



How to submit an online application

Open grants call 2025-2026

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- [Adding other users to view or edit your application](#)
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How to use this guide

How to use this guide

- This PowerPoint is a user manual for organisations who are applying for grants under our Commonwealth Civil Society Programme
- The manual provides guidance about how to apply using our online SurveyMonkey Apply [online application system](#)
- The Commonwealth Foundation **will only accept** applications that have been submitted using the online application system.



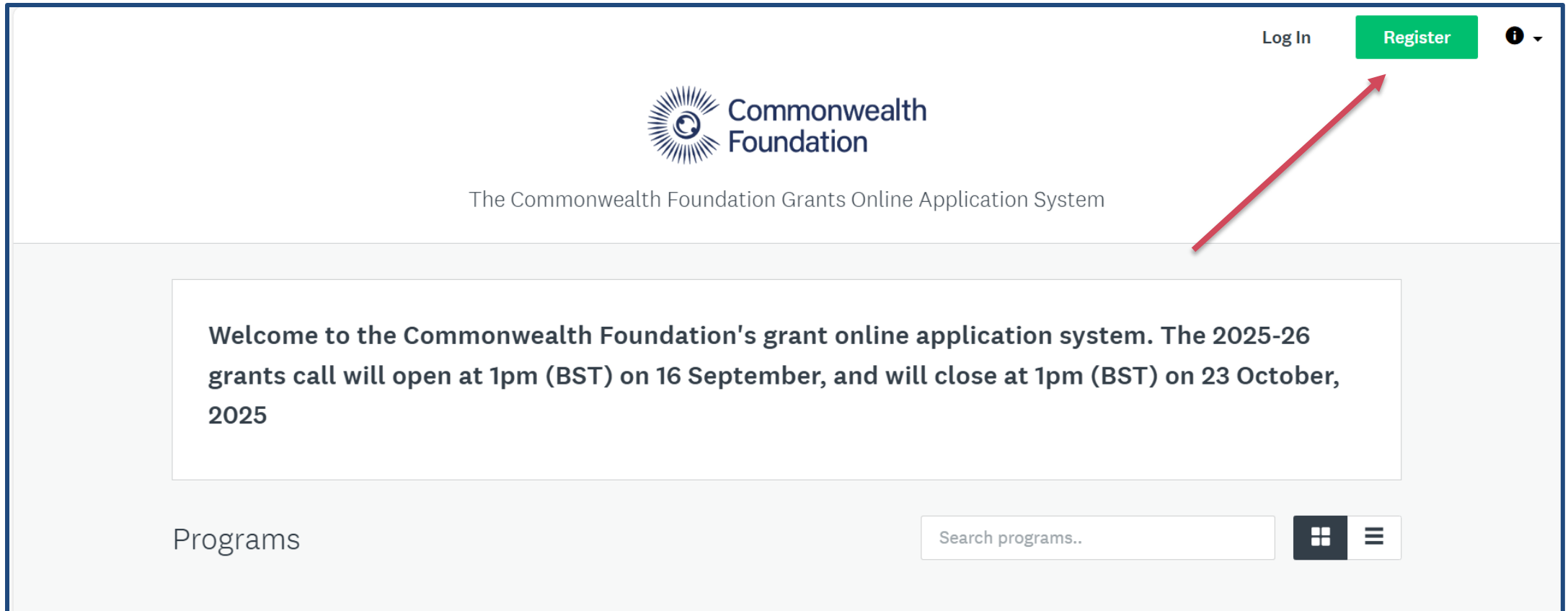


Commonwealth
Foundation

Register to apply

Step 1

- Click on '**Register**' to create your SurveyMonkey Apply applicant account



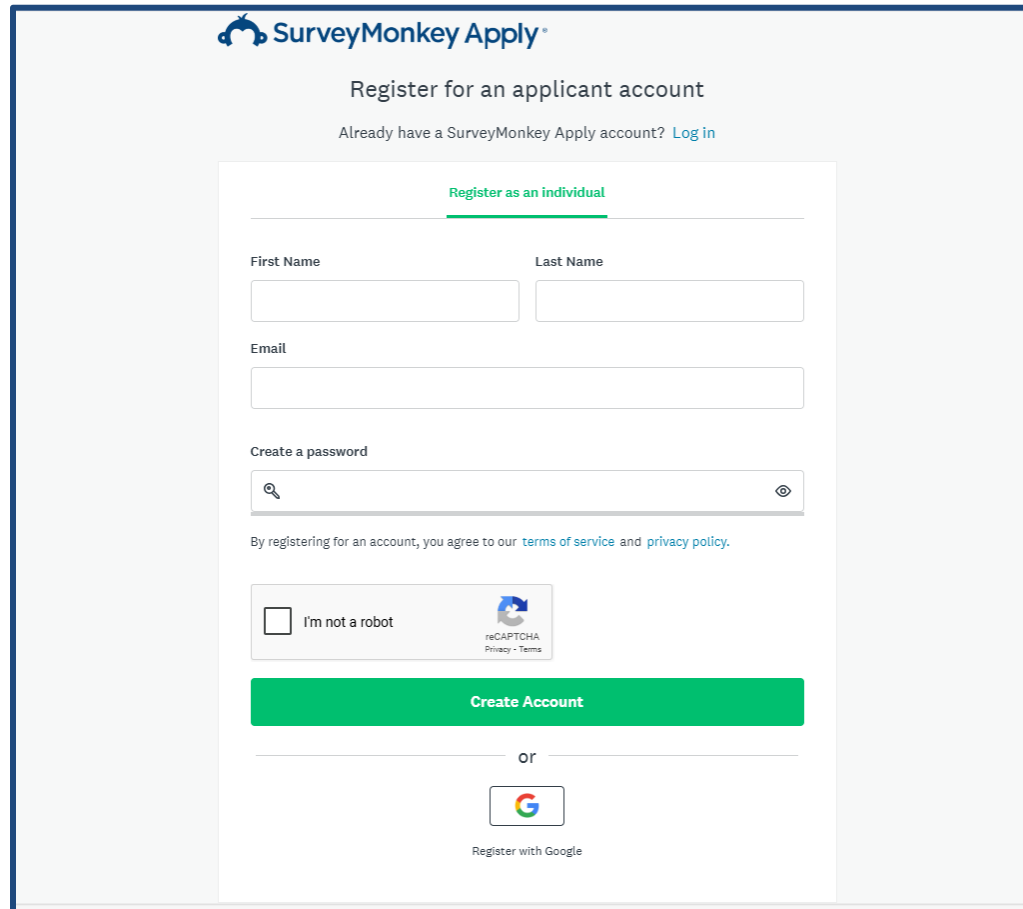
Register to apply

- SurveyMonkey Apply are the providers of the [online platform](#) we are using for the grant applications in 2025
- Before applying, you need to create a SurveyMonkey Apply Applicant account
- Go to the next slide to find out how



Step 2

- Complete the registration form



The screenshot shows the 'SurveyMonkey Apply' registration page. At the top, it says 'Register for an applicant account' and provides a link to 'Log in' for existing users. The main form is titled 'Register as an individual' and includes fields for 'First Name', 'Last Name', 'Email', and 'Create a password'. Below the password field is a checkbox for 'I'm not a robot' and a reCAPTCHA widget. A green 'Create Account' button is positioned below the form. At the bottom, there is an 'or' separator and a 'Register with Google' button.

SurveyMonkey Apply®

Register for an applicant account

Already have a SurveyMonkey Apply account? [Log in](#)

Register as an individual

First Name Last Name

Email

Create a password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☐ I'm not a robot

reCAPTCHA
Privacy · Terms

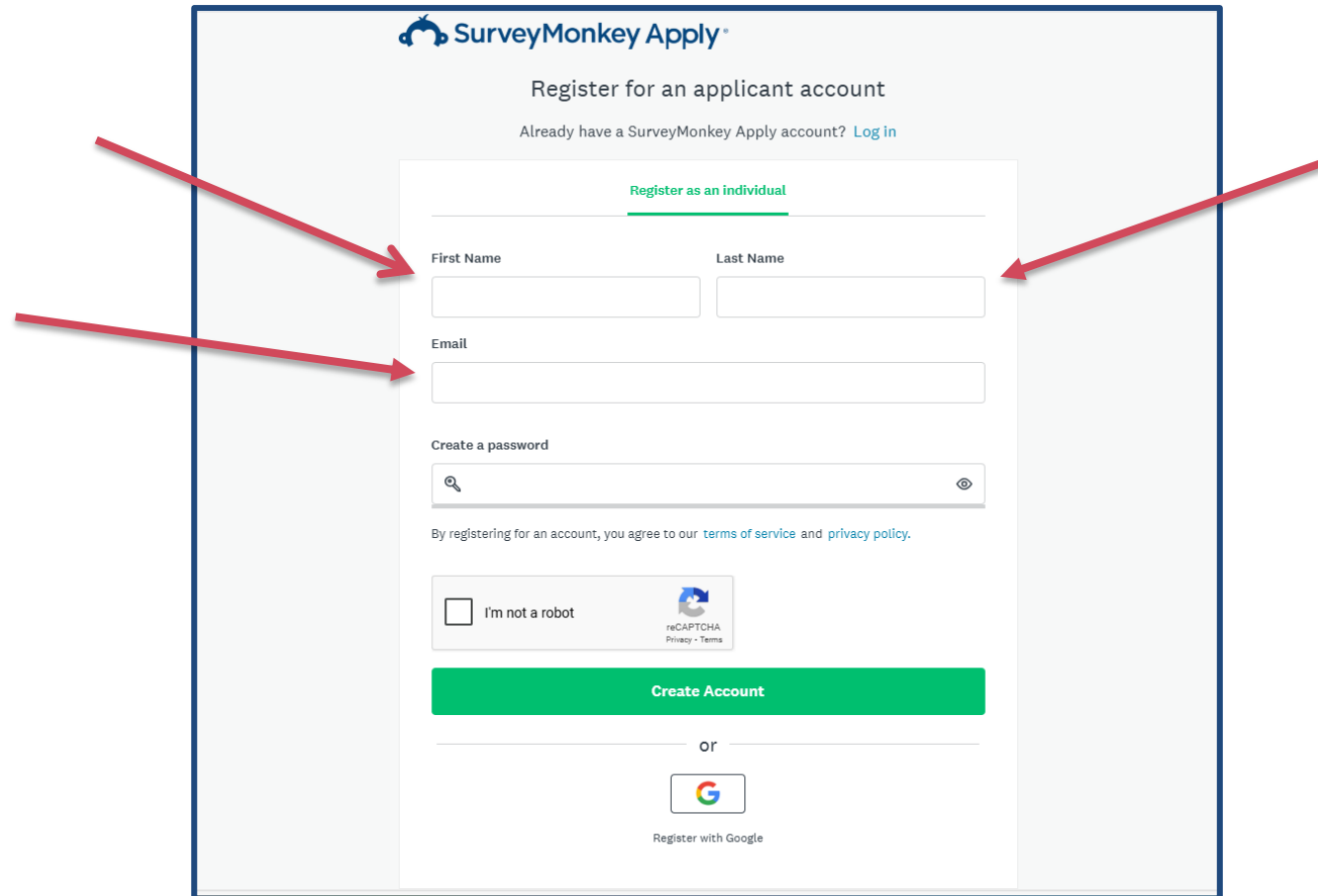
Create Account

or

Register with Google

Step 2a

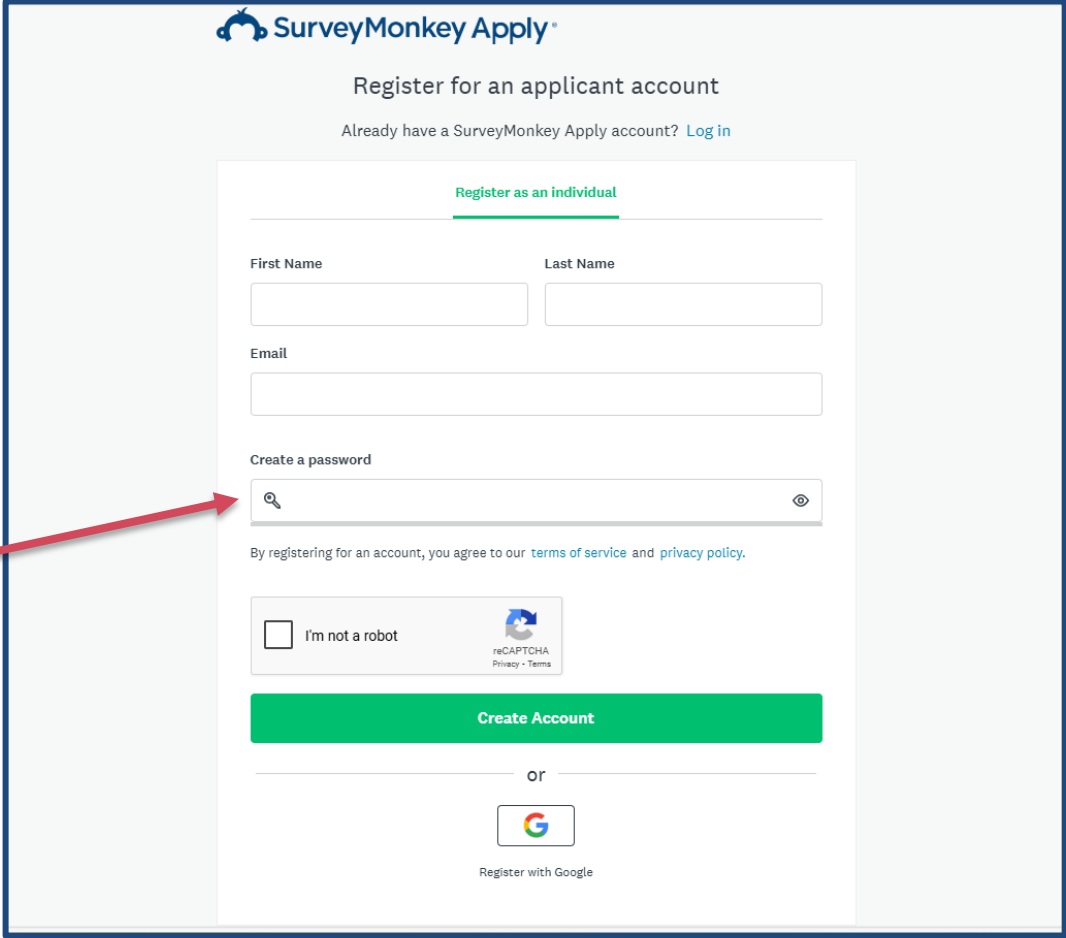
- Fill in your first and last name, and your email address



The screenshot shows the 'SurveyMonkey Apply' registration page. At the top, it says 'Register for an applicant account' and 'Already have a SurveyMonkey Apply account? [Log in](#)'. Below this is a section titled 'Register as an individual'. The form contains three input fields: 'First Name', 'Last Name', and 'Email'. Three red arrows point to these fields: one to 'First Name', one to 'Last Name', and one to 'Email'. Below the 'Email' field is a 'Create a password' section with a password input field and an eye icon. Underneath is a line of text: 'By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).' Below this is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo. At the bottom of the form is a green button labeled 'Create Account'. Below the button is the word 'or' and a Google logo with the text 'Register with Google'.

Step 2b

- Set a password



The screenshot shows the 'SurveyMonkey Apply' registration page. At the top, it says 'Register for an applicant account' and 'Already have a SurveyMonkey Apply account? [Log in](#)'. Below this is a section titled 'Register as an individual' with a green underline. The form includes fields for 'First Name', 'Last Name', and 'Email'. The 'Create a password' field is highlighted with a red arrow. Below the password field, there is a checkbox for 'I'm not a robot' and a reCAPTCHA logo. At the bottom of the form is a green 'Create Account' button. Below the button, it says 'or' and 'Register with Google' with a Google logo.

SurveyMonkey Apply®

Register for an applicant account

Already have a SurveyMonkey Apply account? [Log in](#)

Register as an individual

First Name Last Name

Email

Create a password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

Create Account

or

Register with Google

Step 2c

- Your password must contain at least
 - 8 characters
 - One uppercase letter
 - One lowercase letter
 - One number
 - One special character

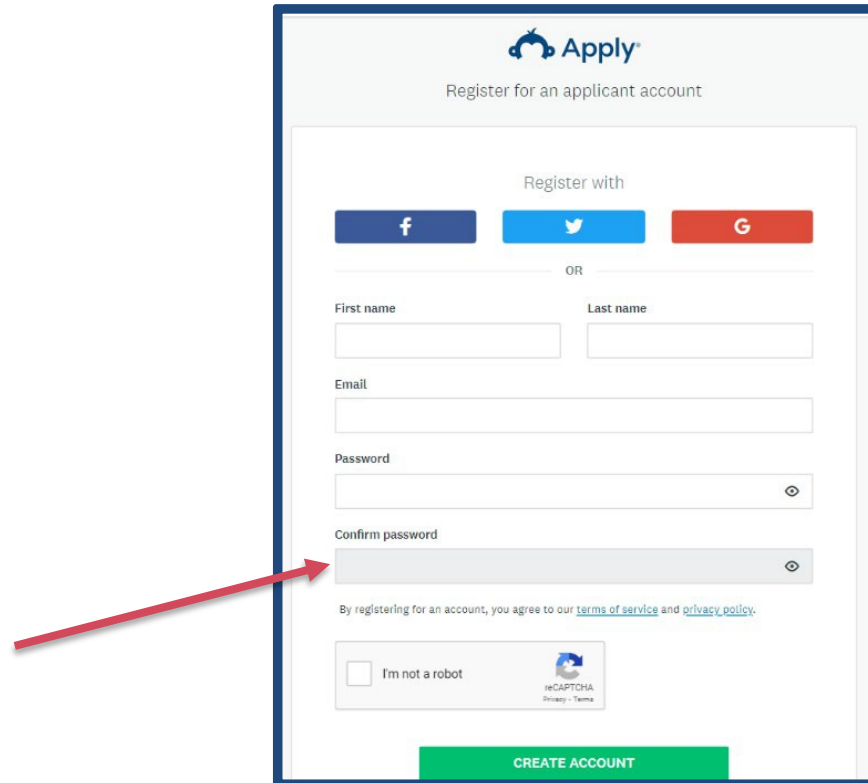
Your password must contain at least:

- ✓ 8 characters
- ✓ One uppercase letter
- ✓ One lowercase letter
- ✓ One number
- ✓ One special character



Step 2d

- Confirm your password



The screenshot shows the 'Apply' registration page. At the top, the 'Apply' logo is displayed with the text 'Register for an applicant account' below it. The 'Register with' section includes buttons for Facebook, Twitter, and Google. Below these is an 'OR' separator. The form fields include 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. A red arrow points to the 'Confirm password' field. Below the fields, there is a checkbox for 'I'm not a robot' and a reCAPTCHA logo. At the bottom, a green 'CREATE ACCOUNT' button is visible.

Apply[®]
Register for an applicant account

Register with

f t G

OR

First name Last name

Email

Password

Confirm password

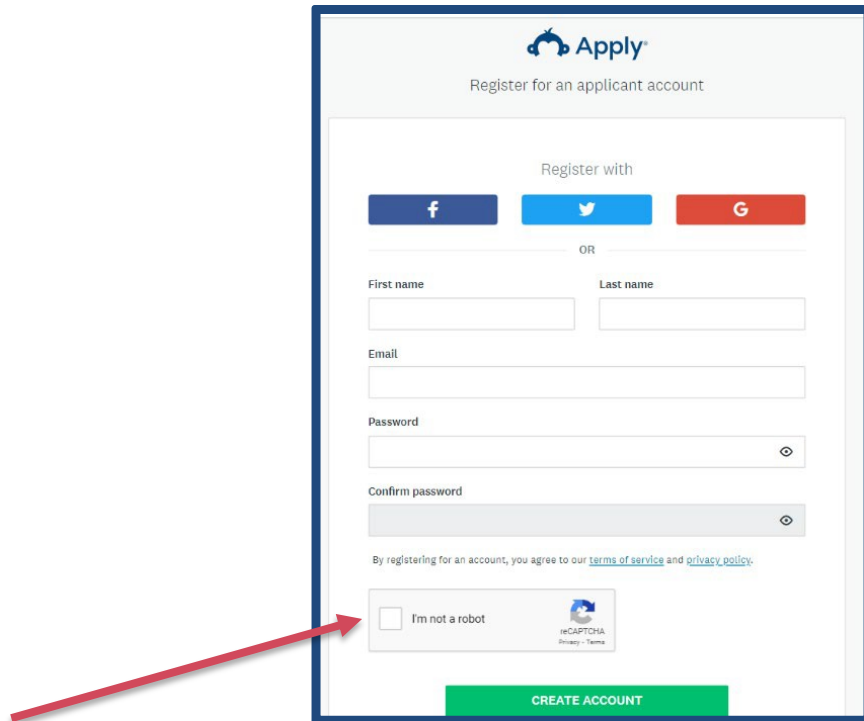
By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☐ I'm not a robot reCAPTCHA

CREATE ACCOUNT

Step 2e

- Complete the CAPTCHA by ticking the box



The screenshot shows the 'Apply' registration page. At the top, it says 'Apply' and 'Register for an applicant account'. Below this, there are social media login buttons for Facebook, Twitter, and Google. An 'OR' separator follows. The registration form includes fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. Below the password fields, there is a line of text: 'By registering for an account, you agree to our [terms of service](#) and [privacy policy](#)'. At the bottom of the form is a green 'CREATE ACCOUNT' button. A red arrow points to the CAPTCHA checkbox, which is located at the bottom of the form area.

Apply
Register for an applicant account

Register with

f t 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](#).

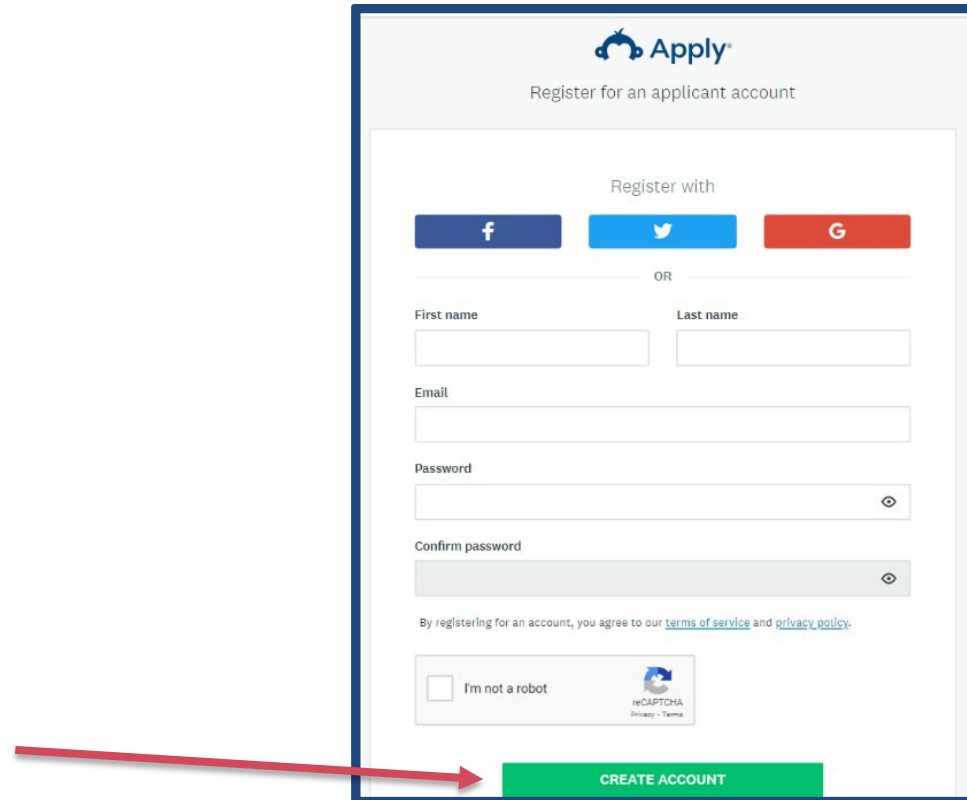
☐ I'm not a robot

reCAPTCHA
Privacy - Terms

CREATE ACCOUNT

Step 2f

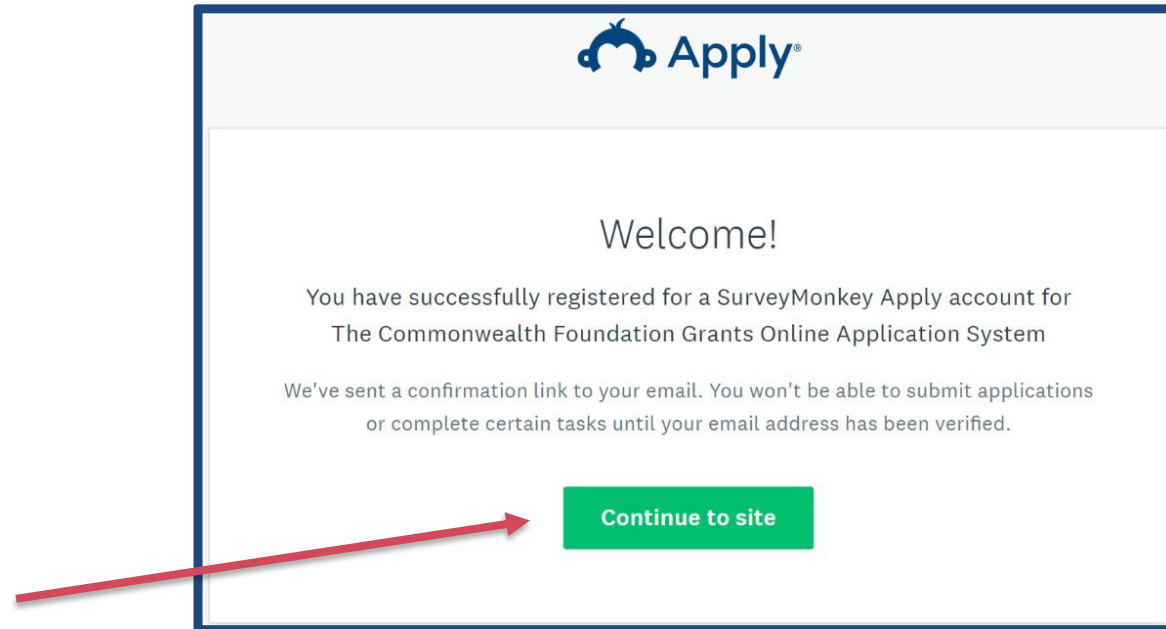
- Then click '**CREATE ACCOUNT**' to complete your registration



The screenshot shows the 'Apply' registration page. At the top, the 'Apply' logo is followed by the text 'Register for an applicant account'. Below this, there are three social media login buttons for Facebook, Twitter, and Google. An 'OR' separator follows. The registration form includes fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. Each password field has an eye icon for toggling visibility. Below the form fields, there is a line of text: 'By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).' Below this is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo. At the bottom of the form is a green button labeled 'CREATE ACCOUNT'. A red arrow points from the left towards this button.

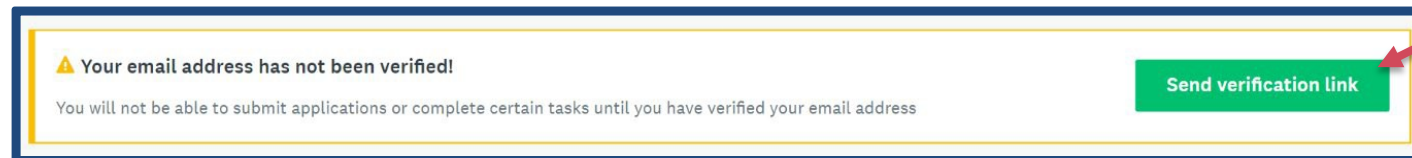
Step 3

- Once your account has been successfully created, click on **'Continue to site'** to visit your applicant account portal



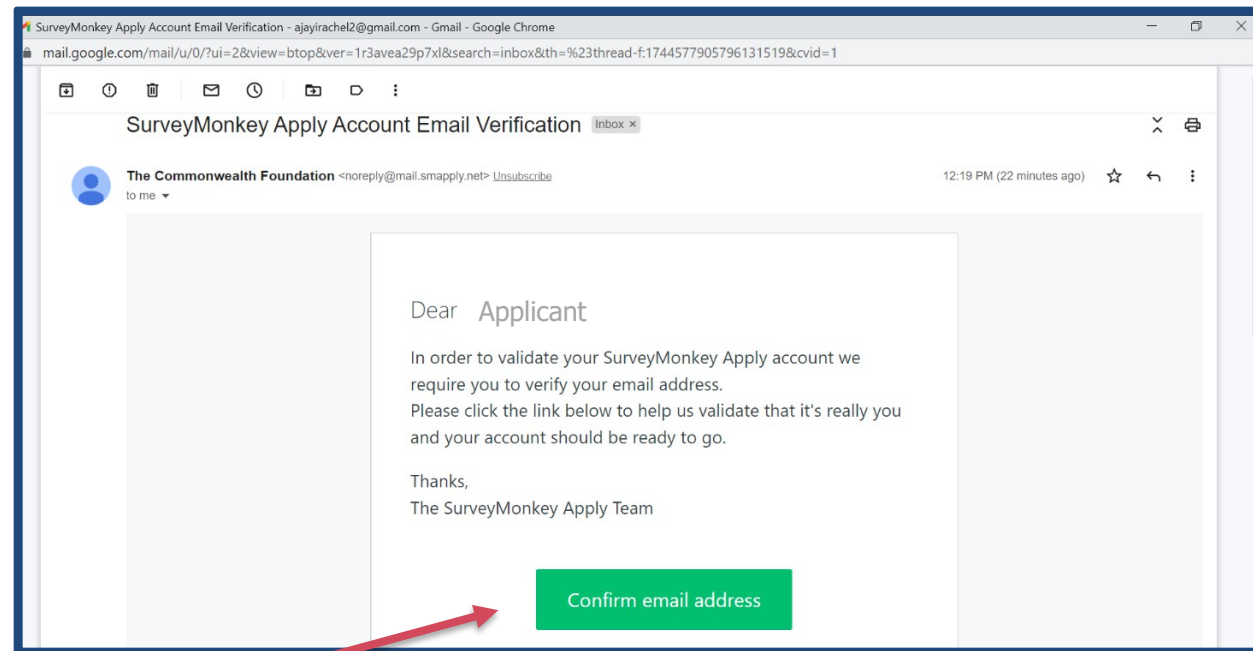
Step 4

- If you have no active applications in your applicant portal, click on '**View programs**'
- You will need to verify your email address. Click on '**Send verification link**'
- You can access the email verification via the email you have registered with



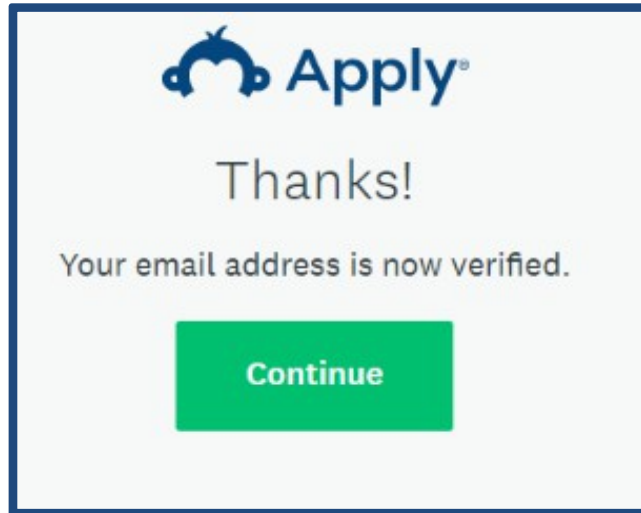
Step 5

- Once you have received the email verification in your email, click on '**Confirm email address**'



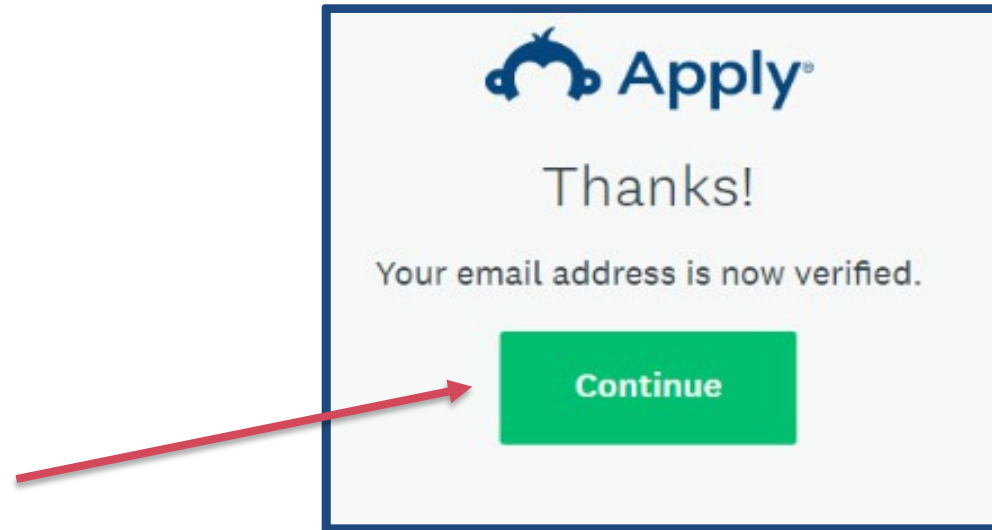
Step 6

- Once you have confirmed your email address, you should see this message



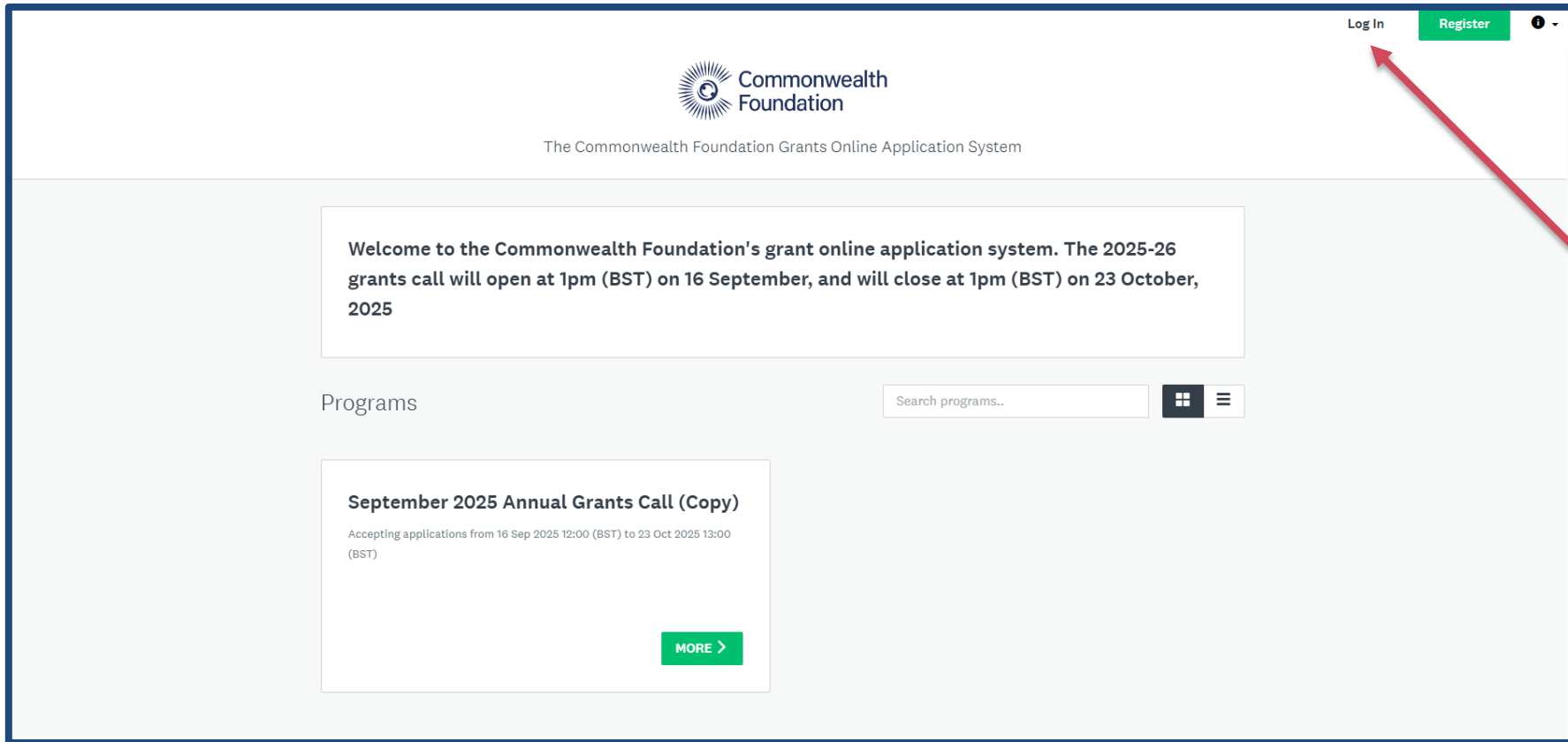
Step 7

- Click on '**Continue**' to be redirected back to your SurveyMonkey Apply account
- Click on '**View programs**' to apply for the Open Grants Call 2025-2026



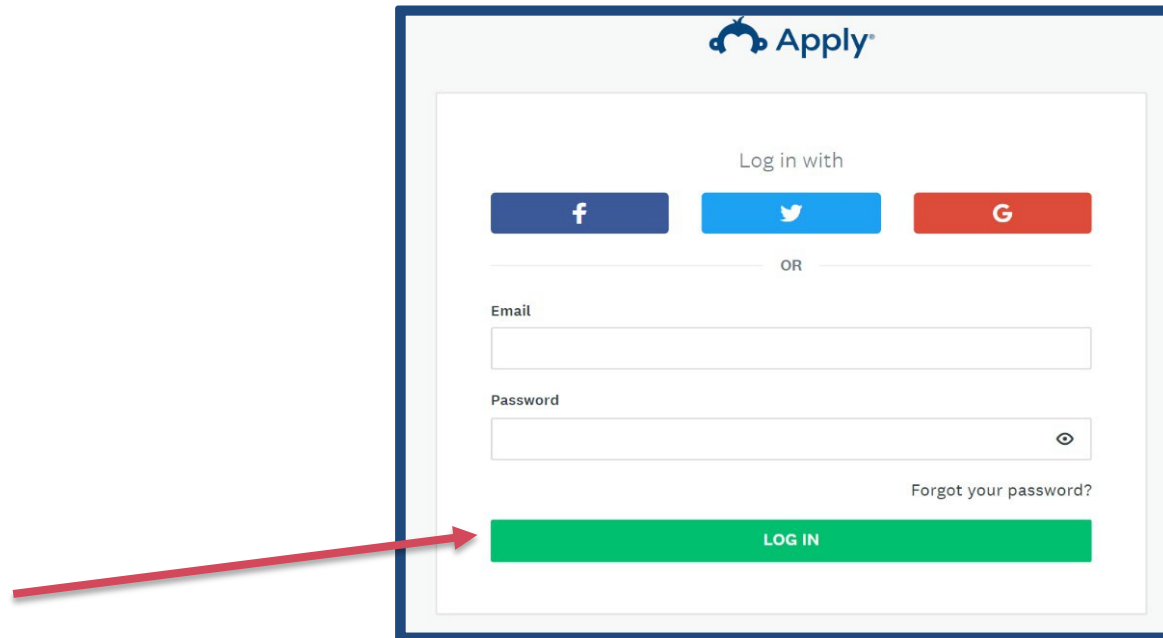
How to log in to your account

- If you have an existing SurveyMonkey Apply account, click '**Log In**'



How to log in

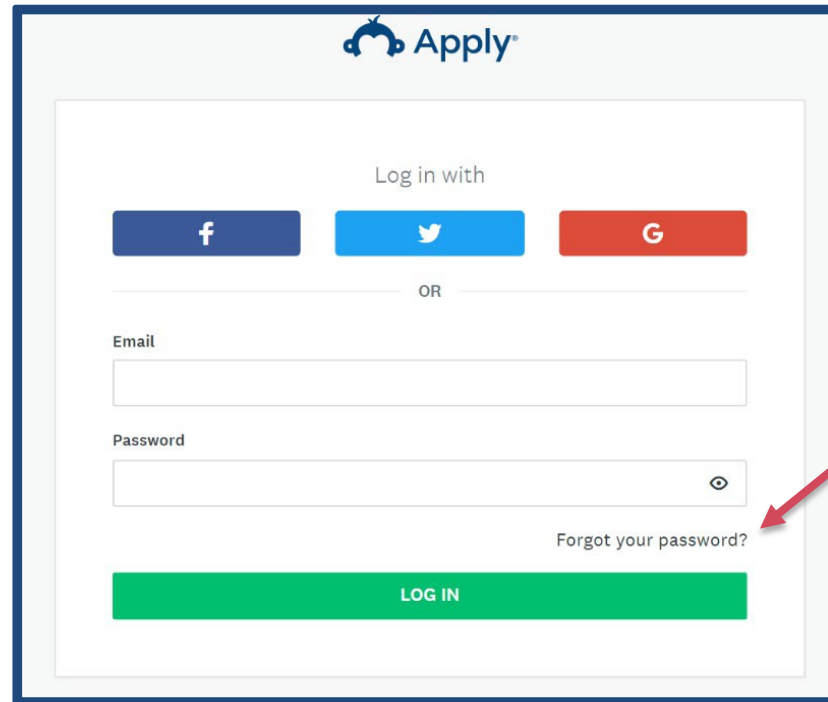
- To log in, fill in your email address and your password
- Then click on '**LOG IN**'



The screenshot shows the 'Apply' login interface. At the top is the 'Apply' logo. Below it, the text 'Log in with' is centered above three social media login buttons: Facebook (blue with 'f'), Twitter (light blue with bird icon), and Google (red with 'G'). Below these is a horizontal line with 'OR' in the center. Underneath is the 'Email' label followed by an empty text input field. Below that is the 'Password' label followed by an empty password input field with an eye icon for toggling visibility. To the right of the password field is a link that says 'Forgot your password?'. At the bottom is a large green button with the text 'LOG IN' in white. A red arrow points from the left towards this 'LOG IN' button.

Forgot your password?

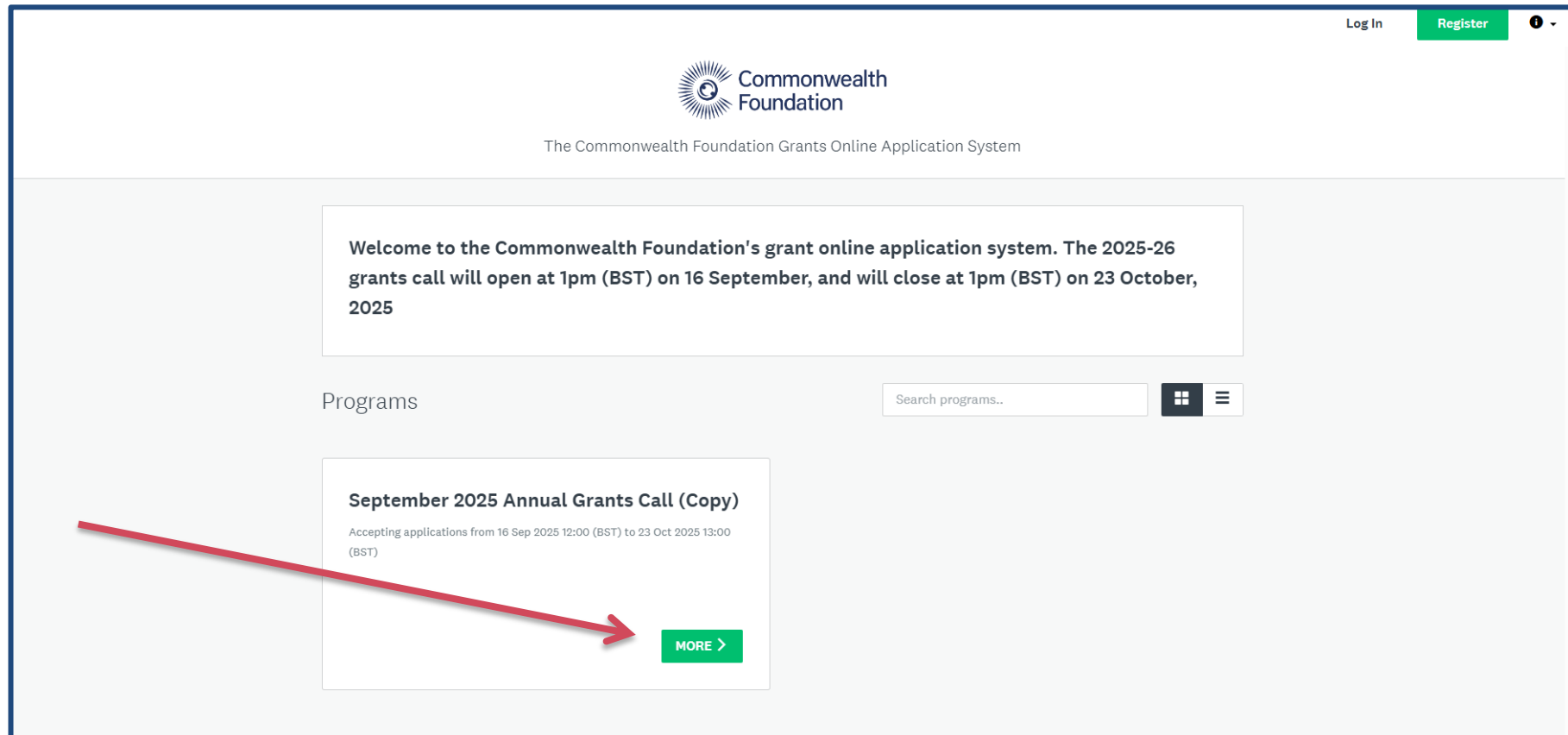
- If you have an existing account and have forgotten your password, click on '**Forgot your password?**' to go through SurveyMonkey's password recovery steps



The screenshot shows the 'Apply' login interface. At the top is the 'Apply' logo. Below it is the text 'Log in with' followed by three social media login buttons: Facebook (f), Twitter, and Google (G). Below these is the text 'OR'. Then there are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is an eye icon. Below the 'Password' field is a link that says 'Forgot your password?'. At the bottom is a green button that says 'LOG IN'. A red arrow points from the right side of the image towards the 'Forgot your password?' link.

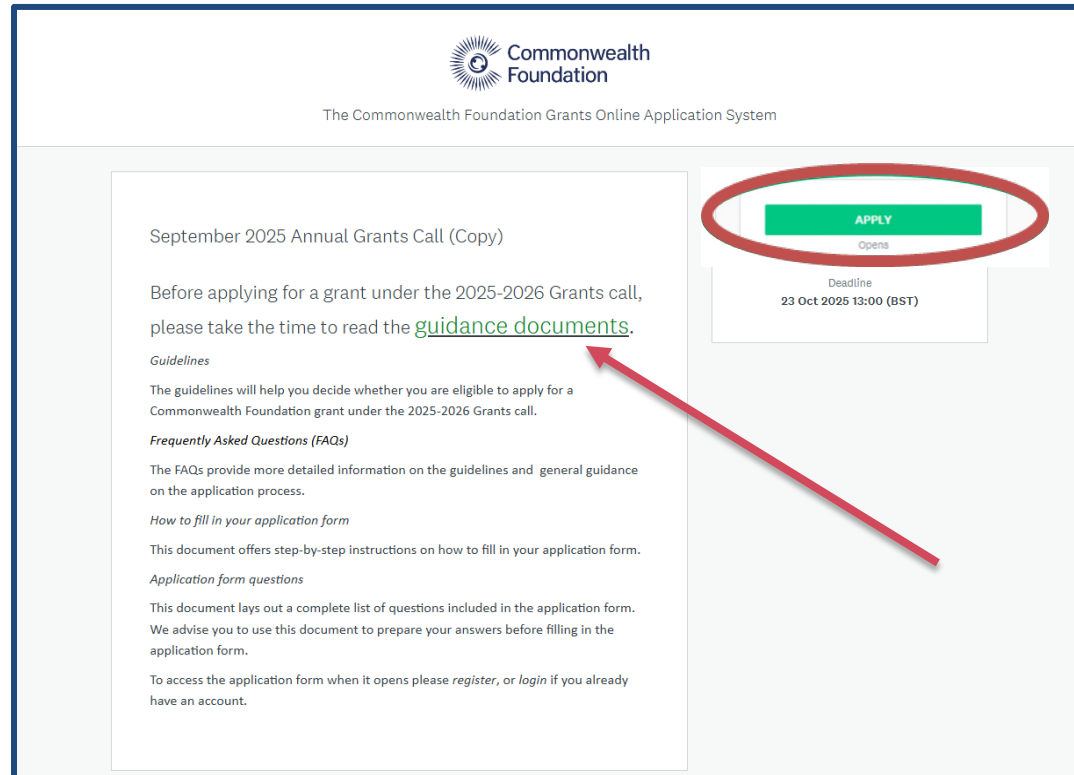
Once you are logged in

- Click on '**MORE**' underneath the program section 'September 2025 Annual Grants Call'



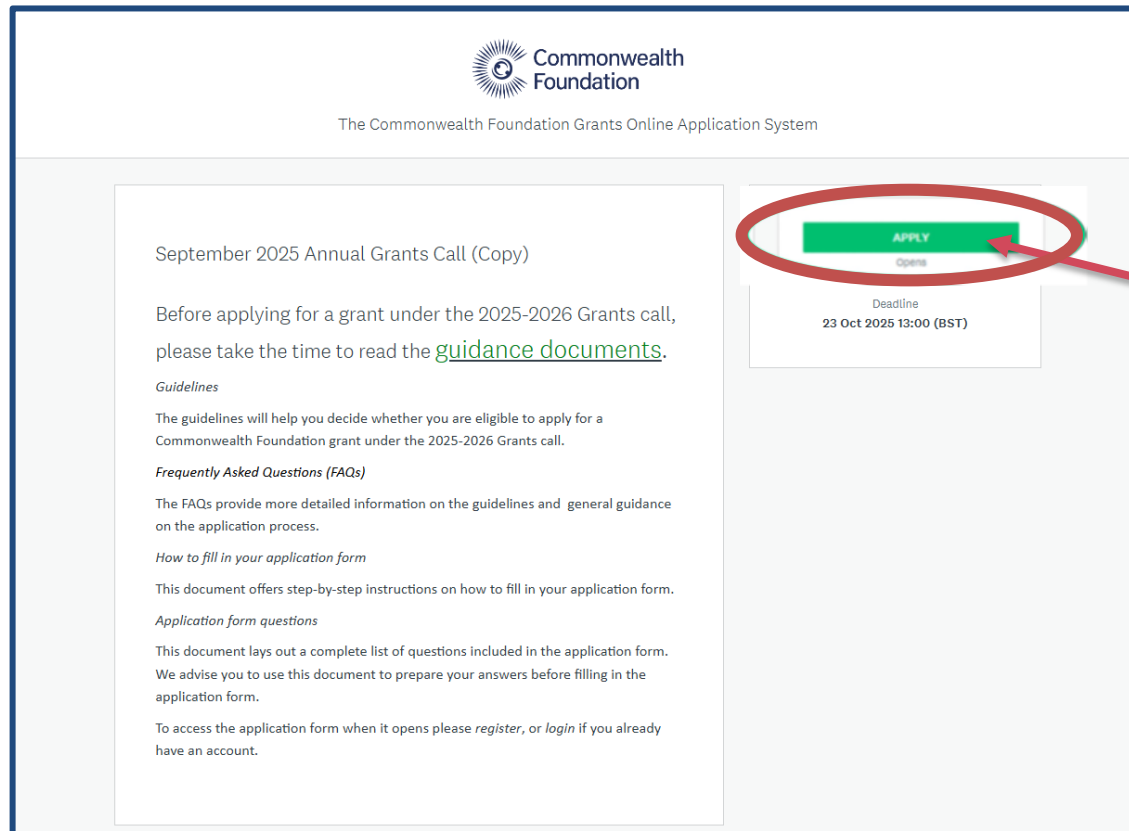
Once you are logged in

- Clicking on '**MORE**' will bring you this page
- Click on the link for **supporting documentation**. Please take the time to read this before you apply



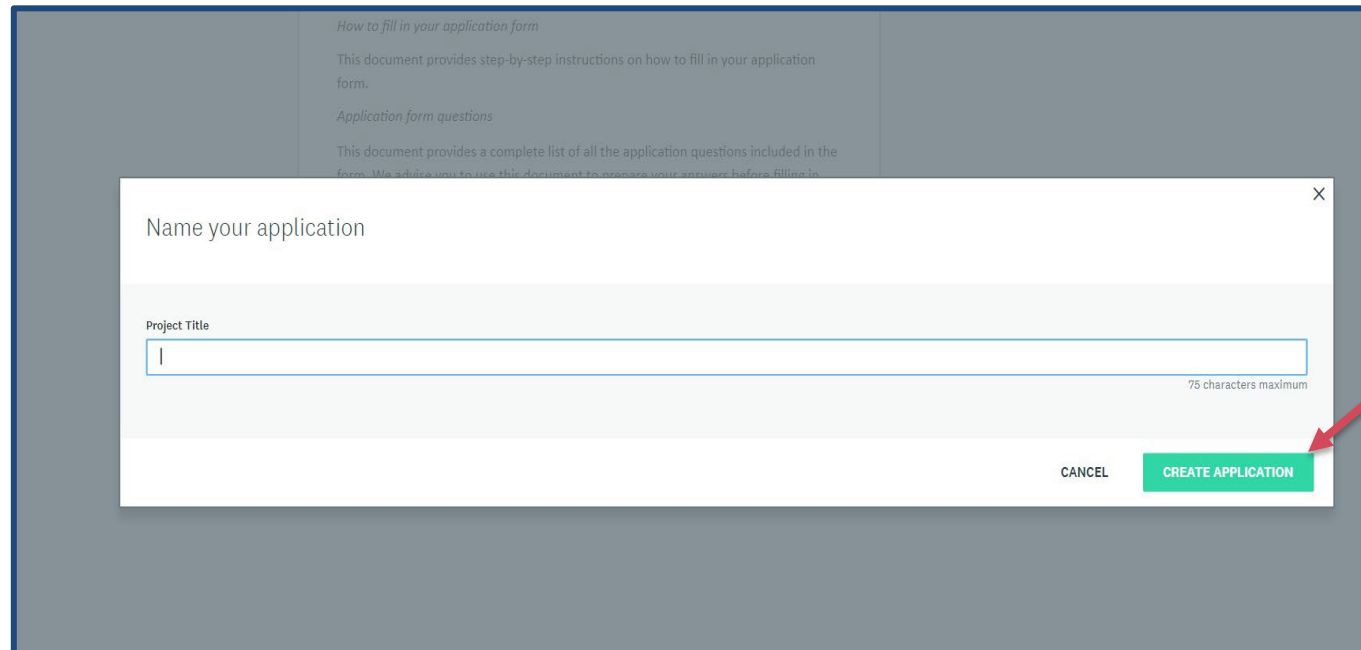
Once you are logged in

- To apply for the 2025 Grants Call and create or login to your SurveyMonkey Apply Account, click on '**Apply**'



Once you are logged in

- You will be asked to name your application (you can rename it at a later stage)
- Once you have typed the application title for your project, click on **'Create Application'**. You will be directed to your [Application Dashboard](#)



The screenshot shows a web interface for naming an application. In the background, there are two links: "How to fill in your application form" and "Application form questions", each followed by a brief description. In the foreground, a modal window titled "Name your application" is open. It contains a text input field labeled "Project Title" with a single character "I" entered. A character count "75 characters maximum" is visible at the bottom right of the input field. At the bottom of the modal, there are two buttons: "CANCEL" and "CREATE APPLICATION". A red arrow points from the right side of the slide towards the "CREATE APPLICATION" button.



Your dashboard

Your dashboard

- This is your SurveyMonkey Apply dashboard

The screenshot displays the SurveyMonkey Apply dashboard for 'The Commonwealth Foundation Grants Online Application ...'. The top navigation bar includes links for 'Programs', 'My Applications', and a user profile dropdown labeled 'Your Name'. The main content area is divided into two columns. The left column shows a progress bar for '0 of 1 tasks complete', the last edit time '14 Aug 2025 12:05 (GMT)', and buttons for 'REVIEW' and 'SUBMIT'. Below these is a section for 'Your name' and 'Your email' with an 'Add collaborator' button. The right column displays the application title 'September 2025 Annual Grants ...', a 'Preview' link, and the application ID 'OCT2025-0000000008'. It also features tabs for 'APPLICATION' and 'ACTIVITY'. Under the 'Your tasks' section, there is a task 'Grant application form 2025' with a document icon and a right arrow. The footer indicates the dashboard is 'POWERED BY Apply' and includes copyright information for SurveyMonkey.

The Commonwealth Foundation Grants Online Application ...

Programs My Applications Your Name

0 of 1 tasks complete

Last edited: 14 Aug 2025 12:05 (GMT)

REVIEW SUBMIT

Deadline: 23 Oct 2025 12:00 (GMT)

Your name
Your email

Add collaborator

September 2025 Annual Grants ... Preview

test

ID: OCT2025-0000000008

APPLICATION ACTIVITY

Your tasks

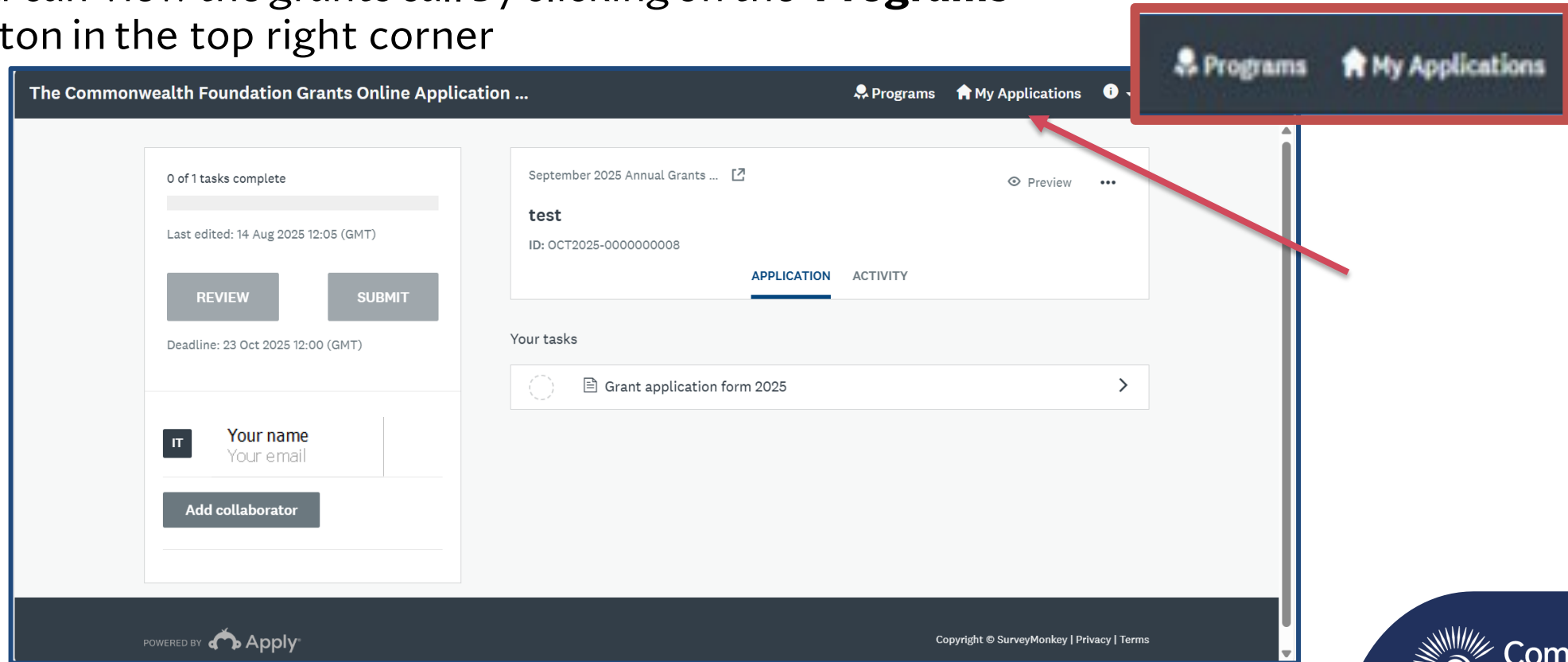
Grant application form 2025

POWERED BY Apply

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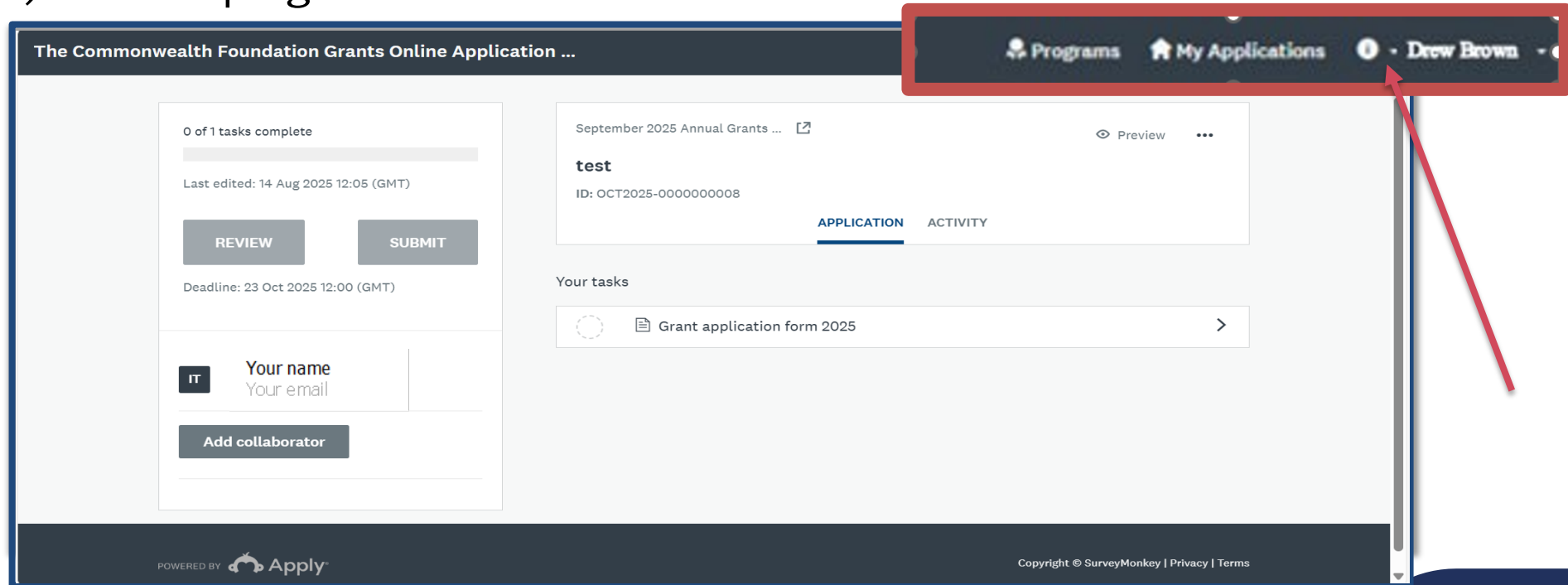
Your dashboard

- You can see all your applications by clicking on the '**My Applications**' button in the top right corner
- You can view the grants call by clicking on the '**Programs**' button in the top right corner



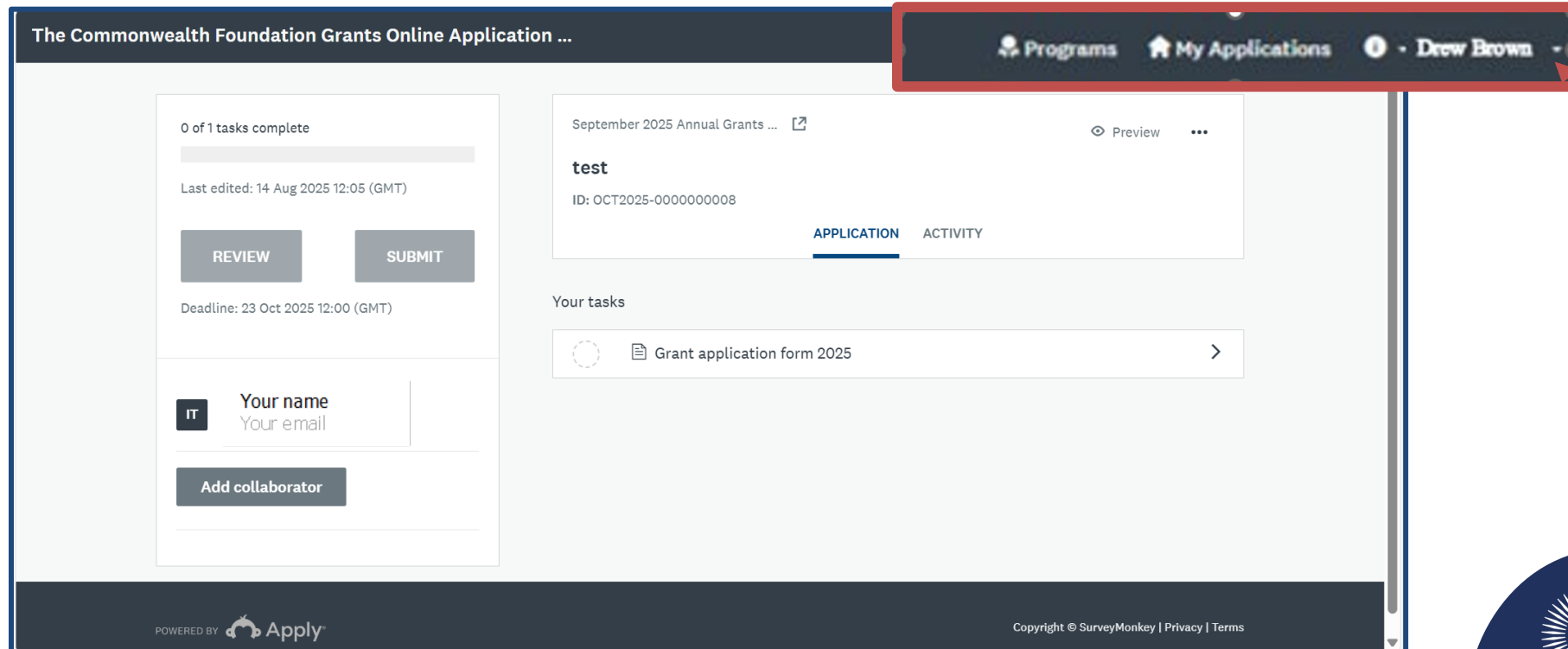
Your dashboard

- For further assistance or questions about a program, SurveyMonkey Apply, or technical issues click on the **Information Icon** (i) in the top right corner



Your dashboard

- To exit your dashboard, click on the **ARROW** next to your name in the top right corner
- A drop-down menu will appear. Click on 'Log Out'



Your dashboard

- Click on **Preview** to view your application form and view the progress
- Click on **Back to Application** to return to the dashboard

The Commonwealth Foundation Grants Online Application ...

Programs My Applications Your Name

0 of 1 tasks complete

Last edited: 14 Aug 2025 12:05 (GMT)

REVIEW SUBMIT

Deadline: 23 Oct 2025 12:00 (GMT)

IT Your name Your email

Add collaborator

September 2025 Annual Grants ...

test

ID: OCT2025-0000000008

APPLICATION ACTIVITY

Your tasks

Grant application form 2025

Preview

Rename

Download

Delete

POWERED BY Apply

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Your dashboard

- Clicking on the **three dots (...)** next to **Preview**, you can **Rename**, **Download** or **Delete** your application in your dashboard

The screenshot displays the Commonwealth Foundation Grants Online Application dashboard. The top navigation bar includes the title "The Commonwealth Foundation Grants Online Application ..." and links for "Programs", "My Applications", and a user profile "Your Name".

On the left sidebar, there is a section titled "0 of 1 tasks complete" with a progress bar, "Last edited: 14 Aug 2025 12:05 (GMT)", and buttons for "REVIEW" and "SUBMIT". Below this is a "Deadline: 23 Oct 2025 12:00 (GMT)" and a user profile section with "Your name" and "Your email" fields, and an "Add collaborator" button.

The main content area shows a list of applications. The first application is titled "September 2025 Annual Grants ..." with a status of "test" and ID "OCT2025-0000000008". It has tabs for "APPLICATION" and "ACTI". A red arrow points to the "Preview" link and the three dots menu icon next to it. A red box highlights the dropdown menu that appears, containing the options "Rename", "Download", and "Delete".

At the bottom, there is a footer with "POWERED BY Apply" and "Copyright © SurveyMonkey | Privacy | Terms".

Your dashboard

- To start filling in the application form, click on the **ARROW** next to 'Grant Application form 2025'

The Commonwealth Foundation Grants Online Application ...

Programs My Applications Your Name

0 of 1 tasks complete

Last edited: 14 Aug 2025 12:05 (GMT)

REVIEW SUBMIT

Deadline: 23 Oct 2025 12:00 (GMT)

IT Your name Your email

Add collaborator

September 2025 Annual Grants ...

test

ID: OCT2025-0000000008

APPLICATION ACTIVITY

Your tasks

Grant application form 2025

POWERED BY Apply

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Make an application

Make an application

- The Grant Application form contains eight sections:
 - A. Eligibility confirmation
 - B. Applicant Information
 - C. Summary project description
 - D. Project implementation
 - E. Applicant organisation details
 - F. Contact person details
 - G. Referees
 - H. Supporting documents

Make an application

- Each section must be filled with the required information before you can proceed to the next section by clicking '**NEXT**'

Back to application

September 2025 Annual Grants Call (...)

test

ID: OCT2024-0000000002

Grant application form 2025

0 of 1 tasks complete

Last edited: 1 Jul 2025 13:04 (GMT)

REVIEW SUBMIT

Deadline: 23 Oct 2025 12:00 (GMT)

Grant application form 2025

Grant Application Form 2025 (copy)

Draft

0%

Information on the person completing this form

First Name

Last Name

Organisation Name

Your position in the Organisation

Organisation focus / key areas of work

PREVIOUS SAVE & CONTINUE EDITING NEXT

Make an application

- Remember to click '**SAVE & CONTINUE EDITING**'

< Back to application

September 2025 Annual Grants Call (...)

test

ID: OCT2024-0000000002

Grant application form 2025

0 of 1 tasks complete

Last edited: 1 Jul 2025 13:04 (GMT)

REVIEW SUBMIT

Deadline: 23 Oct 2025 12:00 (GMT)

Grant application form 2025

Grant Application Form 2025 (copy)

Draft

0%

Information on the person completing this form

First Name

Last Name

Organisation Name

Your position in the Organisation

Organisation focus / key areas of work

Eligibility confirmation

PREVIOUS SAVE & CONTINUE EDITING NEXT

Make an application

- You can navigate between the previous sections of the form by using the '**PREVIOUS**' button at the bottom of this page

The screenshot displays the 'Grant application form 2025' interface. On the left sidebar, there is a 'Back to application' link, a title 'September 2025 Annual Grants Call (...)' with a 'test' status and ID 'OCT2024-0000000002', and a task list showing 'Grant application form 2025' as the current task. Below this, it indicates '0 of 1 tasks complete' and 'Last edited: 1 Jul 2025 13:04 (GMT)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, along with a 'Deadline: 23 Oct 2025 12:00 (GMT)'. The main content area is titled 'Grant Application Form 2025 (copy)' and shows a 'Draft' status with a '0%' progress bar. The form sections include 'Information on the person completing this form' with fields for 'First Name', 'Last Name', 'Organisation Name', and 'Your position in the Organisation', followed by a larger text area for 'Organisation focus / key areas of work'. Below this is the 'Eligibility confirmation' section. A large red arrow points from the 'SUBMIT' button in the sidebar to the 'PREVIOUS' button in the bottom navigation bar. The bottom navigation bar contains three buttons: 'PREVIOUS' (highlighted with a blue border), 'SAVE & CONTINUE EDITING', and 'NEXT'.

Make an application

- Please make sure you read the eligibility section of the form carefully
- Only applicants who meet **all** of the eligibility criteria are eligible to apply

The screenshot displays the 'Grant application form 2025' interface. On the left sidebar, there is a 'Back to application' link, a document icon, and a progress bar showing '0 of 1 tasks complete'. The main content area is titled 'Grant Application Form 2025 (copy)' with a 'Draft' status and a '0%' progress indicator. It contains several input fields: 'First Name', 'Last Name', 'Organisation Name', 'Your position in the Organisation', and 'Organisation focus / key areas of work'. At the bottom, there is an 'Eligibility confirmation' section. A navigation bar at the very bottom includes 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'NEXT' buttons.

Make an application

- If you forget to answer 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 **orange**

The screenshot displays the 'Grant application form 2025' interface. At the top, a red-bordered box contains a warning icon and the text 'The form contains errors.' Below this, the left sidebar shows a 'Back to application' link, the title 'September 2025 Annual Grants Call (...)', a 'test' identifier, and an ID 'ID: OCT2024-0000000002'. It also features a progress indicator '0 of 1 tasks complete', the last edit time 'Last edited: 13 Aug 2025 13:59 (GMT)', and 'REVIEW' and 'SUBMIT' buttons. The main content area is titled 'Grant Application Form 2025 (copy)' with a green progress bar. Below the title, a red error message 'Please check your answers below and correct them before continuing.' is shown with a red arrow pointing to it. The form sections include 'A. Applicant Information' with instructions, 'A.1 Organisation name' with a red error message 'An answer to this question is required.' and an empty input field, and 'A.2 Organisation address' with a red error message 'An answer to this question is required.' and two empty input fields for 'Address line 1' and 'Address line 2'.

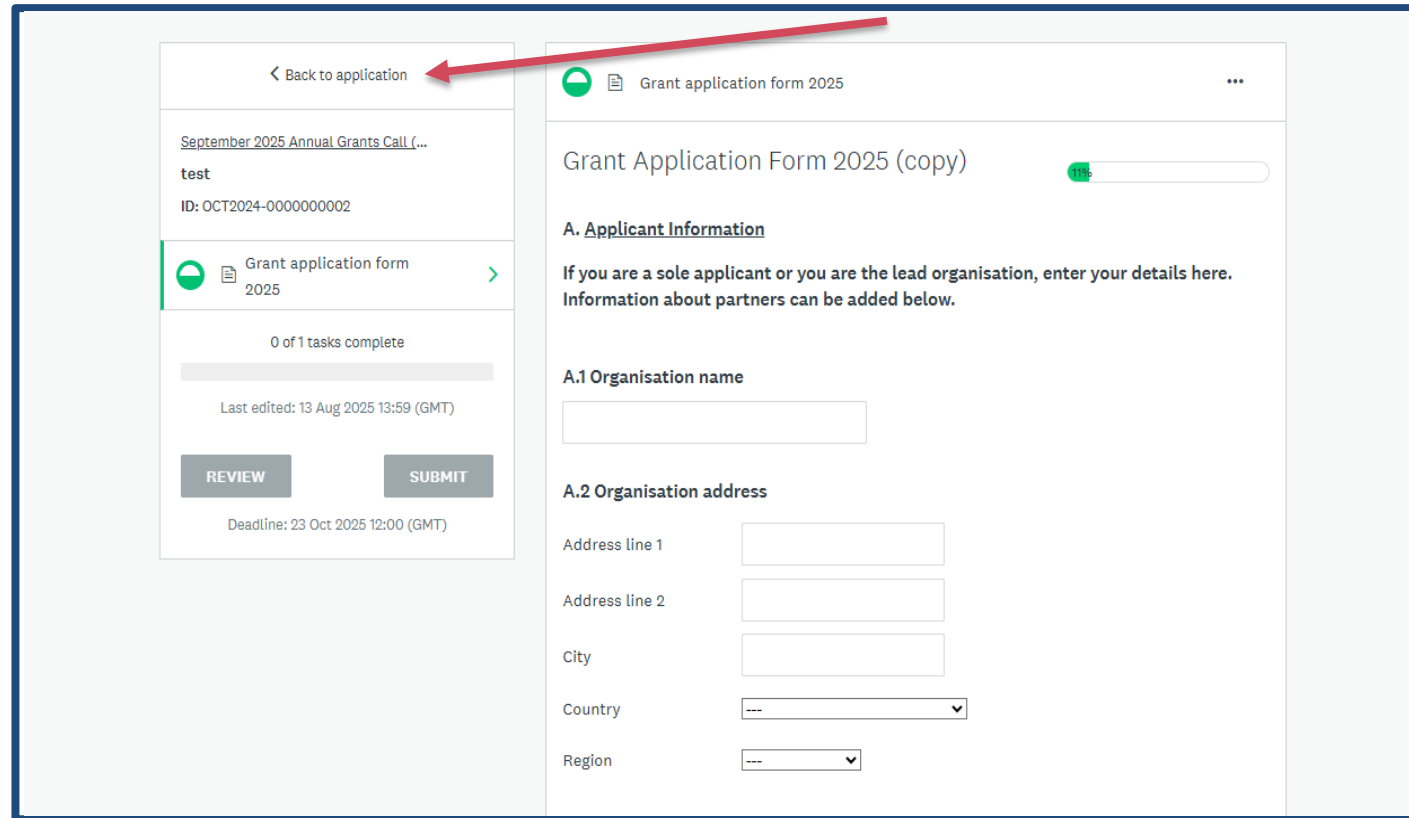
Make an application

- You must answer all mandatory questions correctly to be able to save your application and continue to the next stage

The screenshot displays a web application for the 'Grant application form 2025'. At the top, a red error banner states 'The form contains errors.' The interface is divided into a left sidebar and a main content area. The sidebar includes a 'Back to application' link, the title 'September 2025 Annual Grants Call (test)', an ID 'OCT2024-0000000002', a progress indicator for 'Grant application form 2025' (0 of 1 tasks complete), the last edit time '13 Aug 2025 13:59 (GMT)', and 'REVIEW' and 'SUBMIT' buttons. The main content area shows the form title 'Grant Application Form 2025 (copy)' with a progress bar. Below this, a red instruction reads 'Please check your answers below and correct them before continuing.' The form is divided into sections: 'A. Applicant Information' with a note 'If you are a sole applicant or you are the lead organisation, enter your details here. Information about partners can be added below.', 'A.1 Organisation name' with a red error message 'An answer to this question is required.' and an empty text input field, and 'A.2 Organisation address' with a red error message 'An answer to this question is required.' and two empty text input fields for 'Address line 1' and 'Address line 2'.

Make an application

- To exit the form at any time, click on the '**Back to application**'



The screenshot displays the 'Grant application form 2025' interface. On the left sidebar, there is a 'Back to application' link at the top, highlighted by a red arrow. Below it, the sidebar shows the 'September 2025 Annual Grants Call' with a 'test' ID: OCT2024-0000000002. A progress bar indicates '0 of 1 tasks complete'. The 'Last edited' time is '13 Aug 2025 13:59 (GMT)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, with a 'Deadline: 23 Oct 2025 12:00 (GMT)'. The main content area is titled 'Grant Application Form 2025 (copy)' with a 11% progress indicator. It contains section 'A. Applicant Information' with instructions: 'If you are a sole applicant or you are the lead organisation, enter your details here. Information about partners can be added below.' Section 'A.1 Organisation name' has a text input field. Section 'A.2 Organisation address' includes input fields for 'Address line 1', 'Address line 2', 'City', and dropdown menus for 'Country' and 'Region'.

Make an application

- Please make sure to first save your progress before exiting the form by clicking on the **'SAVE & CONTINUE EDITING'** button at the bottom of each section

The screenshot displays the 'Grant application form 2025' interface. On the left sidebar, there's a 'Back to application' link, the title 'September 2025 Annual Grants Call (...)', a 'test' status, an ID 'OCT2024-0000000002', and a progress bar showing '0 of 1 tasks complete'. The main content area is titled 'Grant Application Form 2025 (copy)' with a green progress indicator. It contains sections for 'A. Applicant Information' and 'A.1 Organisation name'. Below 'A.1 Organisation name' are input fields for 'Address line 1', 'Address line 2', 'City', 'Country', and 'Region'. A large red arrow points from the 'Region' field down to the 'SAVE & CONTINUE EDITING' button at the bottom of the form. The bottom navigation bar includes 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'NEXT' buttons.

Make an application

- The **PROGRESS BAR** at the top of the application form allows you to track how close your application is to completion at a glance

The screenshot displays the 'Grant application form 2025' interface. On the left sidebar, there is a section for the application titled 'Grant application form 2025' with a progress bar showing '0 of 1 tasks complete'. The main content area shows the 'Grant Application Form 2025 (copy)' with a progress bar at 43%. A red arrow points to this progress bar. The form sections include 'C. Project implementation', 'C.1 Project start date', 'C.2 Project duration in months', and 'C.3 Total project budget'.

Back to application

September 2025 Annual Grants Call (...)

test

ID: OCT2024-0000000002

Grant application form 2025

0 of 1 tasks complete

Last edited: 13 Aug 2025 14:08 (GMT)

REVIEW SUBMIT

Deadline: 23 Oct 2025 12:00 (GMT)

Grant application form 2025

Grant Application Form 2025 (copy)

43%

C. Project implementation

C.1 Project start date

For this grant cycle, projects cannot begin before the 1 August 2026 (August-September 2026).

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.

Make an application

- Once you have uploaded the supporting documents in Section G, you can use the three dots (...) to delete attachments

The screenshot displays the 'Grant application form 2025' interface. On the left is a sidebar with navigation links and application details. The main content area is titled 'Grant Application Form 2025 (copy)' and shows a progress bar at 100%. Section G, 'Supporting Documents', contains instructions and three numbered sections for document uploads. A red arrow points to the three dots menu icon next to the first document entry, '1. Budget .pdf', indicating the option to delete the attachment.

Back to application

September 2025 Annual Grants Call (...)
test
ID: OCT2024-0000000002

Grant application form 2025

0 of 1 tasks complete

Last edited: 13 Aug 2025 14:13 (GMT)

REVIEW SUBMIT

Deadline: 23 Oct 2025 12:00 (GMT)

Grant application form 2025

Grant Application Form 2025 (copy) Draft saved

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.

1. Budget .pdf ...

2. Information on your board/trustees *

Please provide details of board members or trustees of your organisation (trustees are individuals who have been appointed to oversee the management and administration of your organisation, including emails)

Upload a file Accepted formats: .pdf, .jpg, .doc

3. Audited accounts or annual accounts *

Audited accounts or annual account must not be older than December 2023.
Accepted formats: pdf and jpg. Please use zip file if you need to upload more than one file

Upload a file Accepted formats: .pdf, .jpg

Make an application

- Once you have finished filling in your application form you can either **SAVE IT (click on Back to application to make changes)** or **MARK IT AS COMPLETE**
- **Please note** that marking your form as complete means you will no longer be able to make changes to your form

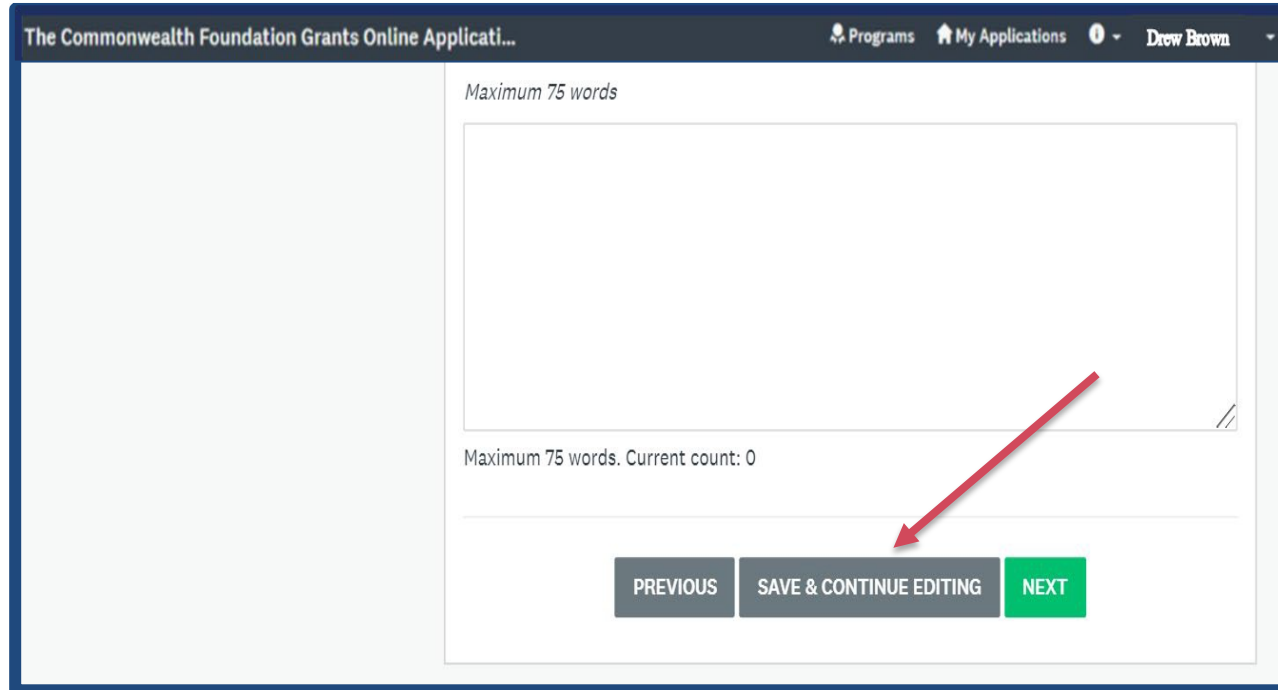
The screenshot displays the 'Grant application form 2025' interface. On the left, a sidebar contains a 'Back to application' link, the title 'September 2025 Annual Grants Call (...)', a 'test' label, an ID 'OCT2024-0000000002', a progress indicator '0 of 1 tasks complete', the text 'Last edited: 13 Aug 2025 14:19 (GMT)', and buttons for 'REVIEW' and 'SUBMIT'. The main content area shows the document title 'Grant Application Form 2025 (copy)' with a 66% progress bar. Below this, the 'Submission' section provides instructions: 'To submit your application after completing the form, please click "Mark as Complete".' and '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.' A large red arrow points to the 'MARK AS COMPLETE' button at the bottom. The bottom navigation bar includes 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'MARK AS COMPLETE' buttons. The deadline 'Deadline: 23 Oct 2025 12:00 (GMT)' is also visible.



Saving your progress

Saving your progress

- To save your progress, click on '**SAVE & CONTINUE EDITING**'
- This allows you to revisit your form at a later date to continue filling it in or make changes



The screenshot shows a web browser window titled "The Commonwealth Foundation Grants Online Applicati...". The top navigation bar includes links for "Programs", "My Applications", a notification icon, and the user name "Drew Brown". The main content area features a large text input field with the placeholder "Maximum 75 words". Below the field, it says "Maximum 75 words. Current count: 0". At the bottom of the form, there are three buttons: "PREVIOUS" (grey), "SAVE & CONTINUE EDITING" (grey), and "NEXT" (green). A red arrow points to the "SAVE & CONTINUE EDITING" button.

Saving your progress

- To open your saved application form, click on the **ARROW** next to 'Grant Application form 2025' under **Your Tasks** in your dashboard

The screenshot displays the Commonwealth Foundation Grants Online Application dashboard. The top navigation bar includes the title 'The Commonwealth Foundation Grants Online Application ...', links for 'Programs', 'My Applications', and a user profile 'Your Name'. The main content area is divided into two columns. The left column shows a progress bar for '0 of 1 tasks complete', the last edited time '14 Aug 2025 12:05 (GMT)', and buttons for 'REVIEW' and 'SUBMIT'. Below these are fields for 'Your name' and 'Your email', and an 'Add collaborator' button. The right column shows a card for 'September 2025 Annual Grants ...' with a 'Preview' link and a task list under 'Your tasks'. The task list contains one item, 'Grant application form 2025', which has a red arrow pointing to a right-pointing chevron icon next to it. The footer includes the 'POWERED BY Apply' logo and copyright information for SurveyMonkey.



Adding other users to view or edit your application

Adding other users

- You can invite a user to view or edit your application by clicking on the **'Add collaborator'** button

The Commonwealth Foundation Grants Online Application ...

Programs My Applications Your Name

0 of 1 tasks complete

Last edited: 14 Aug 2025 12:05 (GMT)

REVIEW SUBMIT

Deadline: 23 Oct 2025 12:00 (GMT)

IT Your name Your email

Add collaborator

September 2025 Annual Grants ...

test

ID: OCT2025-0000000008

APPLICATION ACTIVITY

Your tasks

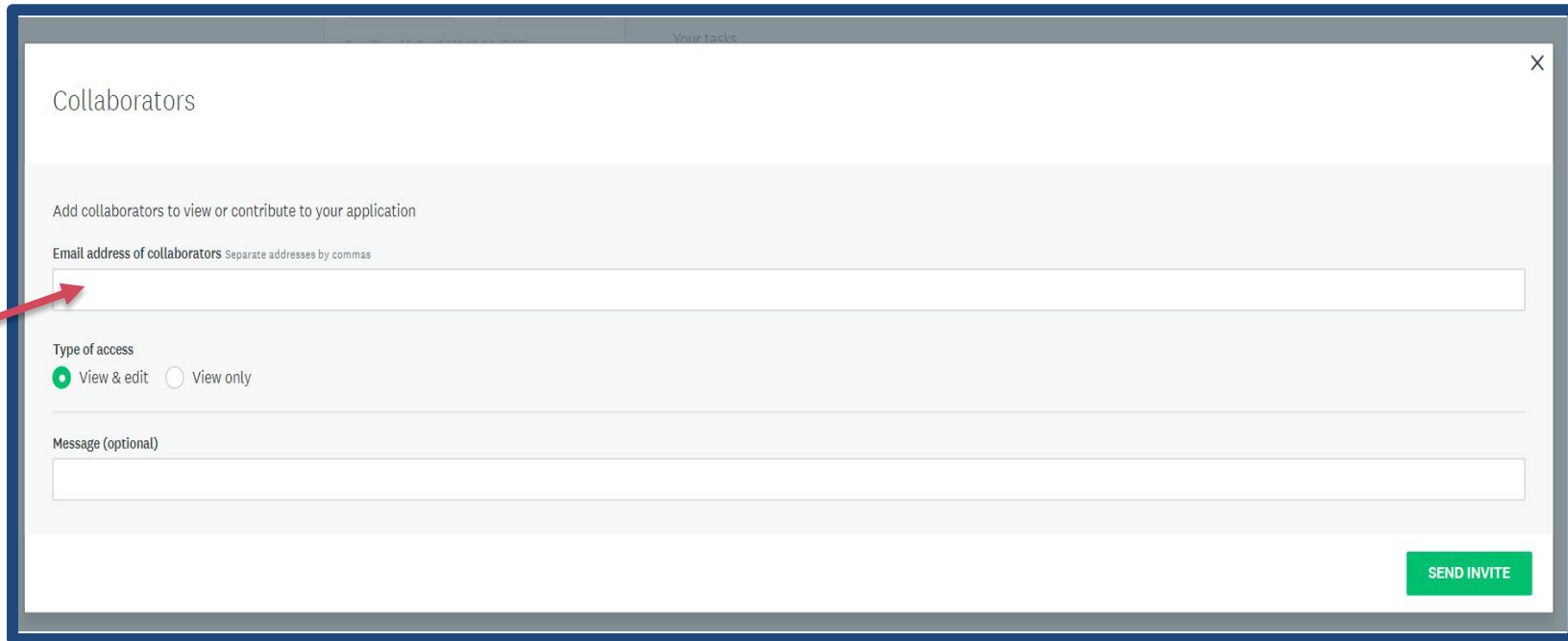
Grant application form 2025

POWERED BY Apply

Copyright © SurveyMonkey | Privacy | Terms

Adding other users

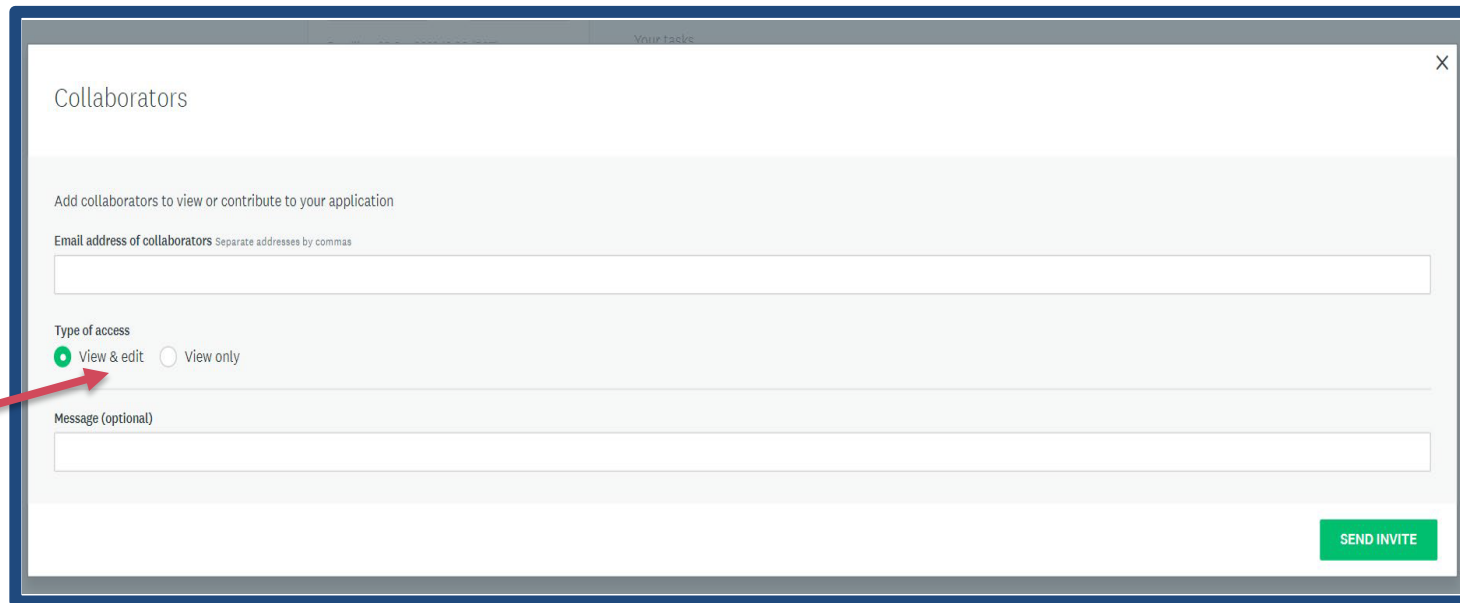
- You will then be prompted to fill in your collaborator(s) email address



The screenshot shows a 'Collaborators' dialog box with a close button (X) in the top right corner. The title 'Collaborators' is at the top left. Below the title is a light gray instruction bar: 'Add collaborators to view or contribute to your application'. The main section contains the label 'Email address of collaborators' followed by the text 'Separate addresses by commas'. Below this is a text input field. A red arrow points to this input field from the left. Below the input field is the 'Type of access' section with two radio buttons: 'View & edit' (which is selected) and 'View only'. Below that is the 'Message (optional)' section with a text input field. At the bottom right is a green button labeled 'SEND INVITE'.

Adding other users

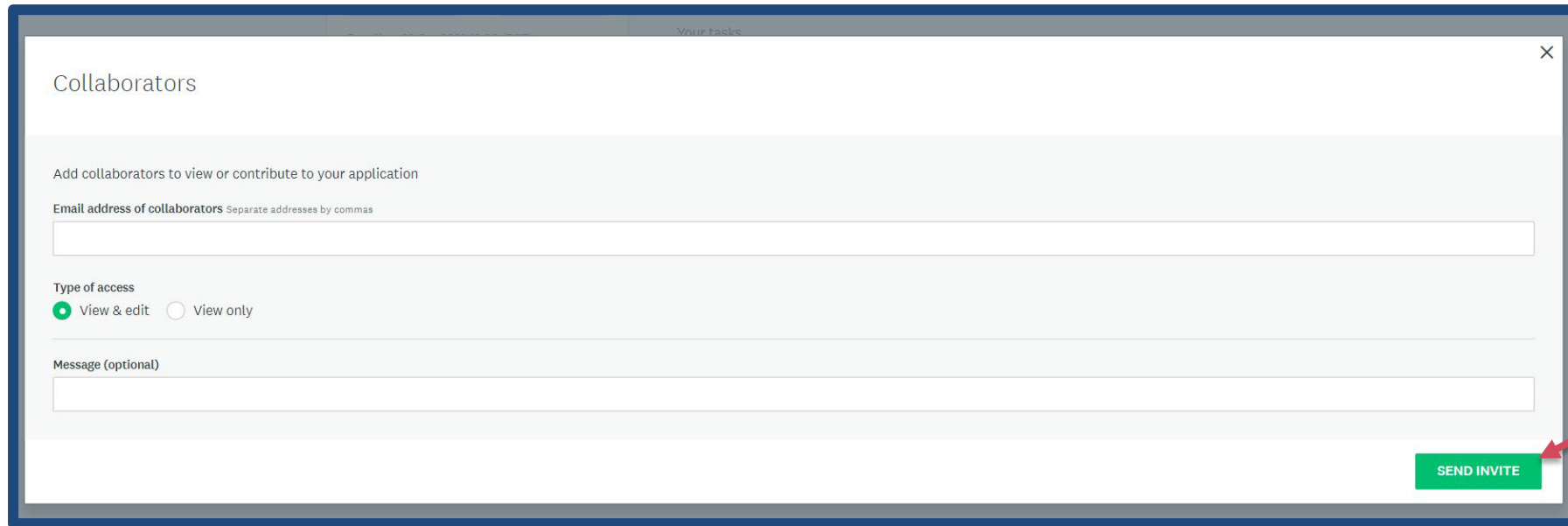
- You will be prompted to set the permissions of the user to '**View & Edit**' or '**View Only**'
- You may also provide an optional message to the collaborator



The screenshot shows a 'Collaborators' dialog box with a close button (X) in the top right corner. The title 'Collaborators' is in the top left. Below the title is a light gray section with the text 'Add collaborators to view or contribute to your application'. Underneath is a label 'Email address of collaborators' followed by 'Separate addresses by commas' and a text input field. Below that is a 'Type of access' section with two radio buttons: 'View & edit' (which is selected and has a green dot) and 'View only'. A red arrow points to the 'View & edit' radio button. Below the radio buttons is a label 'Message (optional)' followed by a text input field. At the bottom right is a green button labeled 'SEND INVITE'.

Adding other users

- Click on '**Send Invite**' to grant them access

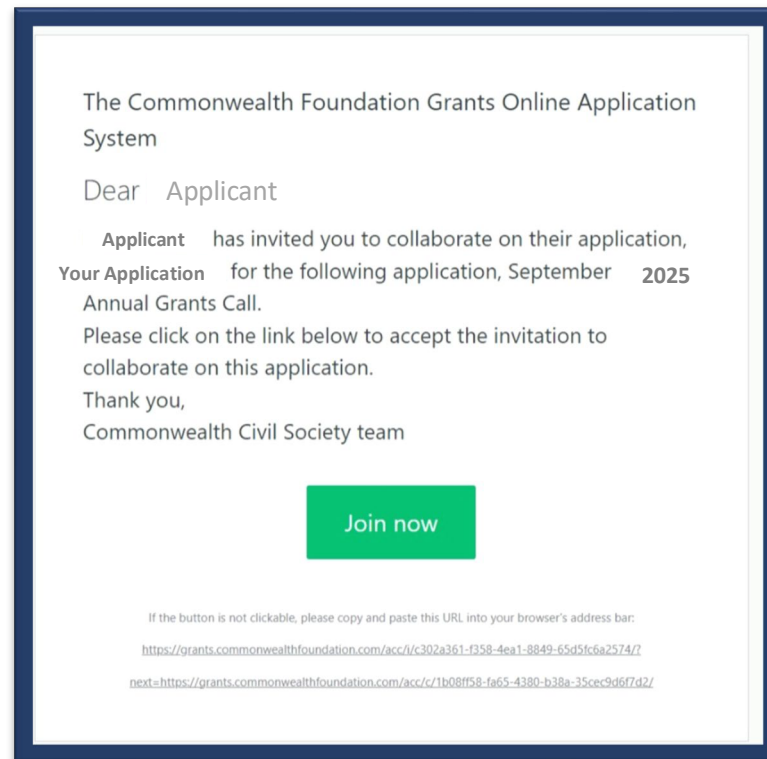


The screenshot shows a 'Collaborators' dialog box with a close button (X) in the top right corner. The dialog contains the following elements:

- Collaborators** (Title)
- Add collaborators to view or contribute to your application** (Instruction)
- Email address of collaborators** (Label) with a note 'Separate addresses by commas' and a text input field.
- Type of access** (Label) with two radio buttons: ☒ **View & edit** and ☐ **View only**.
- Message (optional)** (Label) with a text input field.
- SEND INVITE** (Green button) located at the bottom right, with a red arrow pointing to it.

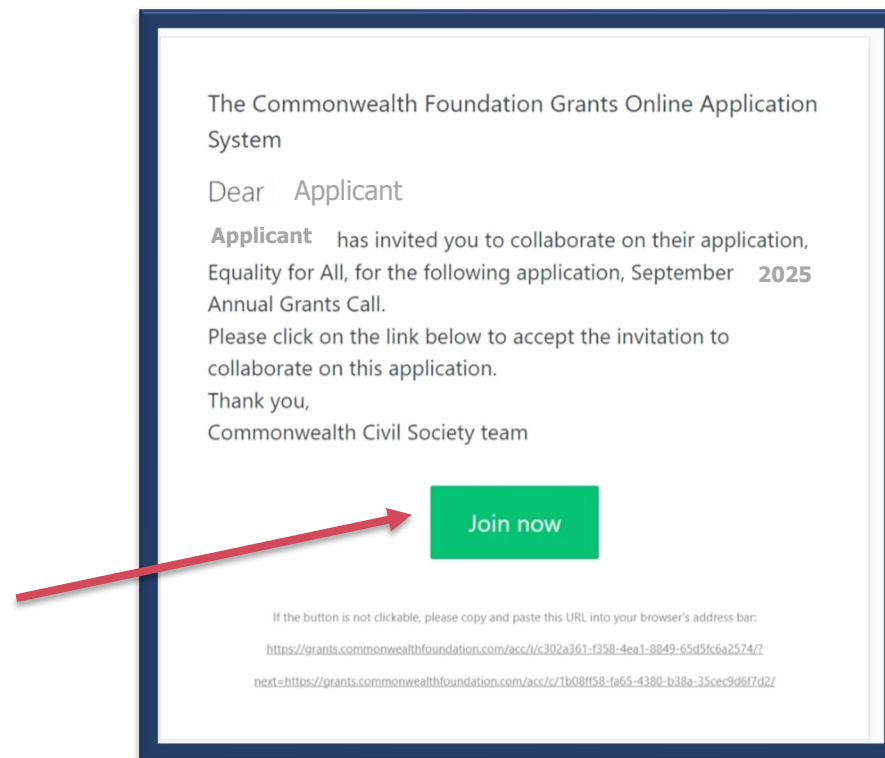
Adding other users

- Your collaborator will receive an email similar to below from **'noreply@mail.smapply.net'**



Adding other users

- 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

Revision

- When you are ready to submit your application click on **‘SUBMIT’**

The Commonwealth Foundation Grants Online...

Programs My Applications Martinia P

< Back to application

[September 2024 Annual Grants Call](#)

ID: OCT2024-0000000005

Grant application form 2024

1 of 1 tasks complete

Last edited: 2024-16:44 (BST)

REVIEW SUBMIT

Deadline: 23 Oct 2024 13:00

Grant application form 2024
Completed 2024-16:44 (BST)

Grant Application Form 2025

[Eligibility /](#)

Information on the person completing this form

First Name

Last Name

Organisation Name

Your position in the Organisation

Organisation focus / key areas of work

Eligibility confirmation

Please select the country where your organisation is registered

Responses Selected:

Bangladesh

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

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

1. The applicant is a registered not-for-profit civil society organisation (CSO). Newly registered organisations (with less than two years in operation) without relevant work experience should not apply.
2. The applicant is registered in an eligible Commonwealth Foundation member country and the proposed project must be implemented in the country of registration. (Projects can be implemented in one or more eligible Commonwealth Foundation member countries, and can have a national, sub-national, regional, or international remit). In multi-country projects, strong local participation in project implementation is required.
3. The applicant organisation must have a minimum of three years' demonstrable experience working on participatory governance and advocacy within the area/theme(s) of the proposed project.
4. The total grant amount requested must be a minimum of €15,000 or between €15,001 and €30,000 per year, and for a maximum of two years.
5. The requested grant amount should not exceed 70% of the applicant organisation's total annual income. In the assessment, we will consider the organisation's average income over the past two years.
6. The average annual income of the applicant organisation over the past two years should not exceed €2.5m.

Revision

- Please note: you will not be able to modify, withdraw or delete your application once you pass this. Once you have clicked on '**SUBMIT**', a small pop-up will appear

The Commonwealth Foundation Grants Online...

Programs My Applications Martinia P

< Back to application

September 2024 Annual Grants Call

ID: OCT2024-0000000005

Grant application form 2024

1 of 1 tasks complete

Last edited: 2024-16:44 (BST)

REVIEW SUBMIT

Deadline: 23 Oct 2024-13:00 (BST)

Grant application form 2024
Completed 2024-16:44 (BST)

Grant Application Form 2025

[Eligibility /](#)

Information on the person completing this form

First Name

Last Name

Organisation Name

Your position in the Organisation

Organisation focus / key areas of work

Eligibility confirmation

Please select the country where your organisation is registered

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3. The applicant organisation must have a minimum of three years' demonstrable experience working on participatory governance and advocacy within the area/theme(s) of the proposed project.
4. The total grant amount requested must be a minimum of £15,000 or between £15,001 and £30,000 per year, and for a maximum of two years.
5. The requested grant amount should not exceed 70% of the applicant organisation's total annual income. In the assessment, we will consider the organisation's average income over the past two years.
6. The average annual income of the applicant organisation over the past two years should not exceed £2.5m.

Submit application POP-UP

Please confirm submission of your application.

If you wish to take a look at the application before submitting, please [Review](#) it.

CANCEL REVIEW SUBMIT

Revision

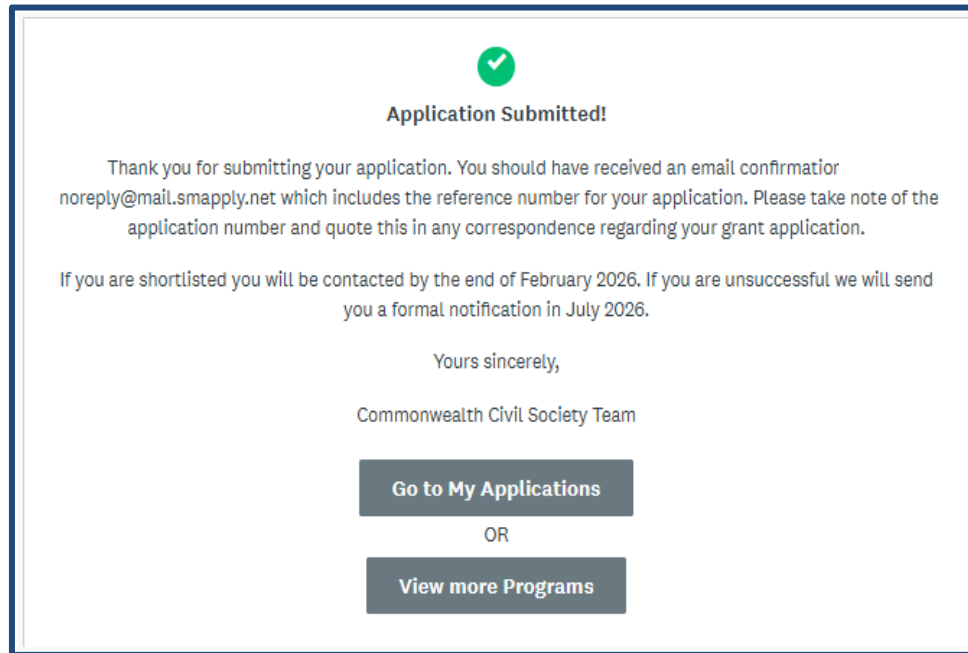
- You can review your application (you will not be able to modify) and click on **'SUBMIT'**

The screenshot shows the 'Grant application form 2025' interface. On the left sidebar, there is a 'SUBMIT' button. A red arrow points from the bottom left towards this button. The main content area shows the 'Grant Application Form 2025 (copy)' with a progress bar at 66%. Below the progress bar, there is a 'Submission' section with instructions: 'To submit your application after completing the form, please click "Mark as Complete".' and '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.' At the bottom of the main content area, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'MARK AS COMPLETE'.

The 'Submit application POP-UP' dialog box contains the following text: 'Please confirm submission of your application.' and 'If you wish to take a look at the application before submitting, please Review it.' At the bottom, there are three buttons: 'CANCEL', 'REVIEW', and 'SUBMIT'.

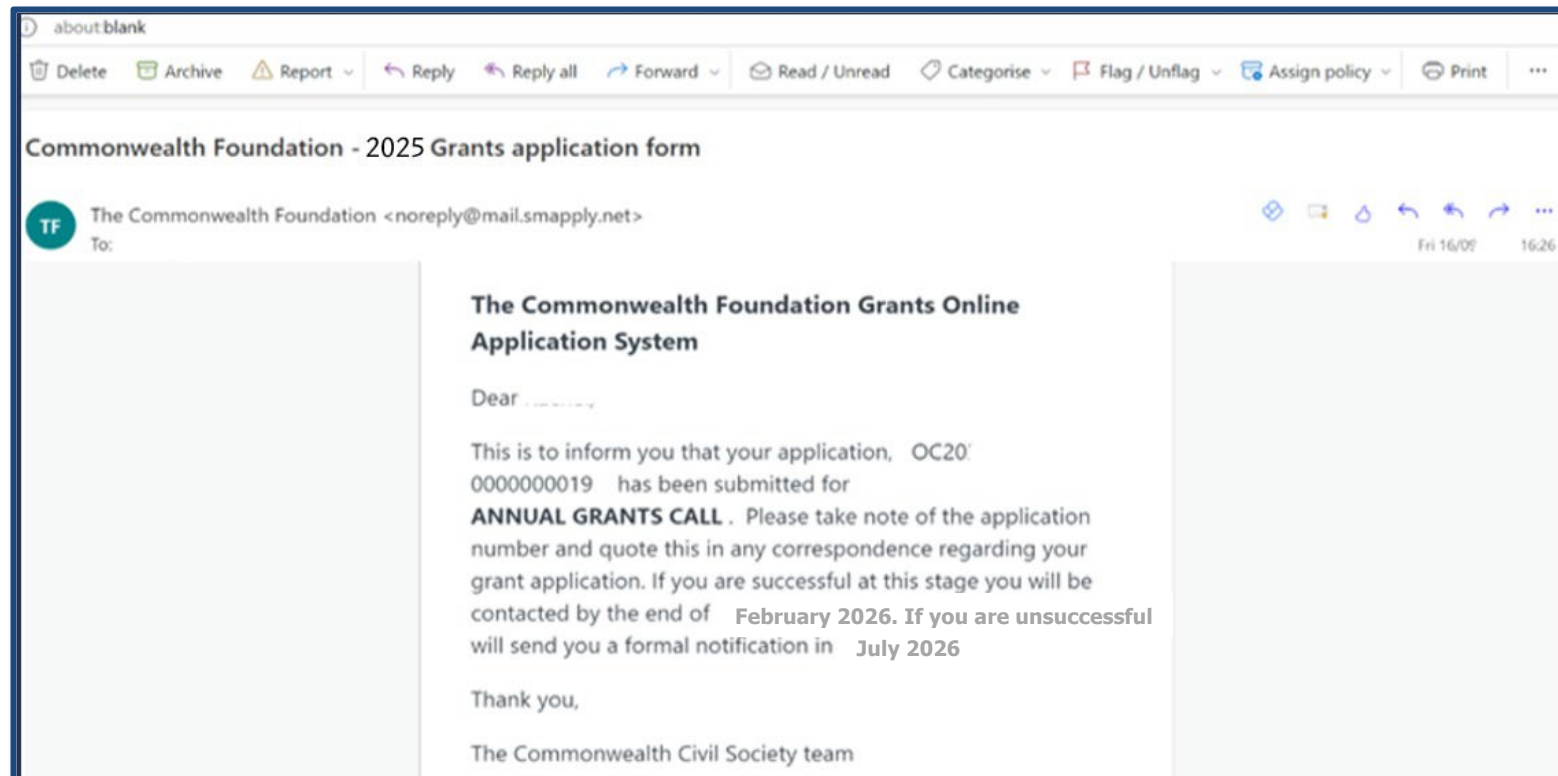
Submission

- Once submitted, you will see this confirmation screen



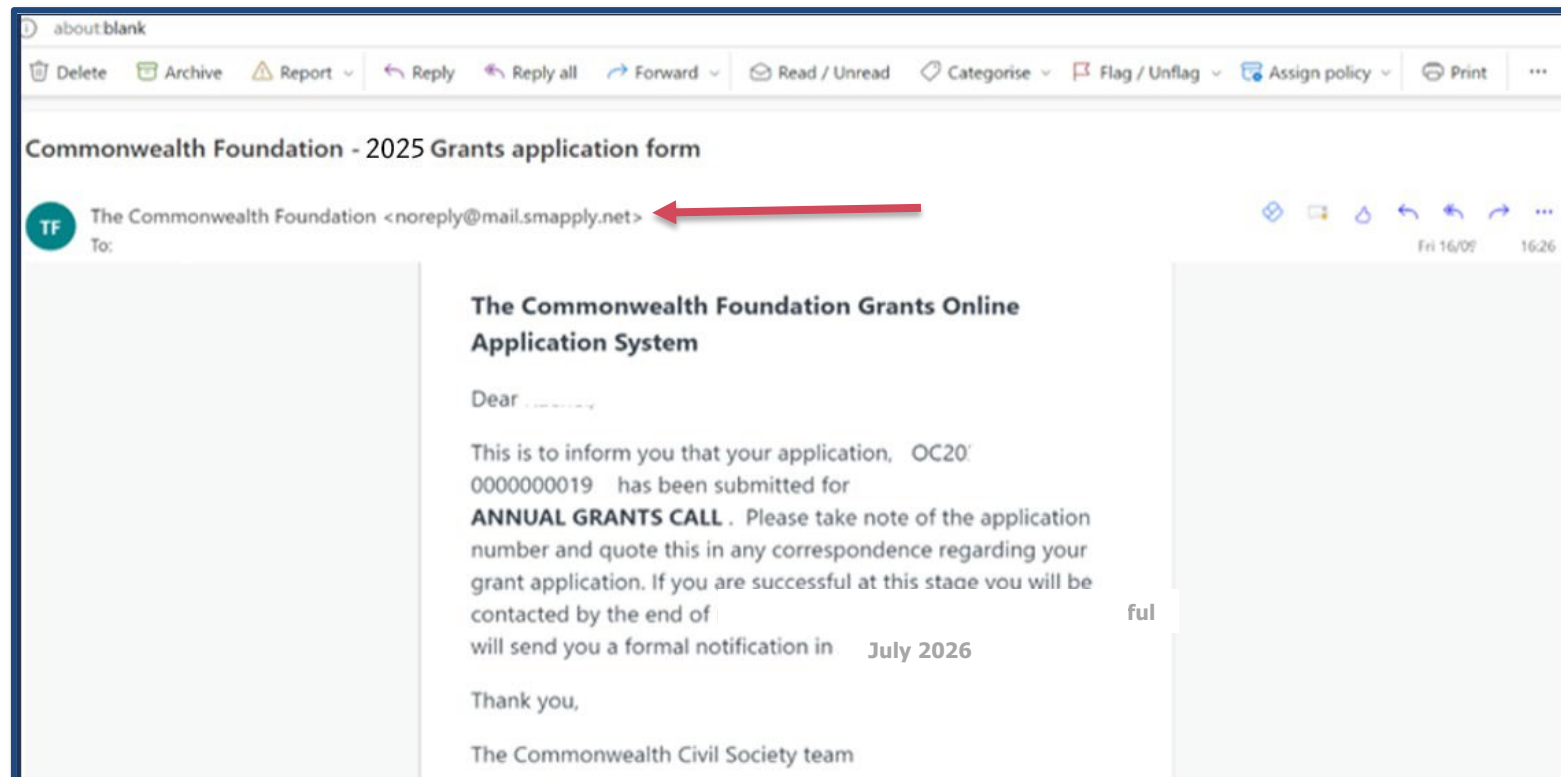
Submission

- You will also receive an email confirmation like the one below that your application has been successfully submitted



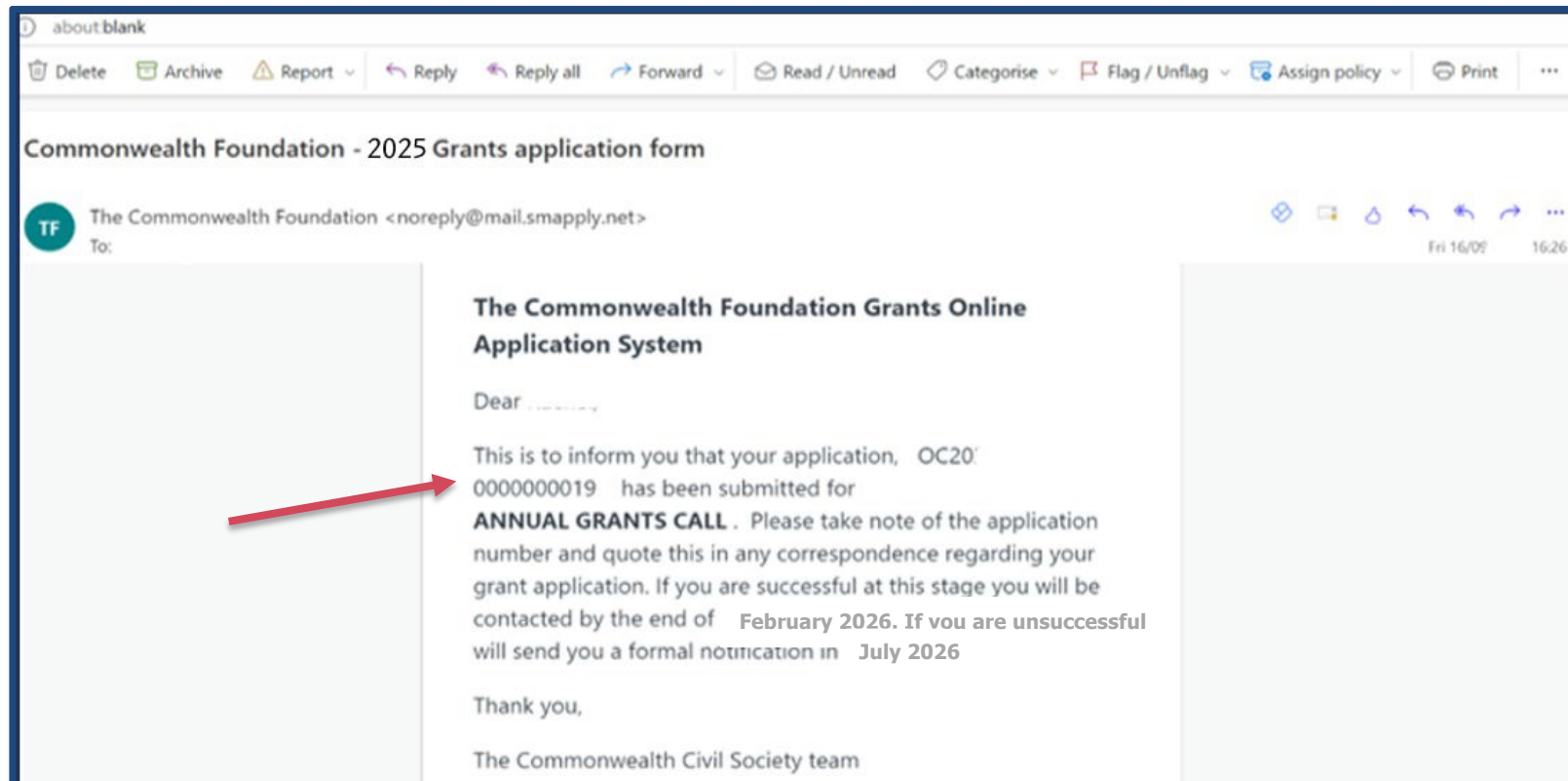
Submission

- Once you submit an application, an acknowledgement of receipt will be sent from '**noreply@mail.smapply.net**' the email address registered with SurveyMonkey Apply



Submission

- It will include the application reference number and confirm the submission

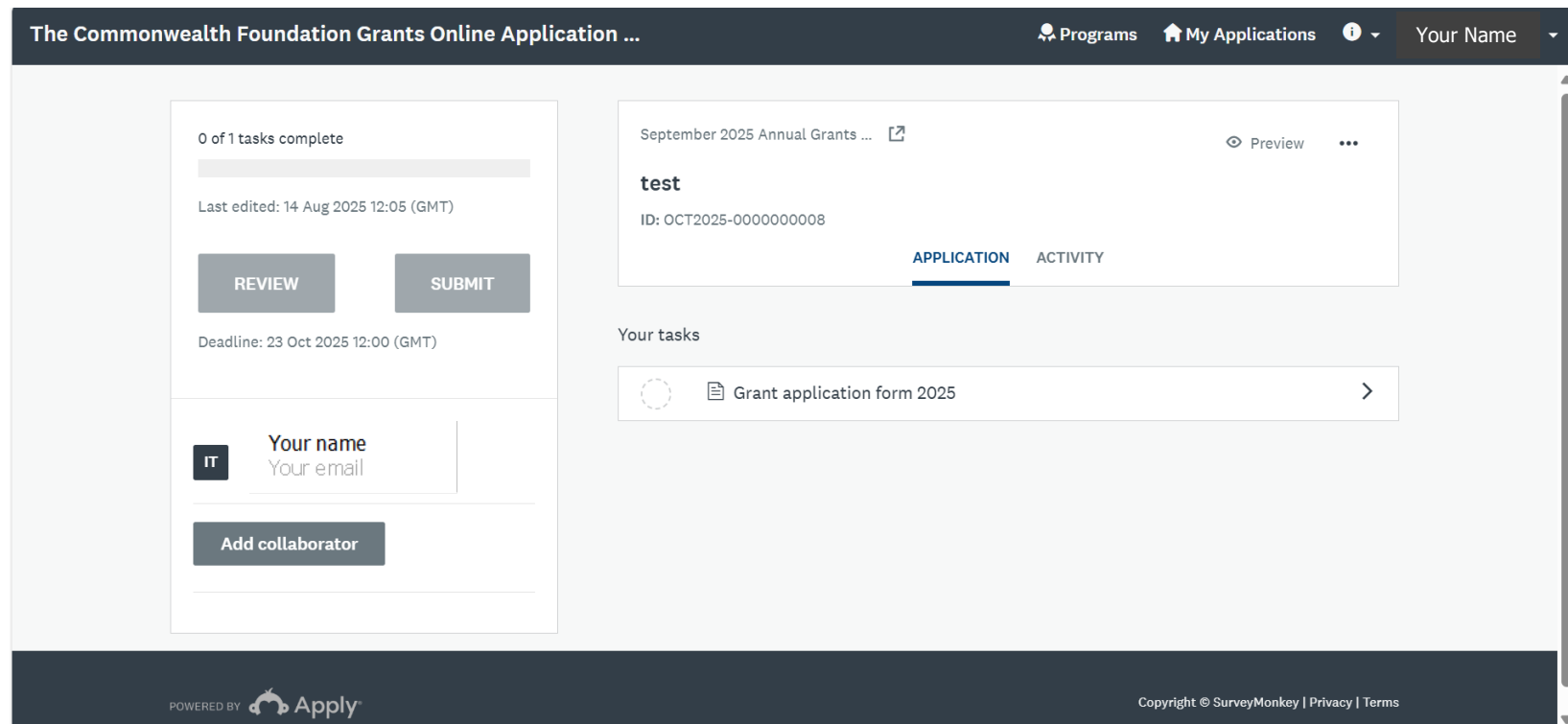




Account help

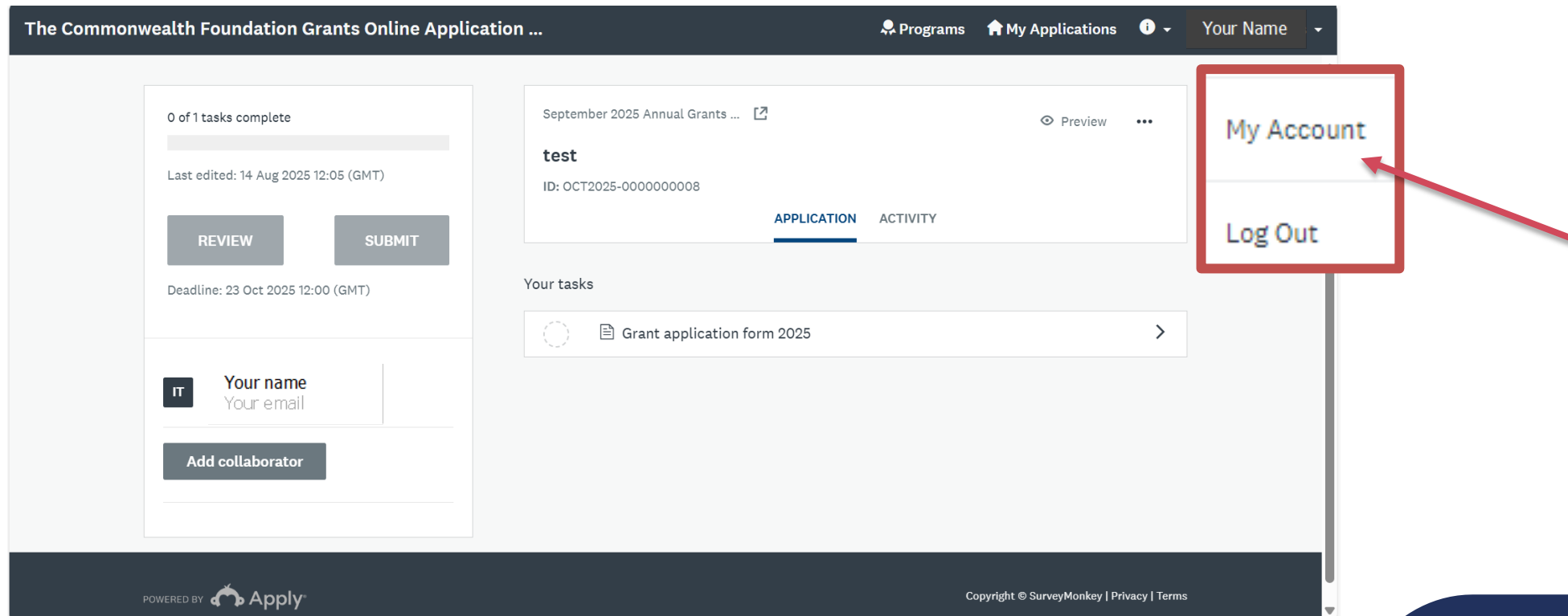
Account help: Step 1

- To change your name, email address or password, click on the arrow next to your name in the top right corner of the dashboard



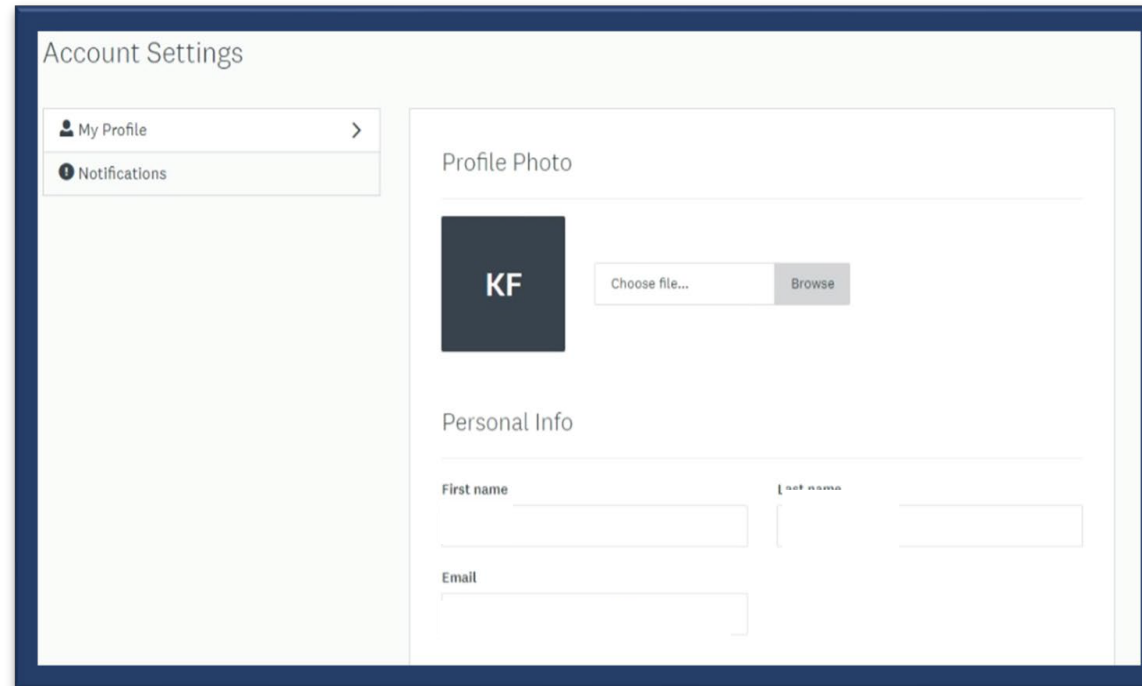
Step 2

- A drop-down menu will appear. Click on **'My Account'**



Step 3

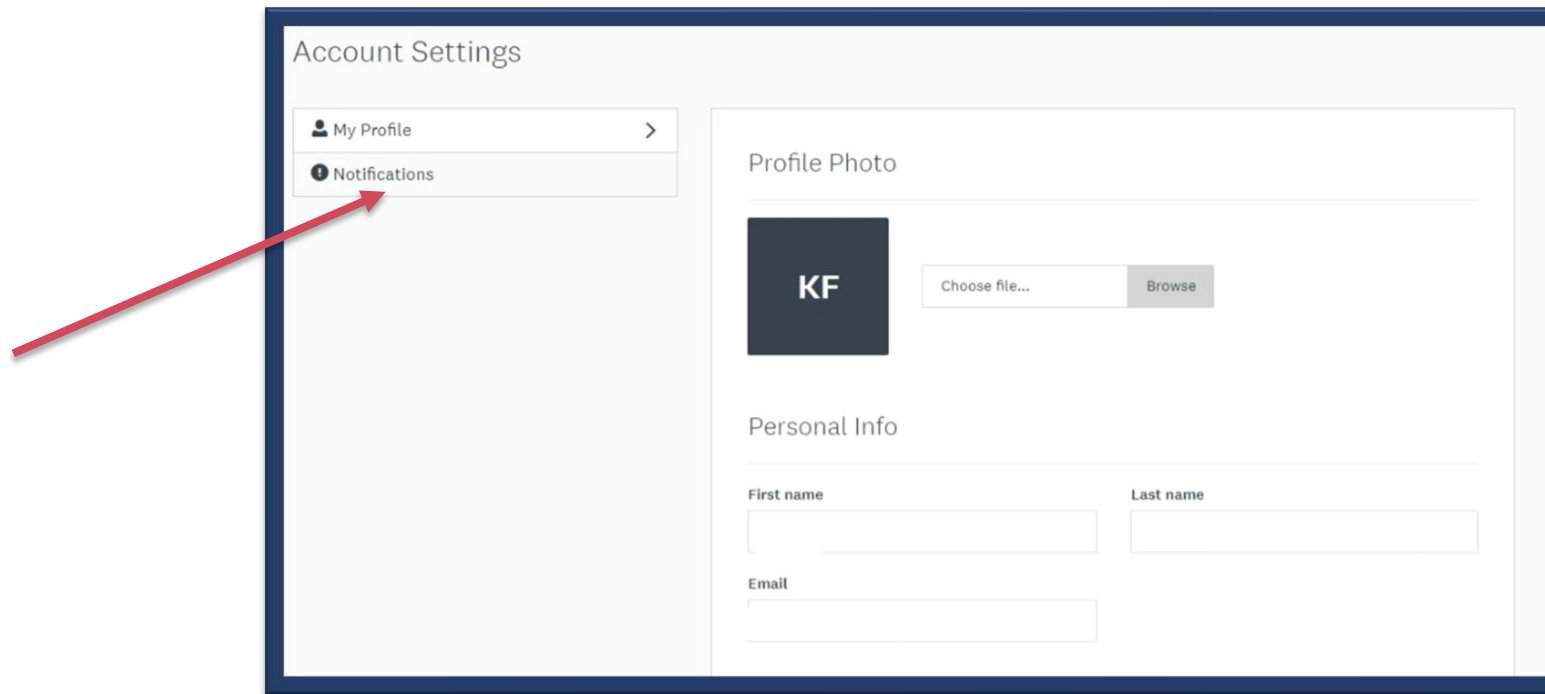
- You will be brought to '**Account Settings**' where you can upload a profile picture, change your name, change your email address, set your time zone, set your preferred language, add extra information and set a new password



The screenshot shows the 'Account Settings' page. On the left is a sidebar with 'My Profile' (selected) and 'Notifications'. The main content area is divided into two sections: 'Profile Photo' and 'Personal Info'. The 'Profile Photo' section features a dark square placeholder with the letters 'KF', a 'Choose file...' button, and a 'Browse' button. The 'Personal Info' section contains input fields for 'First name', 'Last name', and 'Email'.

Step 4

- Clicking on '**Notifications**' will take you to a screen to set your notification preferences





**Do you have any
further questions?**

Do you have any further questions?

- Find our Frequently Asked Questions at commonwealthfoundation.com/grants/annual
- If you require further assistance after reading the FAQs, please contact the Commonwealth Civil Society 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.



Thank you

For more information, visit:
commonwealthfoundation.com/grants/annual

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United Kingdom