000, applicants must submit a copy of the organisation's most recent audited accounts.

Please confirm the amount requested from the Foundation:

Year One _____

Year Two _____

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

Year One _____

Year Two _____

C.5. Counterpart resources *(optional)*

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 organisation funds from the applicant or partner(s) organisation(s), in-kind resources from the 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 project be verifiable, quantifiable, and clearly reflected in the project's budget (to be provided at the full application stage).

- a) What percentage of the total budget is counterpart resources?

C.6. Are you implementing this project with a partner organisation? If so, please provide brief details of each proposed partner *(Maximum 100 words)*

Partners do not need to be registered organisations. They might include not-for-profit community based-organisations/groups, informal alliances, social movements, individual activists, as well as artists, such as musicians, writers, poets, or performers. If partners are registered organisations, we will ask you for their registration certificates if the project is shortlisted.

If the answer is Yes:

How many partners are you implementing this project with? *(optional)*

Partner Name

Details of previous collaborations relevant to their project *(maximum 100 words)*

Select partner country

If the answer is No, please proceed to question C.8

C.7. Please explain how working with the proposed partners will contribute to the aims of the project. *(Maximum 300 words)*

C.8. Why is your organisation (and partner(s) if applicable) best placed to undertake this project? *(Maximum 300 words)*

Include information about organisation (and partners') past experience relevant to the proposed project and theme(s) addressed, including specific examples of advocacy and participatory governance work carried out with government in the past, and any successes from this work.

D. Applicant organisation details

D.1. Organisation type

- a) Charity/not-for-profit organisation
- b) National civil society organisation/non-governmental organisation

- c) National umbrella organisation
- d) Social enterprise/community interest company
- e) Trade union
- f) Other. If "other", please provide details

D.2. When was the organisation constituted?

Please type the date, and use the following order: **Year, Month, Day**

D.3. Number of paid staff

D.4. Number of volunteers *(optional)*

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

The total income should be provided in GBP. For the conversion rate, please see [Currency Converter](#).

Insert Financial Year (MM/YYYY-MM/YYYY)	Total income (in GBP)
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Financial Year 1

Financial Year 2

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

Provide details of the largest project by budget

Title

Country(ies)

Budget (amount in GBP)

Duration (in months)

Project period (include start and end date)

Funding source

Specific role/responsibility of your organisation

E. Contact person details

- **First name**
- **Last name**
- **Job title**
- **Phone** (optional)
[Country code + area code + phone number] with no spaces or characters e.g. 00442079303783
This 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.
- **Your WhatsApp 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.
- **Organisation email**
Enter only if different from above. This could be the general email address e.g. foundation@commonwealth.int
- **Organisation website** (optional)

F. Referees

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)

G. Supporting Documents

Applicant supporting documents - please use zip files if you need to upload more than one audited accounts/ financial statements file

1. Registration certificate *

Accepted formats: pdf and jpg.

You must provide a copy of the official registration document provided by the relevant authorities in the country concerned.

2. Audited accounts or annual accounts *

Accepted formats: pdf and jpg. Please use a zip file if you need to upload more than one file.

3. Logic model *

Accepted formats: doc and docx.

You must provide a complete logic model using the Commonwealth Foundation template.

Submission

To submit your application after completing the form, please click '**Mark as Complete**'.

If you click on *Review*, you will be able to see but **not** edit the application. If you wish to edit the document after having clicked *Mark as Complete*, please click on the 3 dots (...) at the top right corner and choose *Edit*.

You will then be able to submit your application by clicking the '**Submit**' button on the upper left corner of the screen.