

How to submit an online application

How To Use This Guide

The Commonwealth Foundation Grants Application Process Guide is a user manual for those wishing to apply to the Commonwealth Foundation, Commonwealth Civil Society Programme via the online system found at:

<https://grants.commonwealthfoundation.com>

For quick reference, use the hyperlinks to navigate directly to a specific topic.

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Register to apply

SurveyMonkey Apply are the providers of the online platform we are using for the grant applications in 2022.

Visit <https://grants.commonwealthfoundation.com>



The Commonwealth Foundation Grants Online Application System

Log In

Register

You first need to create an **SurveyMonkey Apply account** by clicking on '**REGISTER**' or '**Log In**' into your existing account. Follow these buttons in the top navigation menu.

Go to [Page 8](#) and [Page 9](#) on How to create a SurveyMonkey Apply Account?

Click on '**MORE**' underneath the program section 'September 2022 Annual Grants Call.'

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

MORE >

September 2022 ANNUAL GRANTS CALL

Before applying for a grant under the 2022 Grants call, please take the time to read the **supporting documentation**.

Guidelines

The guidelines will help you decide whether you are eligible to apply for a Commonwealth Foundation grant under the 2022 grants call.

Frequently Asked Questions (FAQs)

The FAQs provide more detailed information on the guidelines and will also provide general guidance on the application process.

How to fill in your application form

This document provides step-by-step instructions on how to fill in your application form.

Application form questions

This document provides a complete list of all the application questions included in the form. We advise you to use this document to prepare your answers before filling in the application form.

To access the application form when it opens please *register*, or *login* if you already have an account.

APPLY

29 Sep 2022
(BST)

Deadline
31 Oct 2022

Clicking on '**MORE**' will bring you this page.

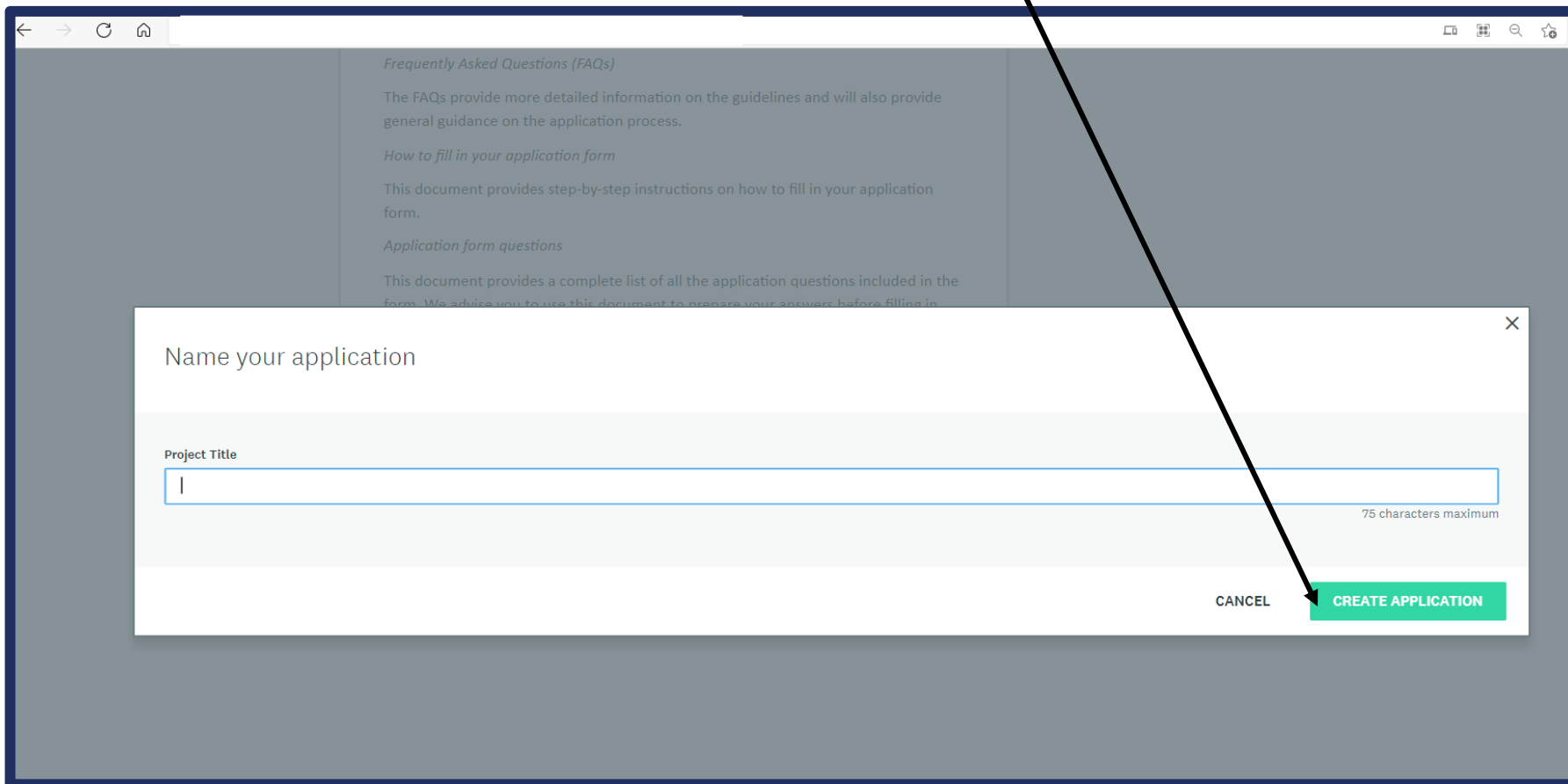
Click on the link for **supporting documentation**. Please take the time to read this before you apply.

To apply for the 2022 Grants Call and create or login to your SurveyMonkey Apply Account click on '**APPLY**'.

You will be asked to name your application (you can rename it at a later stage).

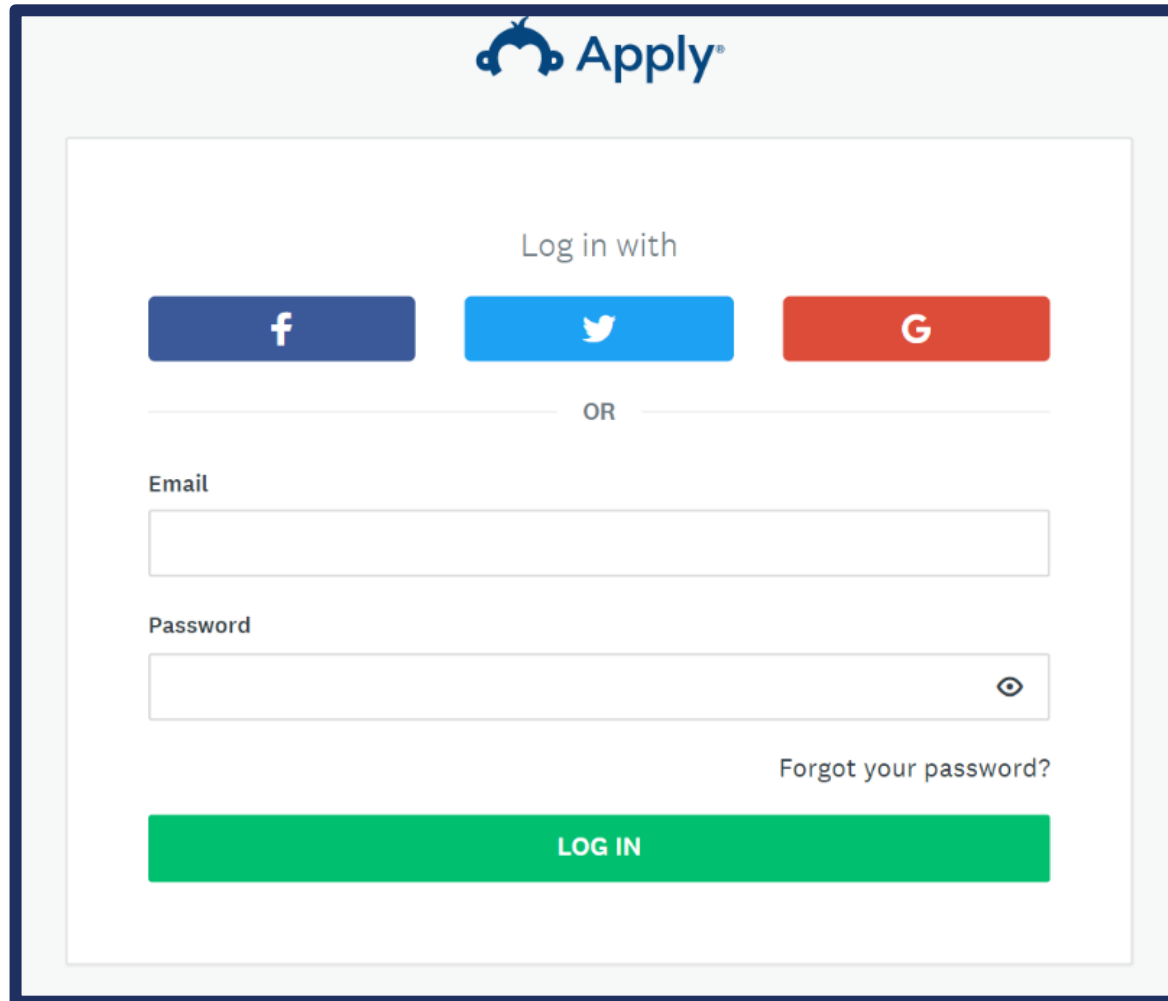
Once you have typed the application title for your project in the space, click on **‘Create Application’**.

You will be directed to your [Application Dashboard](#).



The screenshot shows a web browser window with a sidebar on the left containing links: 'Frequently Asked Questions (FAQs)', 'How to fill in your application form', and 'Application form questions'. The main content area is partially visible. Overlaid on this is a white modal dialog box titled 'Name your application' with a close button (X) in the top right corner. Inside the dialog, there is a label 'Project Title' above a text input field. The input field contains a single vertical bar character '|'. To the right of the input field, the text '75 characters maximum' is displayed. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'CREATE APPLICATION'. A black arrow originates from the text 'Application Dashboard' in the text above and points directly to the 'CREATE APPLICATION' button.

How to log in to SurveyMonkey Apply Account?



The image shows the SurveyMonkey Apply login page. At the top is the SurveyMonkey logo and the word 'Apply'. Below this is a 'Log in with' section featuring three social media login buttons: Facebook (blue with 'f'), Twitter (light blue with bird icon), and Google (red with 'G'). Below these buttons is a horizontal line with the word 'OR' in the center. Underneath the line are two input fields: 'Email' and 'Password'. The 'Password' field has a small eye icon to its right. Below the 'Password' field is a link that says 'Forgot your password?'. At the bottom of the form is a large green button labeled 'LOG IN'.

If you are logging into an existing account you will need to:

- fill in your email address
- fill your password

Click on '**LOG IN**'.

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

How to create a SurveyMonkey Apply Account?



Register for an applicant account

Register with



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

Register: You will be prompted to register to create an account by clicking on the '**REGISTER**' button in the top right corner.

If you are registering for a new account, you will be asked to:

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

Your password must contain at least:

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



I'm not a robot



reCAPTCHA
Privacy - Terms

Click on '**CREATE ACCOUNT**' to complete your registration.



Welcome!

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

We've sent a confirmation link to your email. You won't be able to submit applications
or complete certain tasks until your email address has been verified.

[Continue to site](#)

1. Once you have seen this message, you have successfully created an account. Click on '[Continue To Site](#)' to go to your applicant portal.

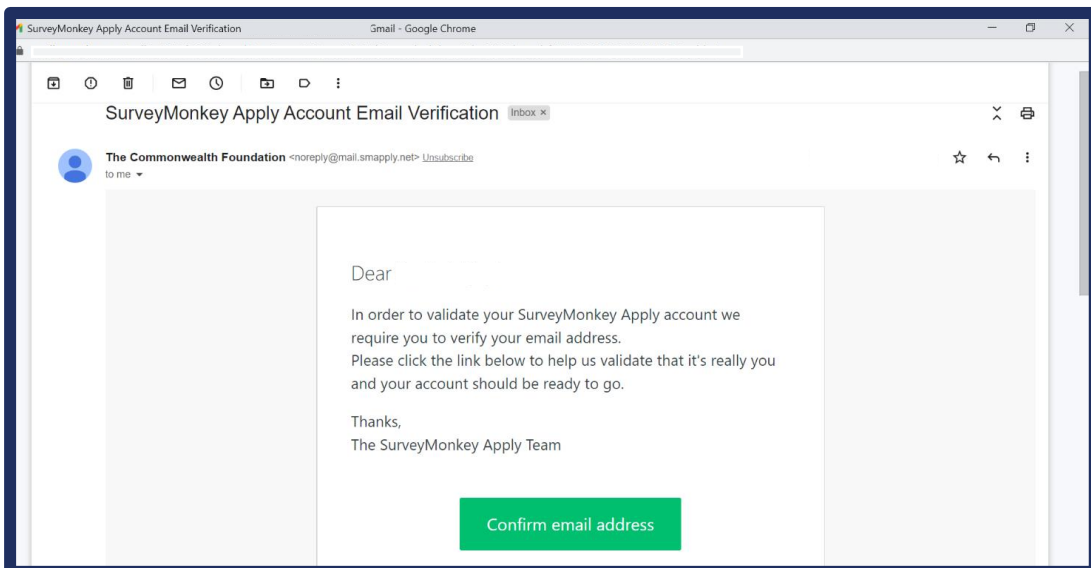
If you have no active applications in your applicant portal, click on '[View programs](#)'. You will need to verify your email address. Click on '[Send verification link](#)'.

⚠ Your email address has not been verified!

You will not be able to submit applications or complete certain tasks until you have verified your email address

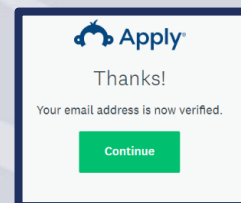
[Send verification link](#)

You can access the email verification via the email you have registered with.



2. Once you have received the email verification, click on '[Confirm email address](#)'.

You will see this:



Click on '[Continue](#)' to be redirected back to your SurveyMonkey Apply account.

Click on '[View programs](#)' and refer back to [Pages 4, 5](#) and [6](#) on applying for the 2022 Grants Call.

Your dashboard

This is your SurveyMonkey Apply dashboard.

The Commonwealth Foundation Grants Online Applicati...

ProgramsMy ApplicationsDrew Brown

0 of 1 tasks complete

REVIEWSUBMIT

RA

Drew Brown (Owner)
drewbrown@gmail.com

Add collaborator

September 2022 ANNUAL GRAN... [↗](#)

Preview...

Your Application Title

ID: OC2022-0000000019

APPLICATIONACTIVITY

Your tasks

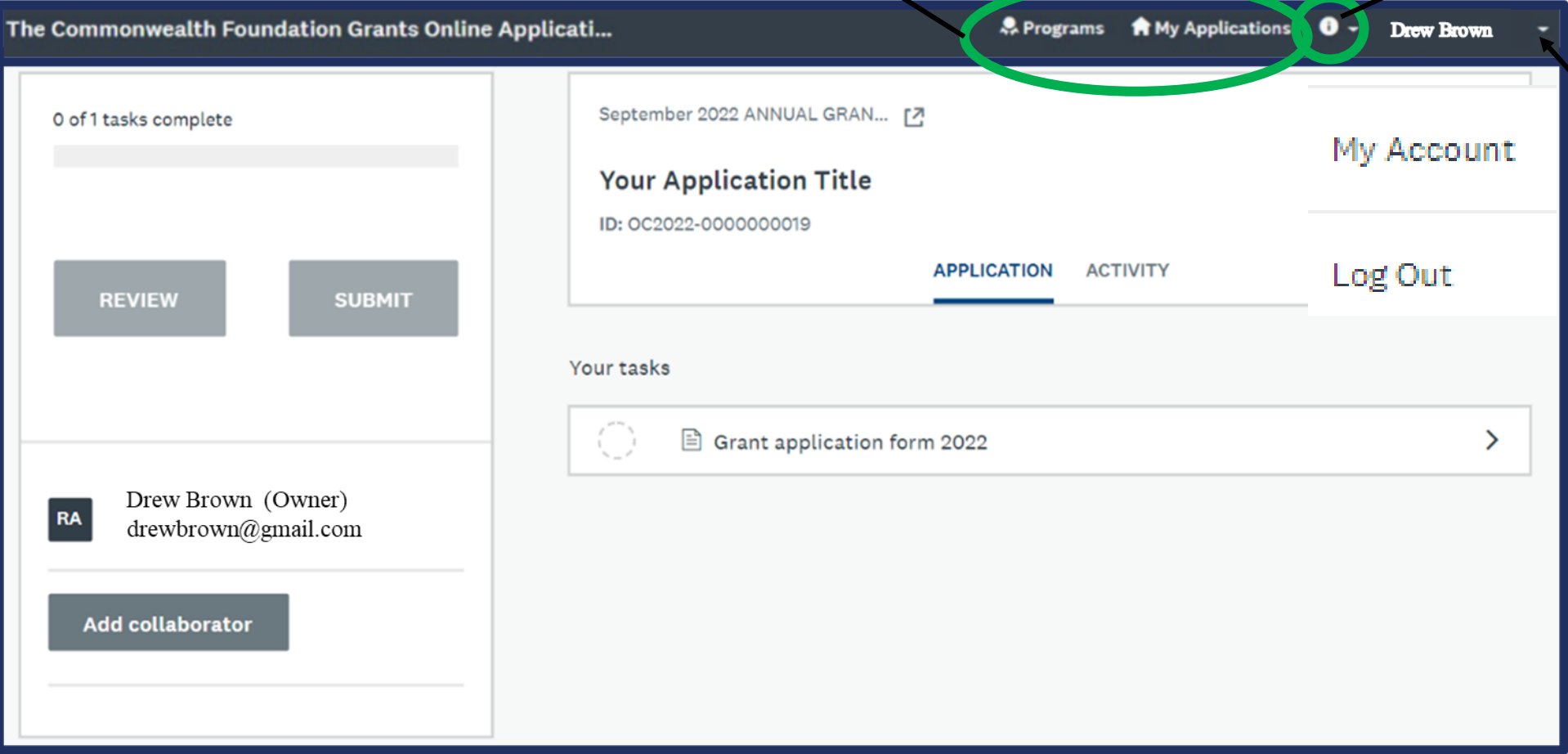
Grant application form 2022

>

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.

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



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**’

Click on **Preview** to view your application form and view the progress.

Click on **Back to Application** to return to the dashboard.

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

The screenshot displays the 'The Commonwealth Foundation Grants Online Application' dashboard. The top navigation bar includes links for 'Programs', 'My Applications', and a user profile for 'Drew Brown'. On the left sidebar, a progress indicator shows '0 of 1 tasks complete' with a progress bar. Below this are 'REVIEW' and 'SUBMIT' buttons. The main content area shows a specific application titled 'September 2022 ANNUAL GRAN...' with ID 'OC2022-0000000019'. It has tabs for 'APPLICATION' (active) and 'ACTIVITY'. A 'Preview' button with an eye icon is visible, along with a three-dot menu button. A dropdown menu is open from the three-dot button, showing options: 'Rename', 'Download', and 'Delete'. Below the application details, a 'Your tasks' section shows a task 'Grant application form 2022' with a document icon and a right arrow. The bottom left sidebar shows the user's name 'Drew Brown (Owner)' with email 'drewbrown@gmail.com' and an 'Add collaborator' button.

Below is your SurveyMonkey Apply Dashboard.

To start filling the application form, click on the **ARROW** next to 'Grant Application form 2022'.

The Commonwealth Foundation Grants Online Applicati...

Programs My Applications Drew Brown

0 of 1 tasks complete

REVIEW SUBMIT

RA Drew Brown (Owner)
drewbrown@gmail.com

Add collaborator

September 2022 ANNUAL GRAN...

Preview ...

Your Application Title

ID: OC2022-0000000019

APPLICATION ACTIVITY

Your tasks

Grant application form 2022

Make an application

The Grant Application form contains **nine sections**:

1. Eligibility confirmation | **A.** Applicant Information | **B.** Summary project description | **C.** Project implementation | **D.** Applicant organisation details | **E.** Contact person details | **F.** Referees | **G.** Supporting documents

The screenshot displays the 'Grant application form 2022' interface. The top navigation bar includes 'Programs', 'My Applications', and a user profile for 'Drew Brown'. The sidebar on the left contains a 'Back to application' link, the application title 'September 2022 ANNUAL GRANTS C...', the ID 'OC2022-0000000019', and a 'Grant application form 2022' link with a green arrow. The main content area shows the title 'Grant Application Form 2022' with a 0% progress bar. Below this is the 'Eligibility confirmation' section, which contains a text box with the instruction: '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.' At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons. At the bottom of the main content area are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'NEXT'.

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**'

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

If you forget to reply to a mandatory question or provide an answer inconsistent with a specific question (e.g. if you write your name instead of your email address in the email address field) you will see an error highlighted in **ORANGE**.

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

The screenshot shows the 'Grant application form 2022' interface. At the top, a dark blue header contains the text 'The Commonwealth Foundation Grants Online Applicati...' and navigation links for 'Programs', 'My Applications', and a user profile for 'Drew Brown'. Below the header, a red-bordered box contains an orange warning icon and the text 'The form contains errors.'.

The main content area is divided into two columns. The left column has a 'Back to application' link at the top. Below it, the 'September 2022 ANNUAL GRANTS C...' section displays 'Your Application Title' and 'ID: OC2022-0000000019'. Further down, a green progress indicator shows 'Grant application form 2022' is 11% complete. At the bottom of this column are 'REVIEW' and 'SUBMIT' buttons.

The right column is titled 'Grant application form 2022' with a green progress indicator showing 11% completion. Below the title, a red message states: 'Please check your answers below and correct them before continuing.' The section 'A. Applicant Information' includes instructions: 'If you are a sole applicant or you are the lead organisation, enter your details here. Information about partners can be added below.' Under 'A.1. Organisation name', a red message says 'An answer to this question is required.' followed by an empty text input field.

To exit the form at any time, click on the '**<Back to 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 Commonwealth Foundation Grants Online Application

Programs My Applications Drew Brown

[September 2022 ANNUAL GRANTS C...](#)

Your Application Title

ID: OC2022-0000000019

Grant application form 2022

Grant Application Form 2022 0%

Eligibility confirmation

Please select the country where your organisation is registered

REVIEW SUBMIT

PREVIOUS SAVE & CONTINUE EDITING NEXT

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

The Commonwealth Foundation Grants Online Application...

Programs My Applications Drew Brown

< Back to application

September 2022 ANNUAL GRANTS C...

Your Application Title

ID: OC2022-0000000019

Grant application form 2022

0 of 1 tasks complete

Last edited: 16 Sep 2022 14:11 (BST)

REVIEW **SUBMIT**

Deadline: 28 Oct 2022 13:00 (BST)

Grant application form 2022

77%

✓ 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. Guide .pdf

...

Delete

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

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 Commonwealth Foundation Grants Online Application

Programs My Applications Drew Brown

< Back to application

September 2022 ANNUAL GRANTS C...

Your Application Title

ID: OC2022-0000000019

Grant application form 2022

0 of 1 tasks complete

REVIEW SUBMIT

Grant application form 2022

88%

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.

PREVIOUS SAVE & CONTINUE EDITING MARK AS COMPLETE

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 Commonwealth Foundation Grants Online Application

Programs My Applications Drew Brown

A.3. Organisation focus / key areas of work

Maximum 75 words

Maximum 75 words. Current count: 0

PREVIOUS SAVE & CONTINUE EDITING NEXT

POWERED BY Apply

Copyright © Momentive | Privacy | Terms

To open your saved application form click on the **ARROW** next to 'Grant Application form 2022' under **Your Tasks** in your dashboard.

The Commonwealth Foundation Grants Online Applicati...

Programs My Applications Drew Brown

0 of 1 tasks complete

REVIEW SUBMIT

Drew Brown (Owner)
drewbrown@gmail.com

Add collaborator

September 2022 ANNUAL GRAN... [\[icon\]](#) Preview ...

Your Application Title
ID: OC2022-0000000019

APPLICATION ACTIVITY

Your tasks

Grant application form 2022

Adding other users to view or edit your application

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

The Commonwealth Foundation Grants Online Applicati...

Programs My Applications Drew Brown

0 of 1 tasks complete

REVIEW SUBMIT

RA Drew Brown (Owner)
drewbrown@gmail.com

Add collaborator

September 2022 ANNUAL GRAN...

Preview ...

Your Application Title

ID: OC2022-0000000019

APPLICATION ACTIVITY

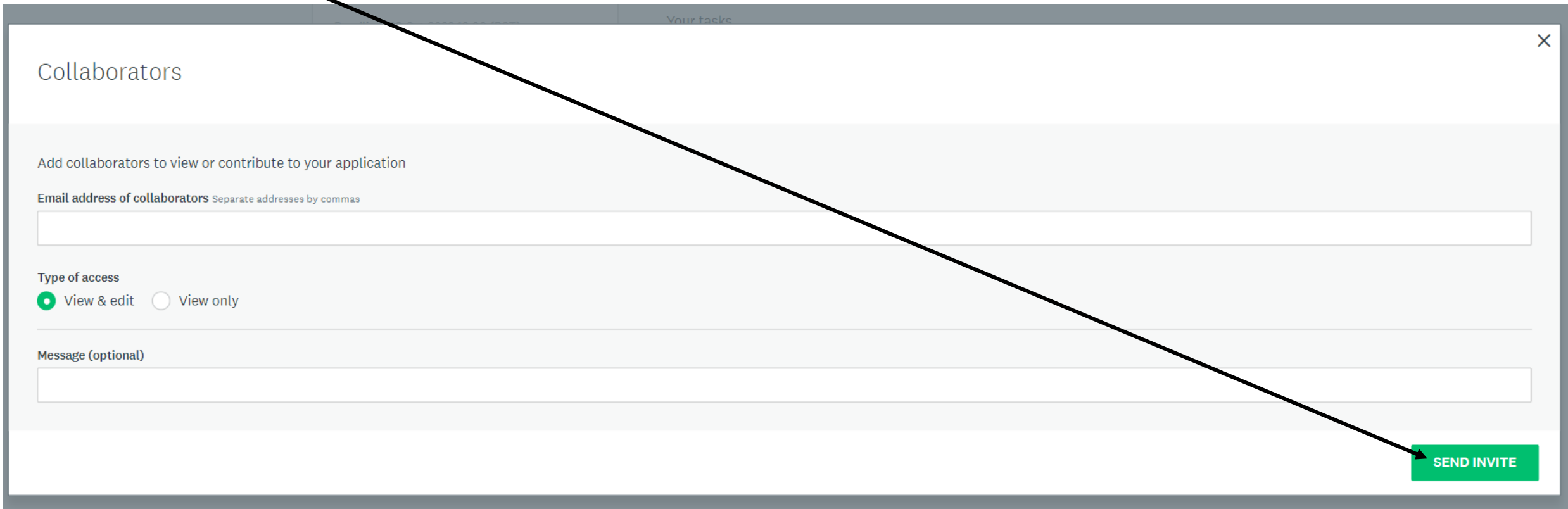
Your tasks

Grant application form 2022 >

You will be prompted to fill in your collaborator(s):

- Email address
- Set the permissions of the user to **View & Edit** or **View Only**
- Provide an optional message to the collaborator.

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 title 'Collaborators' is in the top left. Below the title is the instruction 'Add collaborators to view or contribute to your application'. A text input field is labeled 'Email address of collaborators' with a hint 'Separate addresses by commas'. Below this is a section for 'Type of access' with two radio buttons: 'View & edit' (which is selected) and 'View only'. At the bottom is a text input field labeled 'Message (optional)'. A green button labeled 'SEND INVITE' is in the bottom right corner. A black arrow originates from the text 'Send Invite' in the instruction above and points directly to the 'SEND INVITE' button.

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

The Commonwealth Foundation Grants Online Application System

Dear **Applicant** ,

Dear Applicant has invited you to collaborate on their application, **Your Application Title**, for the following application, **September 2022 ANNUAL GRANTS CALL** .

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

Thank you,

Commonwealth Civil Society team

Join now

If the button is not clickable, please copy and paste this URL into your browser's address bar: [https://grants.](https://grants.commonwealthfoundation.com/acc/c/8e99fdfa-1bf7-4a88-ab86-cf4be89b837b/)

[commonwealthfoundation.com/acc/c/8e99fdfa-1bf7-4a88-ab86-cf4be89b837b/](https://grants.commonwealthfoundation.com/acc/c/8e99fdfa-1bf7-4a88-ab86-cf4be89b837b/)

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

Please ask them to check their spam or junk folders for their email invitation, and to click on '**Join now**' to accept.

Revision and Submission

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

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

You can review your application (you will not be able modify) and click on ‘**SUBMIT**’.

The screenshot displays the 'Grant application form 2022' interface. The top navigation bar includes 'Programs', 'My Applications', a user icon, and the name 'Drew Brown'. The left sidebar contains a 'Back to application' link, the application title 'September 2022 ANNUAL GRANTS C...', the ID 'OC2022-0000000019', and a list of applications with 'Grant application form 2022' selected. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons. The main content area is titled 'Grant Application Form 2022' and includes an 'Eligibility / Eligibility confirmation' section. It prompts the user to 'Please select the country where your organisation is registered' and shows 'Responses Selected:' with an empty list. Below this, it states: '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:'. A list of two criteria follows: 1. The applicant is a registered not-for-profit civil society organisation (CSO). Newly registered organisations (with less than a year 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 will be implemented in the country of registration. (Projects can be implemented in one or more eligible Commonwealth Foundation member countries and can have national, sub-national, regional or local focus). A 'Submit application' pop-up is overlaid on the right, containing the text: 'Please confirm submission of your application. If you wish to take a look at the application before submitting, please Review it.' and buttons for 'CANCEL', 'REVIEW', and 'SUBMIT'.

The Commonwealth Foundation Grants Online Applicati...

Programs My Applications Drew Brown

< Back to application

September 2022 ANNUAL GRANTS C...

Your Application Title

ID: OC2022-0000000019

Grant application form 2022

Grant application form 2022

REVIEW SUBMIT

Grant application form 2022

Eligibility / Eligibility confirmation

Please select the country where your organisation is registered

Responses Selected:

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 a year 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 will be implemented in the country of registration. (Projects can be implemented in one or more eligible Commonwealth Foundation member countries and can have national, sub-national, regional or local focus).

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

Once submitted, you will see this confirmation screen.

You will also receive confirmation that your application has been successfully submitted via email.



Application Submitted!

Thank you for submitting your application. You should have received an email confirmation from noreply@mail.smapply.net which includes the reference number for your application. Please take note of the application number and quote this in any correspondence regarding your grant application.

If you are successful at this stage you will be contacted by the end of March 2023. If you are unsuccessful we will send you a formal notification in July 2023.

Yours sincerely,

Commonwealth Civil Society Team

[Go to My Applications](#)

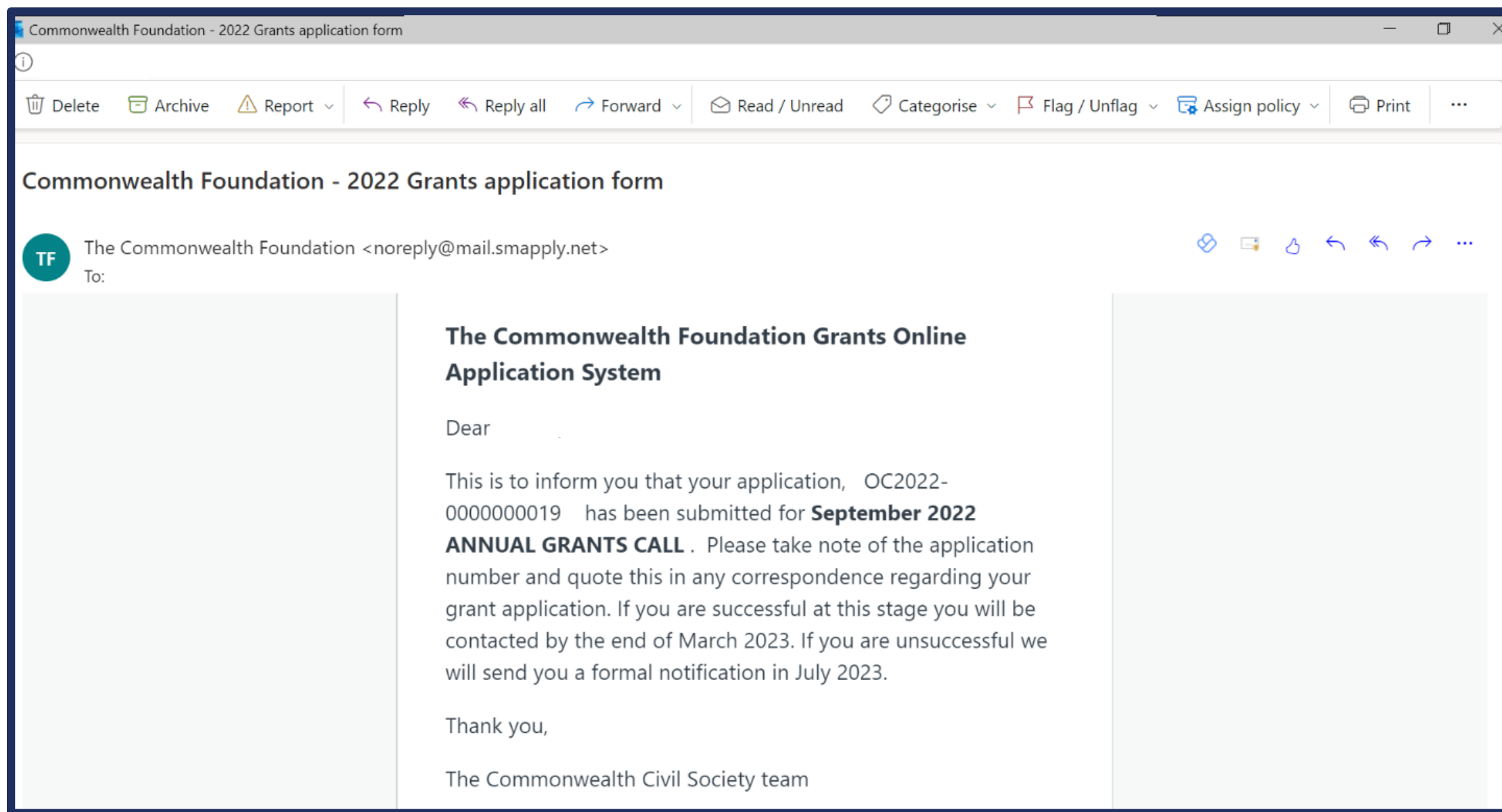
OR

[View more Programs](#)

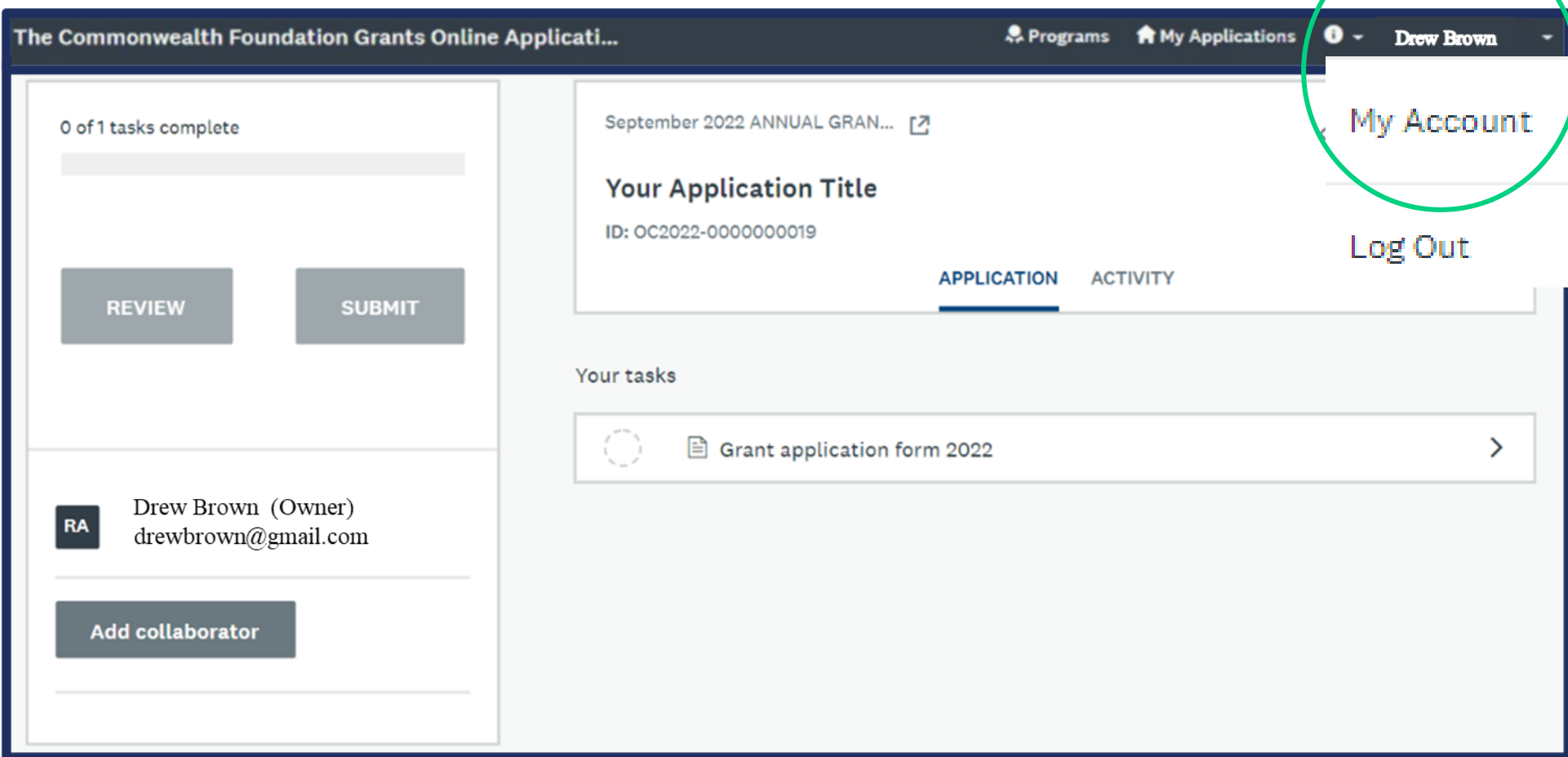
Once you submit an application, an acknowledgement of receipt will be sent from 'noreply@mail.smapply.net' the email address registered with SurveyMonkey Apply.

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

This is the email you will receive to confirm that your application form has been submitted.



Account Help



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

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

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
- set a new password

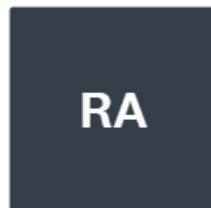
Account Settings

 My Profile >

 Notifications

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

Profile Photo



Choose file...

Browse

Personal Info

First name

Rachel

Last name

Ajayi

Email

r.ajayi@commonwealth.int

Do you have any further questions? Find our Frequently Asked Questions page at [commonwealthfoundation.com / grants-faq](https://commonwealthfoundation.com/grants-faq)

If you require further assistance after reading the FAQ, 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.



**Commonwealth
Foundation**