How to Fill in Your Application Form

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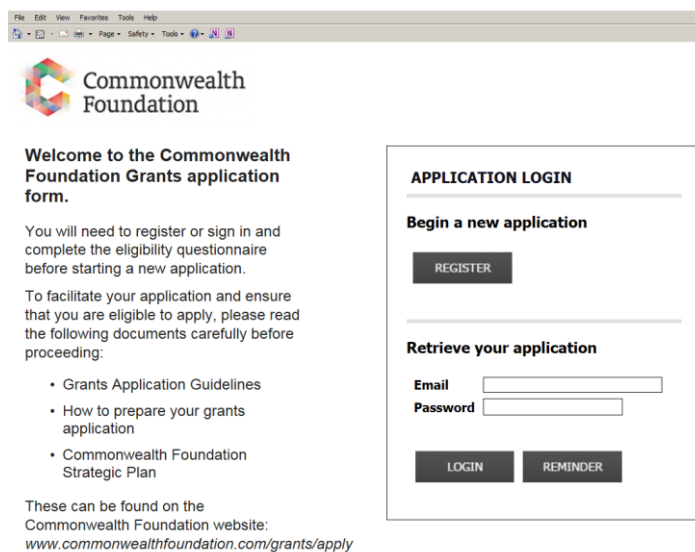   the box to join our mailing list

FILLING IN YOUR APPLICATION FORM

Please find below detailed guidance on completing the application form for a Commonwealth Foundation Participatory Governance Grant.

REGISTRATION

Go to http://grants.commonwealthfoundation.com/form1/init.pl to register your details and begin a new application.

You will be directed to the Registration Page.

To register, you will need to supply an email address and a password. You will then be guided to our eligibility questionnaire.

ELIGIBILITY QUESTIONNAIRE
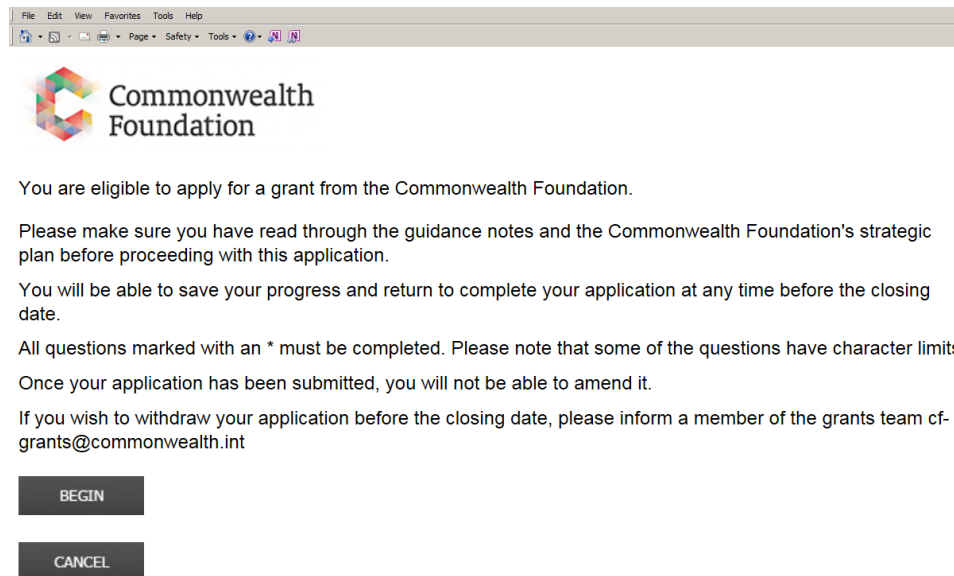
You will need to answer the questions correctly to proceed to the application form.

INSTRUCTIONS AND DATA PROTECTION
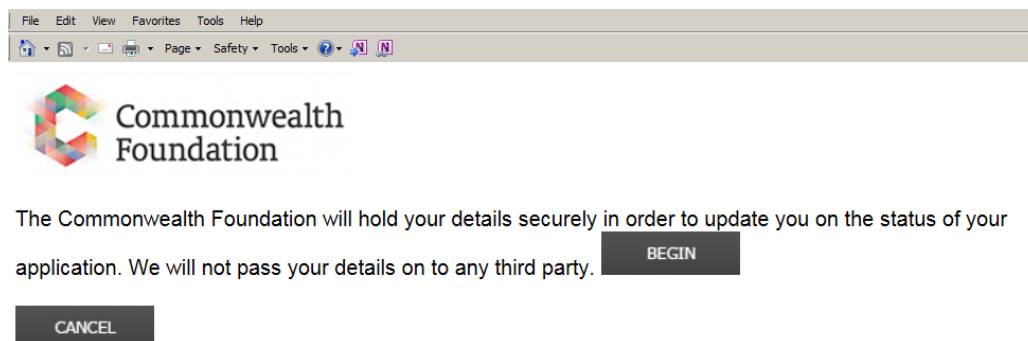
You will be guided through an instructions page and data protection page before reaching the application form.

Instructions Page

Data Protection Page

APPLICATION FORM

Below is the first screen of the application form. You can move back and forward between different pages on the application form, **only** when you have filled in each page. Use the next and previous buttons at the bottom of the page or use the page tabs at the top of the page to do this. You can also save and exit the form at any point in time and come back to it. Should you save and exit you will be directed to the following screen.

Extra guidance on how to complete specific questions is available from the (?) on the form. All questions marked with an asterisk (*) are mandatory.

If you forget to fill out any of the mandatory questions, the following error message will be shown.

If you want to exit your application form before completing it, please use the save and exit button. You will be guided to the screen below.

Save and Exit Page

Progress on your application has been saved. You can log in at any time to continue with your application. You can now safely close the browser window or click Continue below to return to the Commonwealth Foundation website.

Pressing continue will take you back to the Commonwealth Foundation Website.

Commonwealth Foundation Website
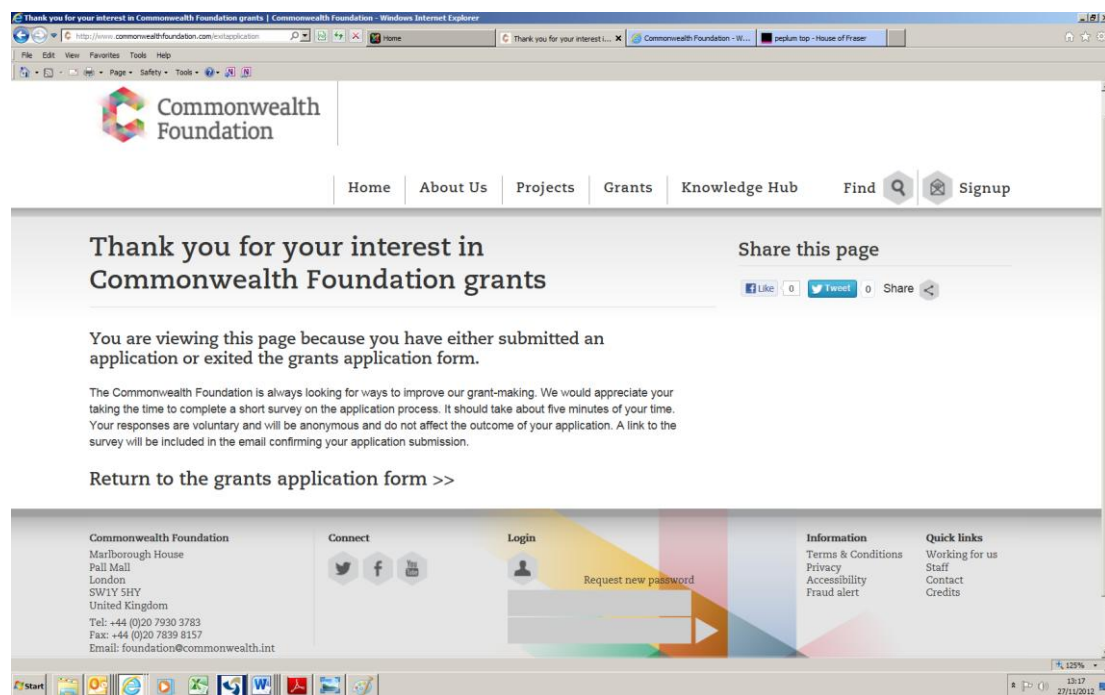
APPLICATION QUESTIONS

A1.*Name of applicant organisation

A2.*Registered address
    Enter PO Box number in free text field
    If no postal code, enter NA in Postal code field

A3. *Region

A4. *Name of contact person
    [Title] [First name] [Last name] e.g. Mr John Smith

A5. *Position/Job Title
- For the primary contact for all communications in relation to this grant application.

A6. *Contact person's email
    This email will be used to send you an acknowledgement and a copy of your submitted application

A7. Organisation email
    Enter if different from above. This could be the main/generic email address e.g. foundation@commonwealth.int

A8. *Contact person's telephone
- This should be the telephone number for the primary contact for all communications in relation to this grant application. This could be a land line or mobile telephone number. [country code + area code] [phone number] with no spaces or characters e.g. [0044020] [79303783]

A9. Organisation telephone
    Enter if different from above. [Country code + area code] [Phone number] with no spaces or characters e.g. [0044020] [79303783]

A10. Organisation fax
    [Country code + area code] [Phone number] with no spaces or characters e.g. [0044020] [79303783]

A11. Organisation website

B1.*Organisation type

B2.*Organisation vision and mission
- Below is the Commonwealth Foundation Vision and Mission.
    Vision - A world where every person is able to fully participate in and contribute to the sustainable development of a peaceful and equitable society.

Mission - To develop the capacity of Civil Society to act together and learn from each other to engage with the institutions that shape people's lives

B3.*Organisation governance structure(max 1000 characters)
Your response should include:
- o Whether or not you have a Board?
- o How often the Board meet in a year?
- o How thee Board members are selected?
- o The gender balance on the board?

B4.Previously applied for a Commonwealth Foundation grant

C1 *Select the type of grant you are applying for

C2 *Project name
Give your project a concise title. This will be used when referring to your project in any future correspondence.

C3 *Project start date
- You should ensure your project starts after our approval dates. Please refer to the guidelines for further information.

C4 *Project Duration
E.g. enter 06 for six months or 14 for one year and two months. Project can be a maximum of 36 months/3 years

C5 Amount Requested
- The conversion rate used should be that quoted in the London Financial Times on the day your application is submitted
State amount in £ sterling. No spaces / commas

C6 *Amount Requested Total
- The conversion rate used should be that quoted in the London Financial Times on the day your application is submitted
State amount in £ sterling. No spaces / commas

C7 *Short-term outcome area(s) your project addresses
The Commonwealth Foundation will be delivering its work against four short-term outcomes. Please indicate which outcome area(s) your project addresses:

- Developing Dialogue for Engagement in Participatory Governance
Strengthening the knowledge, skills and ability of civil society networks and alliances to engage in dialogue with governance institutions and other key stakeholders.

- Developing Capacities to Replicate Good Practice on Participatory Governance
Building the capacity of civil society networks and alliances to identify and replicate good practice, enabling the development of proven solutions to common challenges.

- Facilitating Collaboration in Participatory Governance

Supporting the opportunities for engagement between civil society organisations and institutions in governance, and strengthening strategic coordination with Commonwealth intergovernmental organisations.

- <u>Building a Culture of Learning in Participatory Governance</u>
  Promoting knowledge sharing and learning by documenting and disseminating knowledge resources, good practices and success stories.

  Tick all that apply

C8 *Project Region

Tick all that apply

C9 * Project Country
Tick all that apply

D1 *Project objectives (Max 1000 characters)
Ensure objectives are realistic, achievable, relevant and clearly defined

D2 *Brief description of the entire project (Max 2500 characters)
Your response should include:
- What sector your organisation is working in
- What problem the project is addressing
- Whether the project is demand-driven
- How this problem was identified
- Which stakeholders were involved in the identification process
- How the proposed project is appropriate to address the problems identified
- What strategies you will employ to meet the objectives
- What change will be achieved as a result of the project

You will be required to upload a project plan with details on activities at the end of this application form. A template has been provided but you may use your own template.

D3 *1 Project Impact Group (Max 250 characters)
- This should be the population that ultimately benefits from the change that will be achieved as a result of the project being successful. The group of people your project is aiming to impact the most. For example young people 18 -30 in the x region of y country. Or women of child bearing age in x country. You should indicate the sector your organisation is active in.

  2. Project Target Group
- This should be the group you are working with directly so that the impact group would benefit directly from the projects. E.g. CSOs working on healthcare reform in X country.

D4 Organisational capacity to deliver this project (Max 1500 characters)
Your response should include:
- Whether your project is building on previous work that your organisation or others have carried out
- How lessons from previous work have influenced the design of the project

  o What measures you have put in place to ensure the project is delivered in the suggested time frame

  o How the project will be managed

D5 *Innovation criteria (Max 1500 characters)

Your response should include:

  o How the project is innovative, what you are doing differently and why.

  o Whether it is addressing new audiences/new beneficiaries or collaborating with new partners

  o Whether it is an old model applied in a new context

  o How this innovation will be shared with other stakeholders locally and in the wider Participatory Governance environment

D6 *Sustainability plans (Max 1500 characters)

Your response should include:

  o Whether the project will continue after the duration of Commonwealth Foundation funding - and if so, how funds will be sourced for the continuation

  o Details on stakeholder participation/ownership of the project

  o How the capacity of other actors to take forward this project will be developed

E1 *Learning and knowledge management strategy (Max 1500 characters)

Your response should include:

  o Who is involved in the learning

  o How the learning will contribute to the wider participatory governance environment

  o How the learning is being documented and shared

E2 *Collaboration with other stakeholders on this project (Max 1500 characters)

E3 *Addressing the cross cutting theme of gender (Max 1000 characters)

E4 *Addressing the cross cutting themes of environmental sustainability or cultural respect and understanding (Max 1000 characters

E5 *Indicators of success (Max 1500 characters)

- Please ensure indicators are clearly articulated? These could be indicators you have developed for your organisation or taken from the Commonwealth Foundation indicators. Please refer to our strategic plan for further guidance.
If you have a log frame / logic model please upload at the end of this form and enter the words "refer to uploaded document" in your response here

E6 *Monitoring and evaluation (Max 1500 characters)

- Describe the monitoring and evaluation methodology you will use and who will be involved in the monitoring and evaluation

F1. Registration certificate

 Accepted formats: pdf, jpg, gif (Max 5MB.) Re-uploading a file overwrites the currently uploaded file

F2. *Project plan

- For a sample template please download from the Commonwealth Foundation's website.

Accepted formats: doc, docx, txt, xls, xlsx pdf (Max 5MB.) Re-uploading a file overwrites the currently uploaded file

F3. *Project budget
For a sample template please download from the Commonwealth Foundation's website.
Accepted formats: doc, docx, txt, xls, xlsx pdf (Max 5MB.) Re-uploading a file overwrites the currently uploaded file

F4. Recent annual report
Accepted formats: doc, docx, txt, xls, xlsx pdf (Max 5MB.) Re-uploading a file overwrites the currently uploaded file

F5. Log frame/or logic model
Accepted formats: doc, docx, txt, xls, xlsx pdf (Max 5MB.) Re-uploading a file overwrites the currently uploaded file

G1. How did you hear about the Commonwealth Foundation Grants?

G2. To receive occasional updates on the work of the Commonwealth Foundation, please tick the box to join our mailing list

REVISION AND SUBMISSION

Once you have completed your form you will see the following prompt message:

Revise and Submit

Please ensure you review your application before pressing the submit button. You will not be able to make any changes to your application once we have received the submitted version.

[REVISE] [SUBMIT]

If you choose to revise your form, you will be taken back to the first screen of the form which will have your completed responses. You can then revise.

Once you have reviewed and revised the document to your satisfaction, you can then submit. Once submitted you will be taken a screen with the following message, which confirms the successful submission of your online application form.

NOTIFICATION AND SURVEY

You will receive an email from cfgrants@commonwealth.int at the contact email address supplied with the following message and a copy of your completed application form. At the end of the email is a request to complete a short survey giving us feedback of your experience of completing the application form. Feedback will be used to improve the application process.

Dear …
Thank you for your application. Your online reference is …

You will be notified on the outcome of your application within three months of the closing date of this grants call. As part of the assessment process, we may contact you for further information on your application within this period.

The Commonwealth Foundation is always looking for ways to improve our grant-making. We would appreciate your taking the time to complete a short survey on the application process. It should take about five minutes of your time. Your responses are voluntary and will be anonymous and do not affect the outcome of your application.

If you would like to take part in the survey, please visit
https://www.surveymonkey.com/s/grants-feedback

Grants Team
Commonwealth Foundation

END