



How to submit an online application

Open Grants Call 2024-2025

Contents

For quick reference, use the hyperlinks to navigate directly to a specific topic within this guide:

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- [Adding other users to view or edit your application](#)
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- [Account help](#)



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.

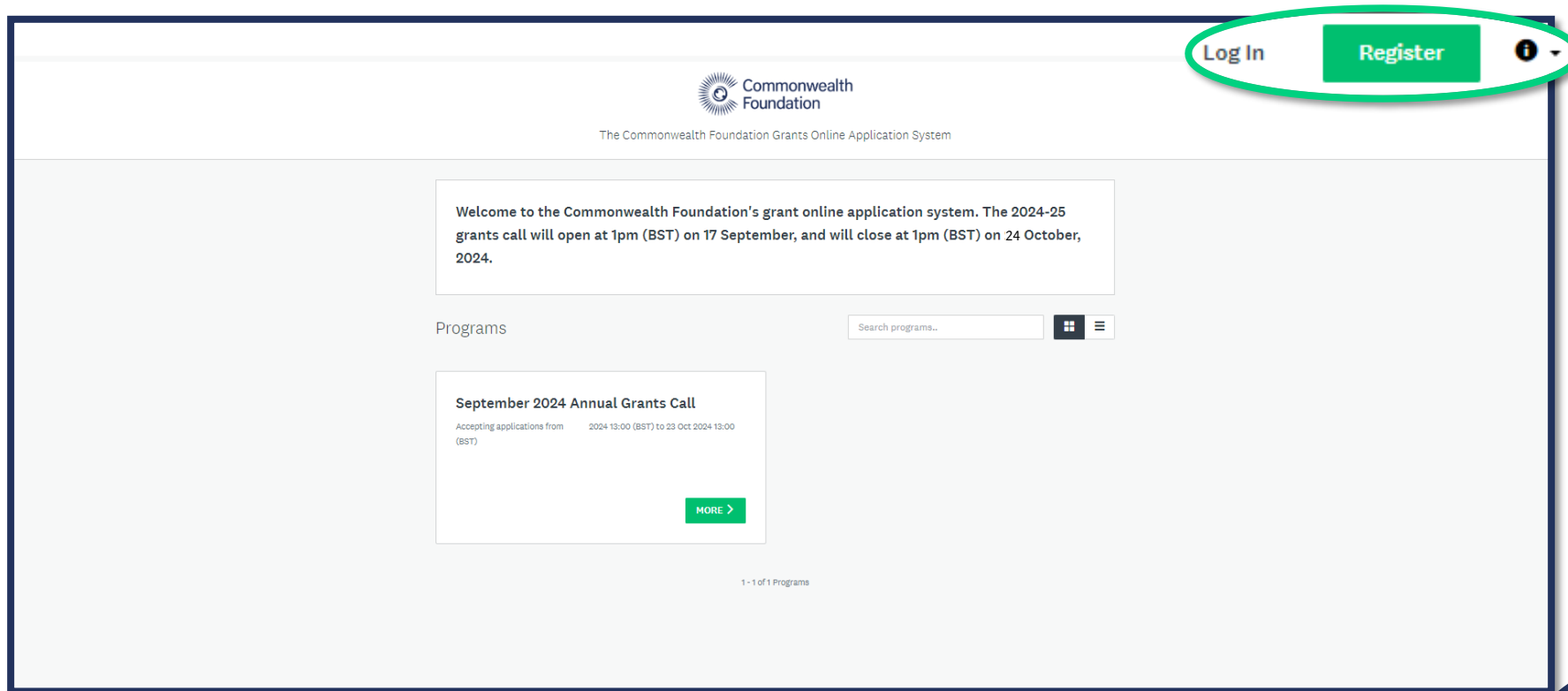




Register to apply

Step 1

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



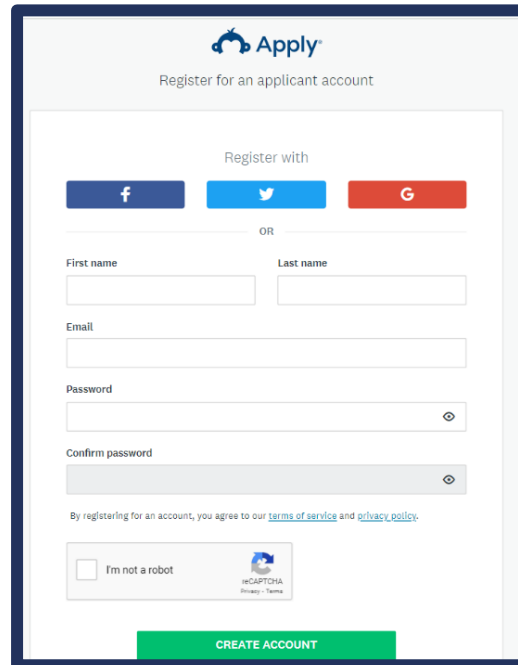
Register to apply

- SurveyMonkey Apply are the providers of the [online platform](#) we are using for the grant applications in 2024
- Before applying, you need to create a SurveyMonkey Apply Applicant account
- Go to the next slide to find out how



Step 2

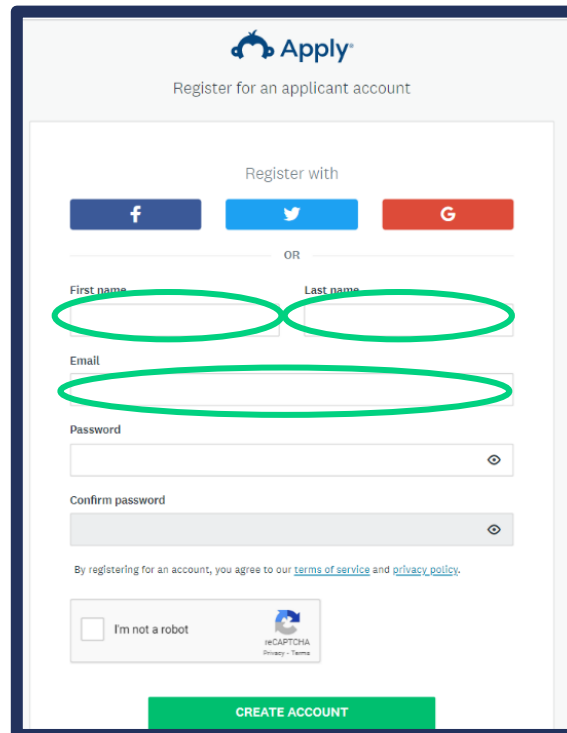
- Complete the registration form



The screenshot shows the 'Apply' registration page. At the top, the 'Apply' logo is centered, with the text 'Register for an applicant account' below it. The main section is titled 'Register with' and features three social media login buttons: Facebook (f), Twitter (bird), and Google (G). Below these is an 'OR' separator. The registration form consists of several input fields: 'First name' and 'Last name' (side-by-side), 'Email', 'Password' (with an eye icon for toggling visibility), and 'Confirm password' (also with an eye icon). Below the password fields, a line of text states: 'By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).' At the bottom of the form is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo. A green 'CREATE ACCOUNT' button is positioned at the very bottom of the form area.

Step 2a

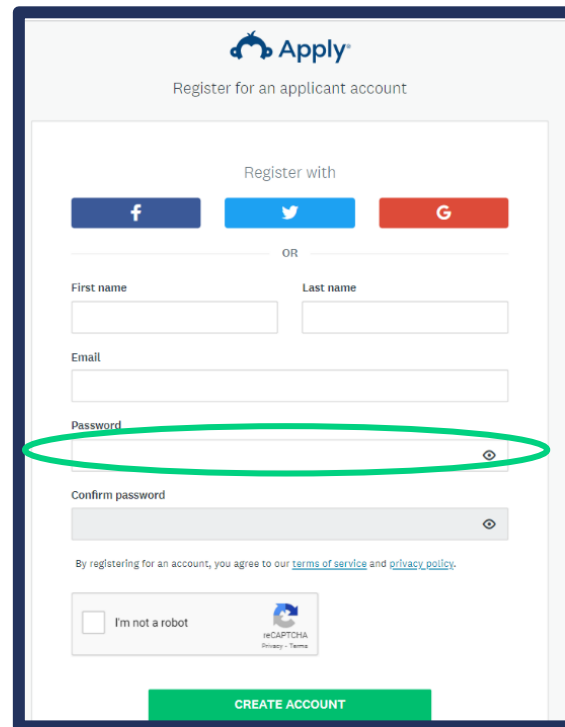
- Fill in your first and last name, and your email address



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. A horizontal line with the word 'OR' separates these from the standard registration fields. The fields are: 'First name' and 'Last name' (both circled in green), 'Email' (circled in green), '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](#).' Below this is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. At the bottom of the form is a green button labeled 'CREATE ACCOUNT'.

Step 2b

- Set a password



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 2c

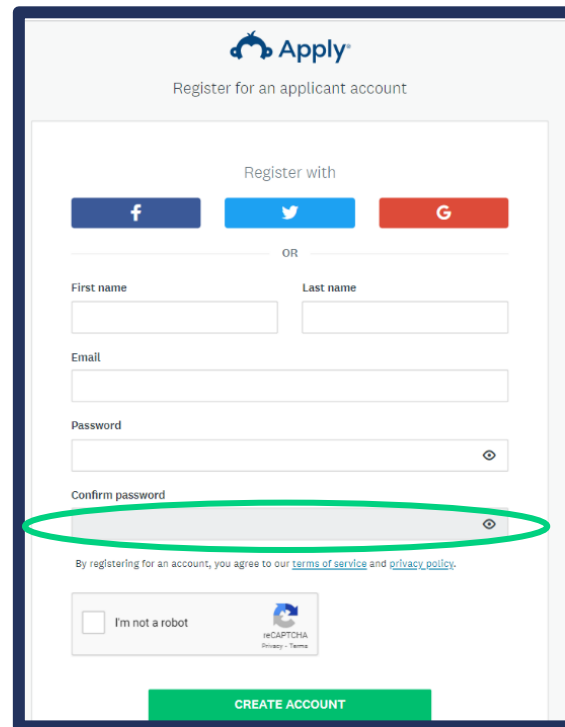
- Your password must contain at least
 - 8 characters
 - One uppercase letter
 - One lowercase letter
 - One number
 - One special character

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 and the text 'Register for an applicant account' are visible. Below this, there are three social media login buttons (Facebook, Twitter, Google) and an 'OR' separator. The registration form includes fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. The 'Confirm password' field is highlighted with a green oval. Below the form, there is a checkbox for 'I'm not a robot' and a CAPTCHA logo. At the bottom, a green button labeled 'CREATE ACCOUNT' is present.

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](#).

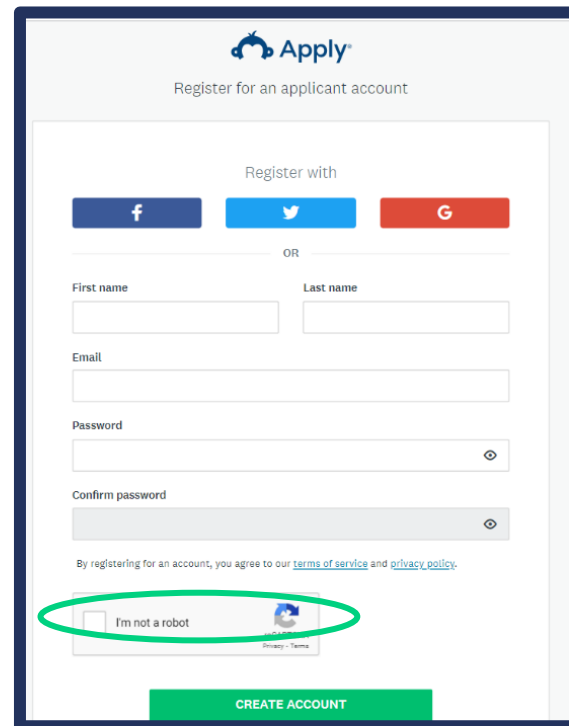
☐ I'm not a robot

reCAPTCHA
Privacy - Terms

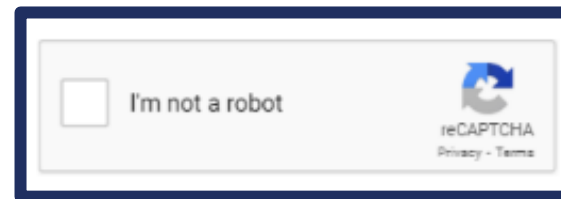
CREATE ACCOUNT

Step 2e

- Complete the CAPTCHA by ticking the box

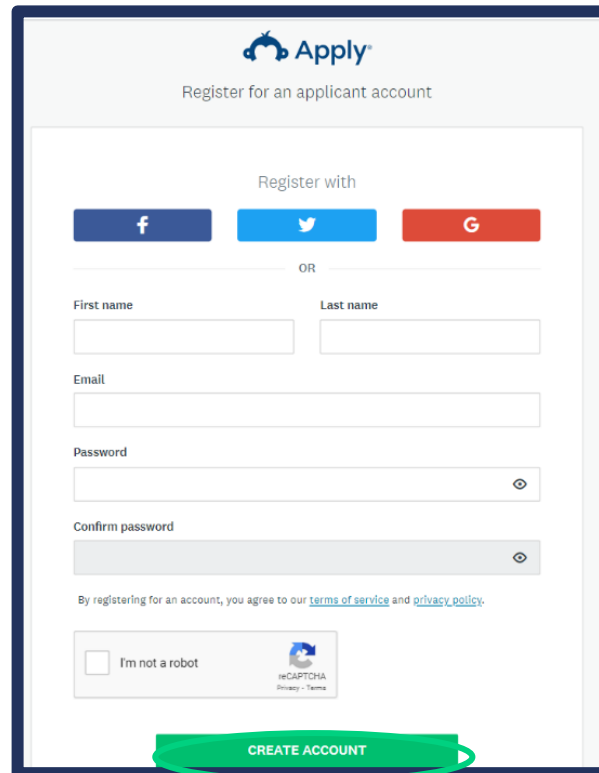


The screenshot shows the 'Apply' registration page. At the top, it says 'Apply' with a logo and 'Register for an applicant account'. Below this, there are social media login buttons for Facebook, Twitter, and Google. A line with 'OR' separates these from the standard registration fields: 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. Each field has a corresponding input box. 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, there is a CAPTCHA box with a checkbox and the text 'I'm not a robot'. This box is circled in green. Below the CAPTCHA box is a green button that says 'CREATE ACCOUNT'.



Step 2f

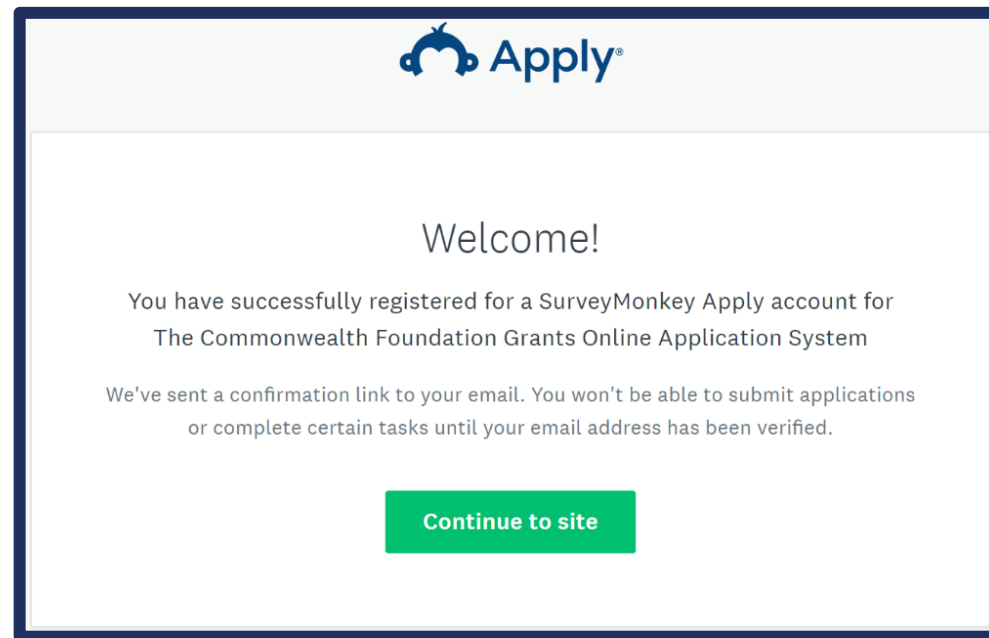
- Then click '**CREATE ACCOUNT**' to complete your registration



The screenshot shows the 'Apply' registration page. At the top, the 'Apply' logo is displayed with the text 'Register for an applicant account' below it. The main section is titled 'Register with' and features three social media login buttons: Facebook (blue), Twitter (light blue), and Google (red). Below these is an 'OR' separator. The registration form includes fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. Each field has a small eye icon for toggling visibility. 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 reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. The 'CREATE ACCOUNT' button at the very bottom is highlighted with a green oval.

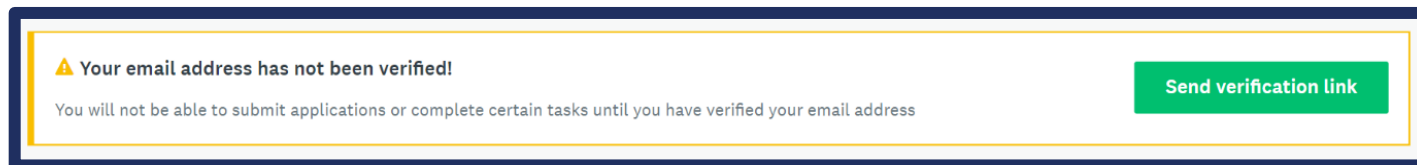
Step 3

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



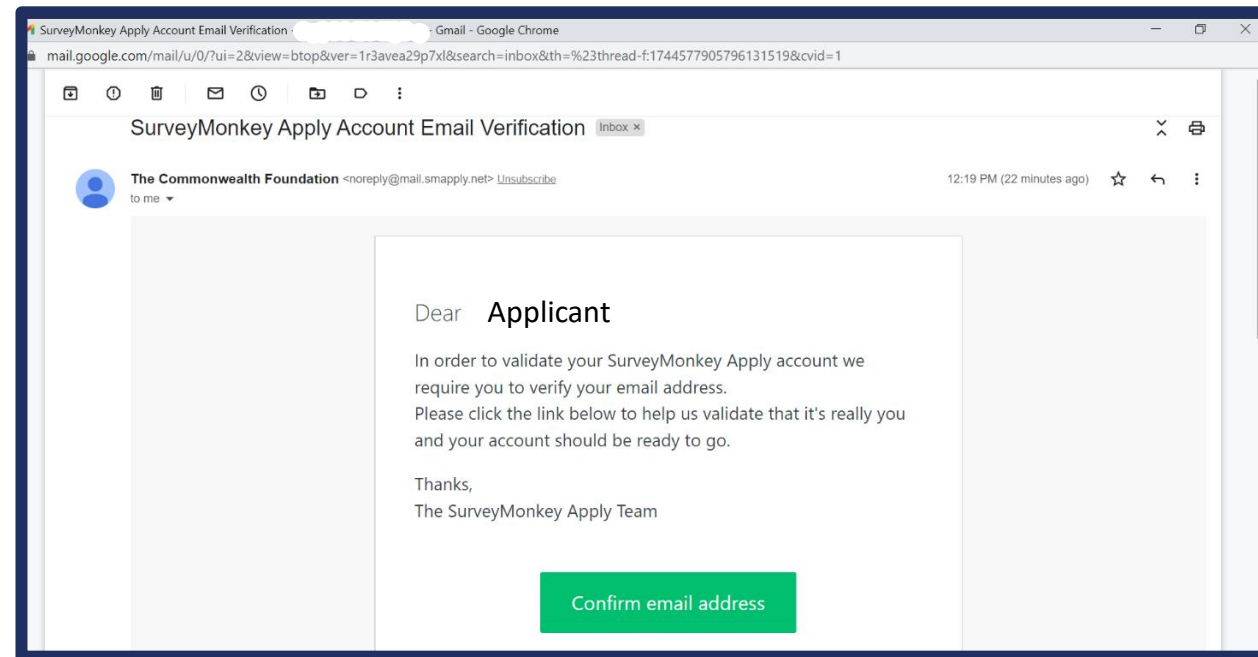
Step 4

- 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



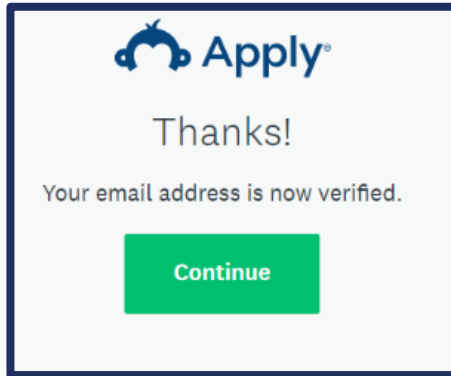
Step 5

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



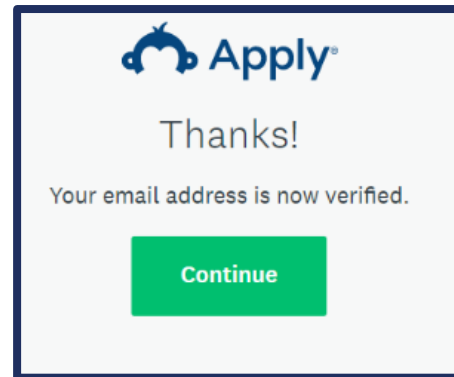
Step 6

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



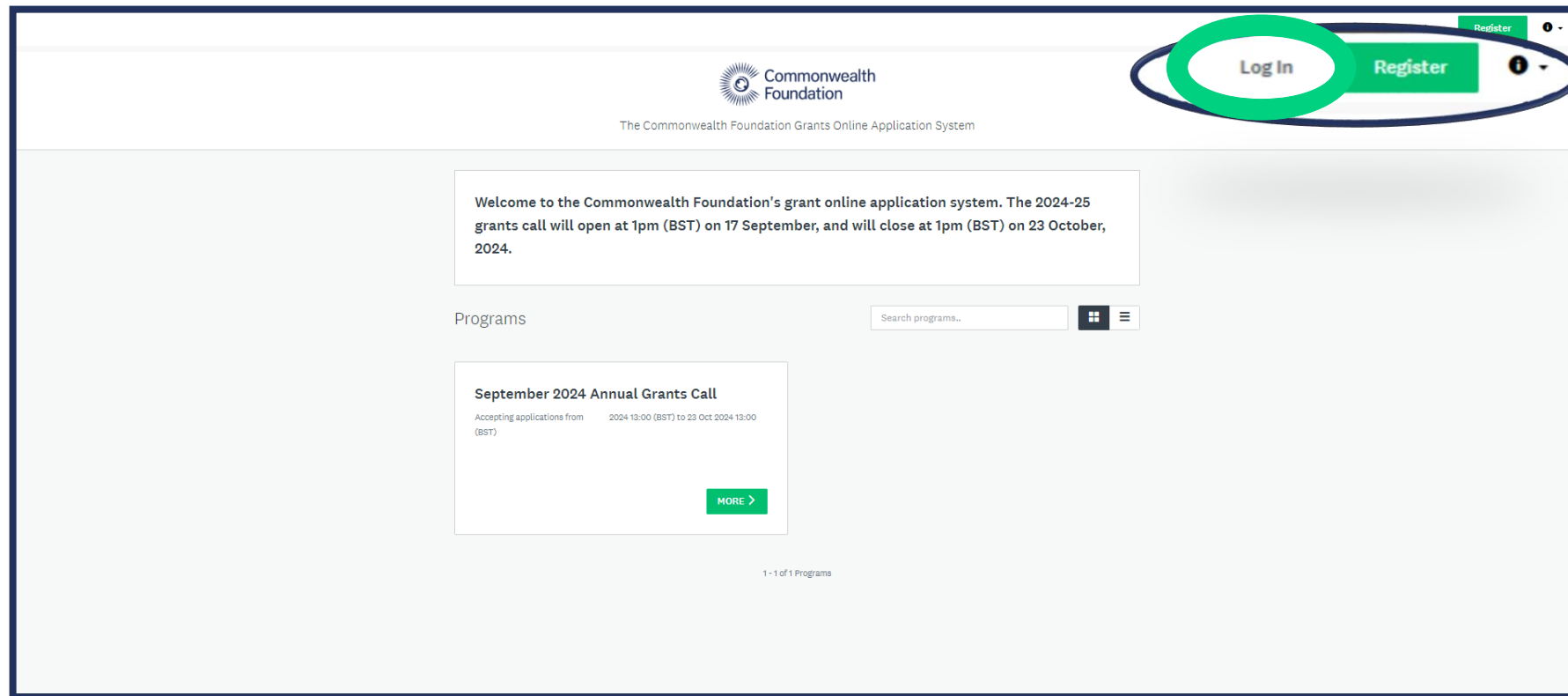
Step 7

- Click on '**Continue**' to be redirected back to your SurveyMonkey Apply account
- Click on '**View programs**' to apply for the Open Grants Call 2024-2025



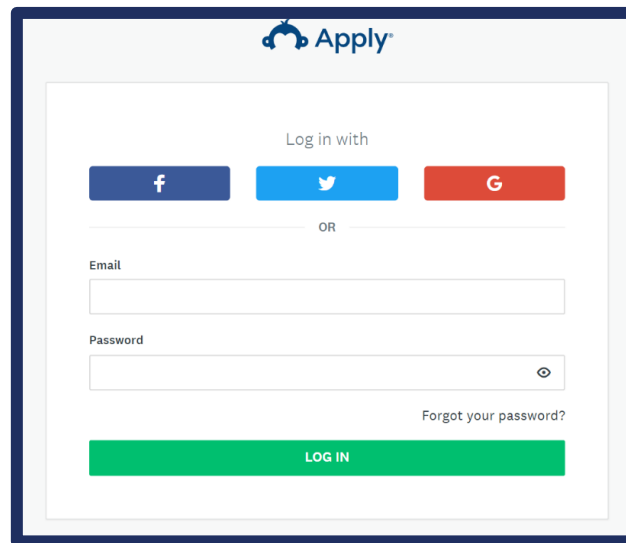
How to log in to your account

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



How to log in

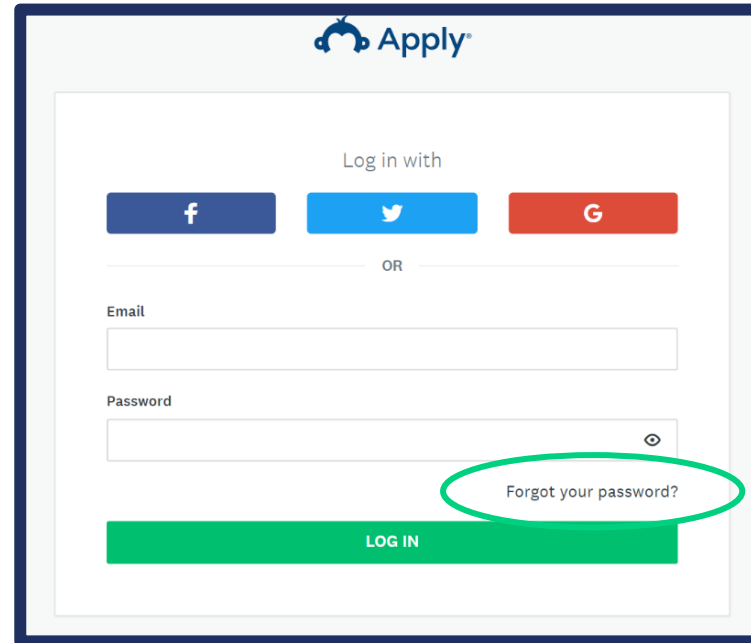
- To log in, fill in your email address and your password
- Then click on '**LOG IN**'



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 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 toggle icon (an eye) 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'.

Forgot your password?

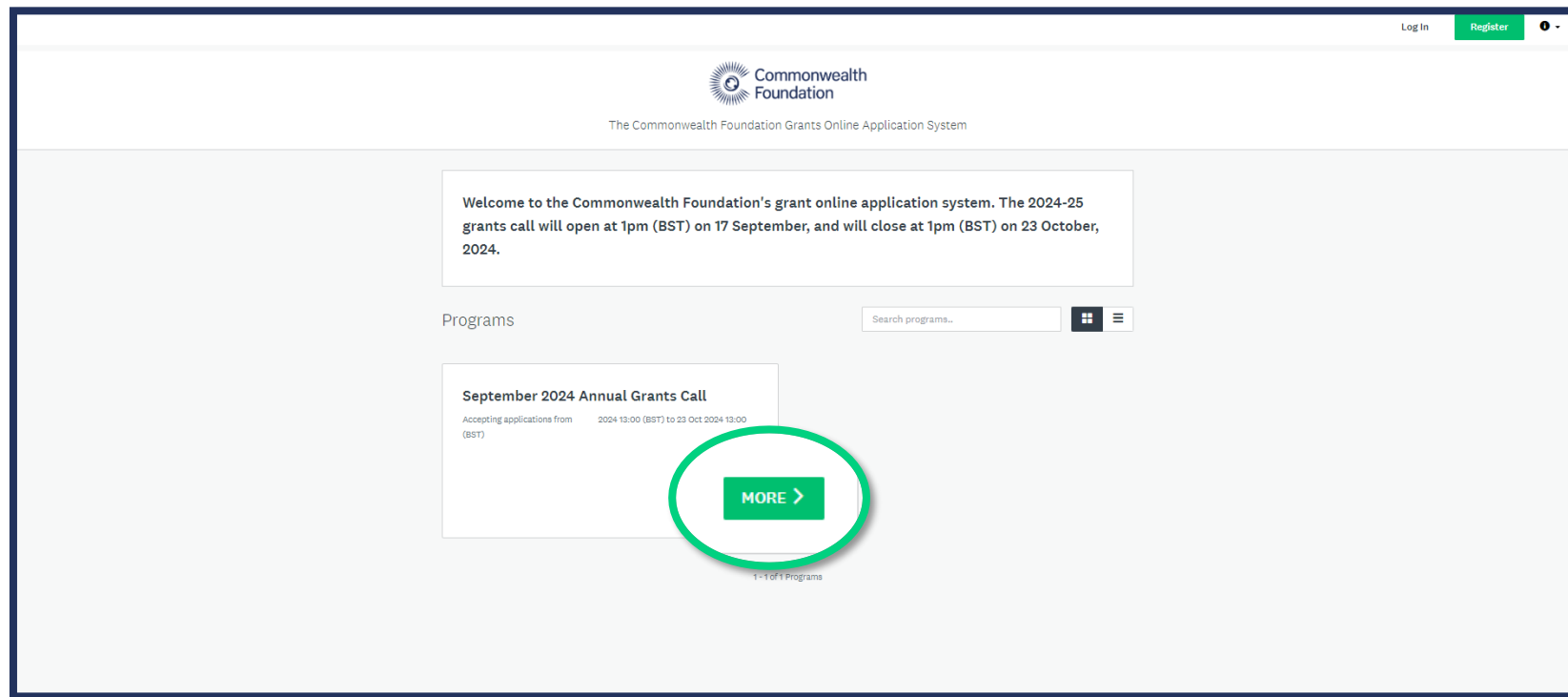
- If you have an existing account and have forgotten your password, click on '**Forgot your password?**' to go through SurveyMonkey's password recovery steps



The screenshot shows the 'Apply' login interface. At the top is the 'Apply' logo. Below it is a 'Log in with' section featuring three social media login buttons: Facebook (f), Twitter, and Google (G). Below these buttons is an 'OR' separator. Underneath the separator are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is an eye icon for toggling visibility. Below the password field, the text 'Forgot your password?' is circled in green. At the bottom of the form is a large green 'LOG IN' button.

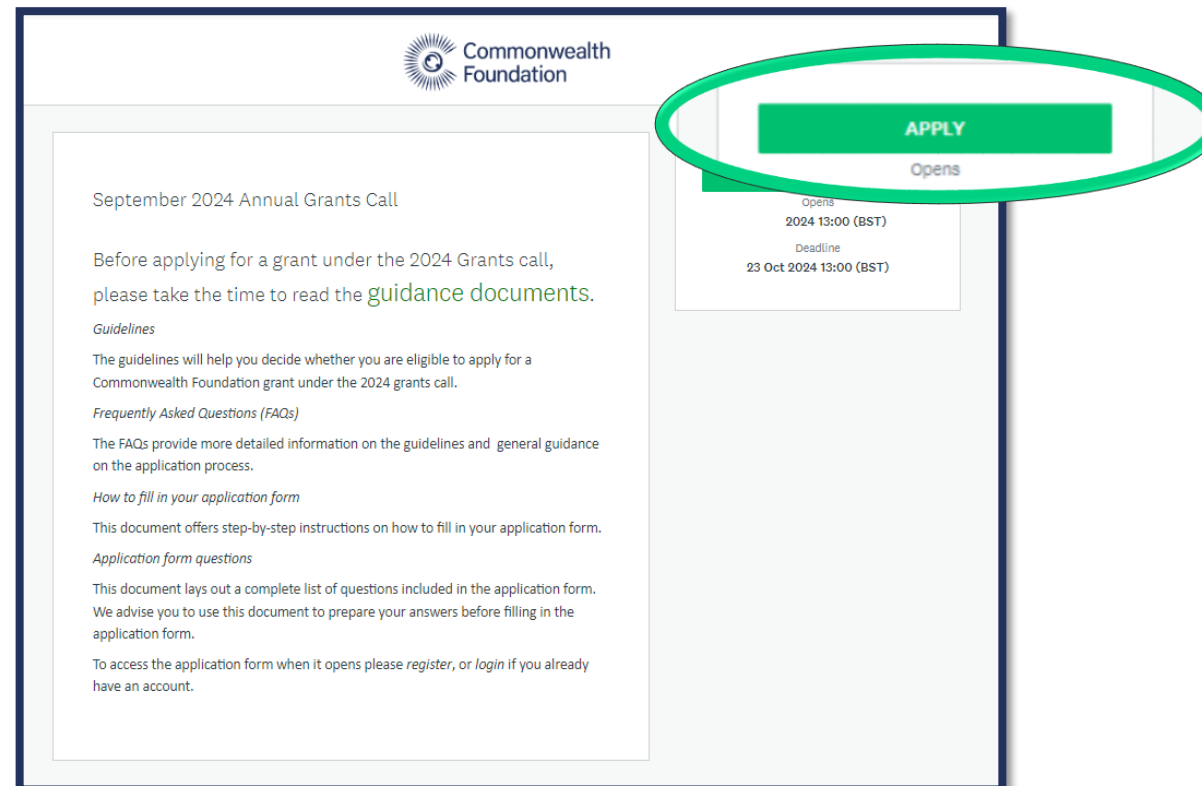
Once you are logged in

- Click on '**MORE**' underneath the program section 'September 2024 Annual Grants Call'



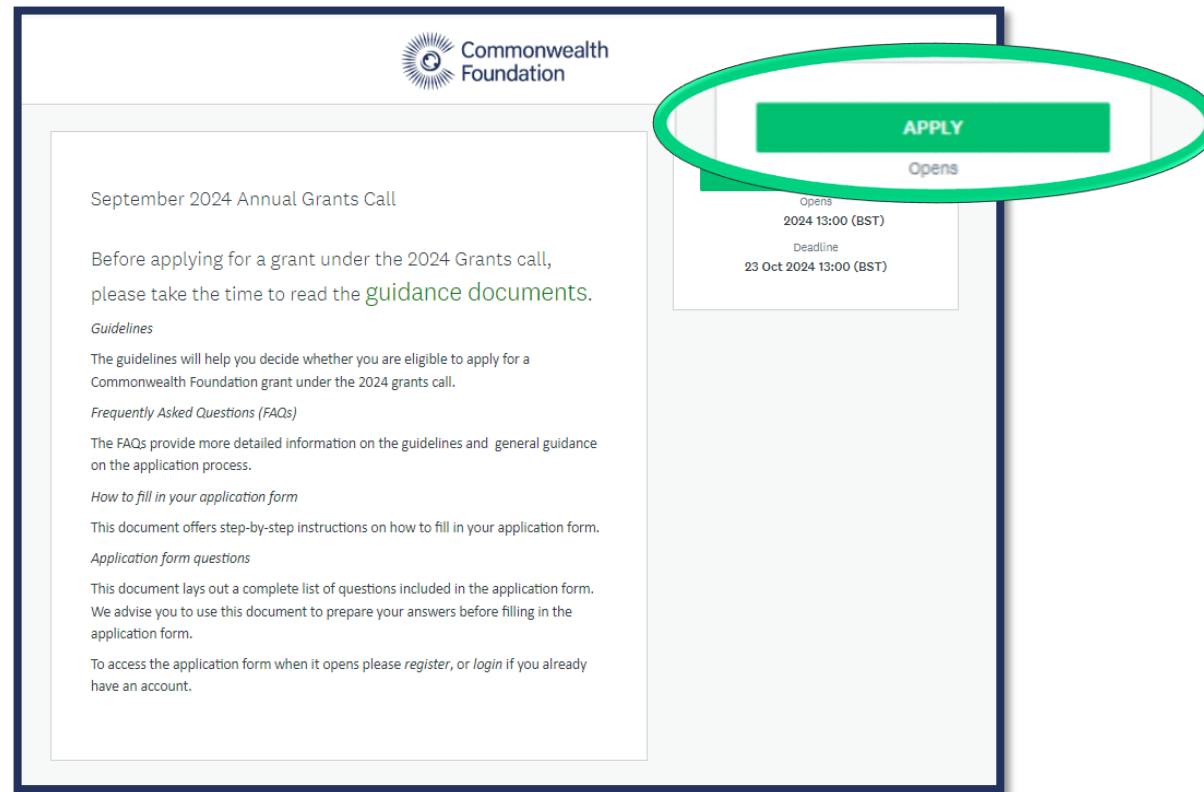
Once you are logged in

- 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



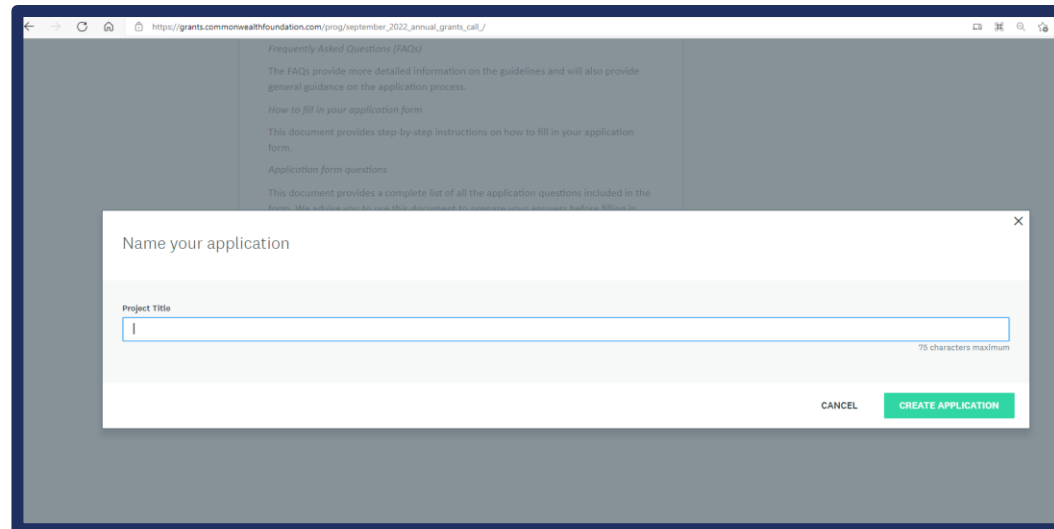
Once you are logged in

- To apply for the 2024 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/proc/september_2022_annual_grants_cal/. The background page contains sections for 'Frequently Asked Questions (FAQs)', 'How to fill in your application form', and 'Application form questions'. Overlaid on this is a modal dialog box titled 'Name your application'. Inside the dialog, there is 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 dialog, there are two buttons: 'CANCEL' and 'CREATE APPLICATION'.



Your dashboard

Your dashboard

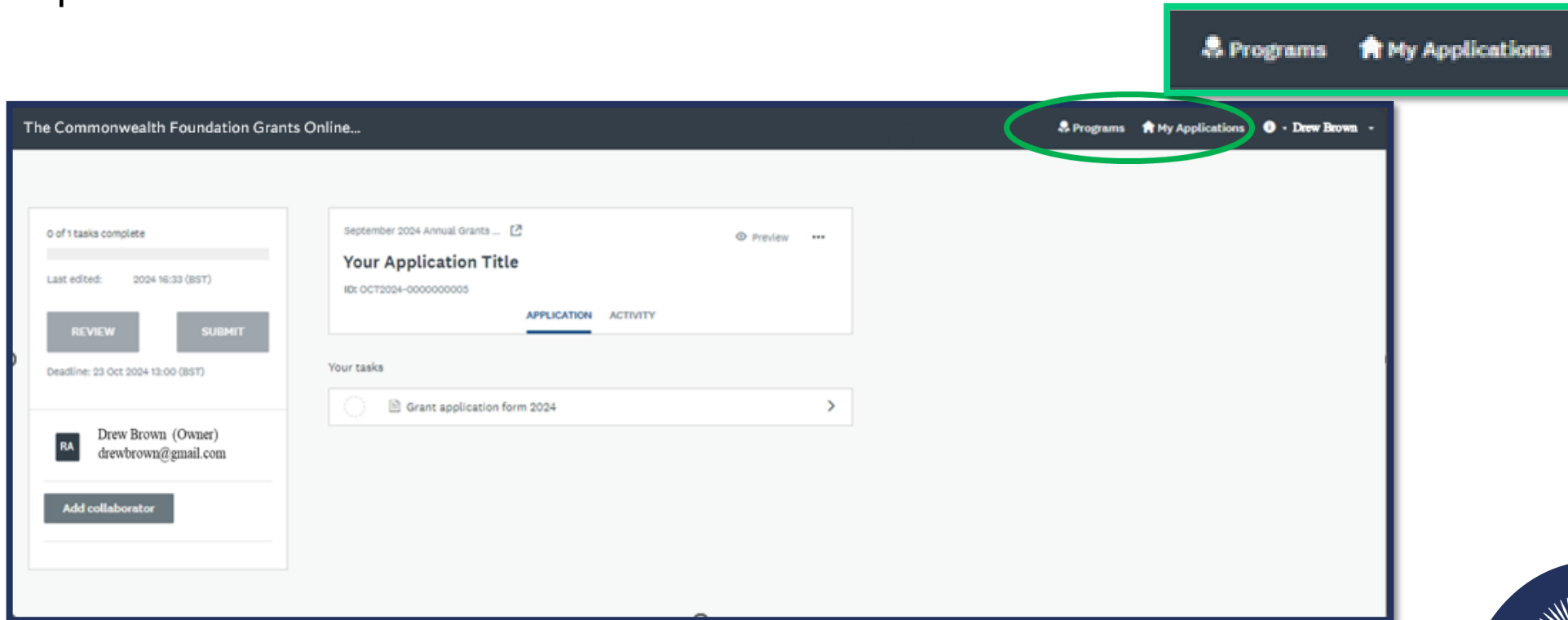
- This is your SurveyMonkey Apply dashboard

The screenshot shows a web dashboard for 'The Commonwealth Foundation Grants Online...'. The user is logged in as 'Drew Brown'. The dashboard is divided into several sections:

- Left Sidebar:**
 - A progress bar showing '0 of 1 tasks complete'.
 - 'Last edited: 2024 16:33 (BST)'.
 - 'REVIEW' and 'SUBMIT' buttons.
 - 'Deadline: 23 Oct 2024 13:00 (BST)'.
 - User profile: 'Drew Brown (Owner)' with email 'drewbrown@gmail.com' and a role icon 'RA'.
 - 'Add collaborator' button.
- Main Content Area:**
 - Header: 'September 2024 Annual Grants ...' with a 'Preview' link and a menu icon.
 - 'Your Application Title' with ID: 'OCT2024-0000000005'.
 - Tabs: 'APPLICATION' (active) and 'ACTIVITY'.
 - 'Your tasks' section with a task 'Grant application form 2024' and a right arrow.

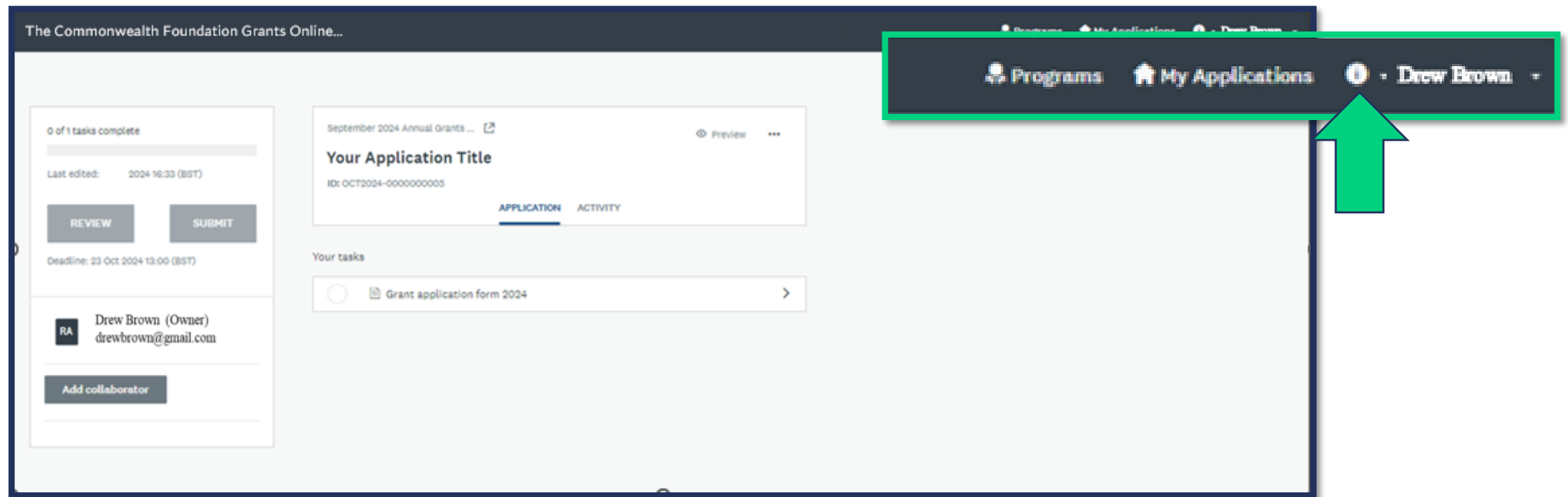
Your dashboard

- 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



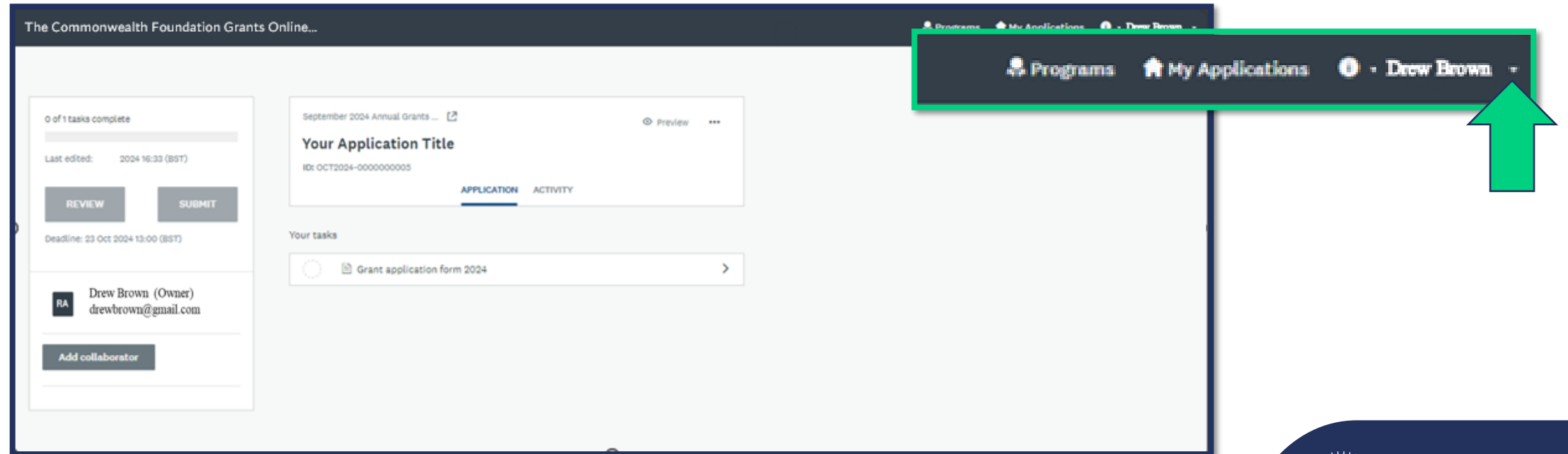
Your dashboard

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



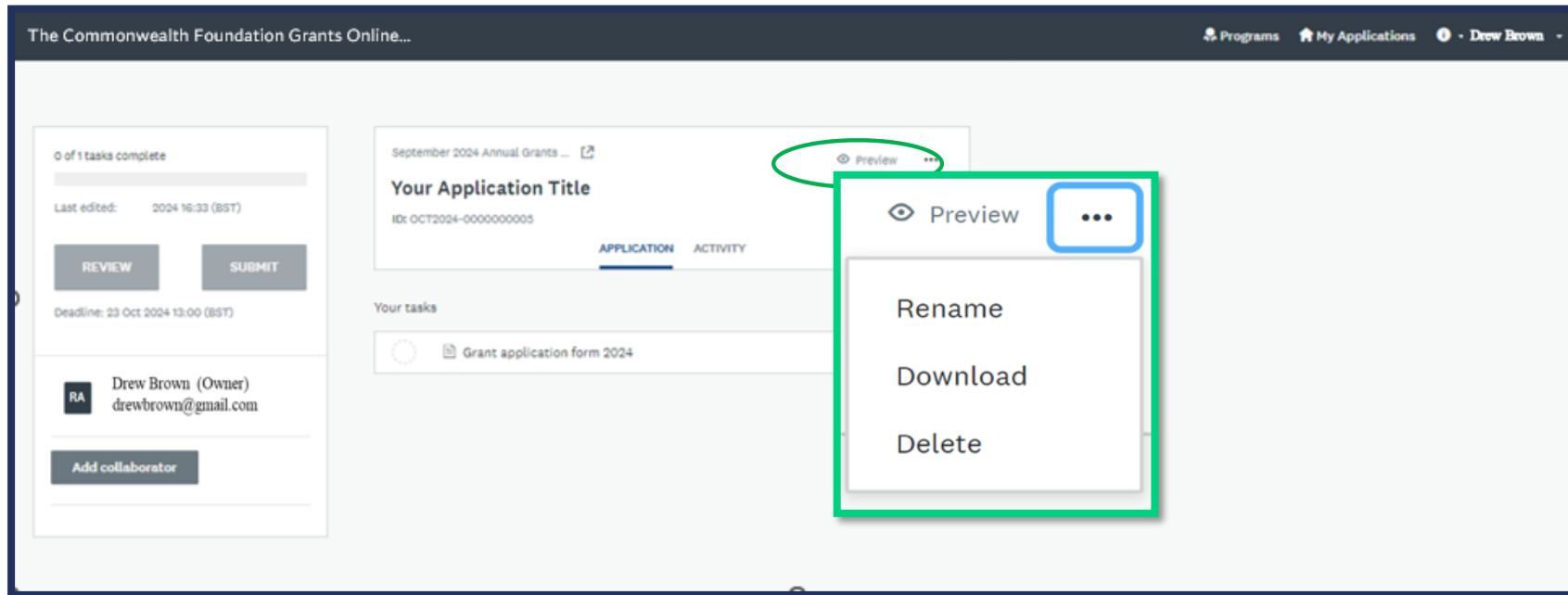
Your dashboard

- 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**'



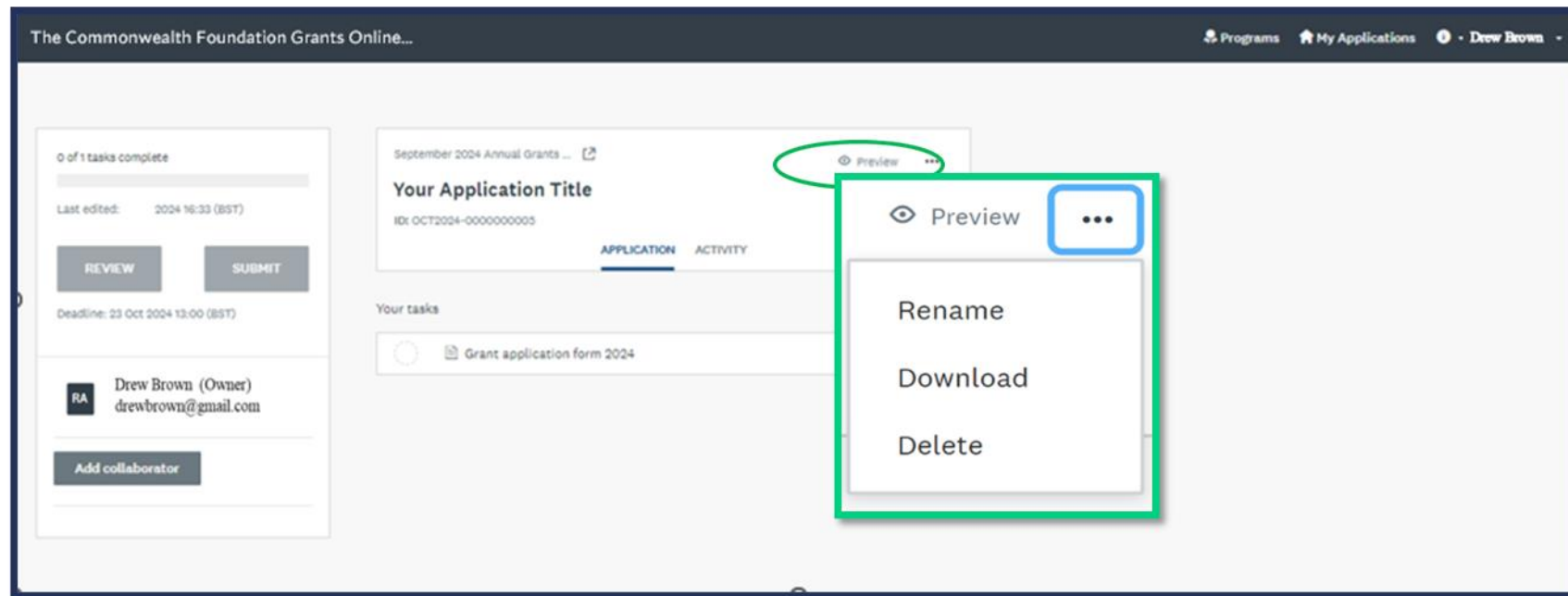
Your dashboard

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



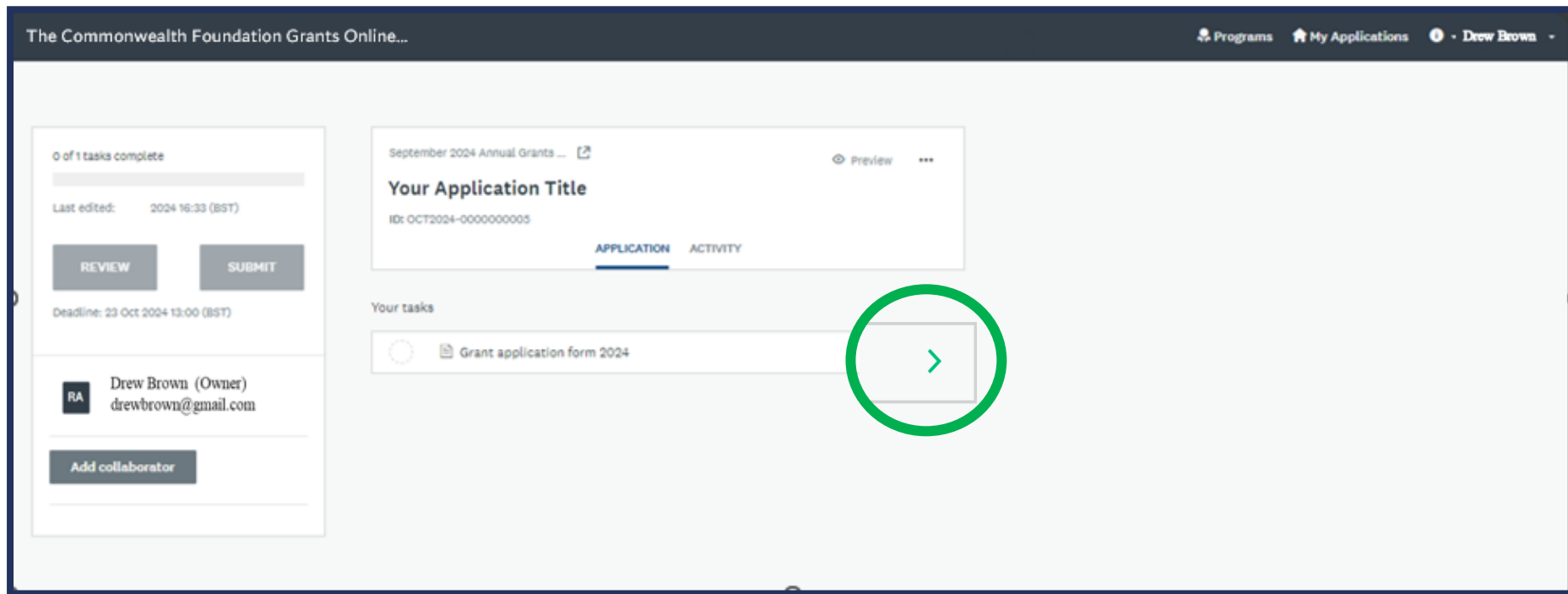
Your dashboard

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



Your dashboard

- To start filling the application form, click on the **ARROW** next to 'Grant Application form 2024'



The screenshot shows the Commonwealth Foundation Grants Online dashboard. The top navigation bar includes 'Programs', 'My Applications', and a user profile for 'Drew Brown'. The main content area is divided into two columns. The left column contains a progress bar showing '0 of 1 tasks complete', a 'Last edited' timestamp of '2024 16:33 (BST)', 'REVIEW' and 'SUBMIT' buttons, a 'Deadline' of '23 Oct 2024 13:00 (BST)', and a user profile for 'Drew Brown (Owner)' with email 'drewbrown@gmail.com' and an 'Add collaborator' button. The right column displays the 'September 2024 Annual Grants ...' application with a 'Preview' link and a 'Your Application Title' field. Below this, the 'Your tasks' section lists 'Grant application form 2024' with a green arrow icon circled in green, indicating the next step.



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 information required before you can proceed to the next section by clicking '**NEXT**'

The Commonwealth Foundation Grants Online...

Programs My Applications 1 Martinia P

< Back to application

[September 2024 Annual Grants Call](#)

Your Application Title

ID: OCT2024-0000000005

Grant application form 2024

0 of 1 tasks complete

Last edited: 7 Aug 2024 16:33 (BST)

REVIEW SUBMIT

Deadline: 23 Oct 2024 13:00 (BST)

Grant application form 2024

0%

Grant Application Form 2024

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

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

The Commonwealth Foundation Grants Online...

Programs My Applications Martinia P

[September 2024 Annual Grants Call](#)

Your Application Title

ID: OCT2024-0000000005

Grant application form 2024

0 of 1 tasks complete

Last edited: 7 Aug 2024 16:33 (BST)

REVIEW SUBMIT

Deadline: 23 Oct 2024 13:00 (BST)

Grant application form 2024

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 by using the **'PREVIOUS'** button at the bottom of this page

The Commonwealth Foundation Grants Online...

Programs My Applications 1 Martinia P

< Back to application

[September 2024 Annual Grants Call](#)

Your Application Title

ID: OCT2024-0000000005

Grant application form 2024

0 of 1 tasks complete

Last edited: 2024-16:33 (BST)

REVIEW SUBMIT

Deadline: 23 Oct 2024 13:00 (BST)

Grant application form 2024

Grant Application Form 2024 0%

Information on the person completing this form

First Name

Last Name

Organisation Name

Your position in the Organisation

Organisation / key areas of work

Eligibility Confirmation

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 2024' interface. The top navigation bar includes 'Programs', 'My Applications', and a user profile 'Martinia P'. The left sidebar contains a 'Back to application' link, a link to the 'September 2024 Annual Grants Call', the application title 'Your Application Title' with ID 'OCT2024-0000000005', a progress indicator for 'Grant application form 2024' (0 of 1 tasks complete), the last edit time '7 Aug 2024 16:33 (BST)', and 'REVIEW' and 'SUBMIT' buttons. The main content area shows the 'Grant Application Form 2024' 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; 'Organisation focus / key areas of work' with a text area; and 'Eligibility confirmation'. At the bottom, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'NEXT'.

Make an application

- 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**


The screenshot displays the 'Grant application form 2024' interface. At the top, a dark navigation bar contains the text 'The Commonwealth Foundation Grants Online...' and user links for 'Programs', 'My Applications', and 'Martinia P'. Below this, a red-bordered box with a warning icon and the text 'The form contains errors.' is visible. The main content area is divided into two panels. The left panel, titled 'Your Application Title' with ID 'OCT2024-0000000005', includes a 'Back to application' link, a progress indicator showing '0 of 1 tasks complete', and 'REVIEW' and 'SUBMIT' buttons. The right panel, titled 'Grant Application Form 2024', shows a progress bar and a section 'A. Applicant Information'. Under 'A.1 Organisation name', there is a text input field with an orange error message: 'An answer to this question is required.' Below the field, it states 'Maximum 15 words.'

Make an application

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


The Commonwealth Foundation Grants Online...

Programs My Applications Martinia P

 The form contains errors.

[September 2024 Annual Grants Call](#)

Your Application Title
ID: OCT2024-0000000005


 Grant application form 2024

0 of 1 tasks complete

Last edited: 2024-16:35 (BST)

[REVIEW](#) [SUBMIT](#)

Deadline: 23 Oct 2024 13:00 (BST)

 Grant application form 2024

Grant Application Form 2024

Please check your answers below and correct them before continuing.

A. Applicant Information

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

An answer to this question is required.

Maximum 15 words.

Make an application

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

The Commonwealth Foundation Grants Online...

Programs My Applications 1 Martinia P

[September 2024 Annual Grants Call](#)

Your Application Title
ID: OCT2024-0000000005

Grant application form 2024

0 of 1 tasks complete

Last edited: 7 Aug 2024 16:33 (BST)

REVIEW SUBMIT

Deadline: 23 Oct 2024 13:00 (BST)

Grant application form 2024

Grant Application Form 2024 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

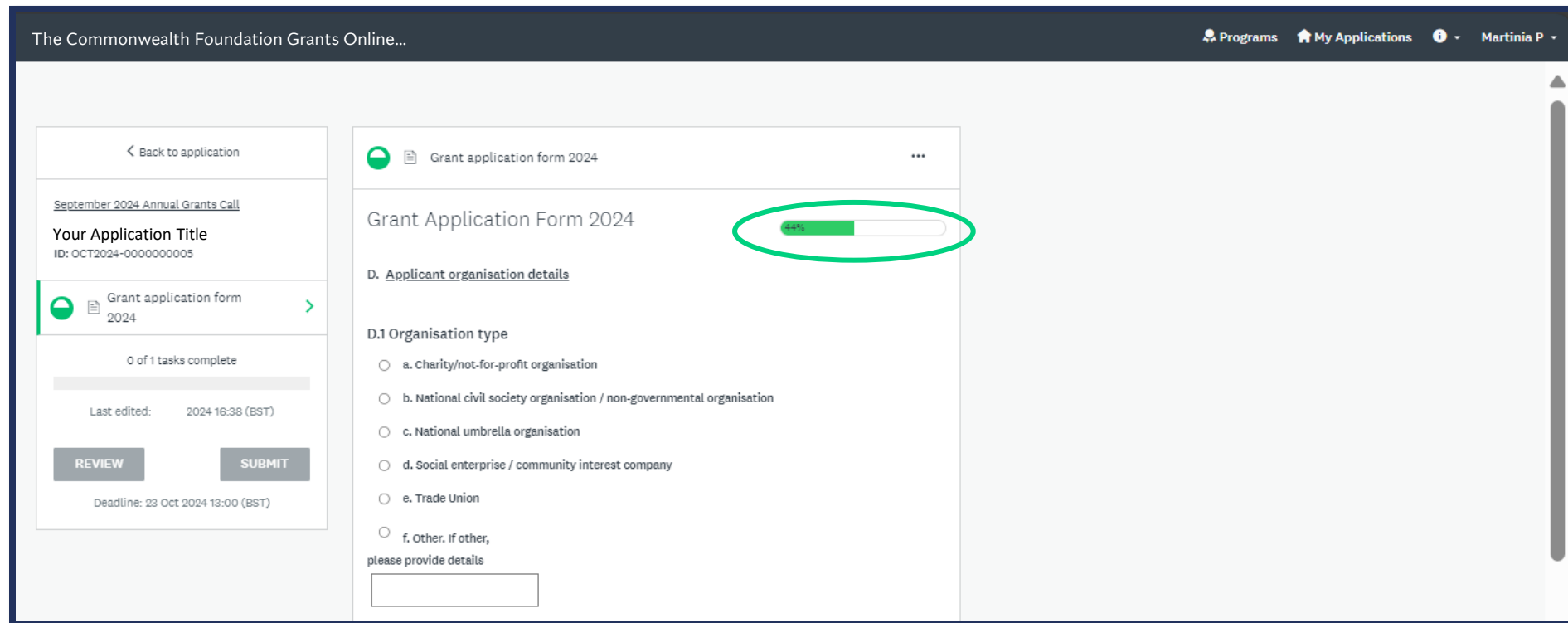
Make an application

- 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 2024' interface. On the left, a sidebar contains a 'Back to application' link, a link to the 'September 2024 Annual Grants Call', the application title 'Your Application Title' with ID 'OCT2024-0000000005', a progress indicator for 'Grant application form 2024' (0 of 1 tasks complete), the last edited time '2024-16:33 (BST)', and 'REVIEW' and 'SUBMIT' buttons. The main area shows the 'Grant Application Form 2024' with a 0% progress bar. It includes sections for 'Information on the person completing this form' (First Name, Last Name, Organisation Name, Your position in the Organisation), 'Organisation focus / key areas of work', and 'Eligibility confirmation'. A large green arrow points to the 'SAVE & CONTINUE EDITING' button in the bottom navigation bar, which also includes 'PREVIOUS' 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 shows the 'Grant application form 2024' interface. At the top, a dark navigation bar contains the text 'The Commonwealth Foundation Grants Online...' and user links for 'Programs', 'My Applications', and 'Martina P'. The main content area is divided into a left sidebar and a main form section. The sidebar includes a 'Back to application' link, a link to the 'September 2024 Annual Grants Call', the application title 'Your Application Title' with ID 'OCT2024-0000000005', a green progress indicator, and a task completion status '0 of 1 tasks complete'. The main form section displays the title 'Grant Application Form 2024' and a progress bar that is 44% full, which is circled in green. Below the progress bar, the form is divided into sections: 'D. Applicant organisation details' and 'D.1 Organisation type'. The 'D.1 Organisation type' section contains six radio button options: 'a. Charity/not-for-profit organisation', 'b. National civil society organisation / non-governmental organisation', 'c. National umbrella organisation', 'd. Social enterprise / community interest company', 'e. Trade Union', and 'f. Other. If other, please provide details'. A text input field is provided for option 'f'.

The Commonwealth Foundation Grants Online...

Programs My Applications Martina P

< Back to application

[September 2024 Annual Grants Call](#)

Your Application Title
ID: OCT2024-0000000005

Grant application form 2024

0 of 1 tasks complete

Last edited: 2024 16:38 (BST)

REVIEW SUBMIT

Deadline: 23 Oct 2024 13:00 (BST)

Grant application form 2024

Grant Application Form 2024

44%

D. Applicant organisation details

D.1 Organisation type

☐ a. Charity/not-for-profit organisation

☐ b. National civil society organisation / non-governmental organisation

☐ c. National umbrella organisation

☐ d. Social enterprise / community interest company

☐ e. Trade Union

☐ f. Other. If other,
please provide details

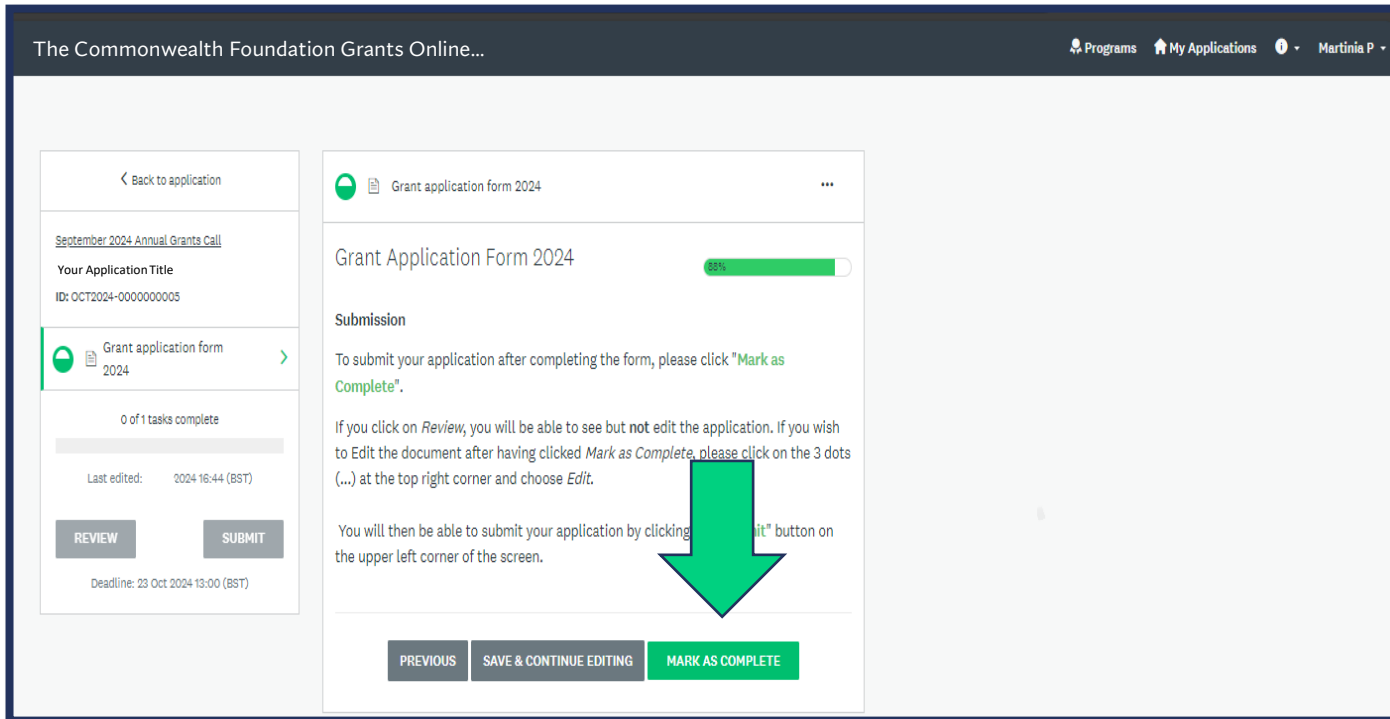
Make an application

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

The screenshot shows the 'Grant application form 2024' interface. On the left, a sidebar contains a 'Back to application' link, the 'September 2024 Annual Grants Call' information, and a progress bar indicating '0 of 1 tasks complete'. The main content area is titled 'Grant Application Form 2024' and shows a 'Draft saved' status. Section G, 'Supporting Documents', lists three required items: 1. Registration certificate, 2. Audited accounts or annual accounts, and 3. Logic model. The first item, 'Annex B - Budget C-FA', is highlighted with a red circle, and a 'Delete' button is visible next to it. The interface also includes 'Upload a file' buttons for each section and a 'Delete' button for the first attachment. At the bottom, there are 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'NEXT' buttons.

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



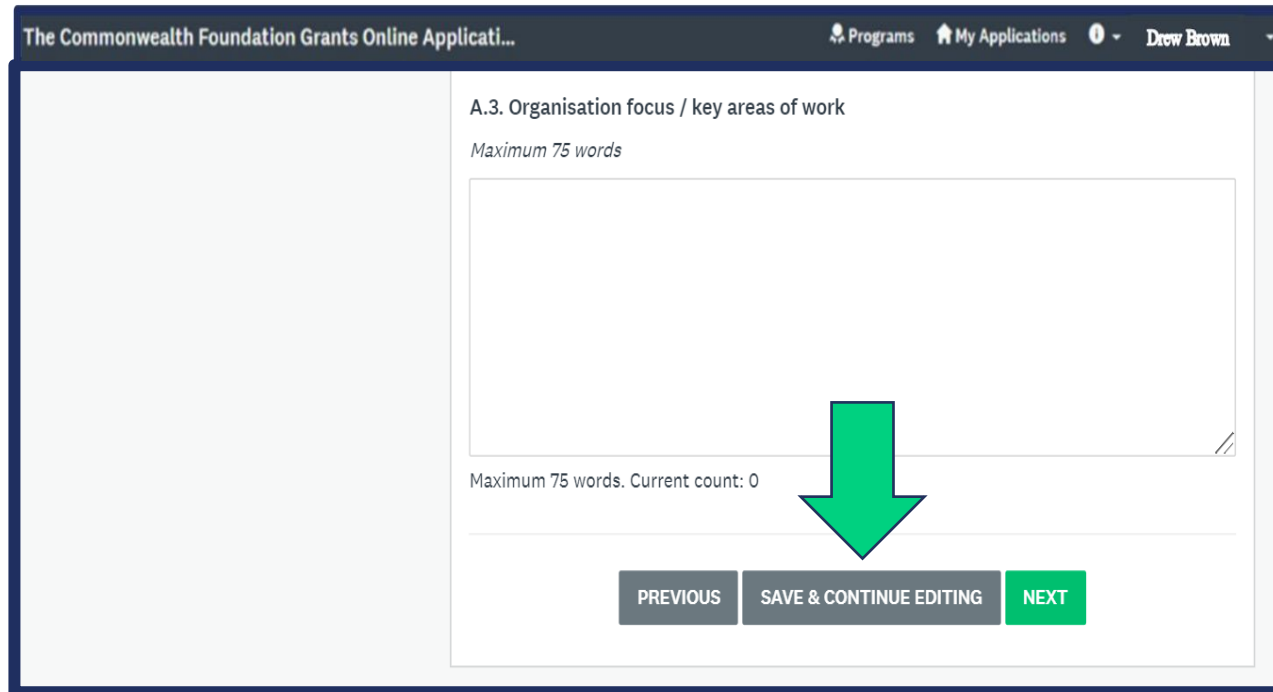
The screenshot displays the 'Grant application form 2024' interface on the Commonwealth Foundation Grants Online platform. The top navigation bar includes 'Programs', 'My Applications', and a user profile for 'Martina P.'. The main content area is divided into two panels. The left panel, titled 'Back to application', shows the 'September 2024 Annual Grants Call' and the application title 'Your Application Title' with ID 'OCT2024-0000000005'. It also indicates '0 of 1 tasks complete' and shows a progress bar. The right panel, titled 'Grant application form 2024', shows a progress bar at 88%. Below the progress bar, the 'Submission' section provides instructions: 'To submit your application after completing the form, please click "Mark as Complete".' It also states: '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 green arrow points down to the 'MARK AS COMPLETE' button. At the bottom of the right panel, there are three buttons: 'PREVIOUS', 'SAVE & CONTINUE EDITING', and 'MARK AS COMPLETE'. The 'MARK AS COMPLETE' button is highlighted in green.



Saving your progress

Saving your progress

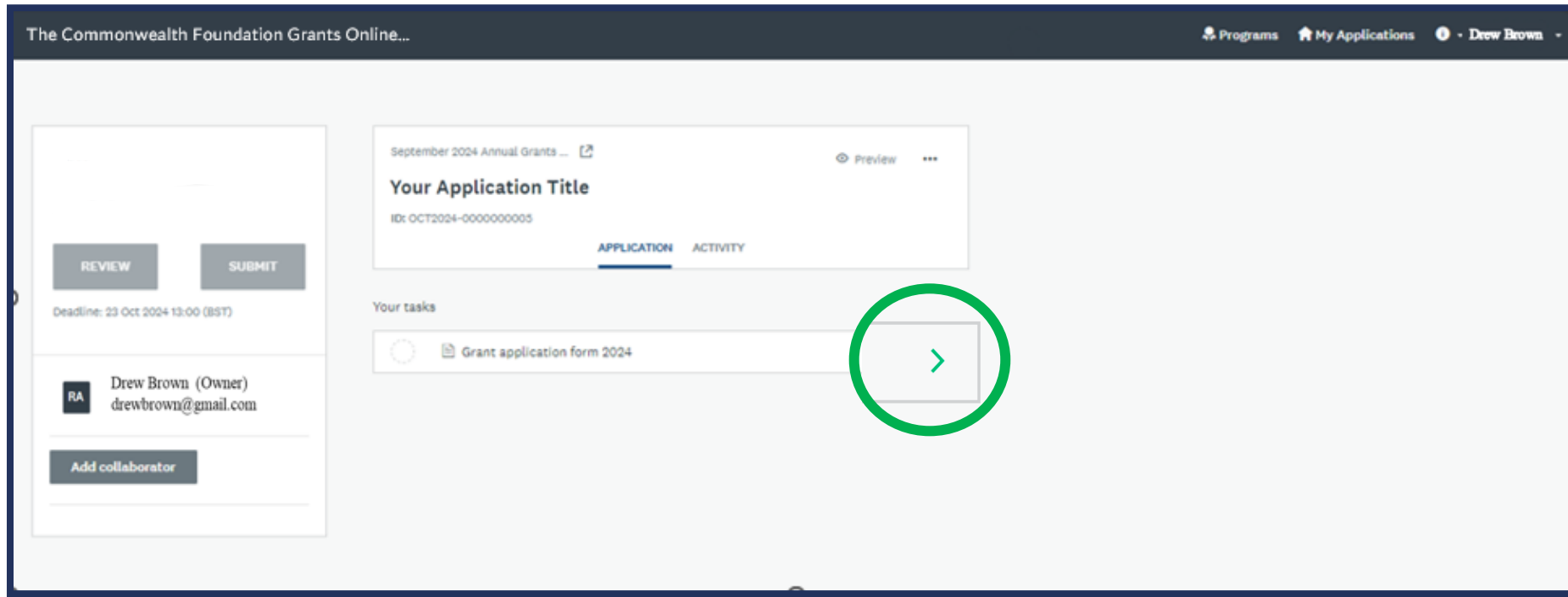
- To save your progress click on **'SAVE & CONTINUE EDITING'**
- This allows you to revisit your form at a later date to continue filling it in or make changes



The screenshot shows a web browser window with the title "The Commonwealth Foundation Grants Online Applicati...". The navigation bar includes "Programs", "My Applications", a user icon, and the name "Drew Brown". The main content area is titled "A.3. Organisation focus / key areas of work" with a sub-header "Maximum 75 words". Below this is a large text input field. At the bottom of the field, it says "Maximum 75 words. Current count: 0". Below the text field are three buttons: "PREVIOUS", "SAVE & CONTINUE EDITING", and "NEXT". A large green arrow points down to the "SAVE & CONTINUE EDITING" button.

Saving your progress

- To open your saved application form click on the **ARROW** next to 'Grant Application form 2024' under **Your Tasks** in your dashboard



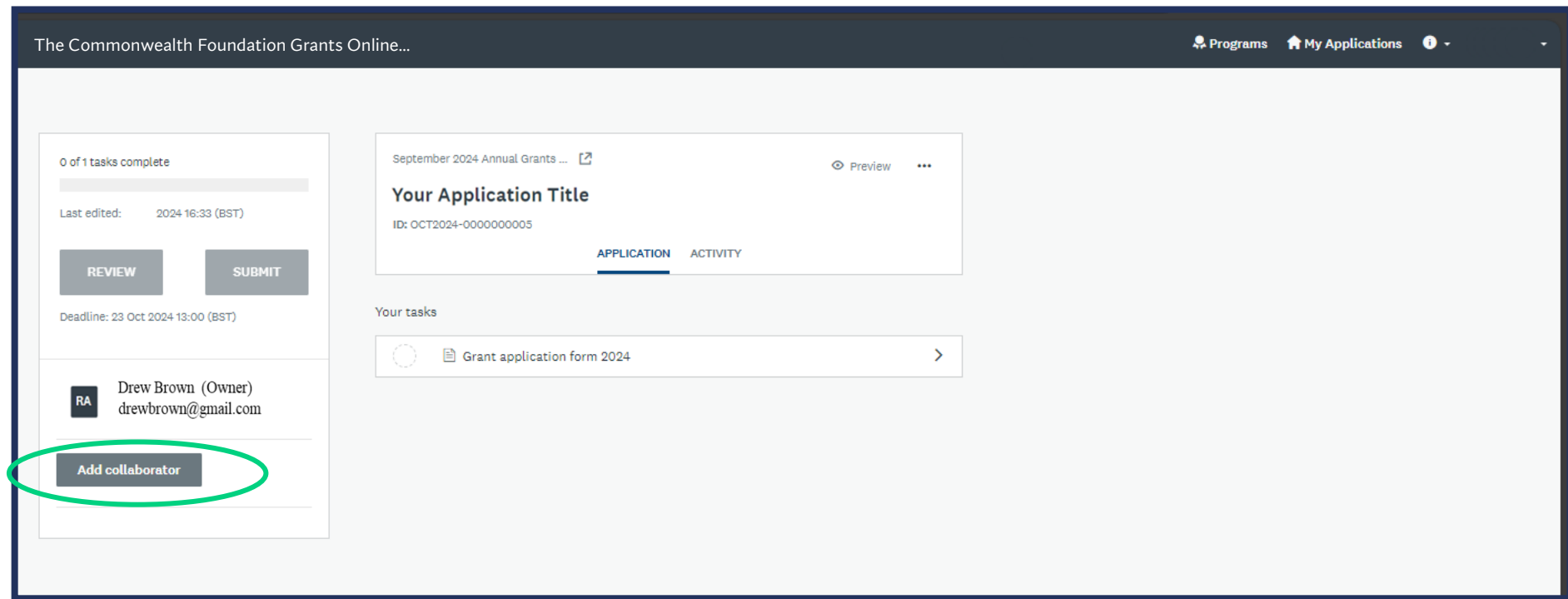
The screenshot shows the Commonwealth Foundation Grants Online dashboard. The top navigation bar includes 'Programs', 'My Applications', and a user profile for 'Drew Brown'. The main content area is divided into two columns. The left column contains a 'REVIEW' and 'SUBMIT' button, a deadline of '23 Oct 2024 13:00 (BST)', and a user profile for 'Drew Brown (Owner)' with email 'drewbrown@gmail.com' and an 'Add collaborator' button. The right column shows the 'September 2024 Annual Grants' section with a 'Preview' link and a 'Your tasks' list. The task 'Grant application form 2024' is highlighted with a green circle around a right-pointing arrow icon.



Adding other users to view or edit your application

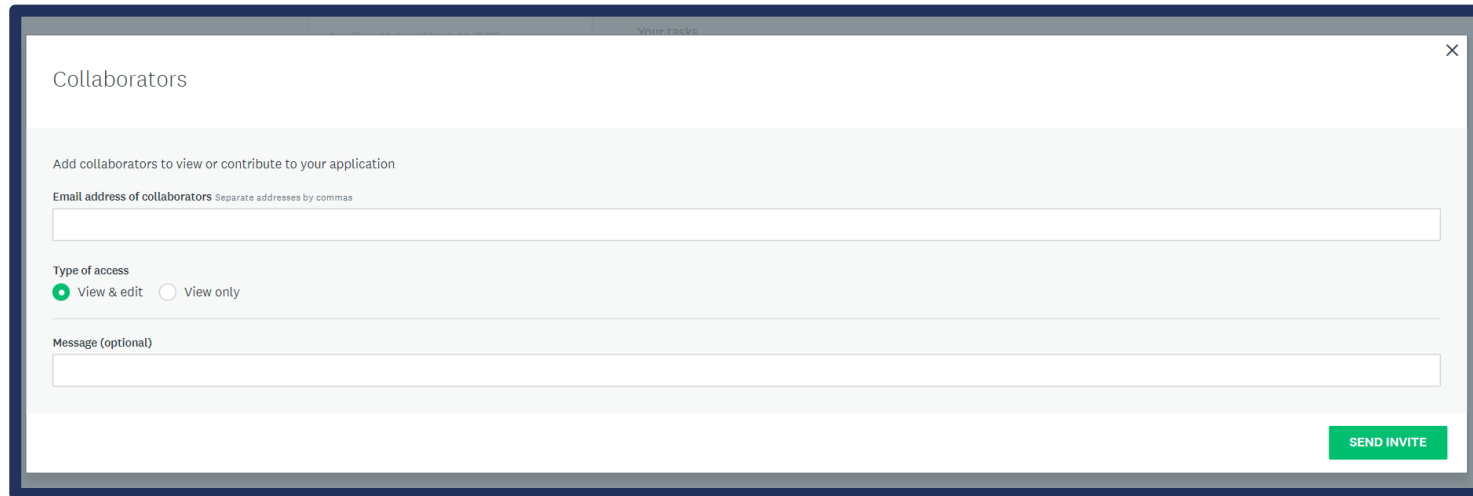
Adding other users

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



Adding other users

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

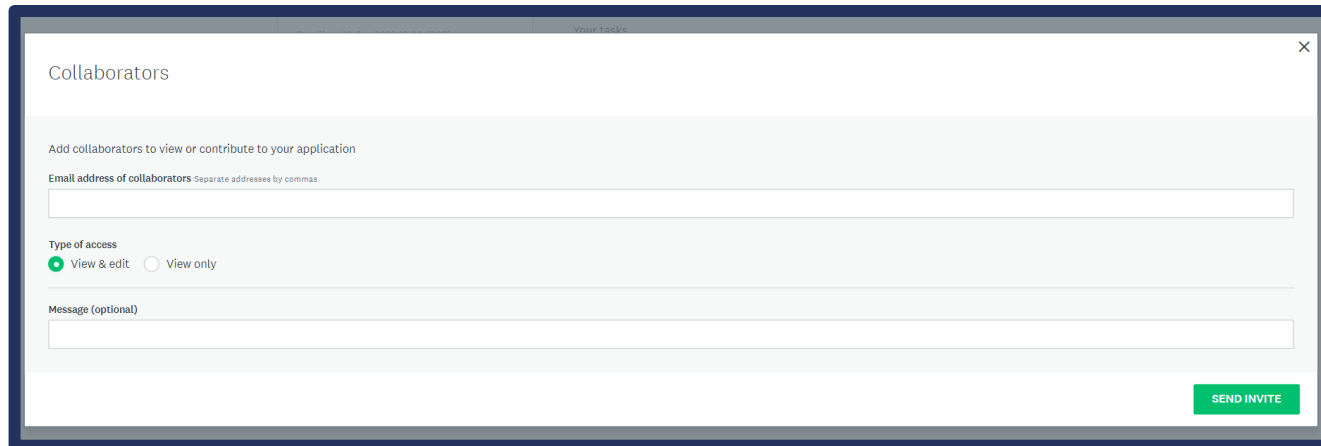


The screenshot shows a 'Collaborators' dialog box with a close button (X) in the top right corner. The dialog contains the following elements:

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

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

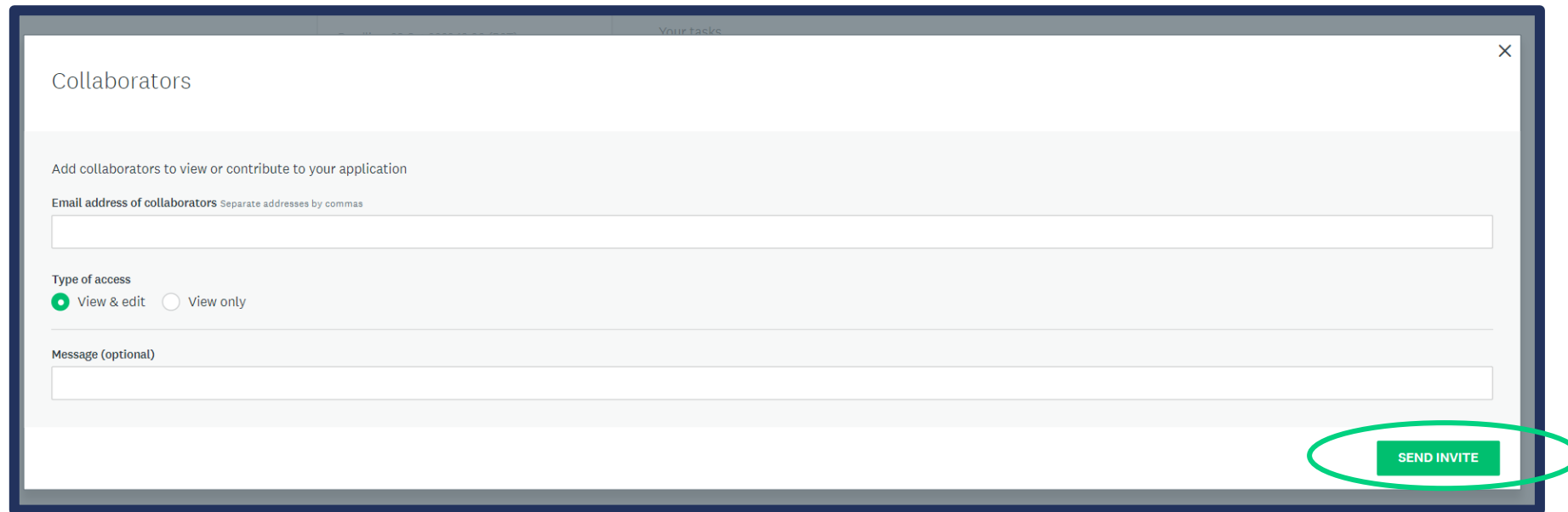


The screenshot shows a 'Collaborators' dialog box with a close button (X) in the top right corner. The dialog contains the following elements:

- A header section with the title 'Collaborators'.
- A subtitle: 'Add collaborators to view or contribute to your application'.
- A text input field labeled 'Email address of collaborators' with a small note 'Separate addresses by commas'.
- A 'Type of access' section with two radio buttons: 'View & edit' (which is selected) and 'View only'.
- A text input field labeled 'Message (optional)'.
- A green button labeled 'SEND INVITE' at the bottom right.

Adding other users

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

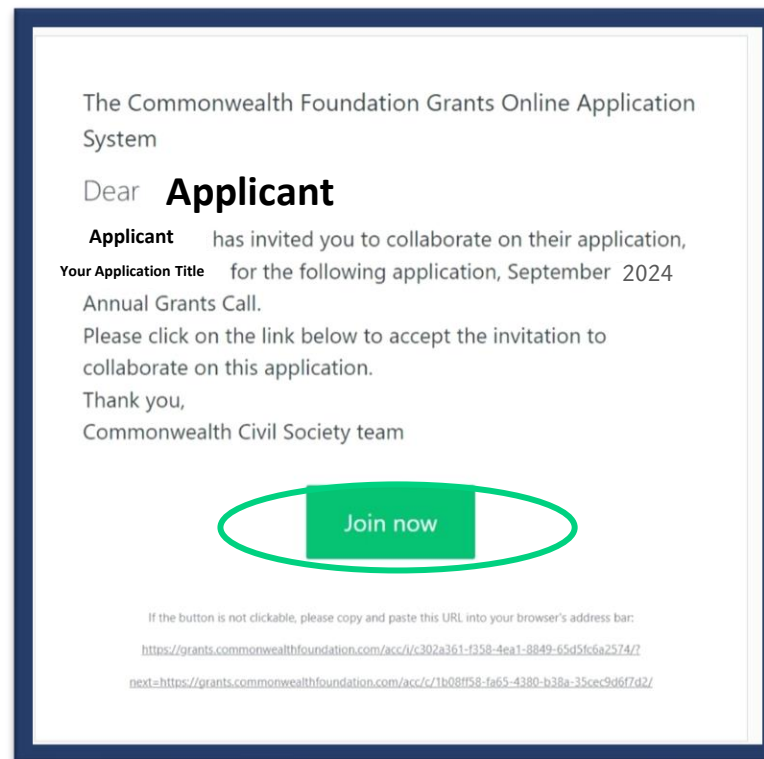


The screenshot shows a 'Collaborators' dialog box with a close button (X) in the top right corner. The dialog contains the following elements:

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- 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, circled in red)

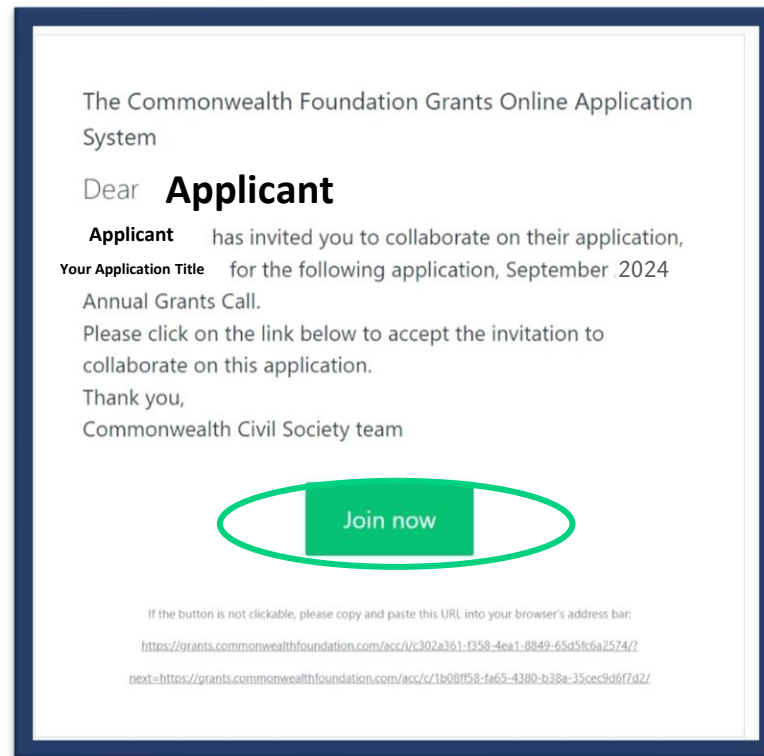
Adding other users

- 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 2024

[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 2024

[Eligibility /](#)

Information on the person completing this form

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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 modify) and 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 (BST)

Grant application form 2024

Completed 2024-16:44 (BST)

Grant Application Form 2024

[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

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6. The average annual income of the applicant organisation over the past two years should not exceed €2.5m.

Submit application POP-UP

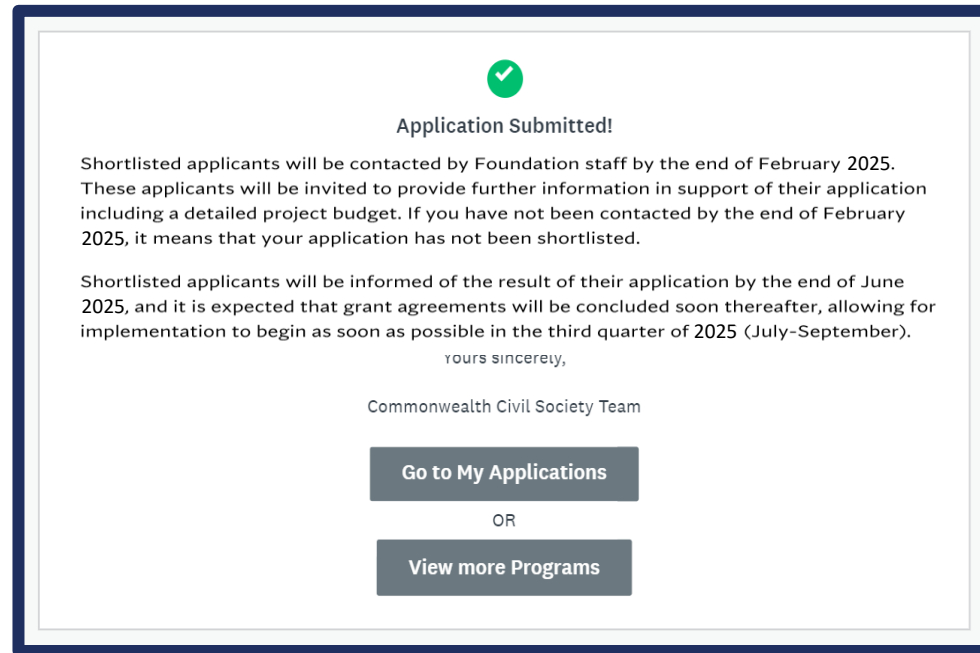
Please confirm submission of your application.

If you wish to take a look at the application before submitting, please Review it.

CANCEL REVIEW SUBMIT

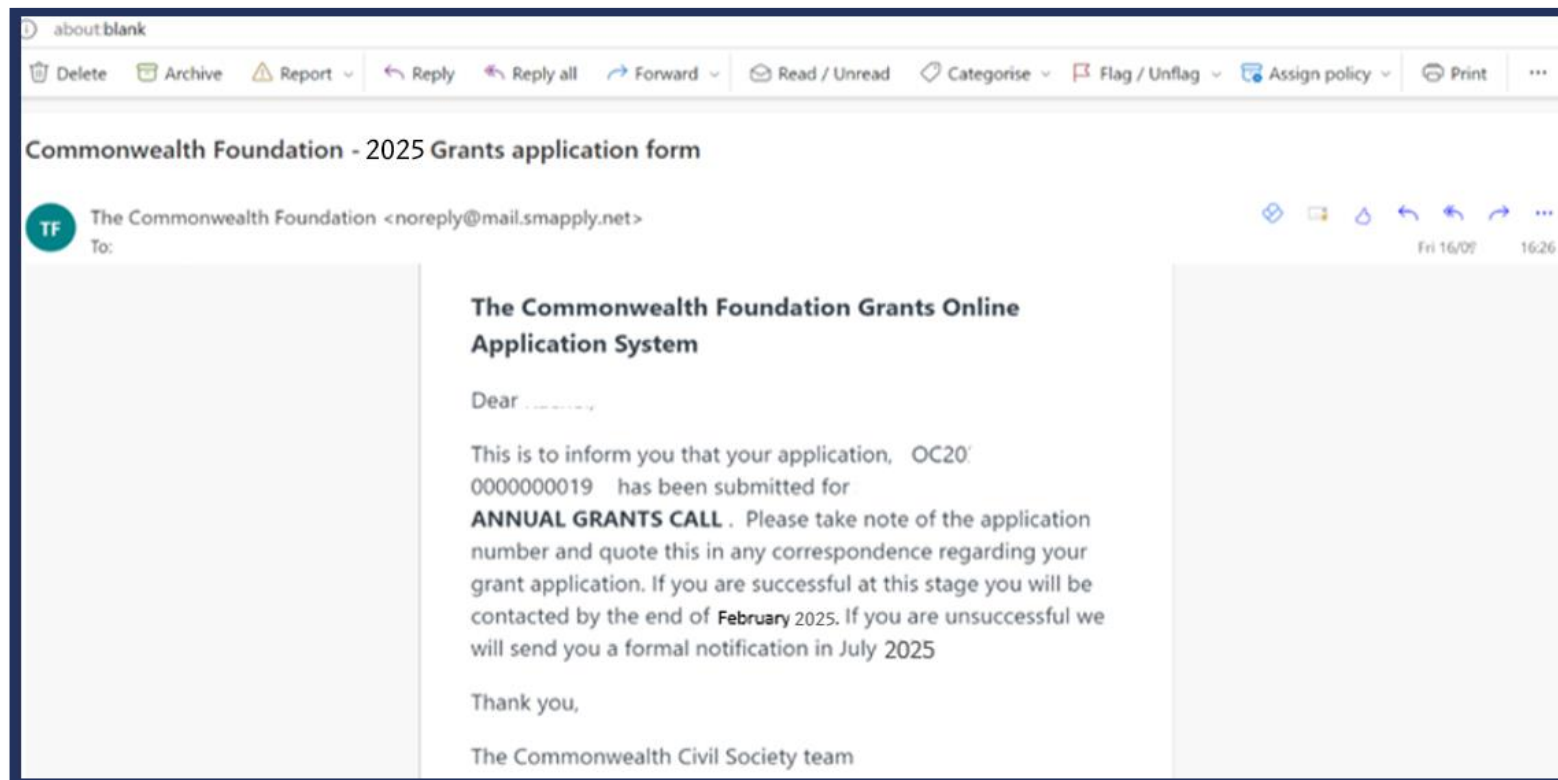
Submission

- Once submitted, you will see this confirmation screen



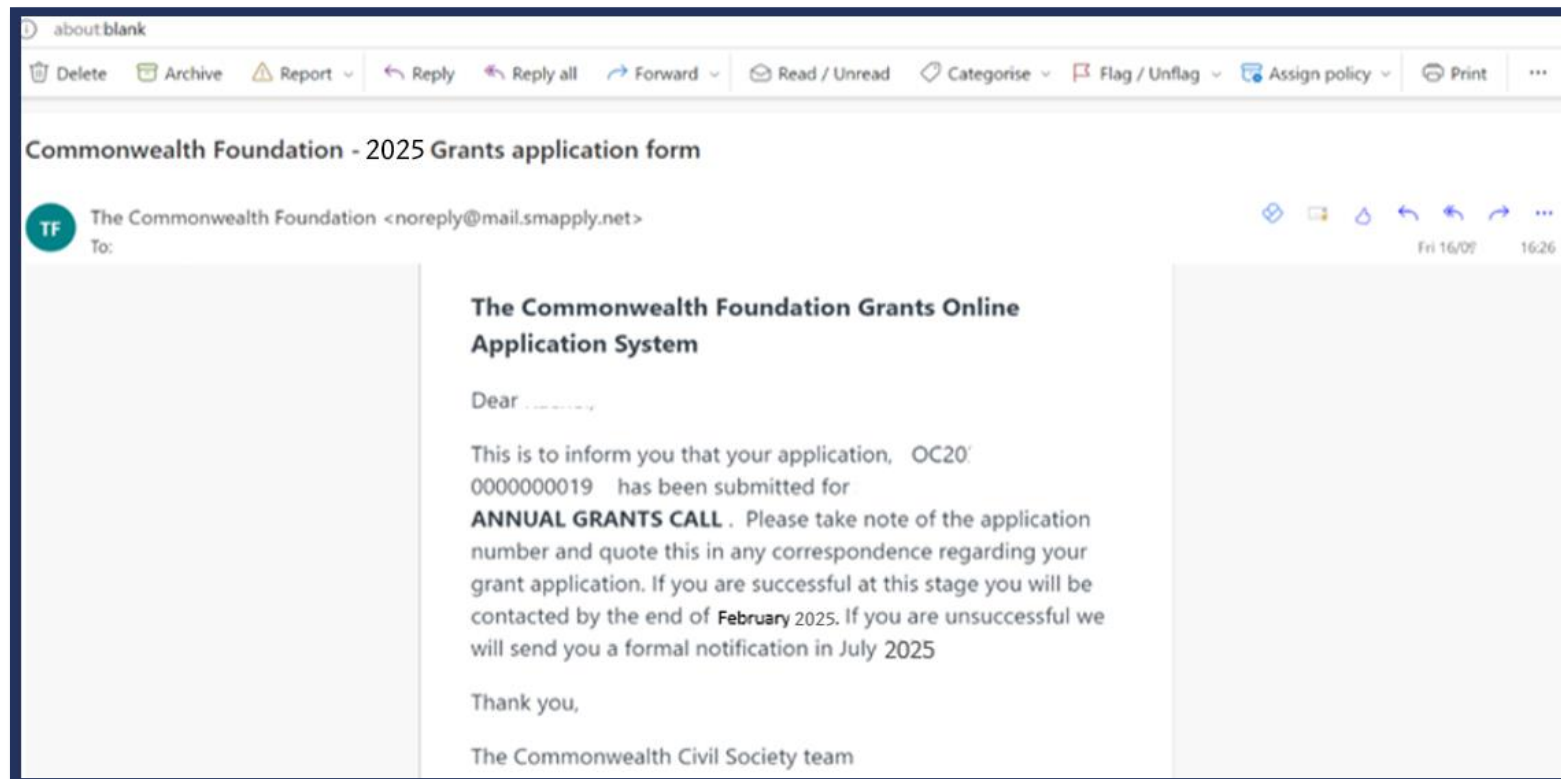
Submission

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



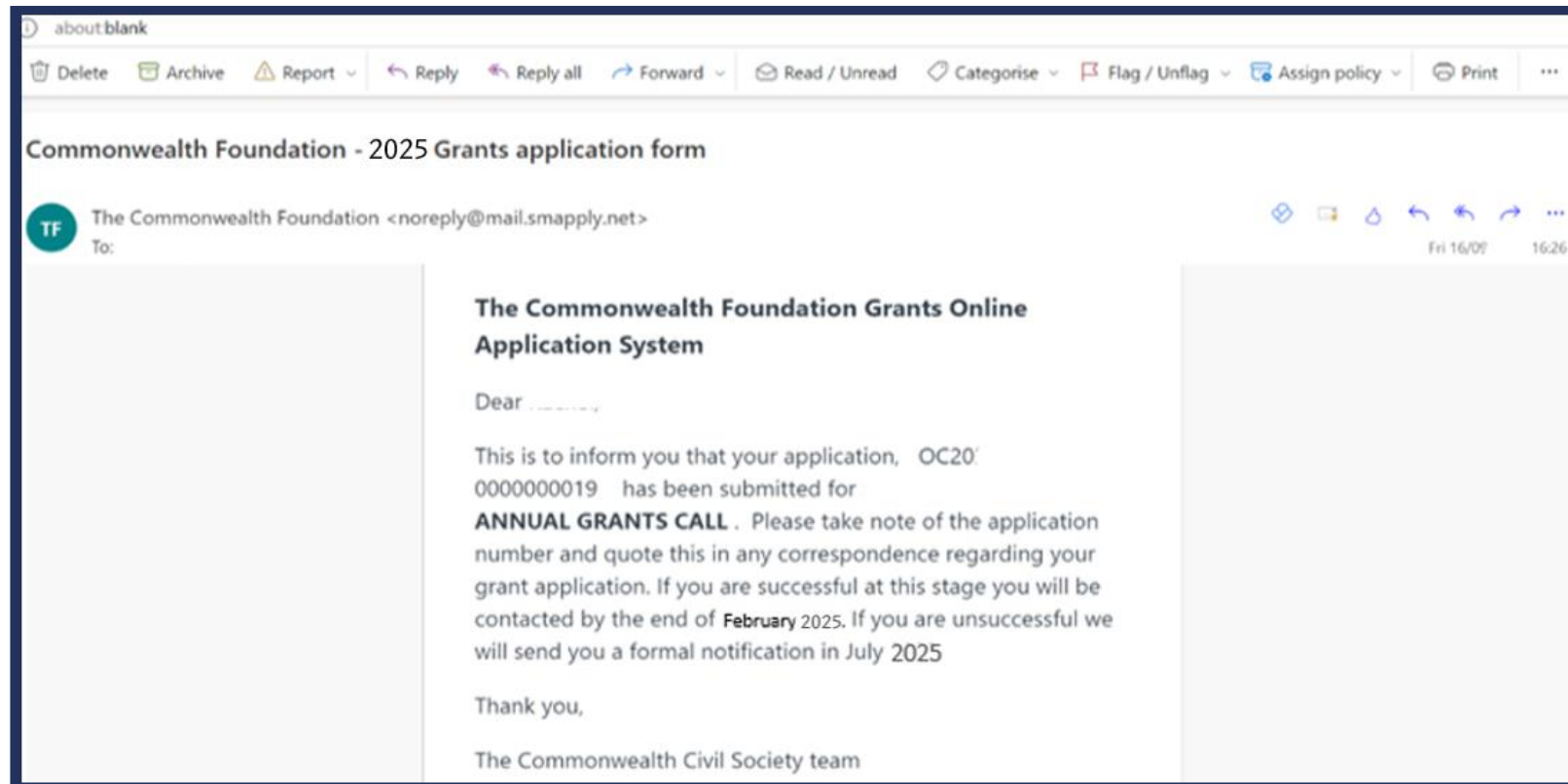
Submission

- 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

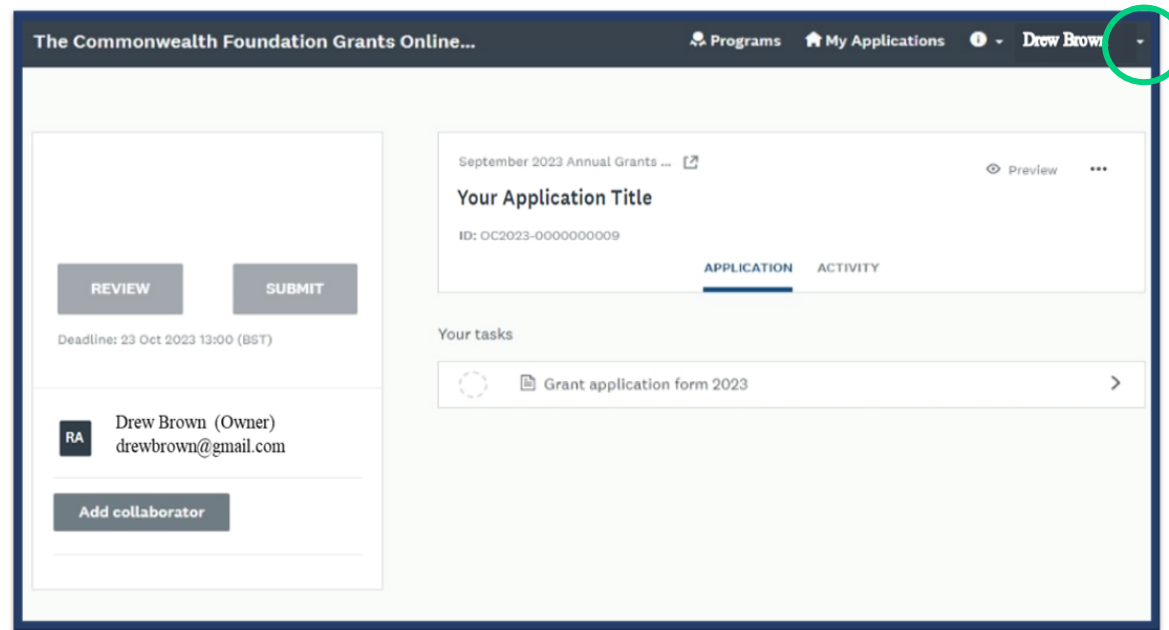




Account help

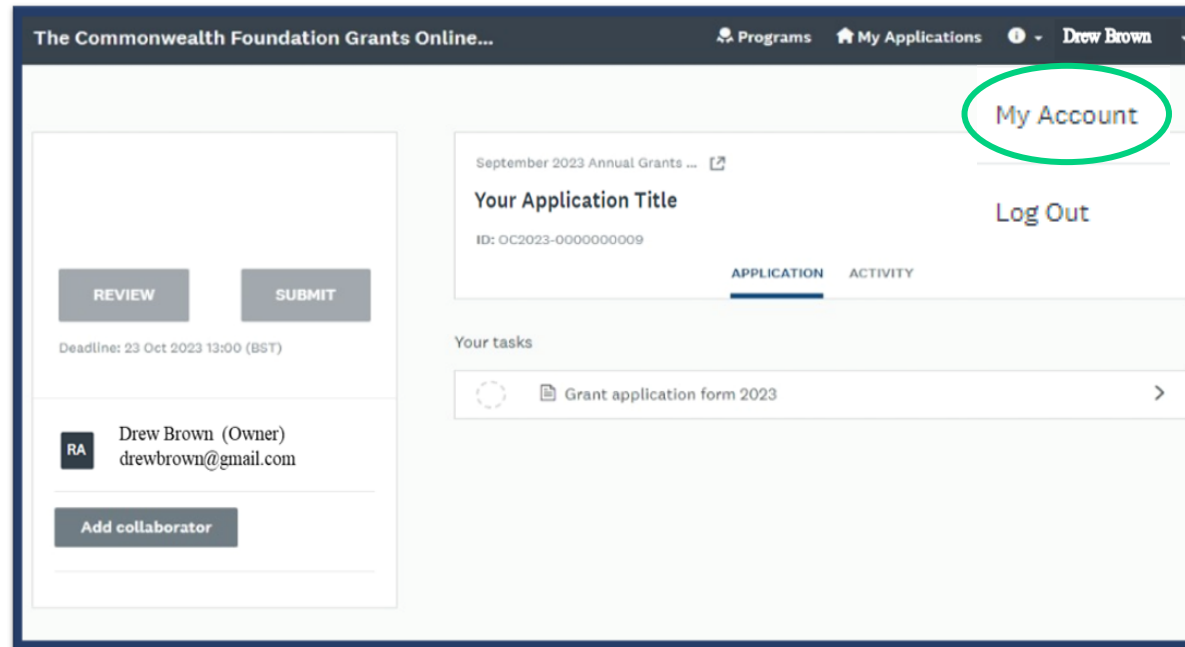
Account help: Step 1

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



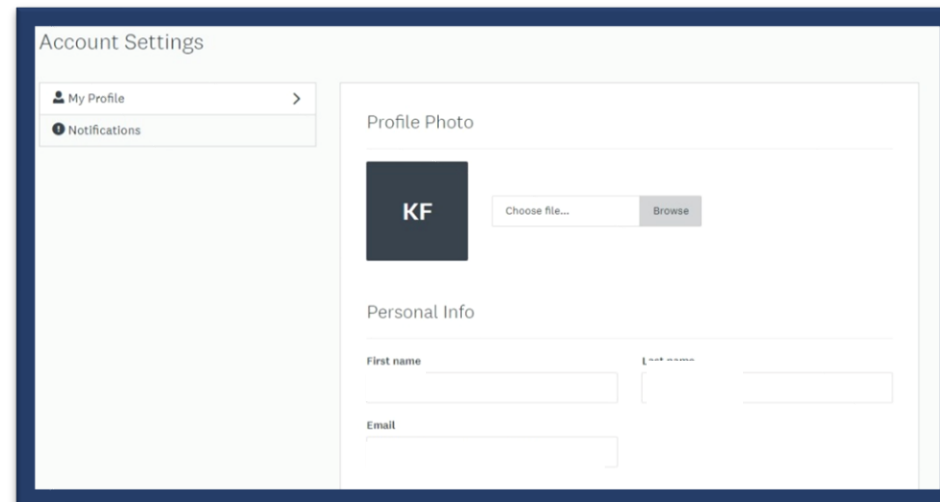
Step 2

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



Step 3

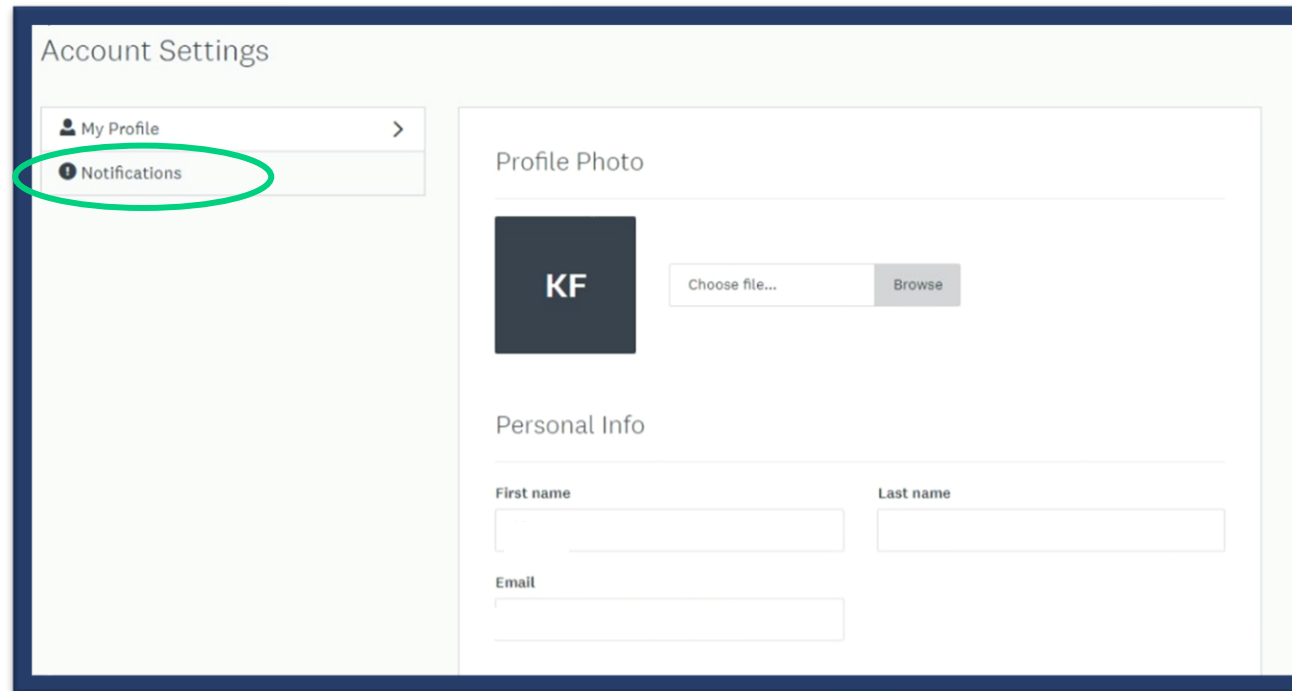
- You will be brought to '**Account Settings**' where you can upload a profile picture, change your name, change your email address, set your time zone, set your preferred language, add extra information and set a new password



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

Step 4

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



The screenshot shows the 'Account Settings' page. On the left, there is a sidebar with two options: 'My Profile' and 'Notifications'. The 'Notifications' option is highlighted with a green circle. The main content area on the right is divided into two sections. The top section is titled 'Profile Photo' and contains a dark square placeholder with the letters 'KF', a 'Choose file...' button, and a 'Browse' button. The bottom section is titled 'Personal Info' and contains three input fields: 'First name', 'Last name', and 'Email'.



**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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