



Commonwealth
Foundation

How to Apply Guide

Open Grants Call 2026-2027

Contents

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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.





Register to apply

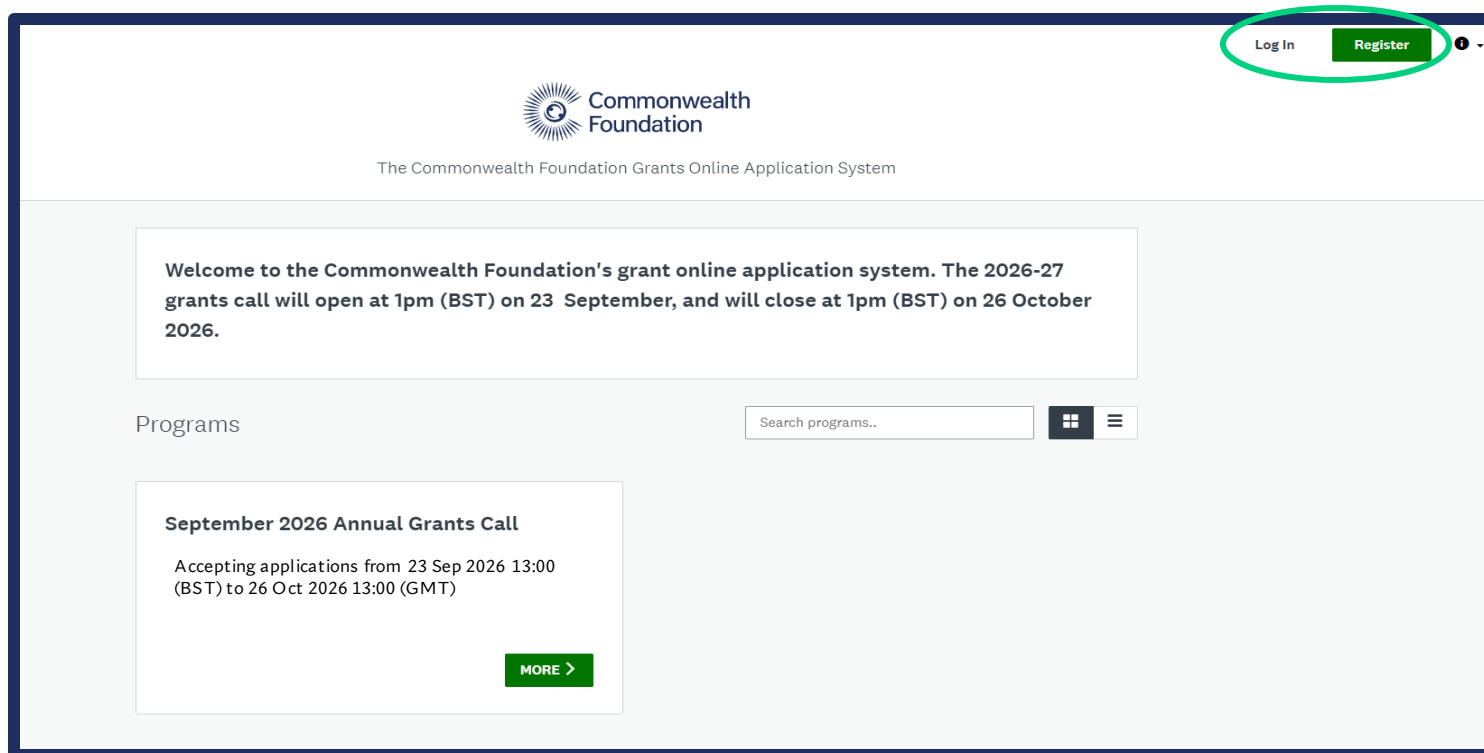
Register to apply

- SurveyMonkey Apply are the providers of the online platform we are using for the grant applications in 2026
- Before applying, you need to create a SurveyMonkey Apply Applicant account
- Go to the next slide to find out how



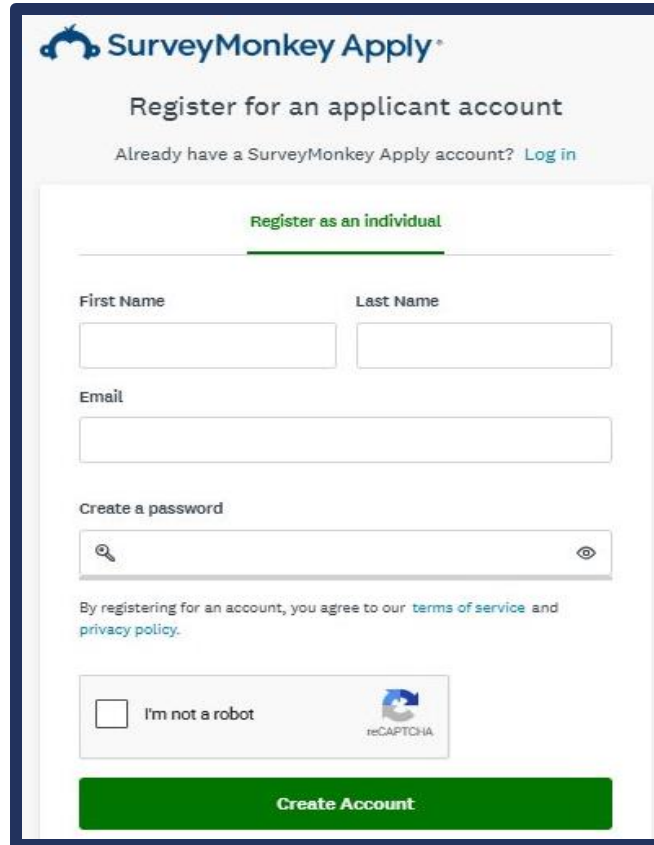
Step 1

- Click on '**Register**' to create your SurveyMonkey Apply applicant account or '**Log In**' to access your existing account.



Step 2

- Complete the registration form



The screenshot shows the 'SurveyMonkey Apply' registration page. At the top, it says 'Register for an applicant account'. Below this, there is a link to 'Log in' for users who already have an account. The main section is titled 'Register as an individual'. It contains several input fields: 'First Name' and 'Last Name' (two separate boxes), 'Email' (one box), and 'Create a password' (one box with a toggle to show/hide the password). Below the password field, there is a line of text stating that by registering, the user agrees to the 'terms of service' and 'privacy policy'. At the bottom of the form, there is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo. A large green button labeled 'Create Account' is at the very bottom.

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

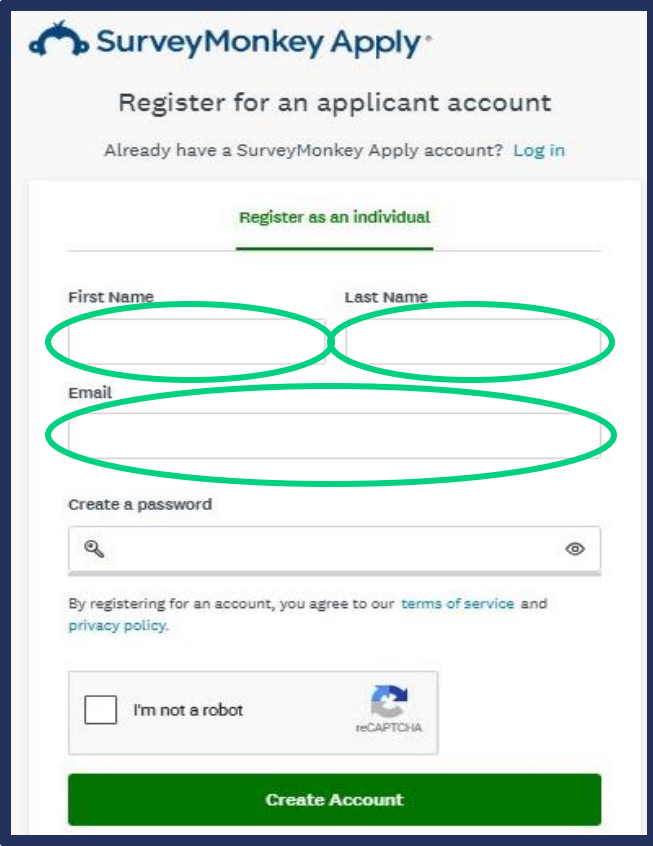
By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☐ I'm not a robot reCAPTCHA

Create Account

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 provides a link to 'Log in' for existing users. Below this, there is a section titled 'Register as an individual'. The form contains three input fields: 'First Name', 'Last Name', and 'Email'. These three fields are circled in green. Below the email field is a 'Create a password' section with a password input field and a toggle for visibility. At the bottom, there is a checkbox for 'I'm not a robot' with a reCAPTCHA logo, and a large green 'Create Account' 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

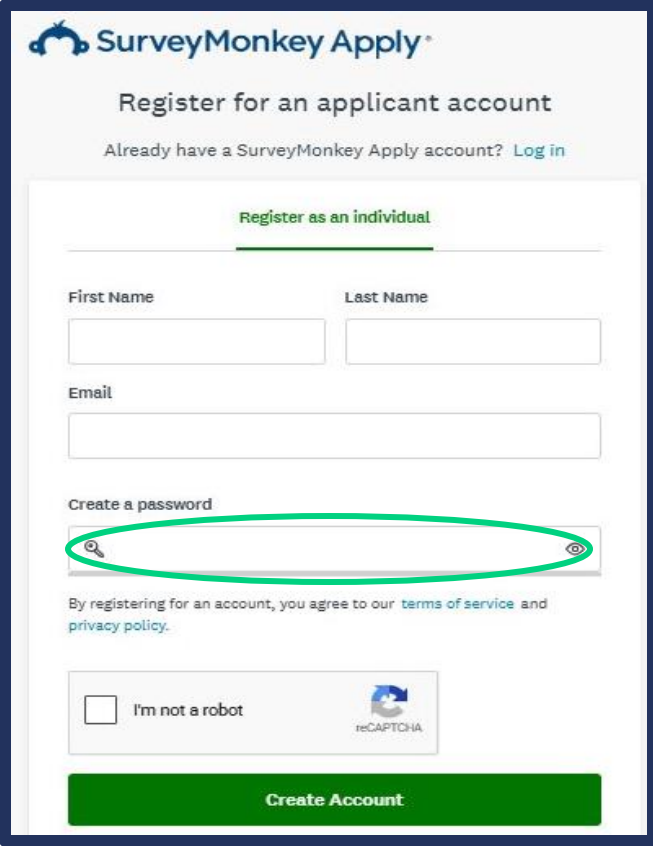
By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☐ I'm not a robot 

Create Account

Step 2b

- Set a password



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. Below this, there's a section titled 'Register as an individual'. The form includes fields for 'First Name', 'Last Name', and 'Email'. The 'Create a password' section is highlighted with a green oval, showing a password input field with an eye icon for toggling visibility. Below the password field, there's a checkbox for 'I'm not a robot' and a reCAPTCHA logo. At the bottom, there's a green 'Create Account' 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

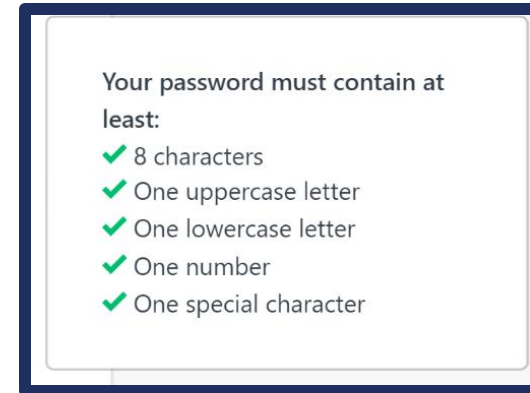
By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☐ I'm not a robot 

Create Account

Step 2c

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



Step 2d

- Confirm your password

OR

First name

Last name

Email

Password

Confirm password

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

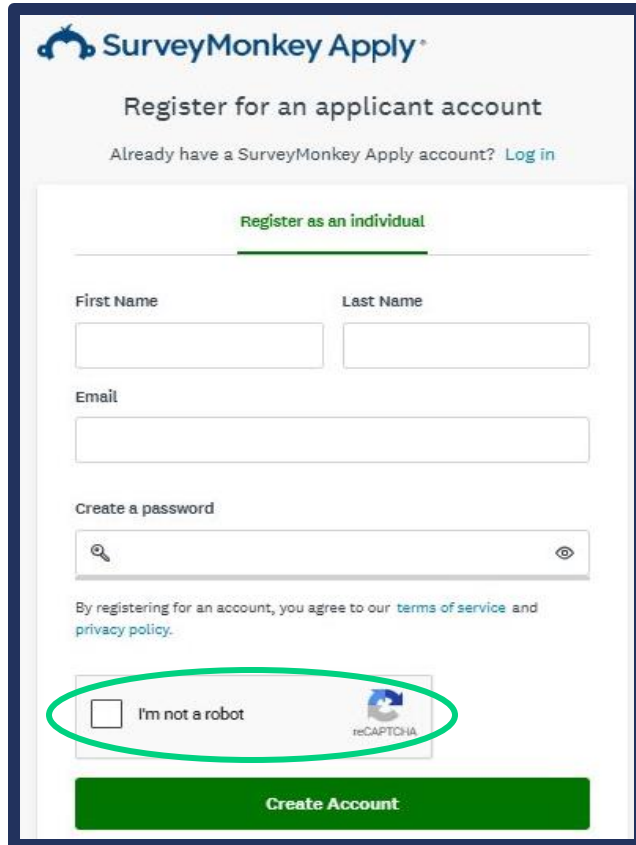
☐ I'm not a robot

reCAPTCHA
Privacy - Terms

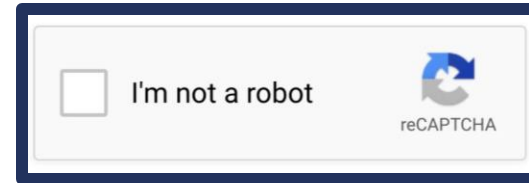
CREATE ACCOUNT

Step 2e

- Complete the CAPTCHA by ticking the box



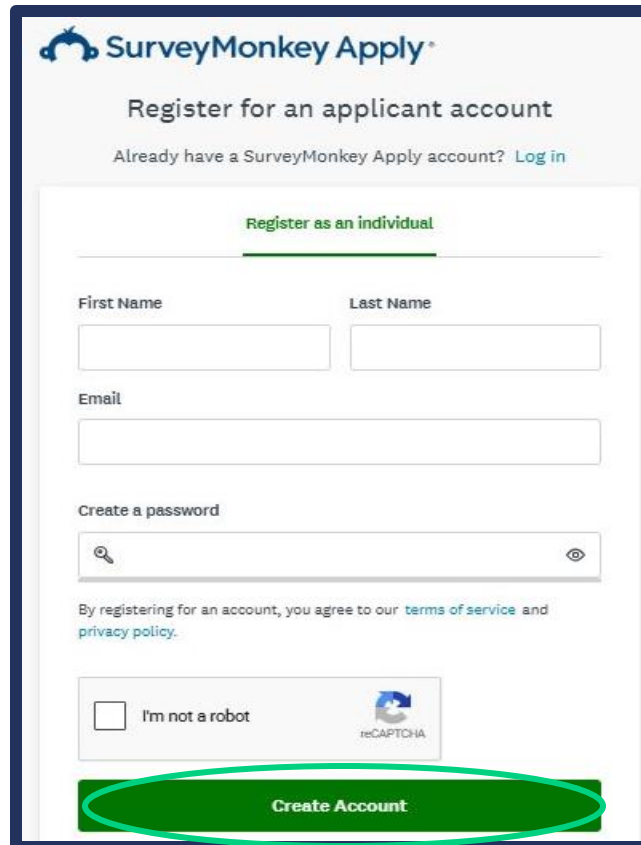
The image shows the SurveyMonkey Apply registration form. At the top, it says "SurveyMonkey Apply" with a logo. Below that, it says "Register for an applicant account". There is a link "Log in" for users who already have an account. The form has two tabs: "Register as an individual" (which is selected) and "Register as an organization". The form fields include "First Name", "Last Name", "Email", and "Create a password". At the bottom of the form, there is a reCAPTCHA box with the text "I'm not a robot" and a checkbox. This reCAPTCHA box is circled in green. Below the reCAPTCHA box is a green "Create Account" button.



This is a close-up of the reCAPTCHA box. It contains a checkbox, the text "I'm not a robot", and the reCAPTCHA logo and text.

Step 2f

- Then click **'Create Account'** to complete your registration



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 tab labeled 'Register as an individual'. The form includes fields for 'First Name', 'Last Name', 'Email', and 'Create a password'. There is a checkbox for 'I'm not a robot' with a reCAPTCHA icon. At the bottom, a green 'Create Account' button is highlighted with a red oval.

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](#).

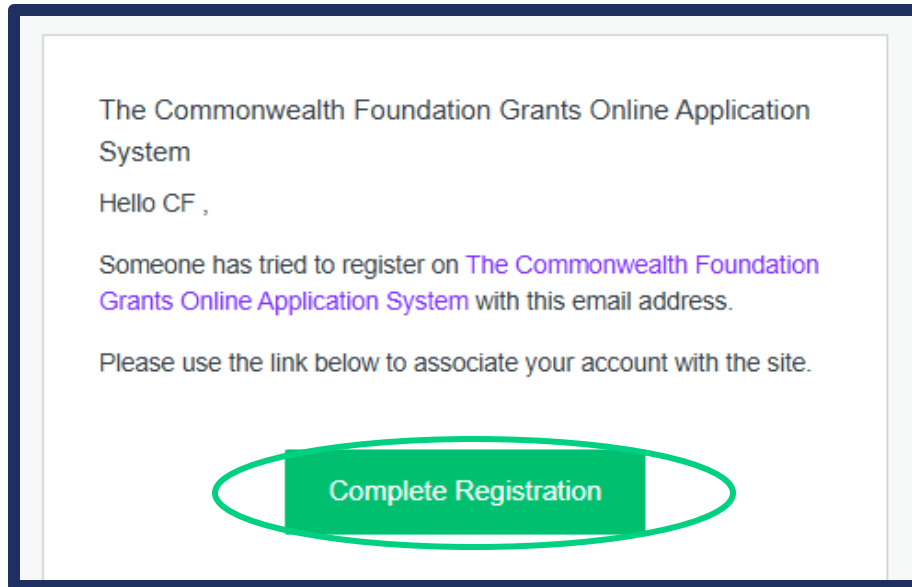
☐ I'm not a robot

reCAPTCHA

Create Account

Step 3

- Once you receive the email verification, click on '**Complete Registration**'



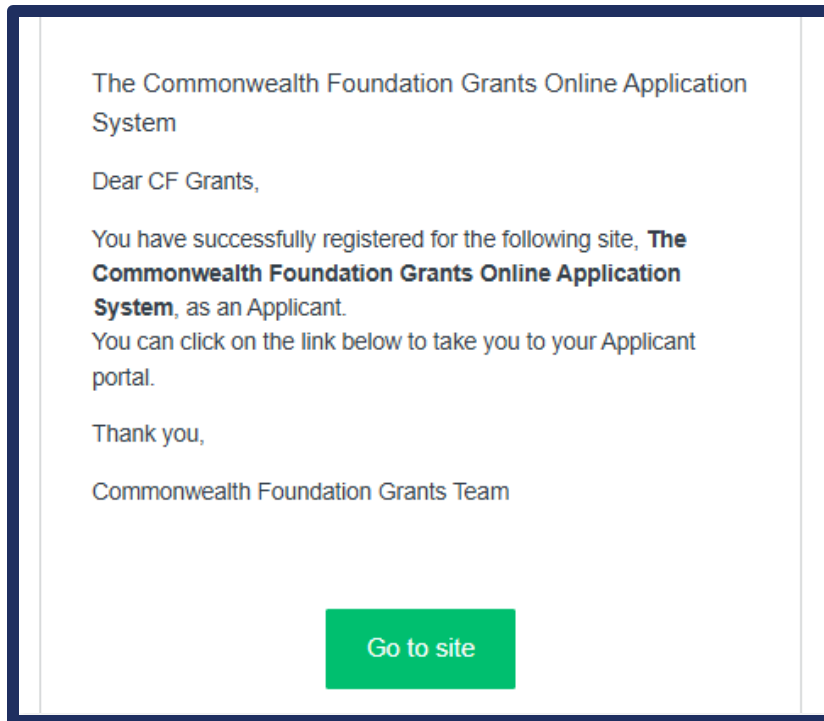
Step 4

- Once you have confirmed your email address, you should see this message
- Click on '**Continue**' to be redirected back to your SurveyMonkey Apply account
- Click on '**View programs**' to apply for the Open Grants Call 2026-2027



Step 5

- Once you receive this email, you have successfully created an account
- Click on '**Go to site**' to go to your applicant portal



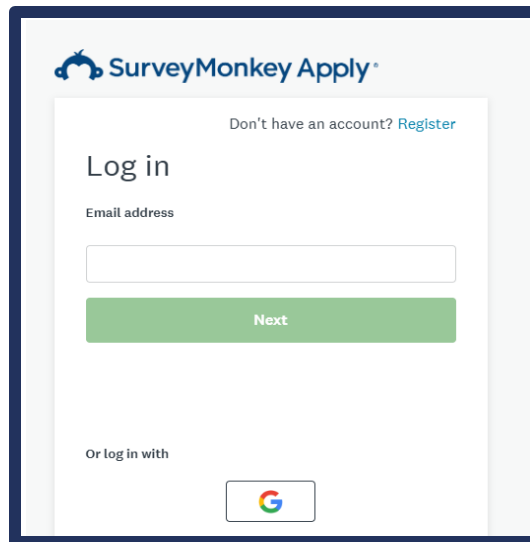
Step 6

- 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



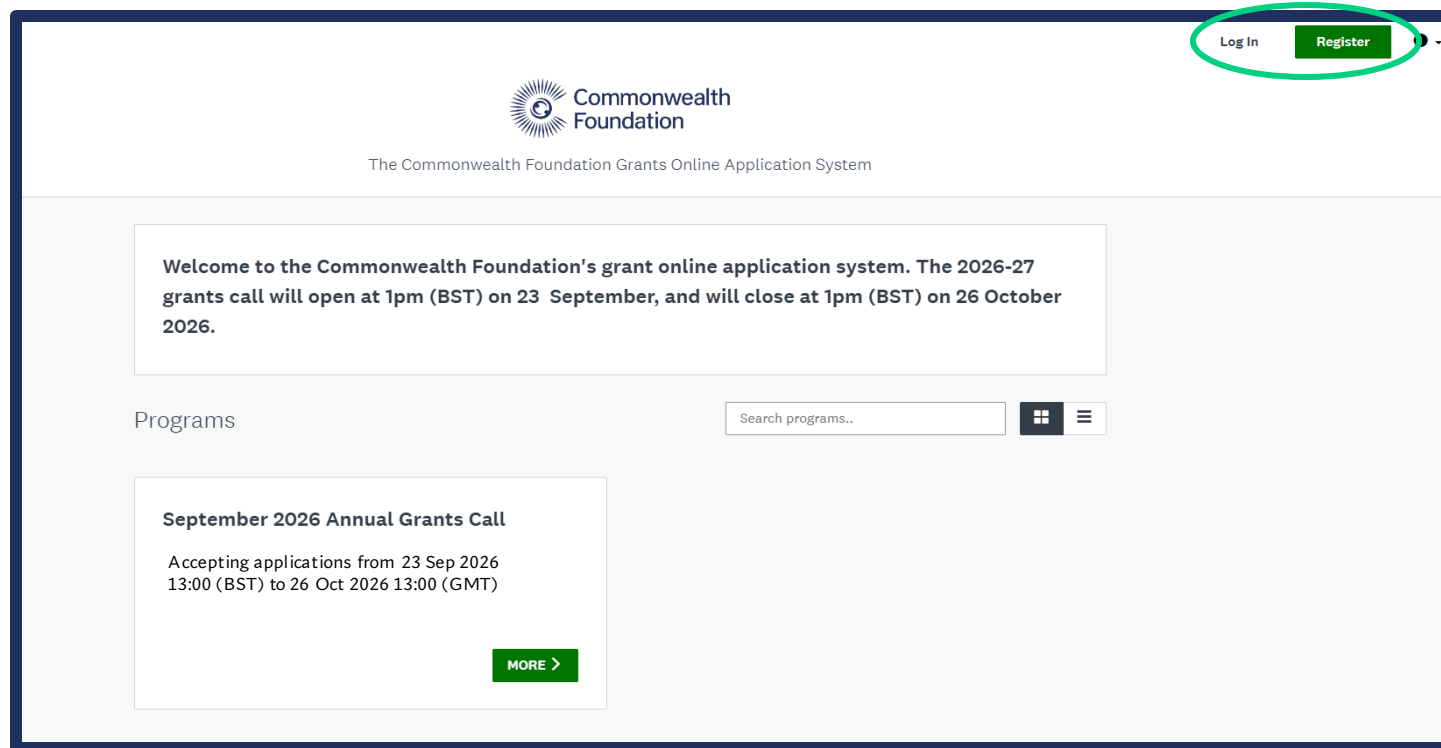
How to log in to your account

- If you are logging into an existing account you will need to:
 - Enter your email address
 - Click on 'Next'.
 - Enter your password.
- If you have an existing account but have forgotten your password, click on 'Forgot Your Password?' to go through SurveyMonkey's password recovery steps.

A screenshot of the SurveyMonkey Apply login page. The page has a light gray background. At the top left is the SurveyMonkey Apply logo. To the right of the logo is a link that says "Don't have an account? Register". Below this is the heading "Log in". Under the heading is the label "Email address" followed by a white input field. Below the input field is a green button with the word "Next" in white. At the bottom of the page, there is the text "Or log in with" followed by a Google logo icon.

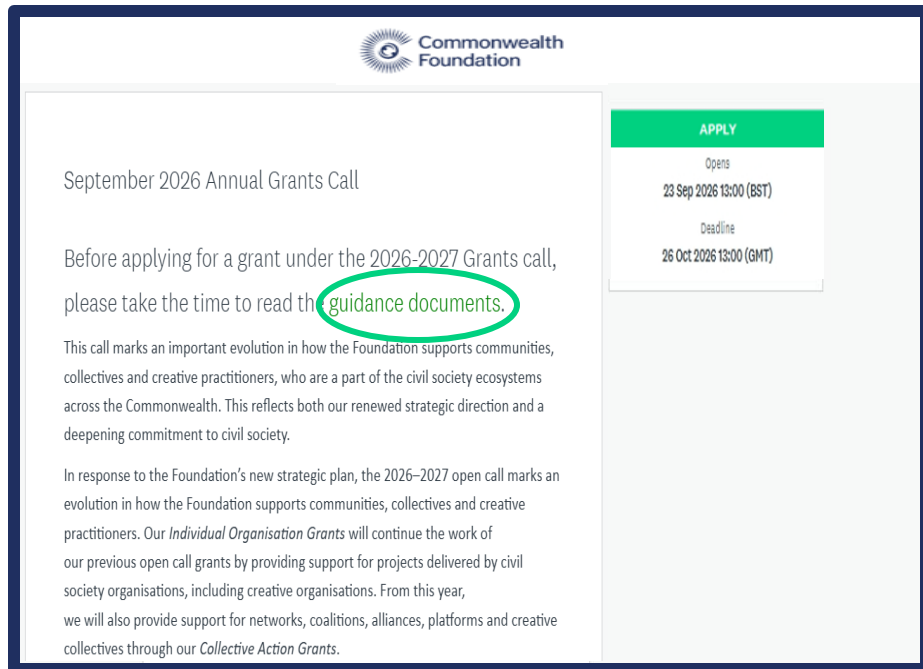
Once you are logged in

- Click on '**MORE**' underneath the program section 'September 2026 Annual Grants Call'



Once you are logged in

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



Commonwealth Foundation

September 2026 Annual Grants Call

Before applying for a grant under the 2026-2027 Grants call, please take the time to read the [guidance documents](#).

This call marks an important evolution in how the Foundation supports communities, collectives and creative practitioners, who are a part of the civil society ecosystems across the Commonwealth. This reflects both our renewed strategic direction and a deepening commitment to civil society.

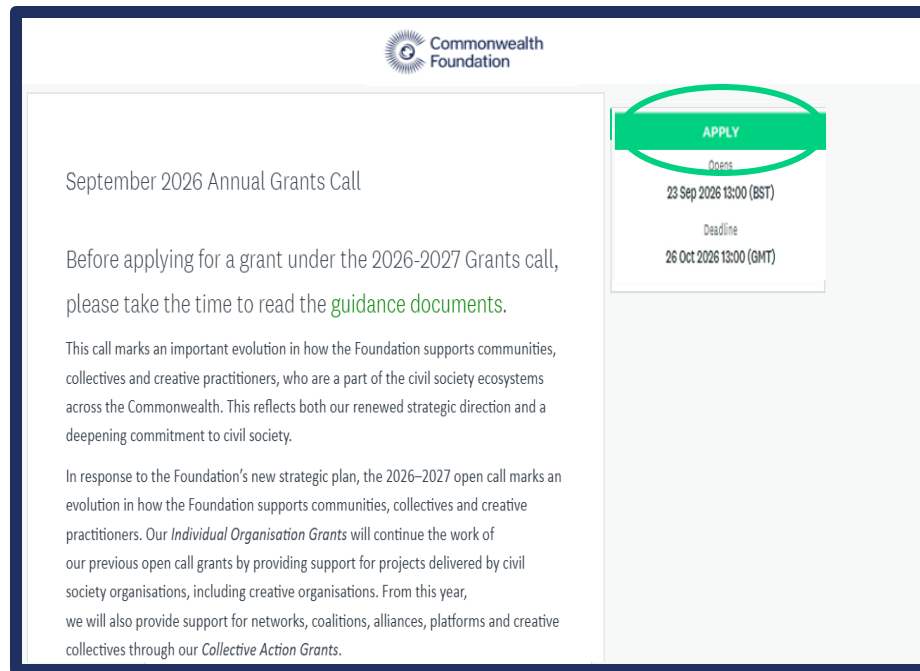
In response to the Foundation's new strategic plan, the 2026-2027 open call marks an evolution in how the Foundation supports communities, collectives and creative practitioners. Our *Individual Organisation Grants* will continue the work of our previous open call grants by providing support for projects delivered by civil society organisations, including creative organisations. From this year, we will also provide support for networks, coalitions, alliances, platforms and creative collectives through our *Collective Action Grants*.

APPLY

Opens
23 Sep 2026 13:00 (BST)
Deadline
26 Oct 2026 13:00 (GMT)

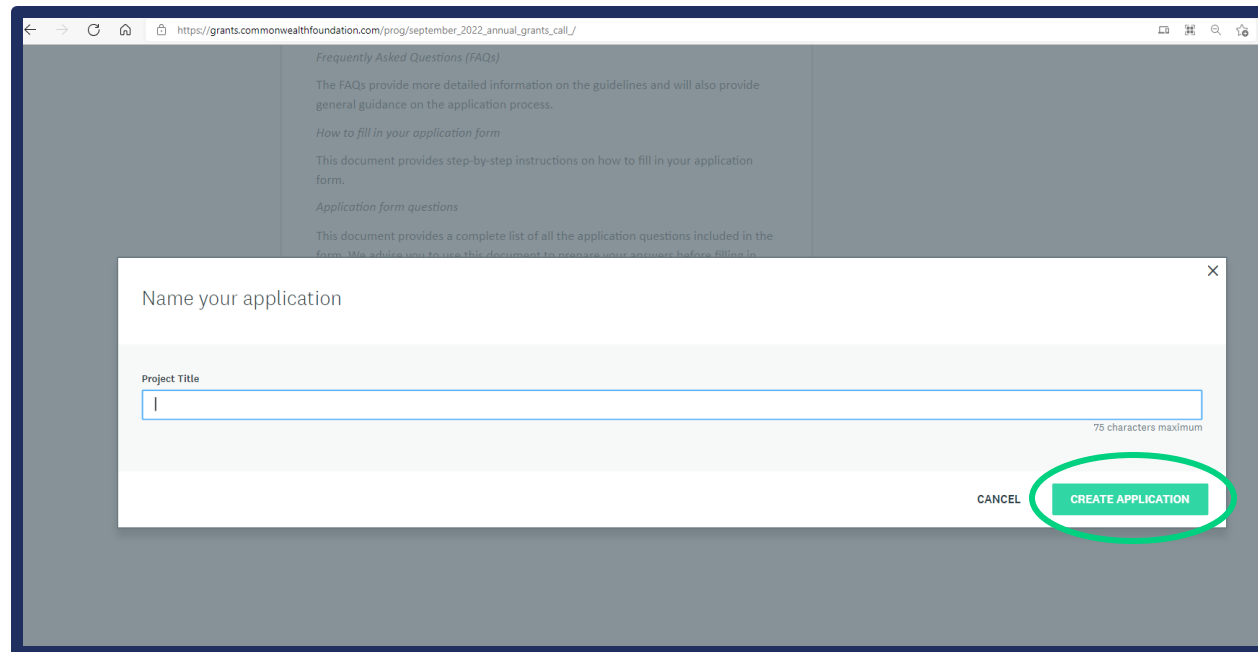
Once you are logged in

- To apply for the 2026 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 in the space, click on **'CREATE APPLICATION'**.
- You will be directed to your Application Dashboard.



The screenshot shows a web browser window with the URL https://grants.commonwealthfoundation.com/prog/september_2022_annual_grants_call/. The background page contains links for 'Frequently Asked Questions (FAQs)', 'How to fill in your application form', and 'Application form questions'. A modal window titled 'Name your application' is overlaid on the page. It contains a text input field labeled 'Project Title' with a character limit of 75. Below the input field are two buttons: 'CANCEL' and 'CREATE APPLICATION'. The 'CREATE APPLICATION' button is highlighted with a green circle.



Your dashboard

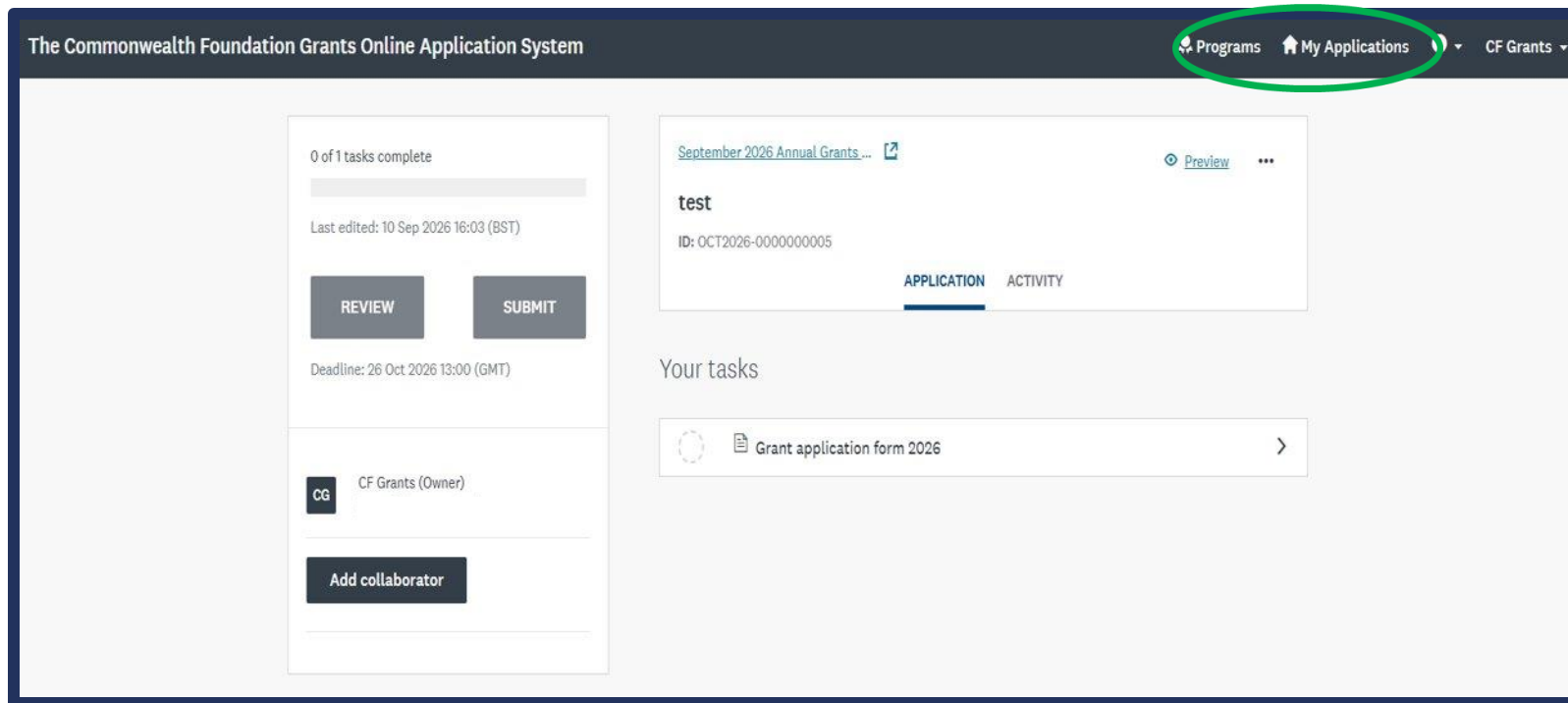
Your dashboard

- This is your SurveyMonkey Apply dashboard

The screenshot displays the 'The Commonwealth Foundation Grants Online Application System' dashboard. The top navigation bar includes links for 'Programs', 'My Applications', and 'CF Grants'. The main content area is divided into two columns. The left column shows a progress bar for '0 of 1 tasks complete', a 'Last edit' timestamp, and buttons for 'REVIEW' and 'SUBMIT'. Below these is a 'Deadline: 26 Oct 2026 13:00 (GMT)' and a section for 'CF Grants (Owner)' with an 'Add collaborator' button. The right column features a card for 'September 2026 Annual Grants...' with a 'Preview' link and a 'test' application with ID 'OCT2026-0000000005'. Below this card is a 'Your tasks' section with a task 'Grant application form 2026' and a right arrow.

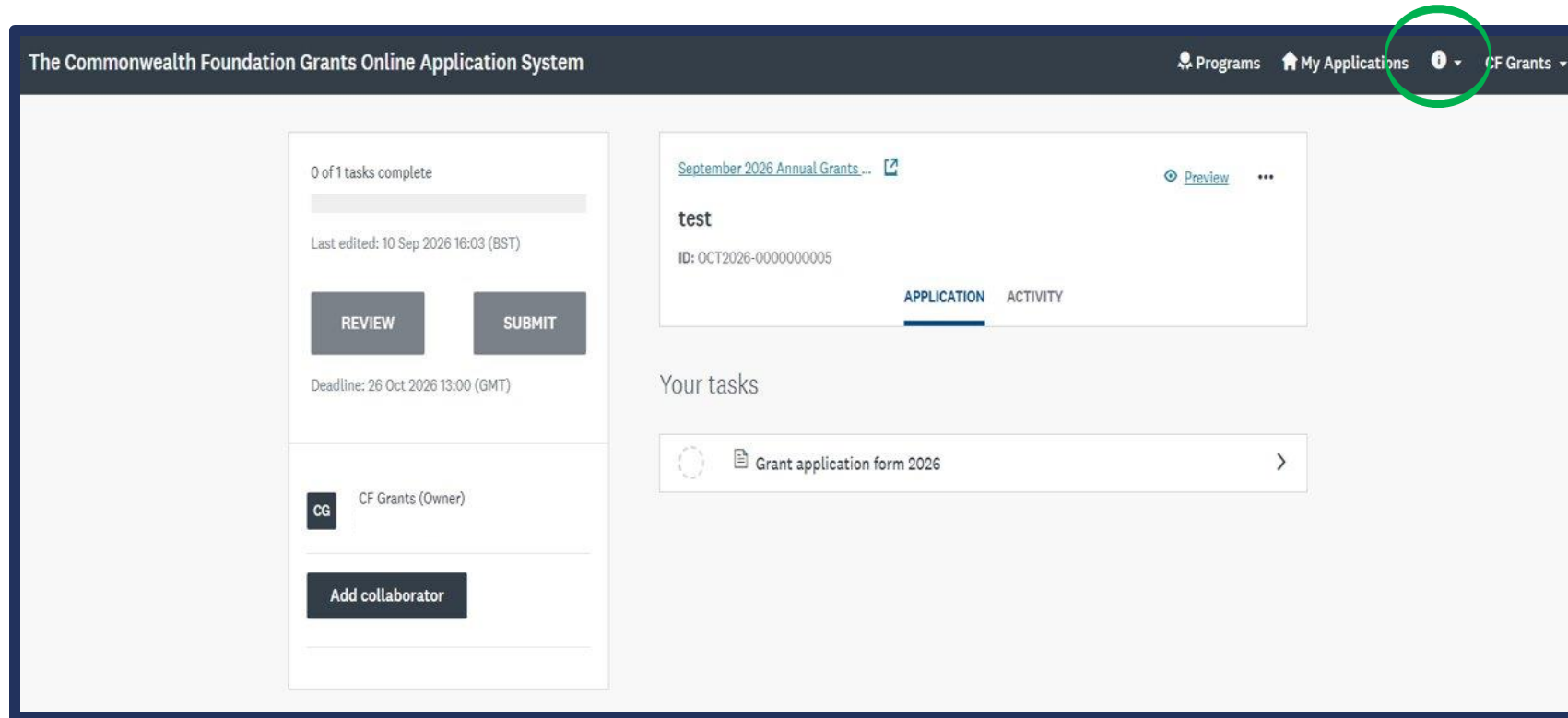
Your dashboard

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



Your dashboard

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



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'

The Commonwealth Foundation Grants Online Application System

Programs My Applications CF Grants

0 of 1 tasks complete

Last edited: 10 Sep 2026 16:03 (BST)

REVIEW SUBMIT

Deadline: 26 Oct 2026 13:00 (GMT)

CG CF Grants (Owner)

Add collaborator

September 2026 Annual Grants ... Preview

test

ID: OCT2026-0000000005

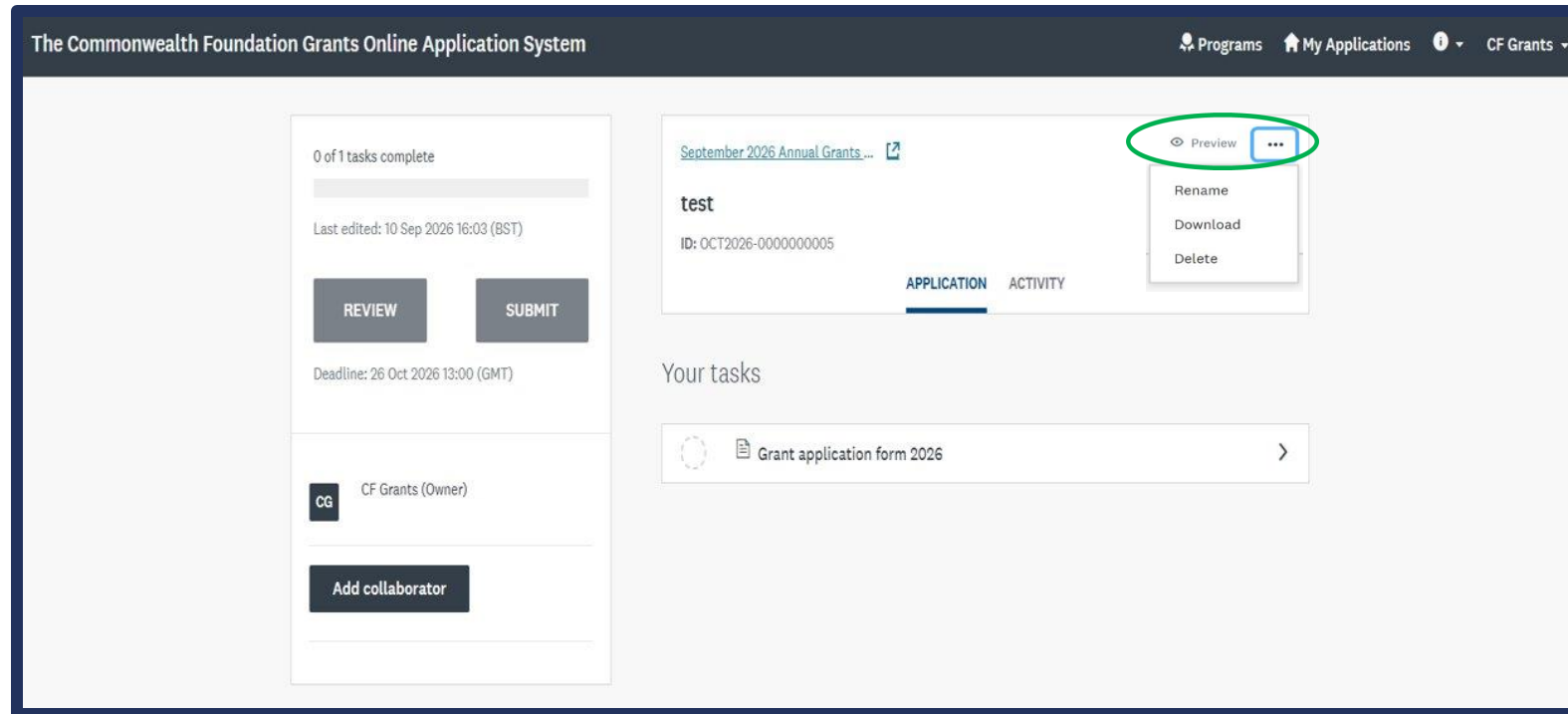
APPLICATION ACTIVITY

Your tasks

Grant application form 2026

Your dashboard

- Click on **Preview** to view your application form and view the progress
- Clicking on the **three dots (...)** next to **Preview**, you can **Rename**, **Download** or **Delete** your application in your dashboard
- Click on **Back to Application** to return to the dashboard





Make an application

Make an application

- The **2026-2027 Open Grant Call** Application form now reflects the Foundation's strategic vision of supporting communities, collectives and creative practitioners.
- **Individual Organisation Grants (Tier 1)** will continue the work of our previous open call grants supporting projects delivered by civil society organisations, including creative organisations.
- We will also provide support for networks, coalitions, alliances, platforms and creative collectives through our **Collective Action Grants (Tier 2)**. For more information, please refer to our [FAQs](#).



Make an application

- The Tier 1 and Tier 2 Grant Application forms contain **nine sections each**:

1. Eligibility confirmation

D. Applicant organisation details

A. Applicant Information

E. Contact person details

B. Summary project description

F. Referees

C. Project implementation

G. Supporting documents



Make an application

- Each section must be filled with information required before you can proceed to the next section by clicking '**NEXT**'
- Remember to click '**SAVE & CONTINUE EDITING**'

The screenshot displays the Commonwealth Foundation Grants Online Application System interface. The header bar includes the title 'The Commonwealth Foundation Grants Online Application System' and navigation links for 'Programs', 'My Applications', and 'CF Grants'. The main content area is divided into two panels. The left panel, titled 'Back to application', shows a progress bar for 'Grant application form 2026' with a '0 of 1 tasks complete' indicator. It includes a 'REVIEW' button, a 'SUBMIT' button, and a deadline of '26 Oct 2026 13:00 (GMT)'. The right panel, titled 'Grant application form 2026', shows a progress bar at '0%'. It contains an 'Eligibility confirmation' section with the text: 'The Open Call has two complementary grant streams (tiers): 1. Individual Organisation Grants, which support projects delivered by civil society organisations, including creative organisations and; 2. Collective Action Grants, which support networks, coalitions, alliances, platforms and creative collectives.' Below this, it asks the user to 'Please indicate which grant stream you are applying for.' and provides two options: 'Tier 1 - Individual Organisation Grants' and 'Tier 2 - Collective Action Grants'. A dropdown menu is visible at the bottom of the right panel. At the bottom of the interface, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'NEXT'.

Make an application

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

The screenshot displays the 'Grant application form 2026' interface. The top navigation bar includes 'Programs', 'My Applications', and 'CF Grants'. The left sidebar shows a progress indicator for 'Grant application form 2026' with a '0 of 1 tasks complete' status and buttons for 'REVIEW' and 'SUBMIT'. The main content area is titled 'Grant Application Form' and includes a progress bar at 0%. It contains an 'Eligibility confirmation' section with text about the Open Call and two grant streams: 'Individual Organisation Grants' and 'Collective Action Grants'. A dropdown menu is visible for selecting a grant stream. At the bottom, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'NEXT'.

The Commonwealth Foundation Grants Online Application System

Programs My Applications CF Grants

< Back to application

[September 2026 Annual Grants Call](#)

test

ID: OCT2026-0000000005

Grant application form 2026

0 of 1 tasks complete

REVIEW SUBMIT

Deadline: 26 Oct 2026 13:00 (GMT)

Grant application form 2026

Grant Application Form

0%

Eligibility confirmation

The Open Call has two complementary grant streams (tiers):

1. *Individual Organisation Grants*, which support projects delivered by civil society organisations, including creative organisations and;
2. *Collective Action Grants*, which support networks, coalitions, alliances, platforms and creative collectives.

Please indicate which grant stream you are applying for.

Tier 1 - Individual Organisation Grants

Tier 2 - Collective Action Grants

PREVIOUS SAVE & CONTINUE EDITING 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 2026' interface. The header bar includes 'The Commonwealth Foundation Grants Online Application System' and navigation links for 'Programs', 'My Applications', and 'CF Grants'. The left sidebar contains a 'Back to application' link, a 'September 2026 Annual Grants Call' link, a 'test' label with ID 'OCT2026-0000000005', a progress indicator for 'Grant application form 2026' (0 of 1 tasks complete), and 'REVIEW' and 'SUBMIT' buttons. The main content area shows the 'Grant Application Form' with a 0% progress bar. It includes an 'Eligibility confirmation' section stating: 'The Open Call has two complementary grant streams (tiers): 1. Individual Organisation Grants, which support projects delivered by civil society organisations, including creative organisations and; 2. Collective Action Grants, which support networks, coalitions, alliances, platforms and creative collectives.' Below this, it asks the user to 'Please indicate which grant stream you are applying for.' and lists 'Tier 1 - Individual Organisation Grants' and 'Tier 2 - Collective Action Grants' with a dropdown menu. At the bottom, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'NEXT'.

Make an application

- Please select the grant stream you would like to apply for

The screenshot displays the 'Grant application form 2026' page within the Commonwealth Foundation Grants Online Application System. The interface is divided into a left sidebar and a main content area. The sidebar contains a 'Back to application' link, a 'September 2026 Annual Grants Call' link, a 'test' label, an ID number 'OCT2026-0000000005', a progress indicator for 'Grant application form 2026' (0 of 1 tasks complete), and 'REVIEW' and 'SUBMIT' buttons. The main content area shows the 'Grant Application Form' title, an 'Eligibility confirmation' section, and a progress bar at 0%. It lists two grant streams: '1. Individual Organisation Grants' and '2. Collective Action Grants'. A green oval highlights the instruction 'Please indicate which grant stream you are applying for.' Below this, there are two tiers: 'Tier 1 - Individual Organisation Grants' and 'Tier 2 - Collective Action Grants', with a dropdown menu for selection. At the bottom, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'NEXT'.

The Commonwealth Foundation Grants Online Application System

Programs My Applications CF Grants

Back to application

September 2026 Annual Grants Call

test

ID: OCT2026-0000000005

Grant application form 2026

0 of 1 tasks complete

REVIEW SUBMIT

Deadline: 26 Oct 2026 13:00 (GMT)

Grant application form 2026

Grant Application Form

0%

Eligibility confirmation

The Open Call has two complementary grant streams (tiers):

1. *Individual Organisation Grants*, which support projects delivered by civil society organisations, including creative organisations and;
2. *Collective Action Grants*, which support networks, coalitions, alliances, platforms and creative collectives.

Please indicate which grant stream you are applying for.

Tier 1 - Individual Organisation Grants

Tier 2 - Collective Action Grants

PREVIOUS SAVE & CONTINUE EDITING NEXT

Make an application

- If you select **Individual Organisation Grants (Tier 1)** you will see the following questions.

The screenshot displays the 'Grant application form 2026' page within the Commonwealth Foundation Grants Online Application System. The page is divided into two main sections: a sidebar on the left and a main content area on the right.

Sidebar (Left):

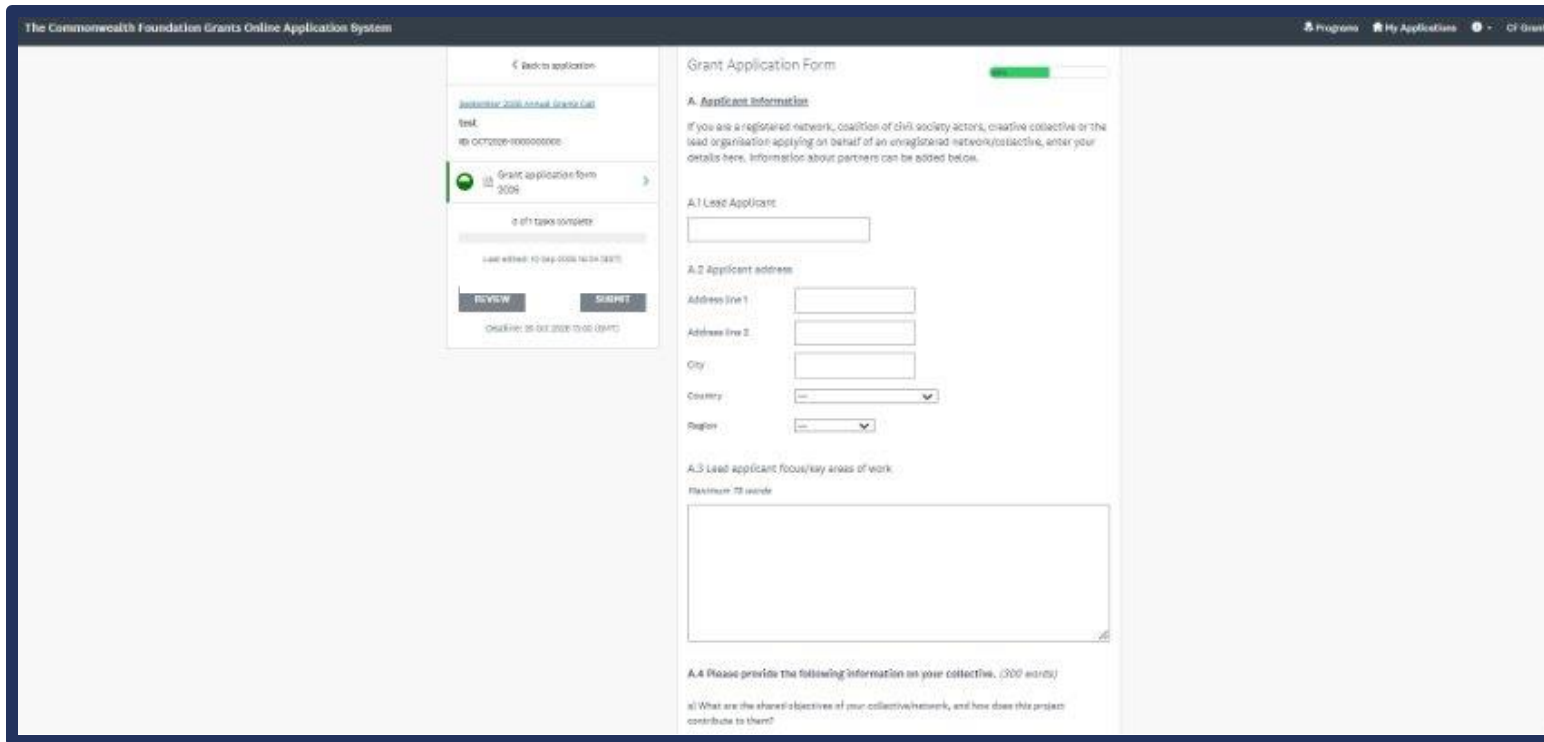
- Header: 'The Commonwealth Foundation Grants Online Application System'
- Navigation: 'Programs', 'My Applications', 'CF Grants'
- Section: '6. Back to application'
- Link: '30/10/2026: 2026 AFFAIR ORGANISATIONS CALL'
- Text: 'test', '42-OCT2026-0000000000'
- Section: 'Grant application form 2026'
- Progress: '0 of 1 item complete'
- Buttons: 'REVIEW', 'SUBMIT'
- Text: 'Deadline: 30 OCT 2026 10:00 (GMT)'

Main Content Area (Right):

- Section: 'Grant application form 2026'
- Section: 'Grant Application Form'
- Section: 'A. Applicant information'
- Text: 'If you are a sole applicant or you are the lead organisation, enter your details here. Information about partners can be added below.'
- Form Fields:
 - A.1 Organisation name: Text input field
 - A.2 Organisation address:
 - Address line 1: Text input field
 - Address line 2: Text input field
 - City: Text input field
 - Country: Dropdown menu
 - Region: Dropdown menu
 - A.3 Are you a Creative Organisation (creating, presenting, supporting or developing arts and cultural activity)?
 - Yes: Radio button
 - No: Radio button
 - A.4 Organisation focus / key areas of work:
 - Text input field (Maximum 25 words)

Make an application

- If you select **Collective Action Grants (Tier 2)** you will see the following questions.



The screenshot displays the Commonwealth Foundation Grants Online Application System interface. The main heading is "Grant Application Form". Below this, section A.1 "Applicant Information" includes a text box for the lead applicant's name. Section A.2 "Applicant address" includes text boxes for address line 1, address line 2, city, country (a dropdown menu), and region (a dropdown menu). Section A.3 "Lead applicant focus/key areas of work" includes a large text box for the applicant's focus areas. Section A.4 "Please provide the following information on your collective. (200 words)" includes a text box for the collective's objectives and how the project contributes to them. The interface also features a sidebar on the left with a "Back to application" link, a "Grant application form 2024" link, and a "Review" button. The top navigation bar includes "Programs", "My Applications", and "CF Grants".

Make an application

- The **PROGRESS BAR** at the top of the application form allows you to keep track of how complete your application is

The screenshot displays the Commonwealth Foundation Grants Online Application System interface. On the left sidebar, there is a navigation menu with a 'Back to application' link, a 'September 2026 Annual Grants Call' link, and a 'Grant application form 2026' link. The main content area shows the 'Grant Application Form' with a progress bar at the top right, which is highlighted with a green circle and shows 0% completion. Below the progress bar, the form is divided into sections: 'G. Supporting Documents' and '2. Information on your board/trustees *'. The 'G. Supporting Documents' section includes instructions for uploading supporting documents and a list of required documents, such as a registration certificate. The '2. Information on your board/trustees *' section includes instructions for providing a document outlining the names, roles, and responsibilities of board members or trustees. Both sections have an 'Upload a file' button and a list of accepted formats: .pdf, .jpg, and .doc.

Make an application

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

The screenshot displays the 'The Commonwealth Foundation Grants Online Application System' interface. The top navigation bar includes 'Programs', 'My Applications', and 'CF Grants'. The main content area is titled 'Grant application form 2026' and shows a progress bar at 43%. The section 'G. Supporting Documents' is active, displaying instructions for uploading supporting documents. A red circle highlights the 'Delete' button next to the 'Upload a file' button. The interface also includes a sidebar with a 'Back to application' link, a 'test' application ID, and a '0 of 1 tasks complete' status. The bottom of the sidebar features 'REVIEW' and 'SUBMIT' buttons, along with a deadline of '26 Oct 2026 13:00 (GMT)'.

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**. 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 2026' interface. On the left sidebar, there is a 'Back to application' link, a 'September 2026 Annual Grants Call' link, and a 'Grant application form 2026' link with a green progress indicator. Below this, it shows '0 of 1 tasks complete' and 'Last edited: 10 Sep 2026 17:06 (BST)'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, and a 'Deadline: 26 Oct 2026 13:00 (GMT)'.

The main content area is titled 'Grant Application Form' with a green progress bar at 65%. It includes 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.' It also states: 'You will then be able to submit your application by clicking the "Submit" button on the upper left corner of the screen.'

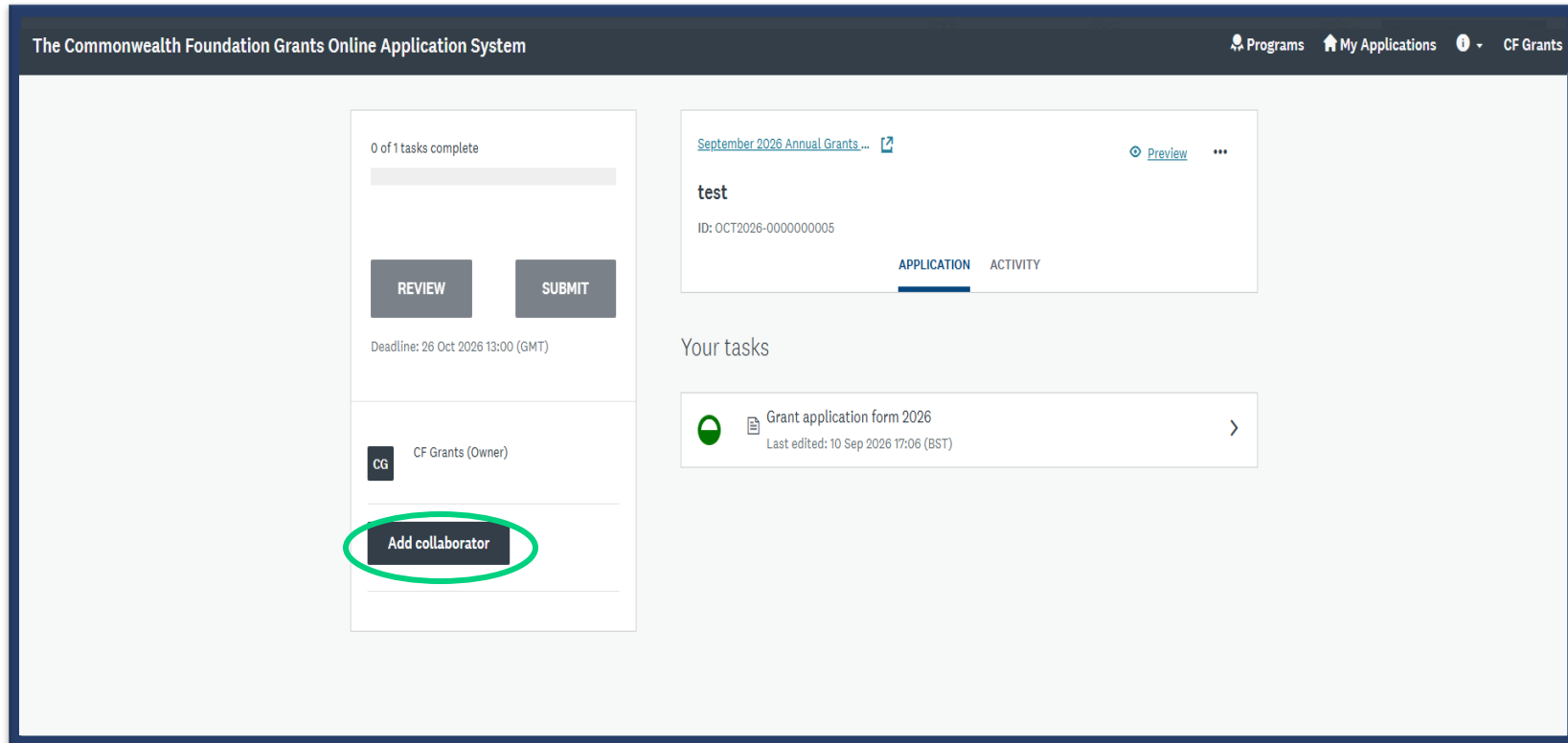
At the bottom of the main content area, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'MARK AS COMPLETE'. The 'MARK AS COMPLETE' button is highlighted with a green oval.



Adding other users to view or edit your application

Adding other users

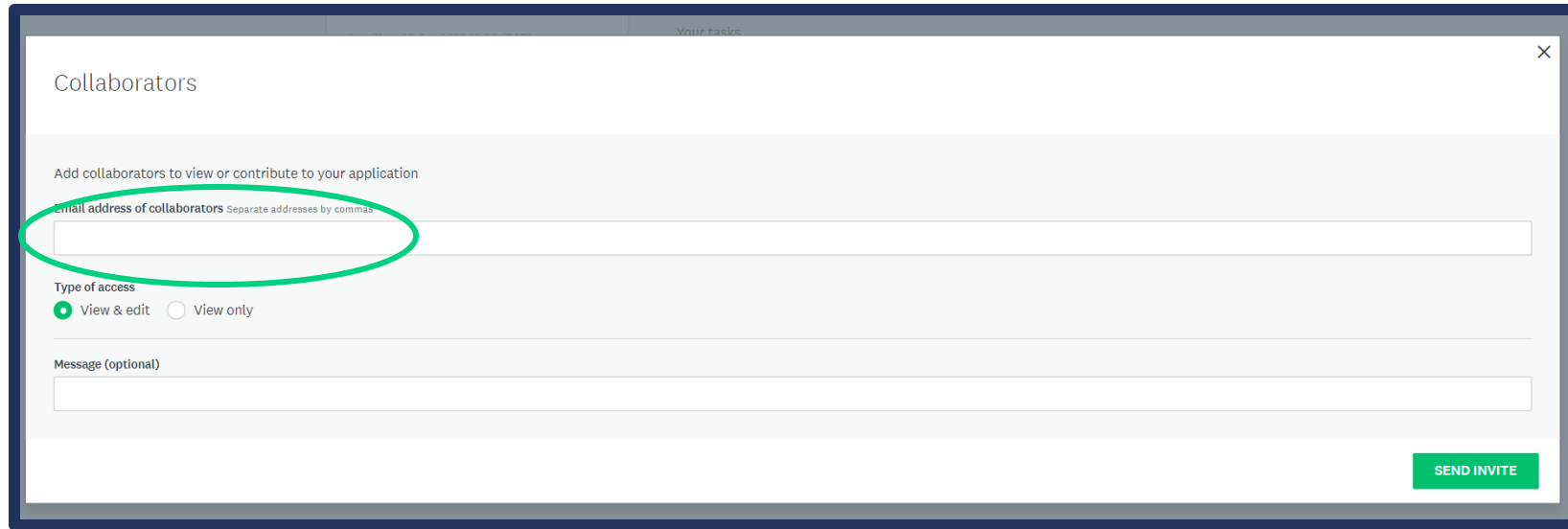
- Invite a user to view or edit your application by clicking on the **'Add collaborator'** button



The screenshot displays the Commonwealth Foundation Grants Online Application System interface. The header includes the system name and navigation links for Programs, My Applications, and CF Grants. The main content area is divided into two columns. The left column shows a progress bar indicating '0 of 1 tasks complete', buttons for REVIEW and SUBMIT, a deadline of 26 Oct 2026 13:00 (GMT), and a user profile for 'CF Grants (Owner)' with a green circle icon. Below the profile is a button labeled 'Add collaborator', which is circled in green. The right column shows a link to 'September 2026 Annual Grants...', a 'test' application with ID 'OCT2026-0000000005', and tabs for APPLICATION and ACTIVITY. Below this is a 'Your tasks' section with a task titled 'Grant application form 2026' and a sub-task 'Last edited: 10 Sep 2026 17:06 (BST)'.

Adding other users

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



Collaborators

Add collaborators to view or contribute to your application

Email address of collaborators Separate addresses by commas

Type of access

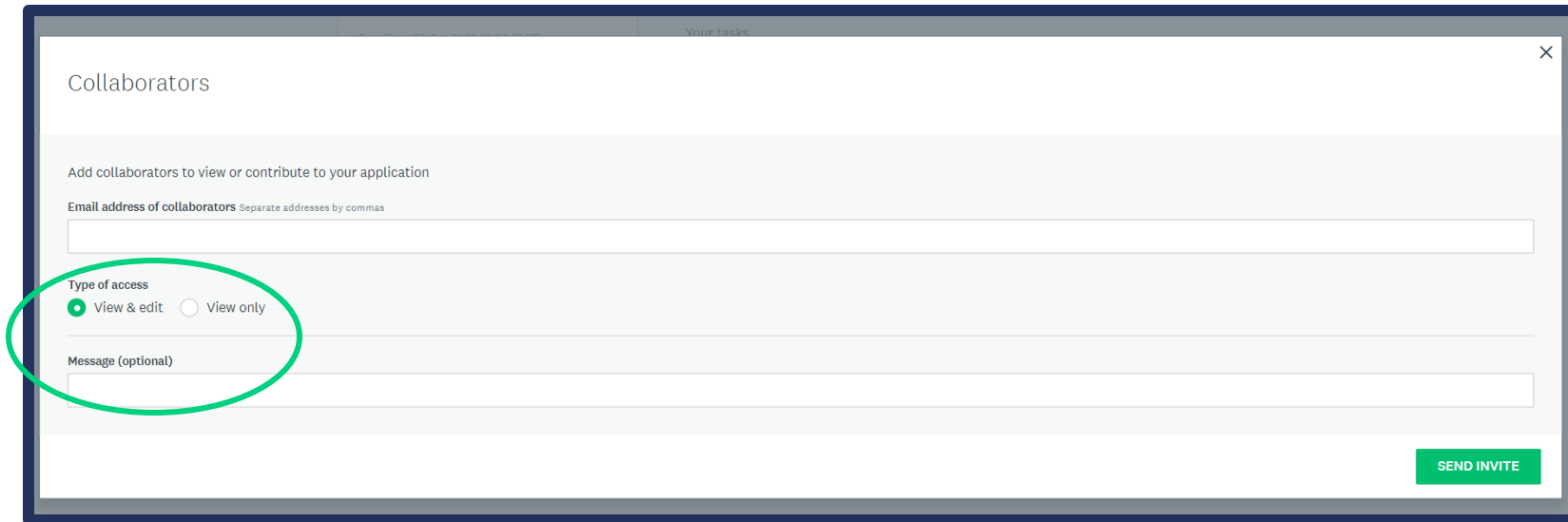
☒ View & edit ☐ View only

Message (optional)

SEND INVITE

Adding other users

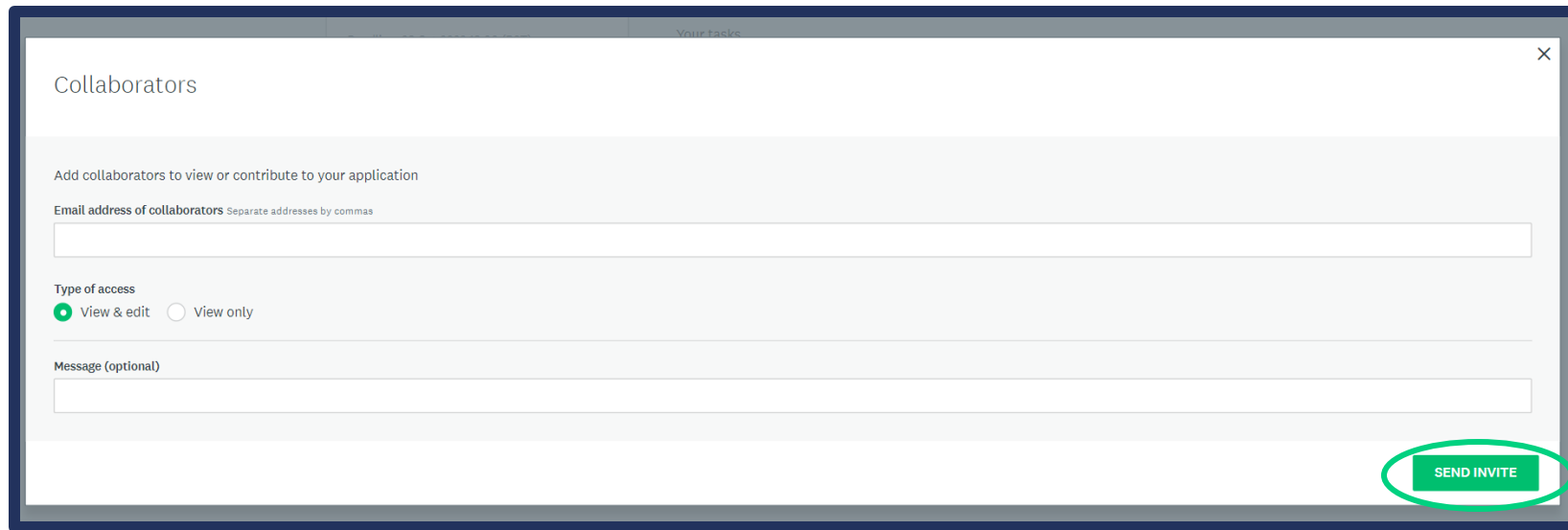
- You will be prompted to set the permissions of the user to '**View & Edit**' or '**View Only**'
- You may also provide an optional message to the collaborator



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 text input field labeled 'Email address of collaborators' with a small note 'Separate addresses by commas'. Below the email field is the 'Type of access' section, which contains two radio buttons: 'View & edit' (which is selected and circled in green) and 'View only'. Below the radio buttons is a text input field labeled 'Message (optional)'. At the bottom right of the dialog is a green button labeled 'SEND INVITE'.

Adding other users

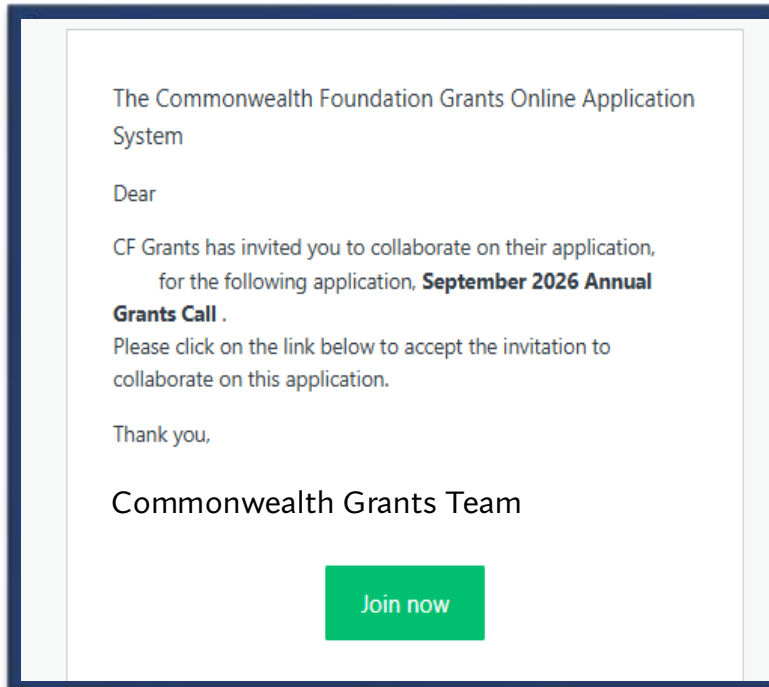
- Click on '**Send Invite**' to grant them access



The screenshot shows a 'Collaborators' dialog box with a close button (X) in the top right corner. The main heading is 'Collaborators'. Below it is a light gray instruction bar: 'Add collaborators to view or contribute to your application'. The first section is 'Email address of collaborators' with a subtext 'Separate addresses by commas' and a text input field. The second section is 'Type of access' with two radio buttons: 'View & edit' (which is selected) and 'View only'. The third section is 'Message (optional)' with a text input field. At the bottom right, there is a green button labeled 'SEND INVITE', which is circled in green.

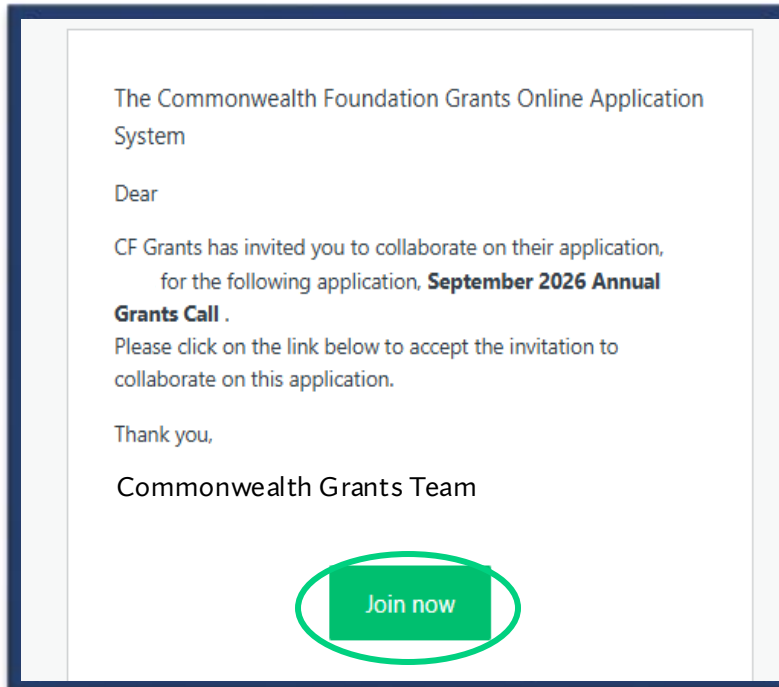
Adding other users

- Your collaborator will receive an email similar to above 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

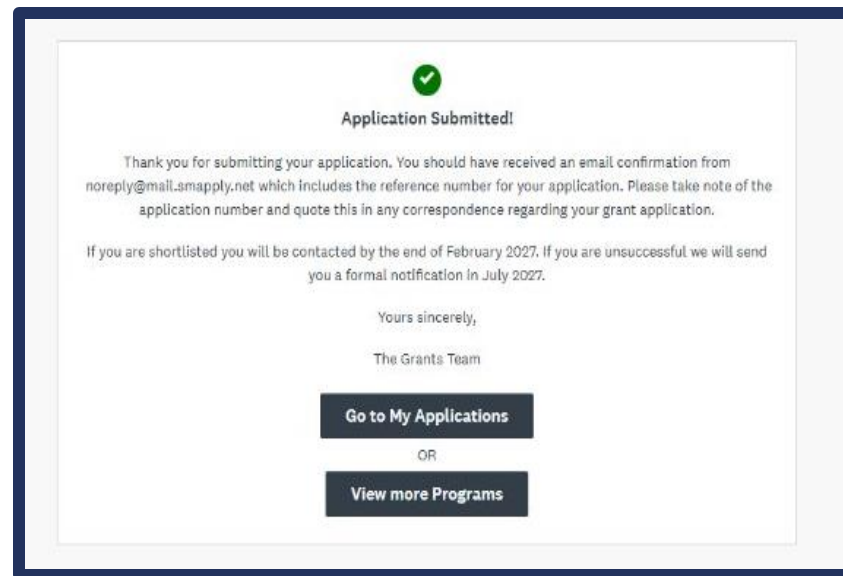




Submission

Submission

- Once submitted, you will see this confirmation screen
- You will also receive confirmation that your application has been successfully submitted via email
- Once you submit an application, an acknowledgement of receipt will be sent from [‘noreply@mail.smapply.net’](mailto:noreply@mail.smapply.net) the email address registered with SurveyMonkey Apply. It will include the application reference number and confirm the submission.





**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

Commonwealth Foundation
Marlborough House, Pall Mall,
London SW1Y 5HY,
United Kingdom