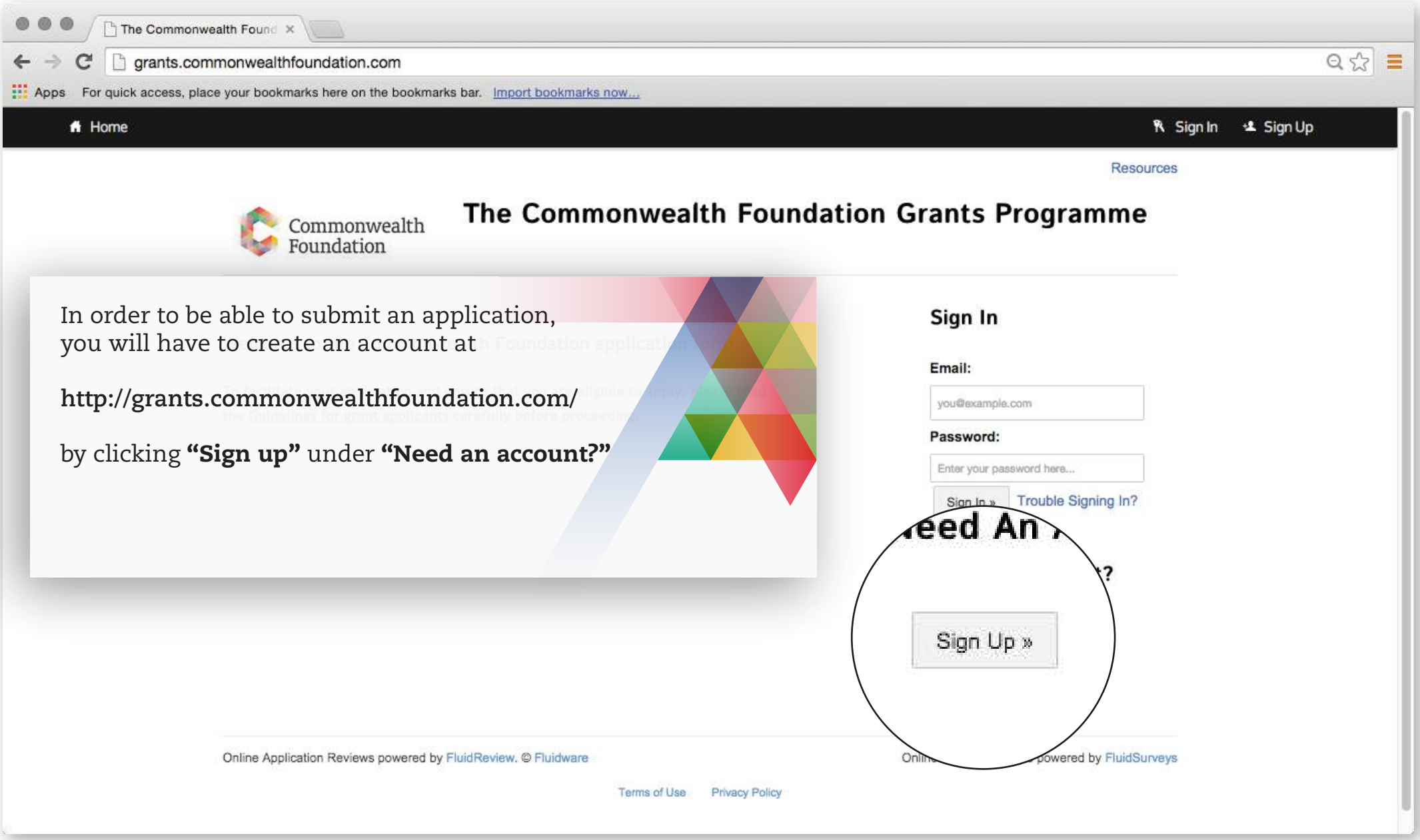
How to fill in your online application

Commonwealth Foundation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In order to be able to submit an application, you will have to create an account at
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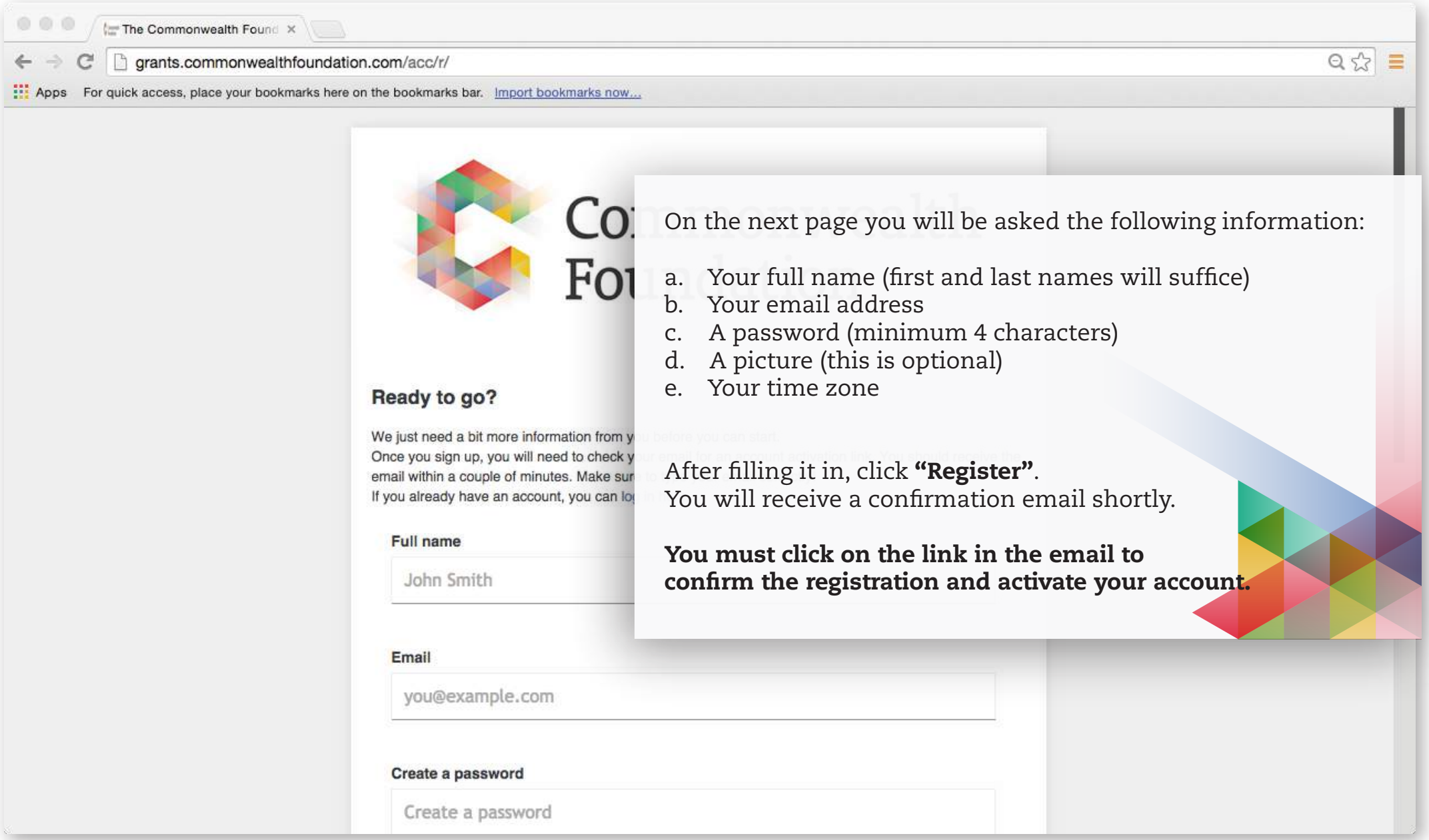
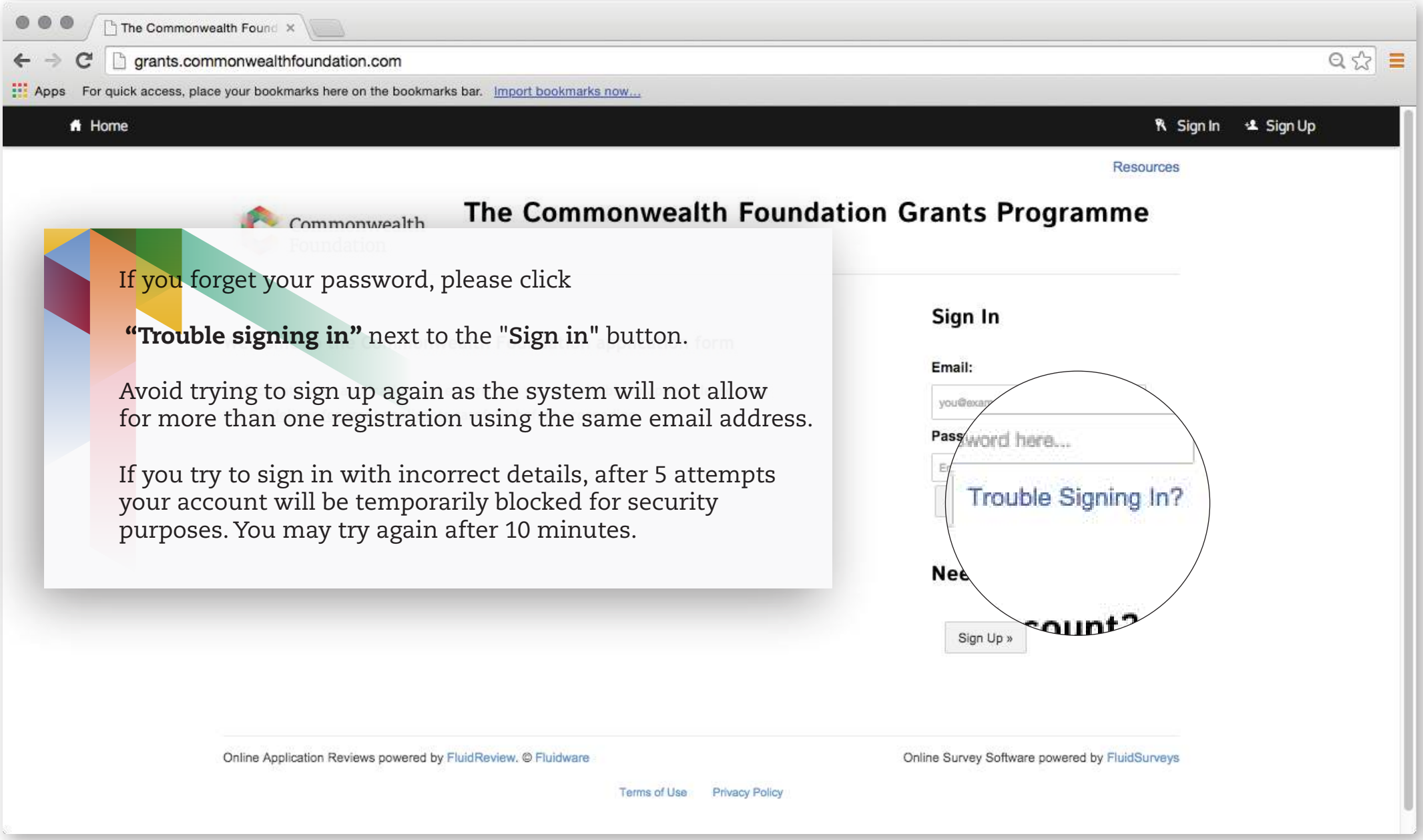


On the next page you will be asked the following information:

a. Your full name (first and last names will suffice)
b. Your email address
c. A password (minimum 4 characters)
d. A picture (this is optional)
e. Your time zone

After filling it in, click **"Register"**.
You will receive a confirmation email shortly.

You must click on the link in the email to confirm the registration and activate your account.

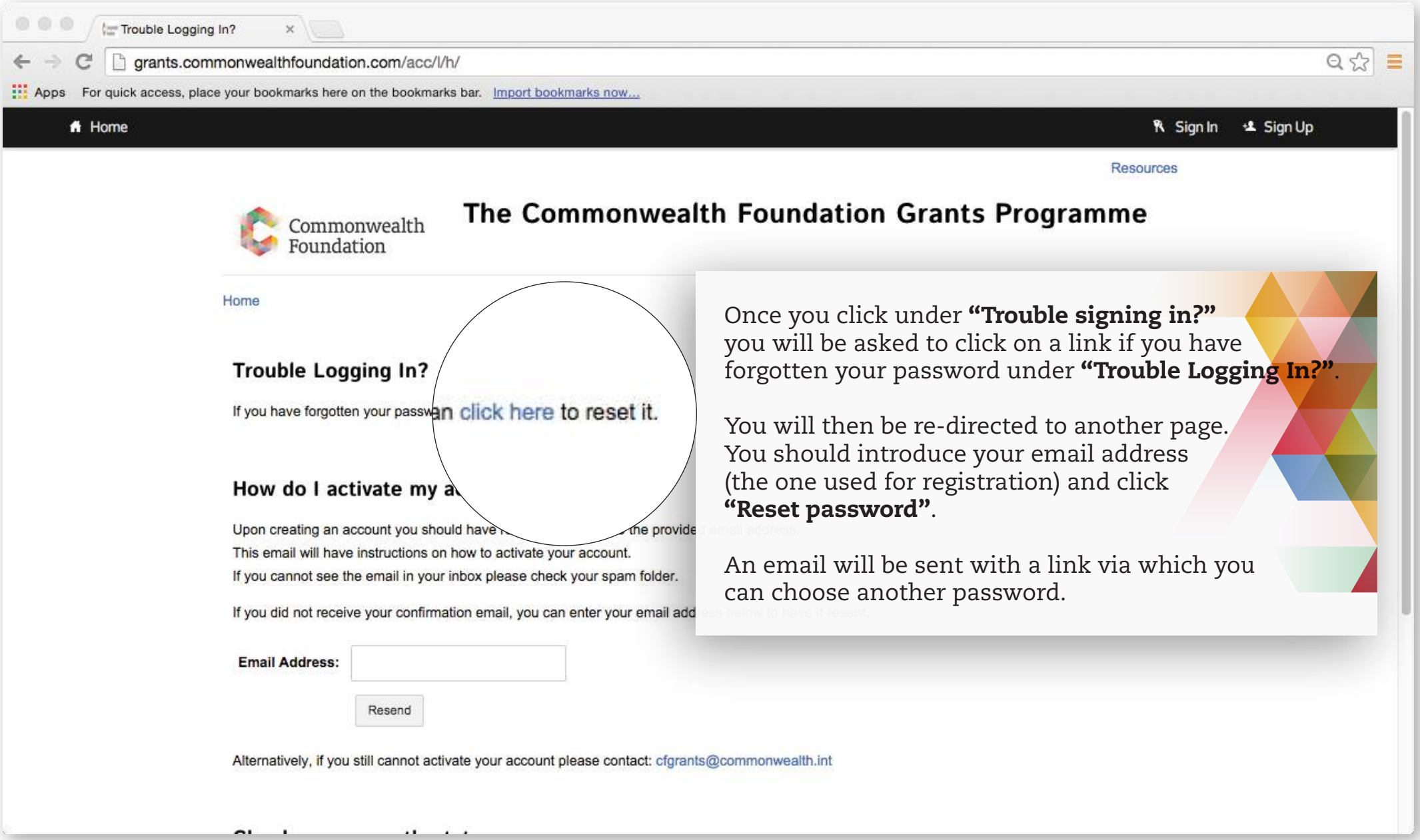


If you forget your password, please click

“Trouble signing in” next to the "**Sign in**" button.

Avoid trying to sign up again as the system will not allow for more than one registration using the same email address.

If you try to sign in with incorrect details, after 5 attempts your account will be temporarily blocked for security purposes. You may try again after 10 minutes.



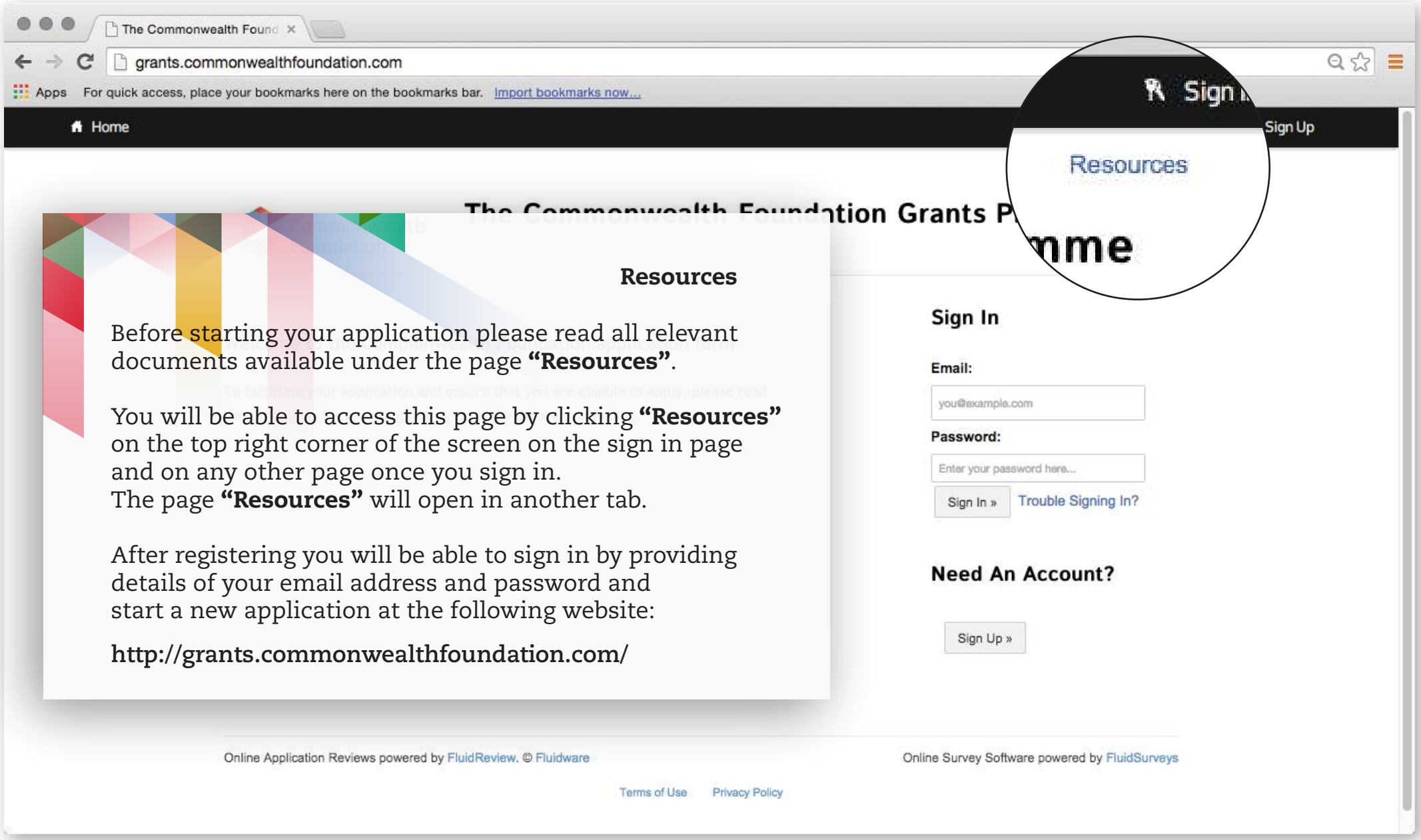
Once you click under **"Trouble signing in?"** you will be asked to click on a link if you have forgotten your password under **"Trouble Logging In?"**.

You will then be re-directed to another page. You should introduce your email address (the one used for registration) and click **"Reset password"**.

An email will be sent with a link via which you can choose another password.

Preliminary Application

Commonwealth
Foundation



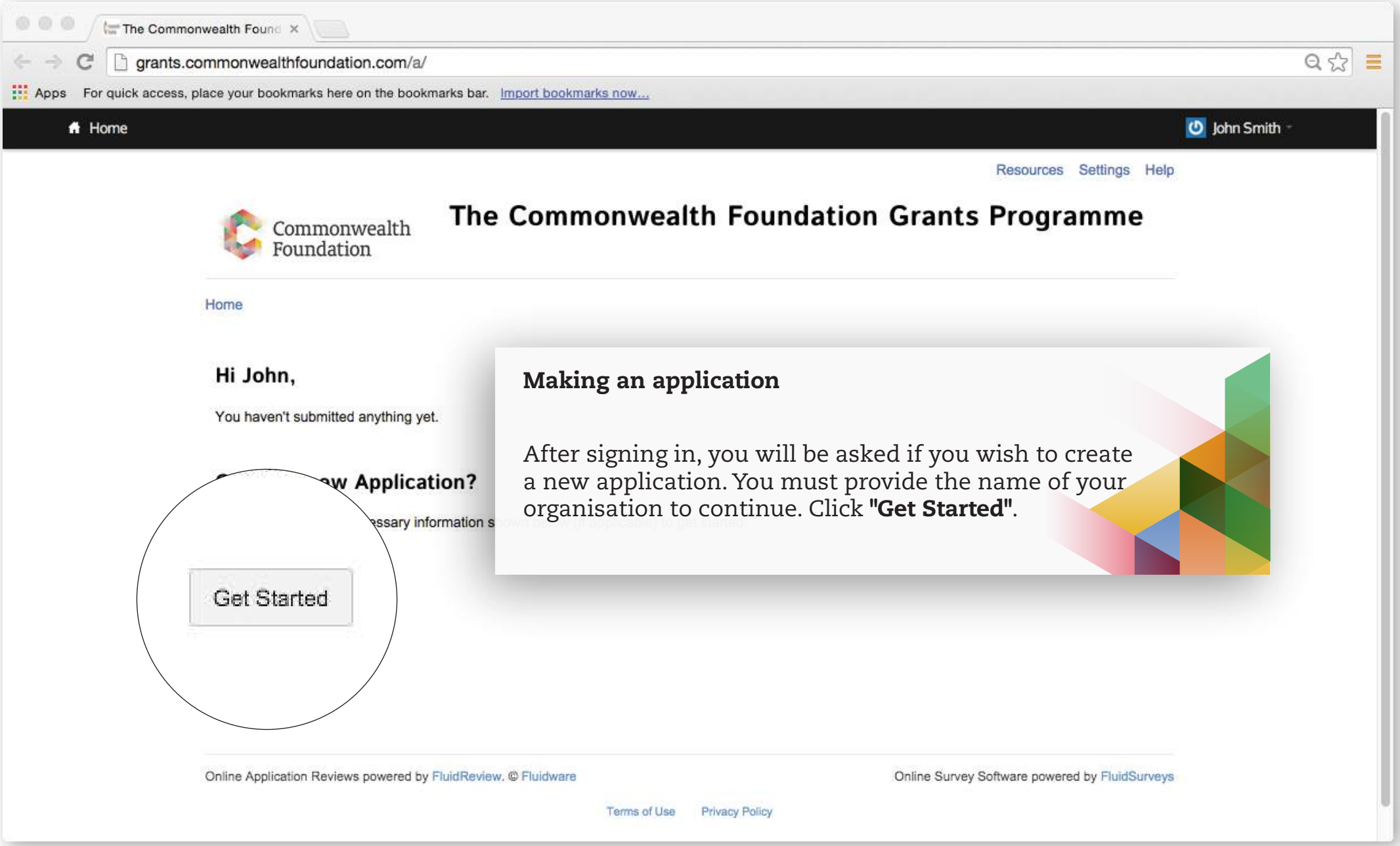
Resources

Before starting your application please read all relevant documents available under the page **"Resources"**.

You will be able to access this page by clicking **"Resources"** on the top right corner of the screen on the sign in page and on any other page once you sign in.
The page **"Resources"** will open in another tab.

After registering you will be able to sign in by providing details of your email address and password and start a new application at the following website:

http://grants.commonwealthfoundation.com/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Hi John,
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Get Started
Making an application
After signing in, you will be asked if you wish to create a new application. You must provide the name of your organisation to continue. Click "Get Started".
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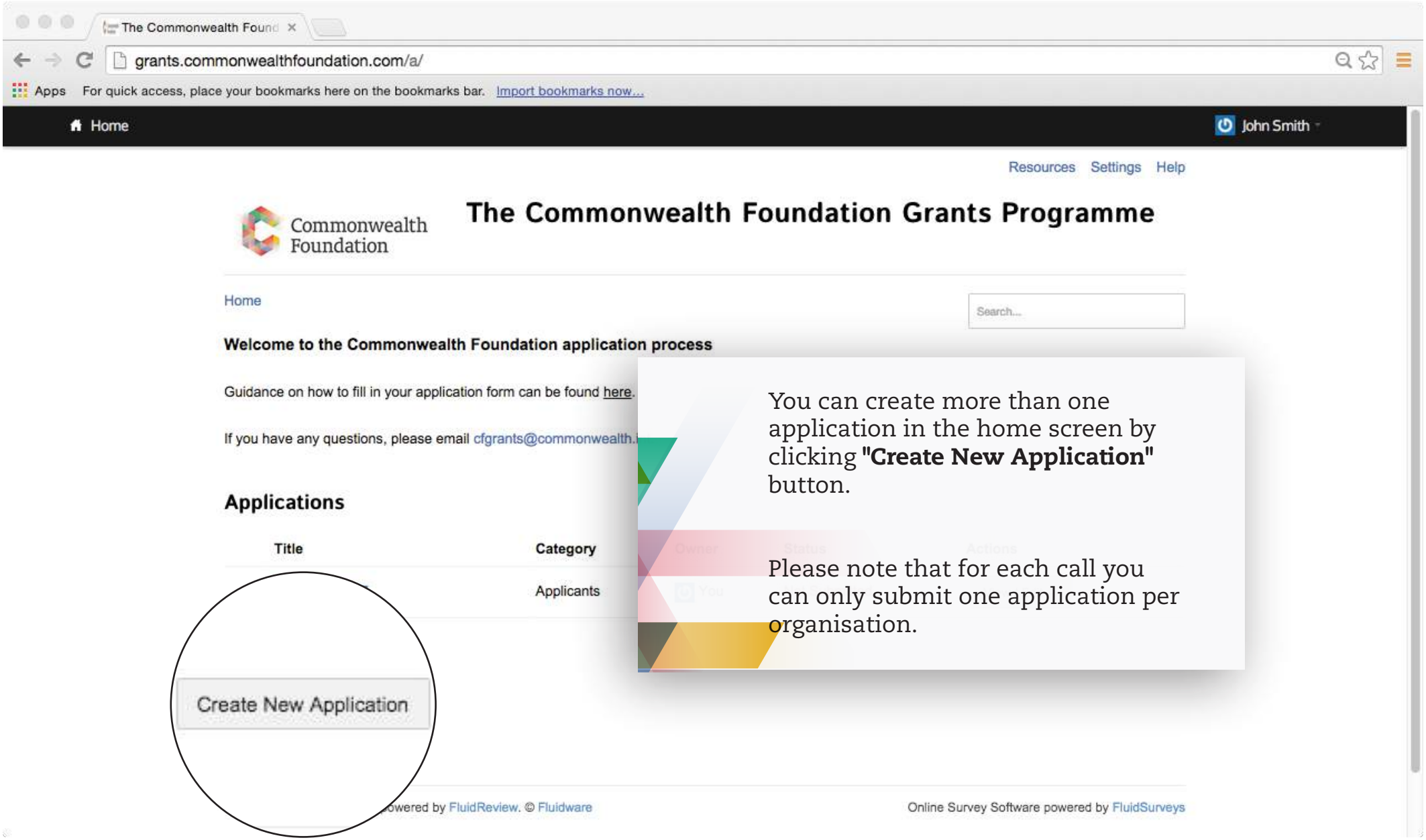
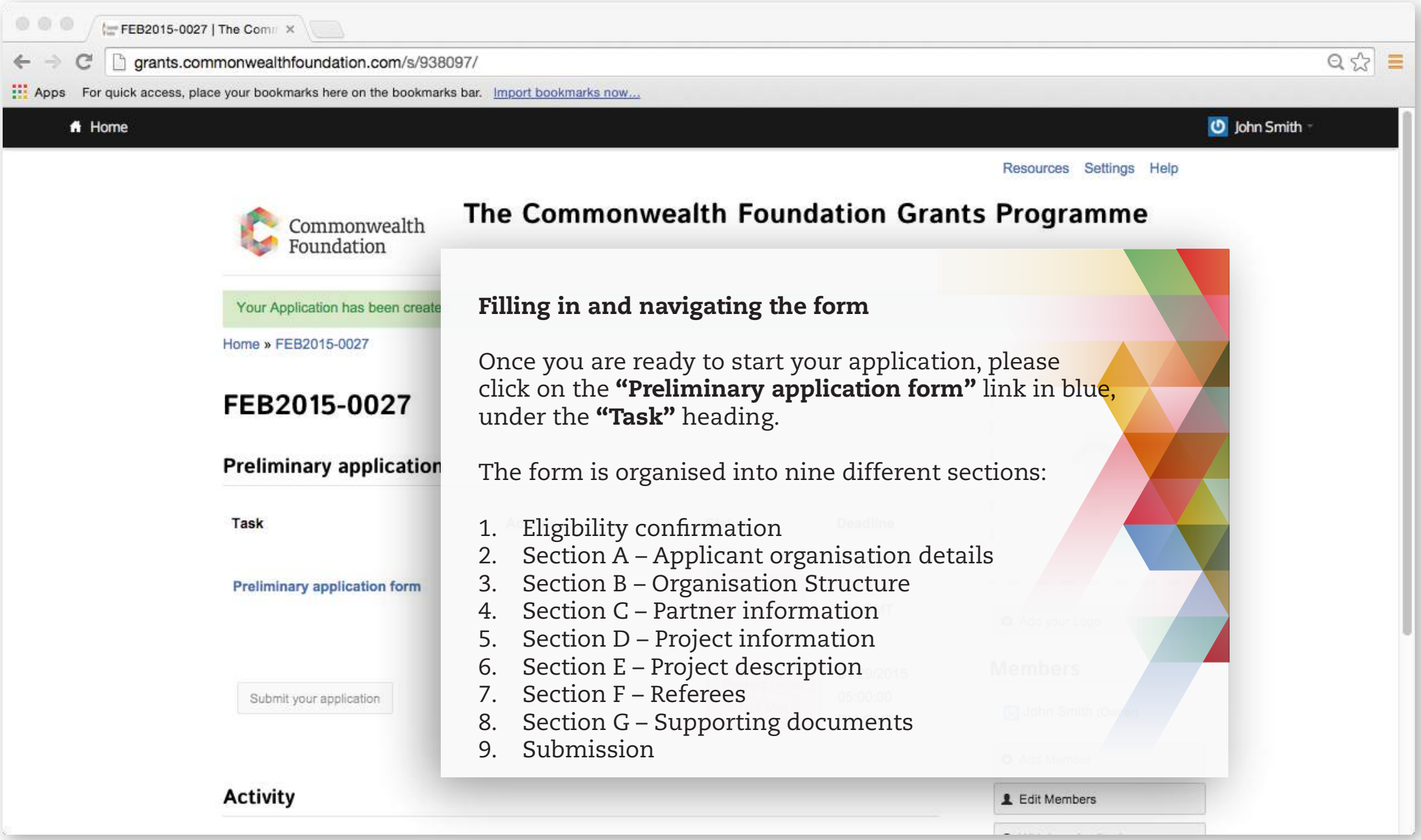


You can create more than one application in the home screen by clicking **"Create New Application"** button.

Please note that for each call you can only submit one application per organisation.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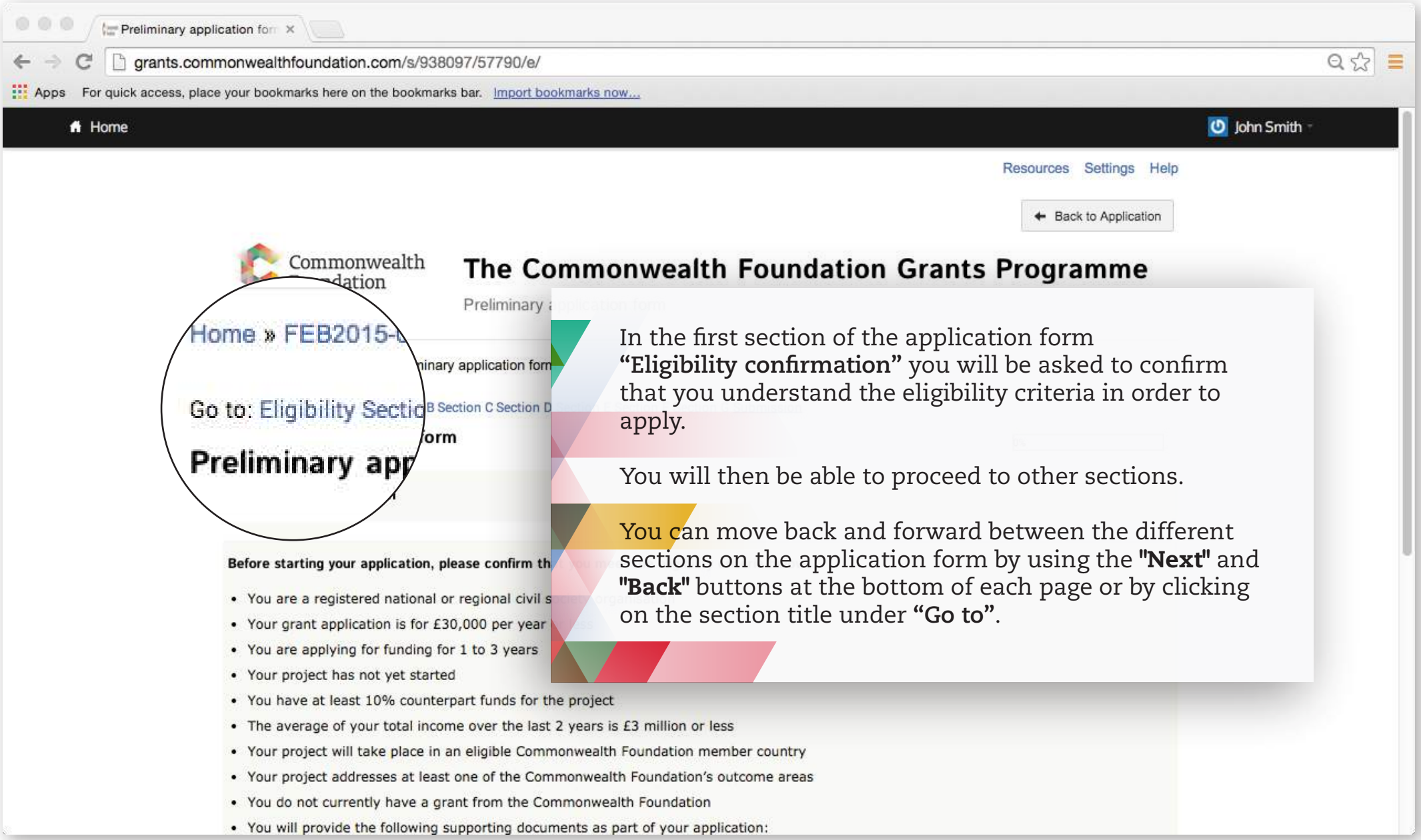
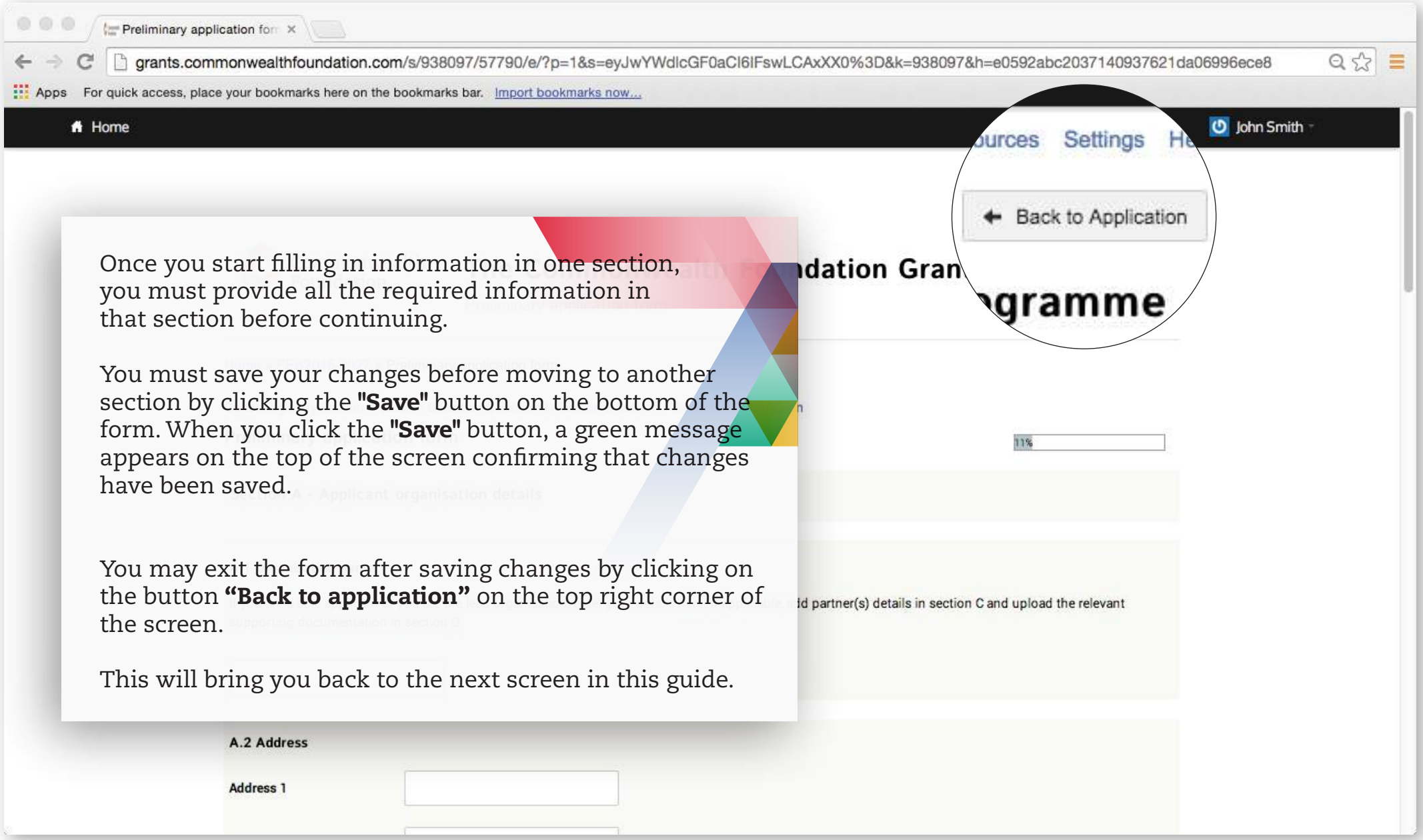
FEB2015-0027
Preliminary application
Task
Preliminary application form
Submit your application
Activity
Edit Members
Filling in and navigating the form
Once you are ready to start your application, please click on the "Preliminary application form" link in blue, under the "Task" heading.
The form is organised into nine different sections:
1. Eligibility confirmation
2. Section A – Applicant organisation details
3. Section B – Organisation Structure
4. Section C – Partner information
5. Section D – Project information
6. Section E – Project description
7. Section F – Referees
8. Section G – Supporting documents
9. Submission



In the first section of the application form **"Eligibility confirmation"** you will be asked to confirm that you understand the eligibility criteria in order to apply.

You will then be able to proceed to other sections.

You can move back and forward between the different sections on the application form by using the **"Next"** and **"Back"** buttons at the bottom of each page or by clicking on the section title under **"Go to"**.

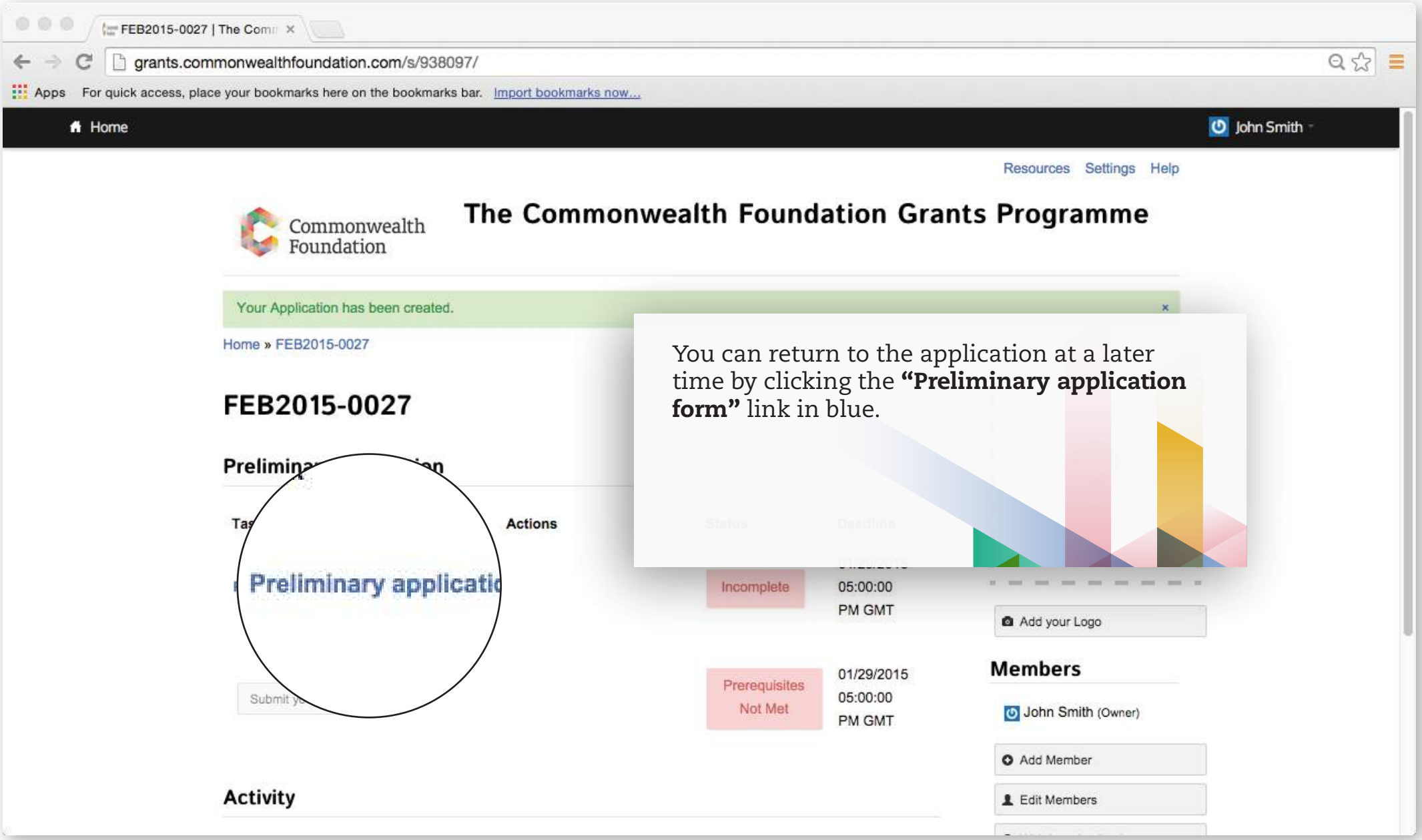


Once you start filling in information in one section, you must provide all the required information in that section before continuing.

You must save your changes before moving to another section by clicking the **"Save"** button on the bottom of the form. When you click the **"Save"** button, a green message appears on the top of the screen confirming that changes have been saved.

You may exit the form after saving changes by clicking on the button **“Back to application”** on the top right corner of the screen.

This will bring you back to the next screen in this guide.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Actions
Preliminary applicatio
Incomplete
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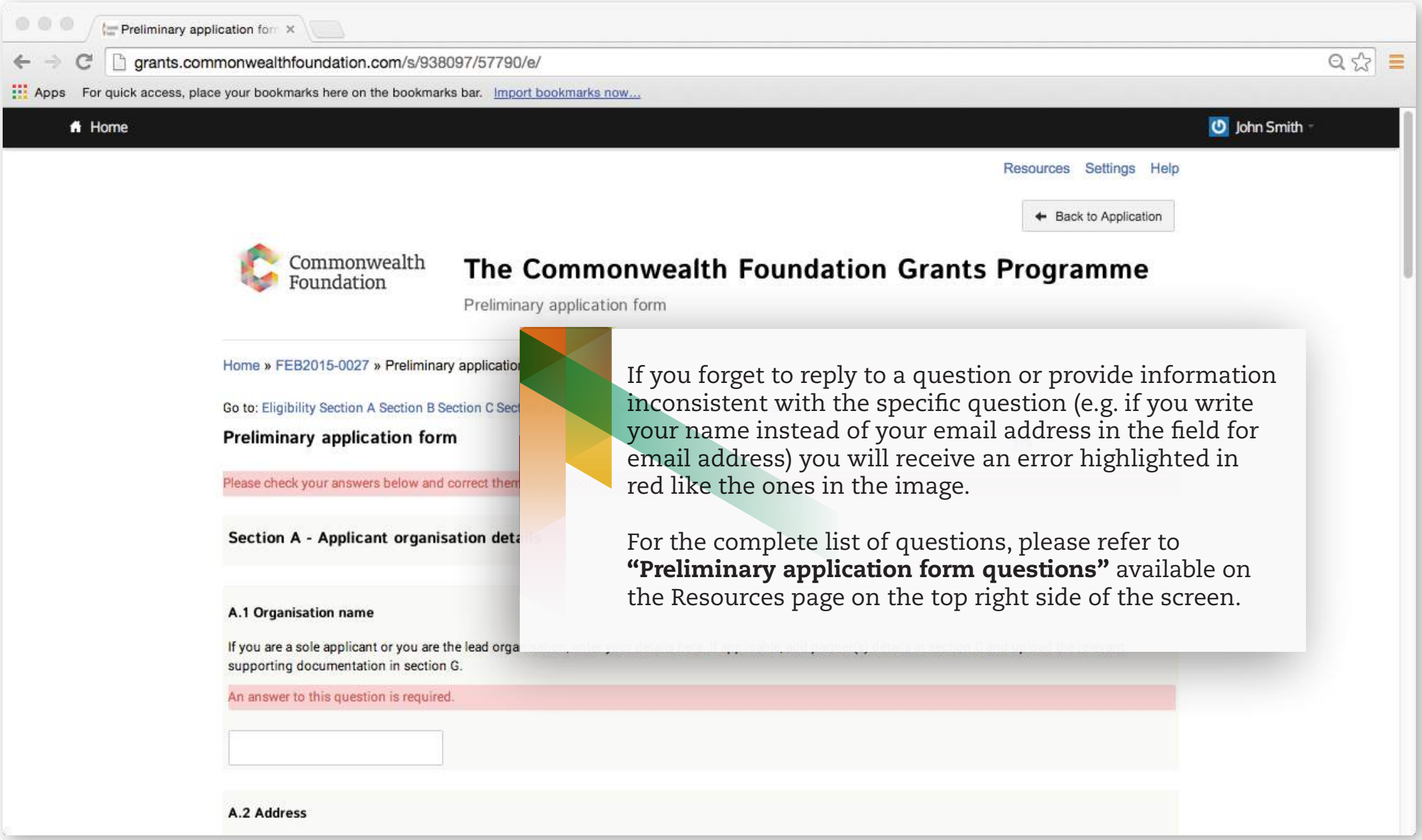
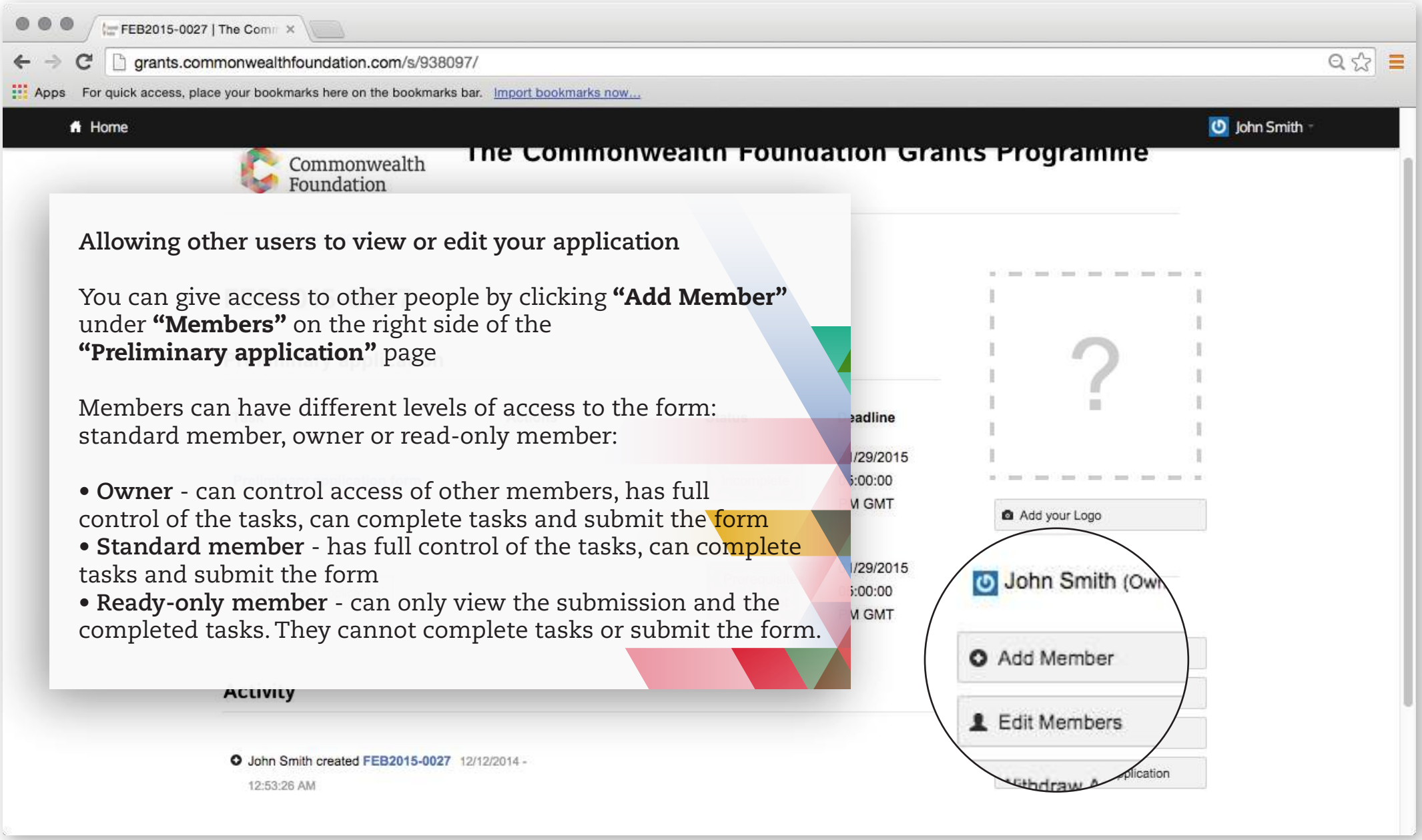
Prerequisites Not Met
01/29/2015 05:00:00 PM GMT
Add your Logo
Members
John Smith (Owner)
Add Member
Edit Members
Activity
You can return to the application at a later time by clicking the **"Preliminary application form"** link in blue.



If you forget to reply to a question or provide information inconsistent with the specific question (e.g. if you write your name instead of your email address in the field for email address) you will receive an error highlighted in red like the ones in the image.

For the complete list of questions, please refer to **"Preliminary application form questions"** available on the Resources page on the top right side of the screen.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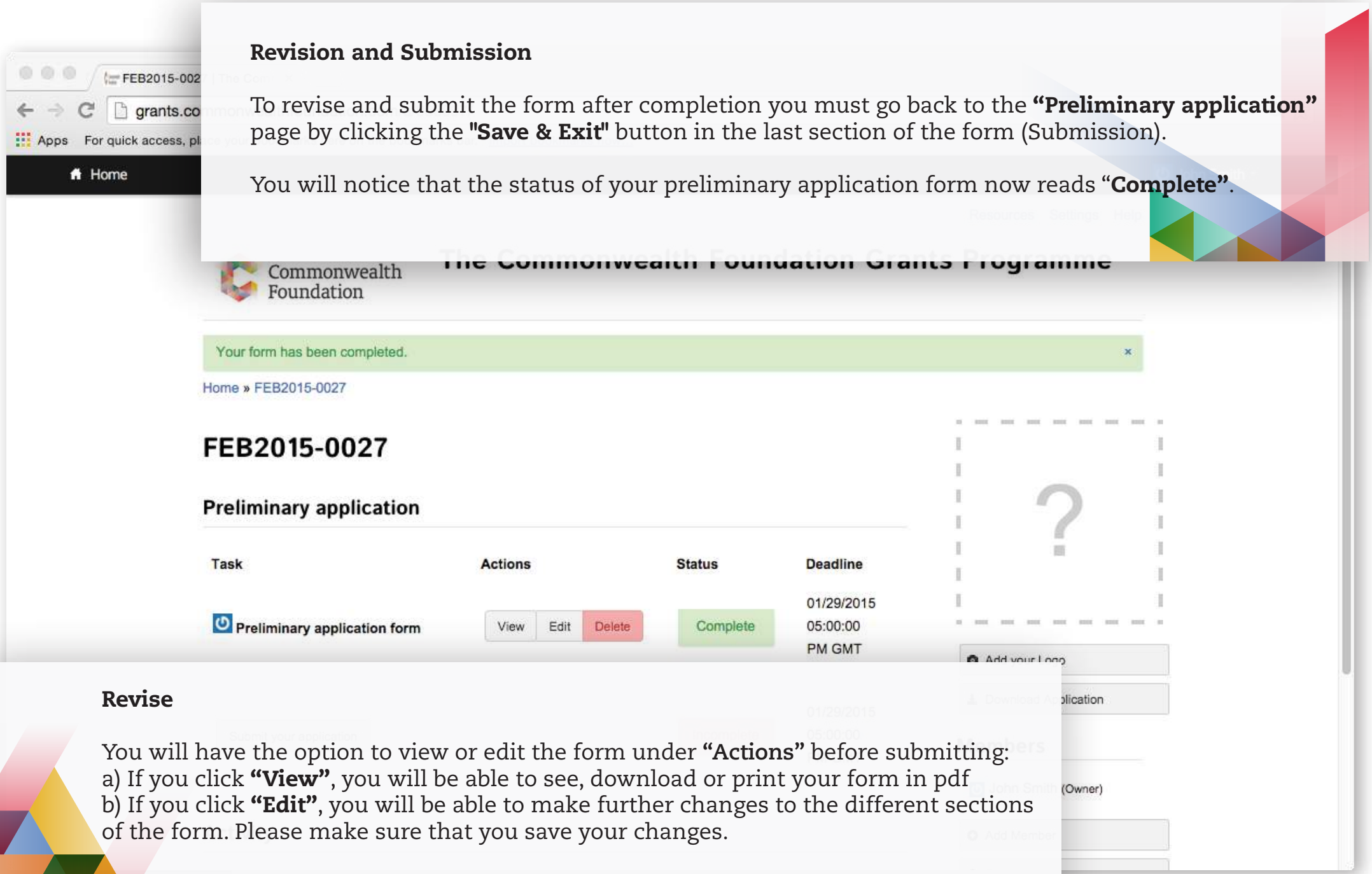
Allowing other users to view or edit your application
You can give access to other people by clicking "Add Member" under "Members" on the right side of the "Preliminary application" page
Members can have different levels of access to the form: standard member, owner or read-only member:
• Owner - can control access of other members, has full control of the tasks, can complete tasks and submit the form
• Standard member - has full control of the tasks, can complete tasks and submit the form
• Ready-only member - can only view the submission and the completed tasks. They cannot complete tasks or submit the form.
Add your Logo
John Smith (Ow
Add Member
Edit Members
Activity
John Smith created FEB2015-0027 12/12/2014 -
12:53:26 AM

Revision and Submission

To revise and submit the form after completion you must go back to the **“Preliminary application”** page by clicking the **"Save & Exit"** button in the last section of the form (Submission).

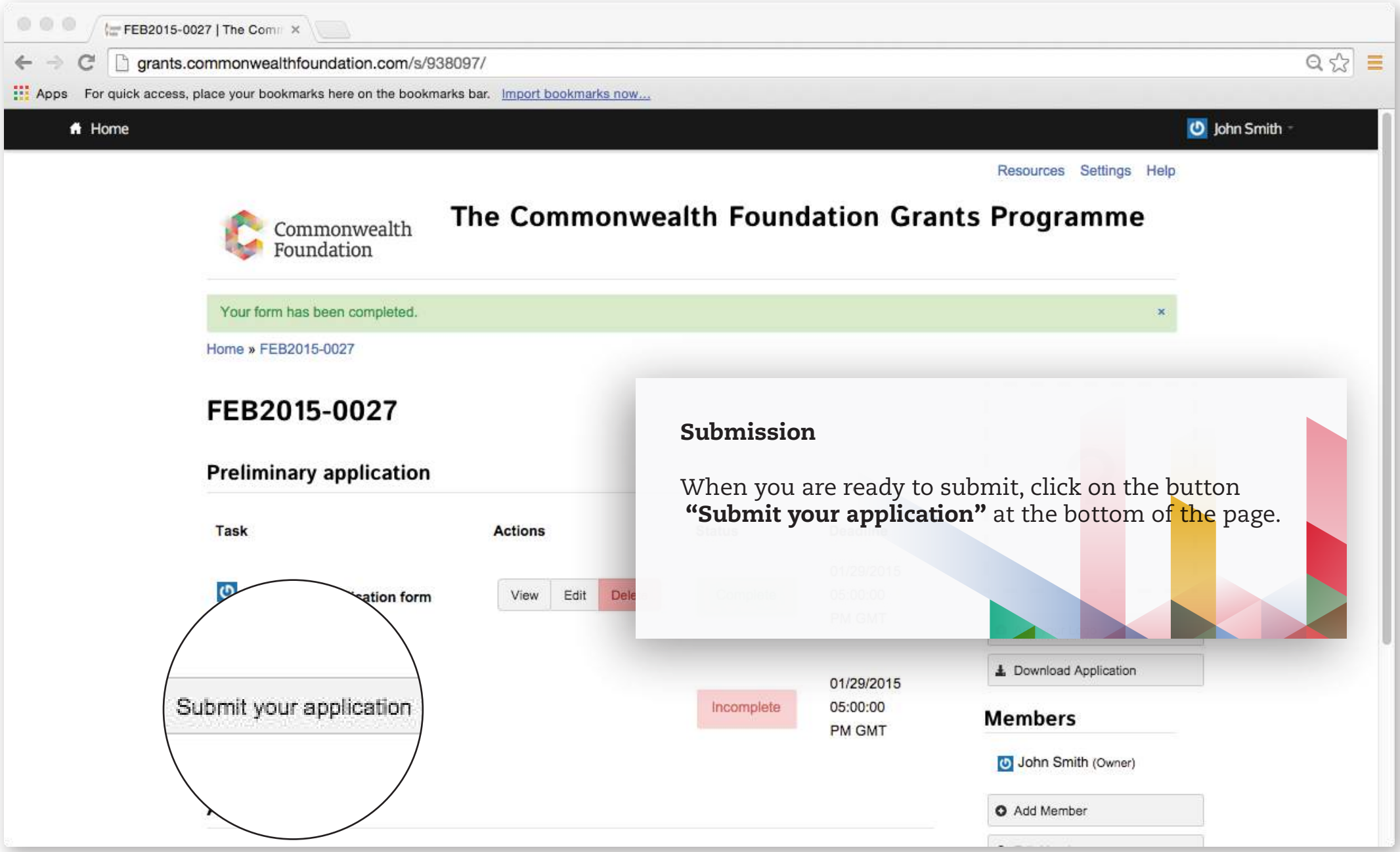
You will notice that the status of your preliminary application form now reads “**Complete**”.



Revise

You will have the option to view or edit the form under **“Actions”** before submitting:
a) If you click **“View”**, you will be able to see, download or print your form in pdf
b) If you click **“Edit”**, you will be able to make further changes to the different sections of the form. Please make sure that you save your changes.

You also have the option to **Delete** the form. Please note that if you do so the form will be deleted and you will not be able to access it anymore.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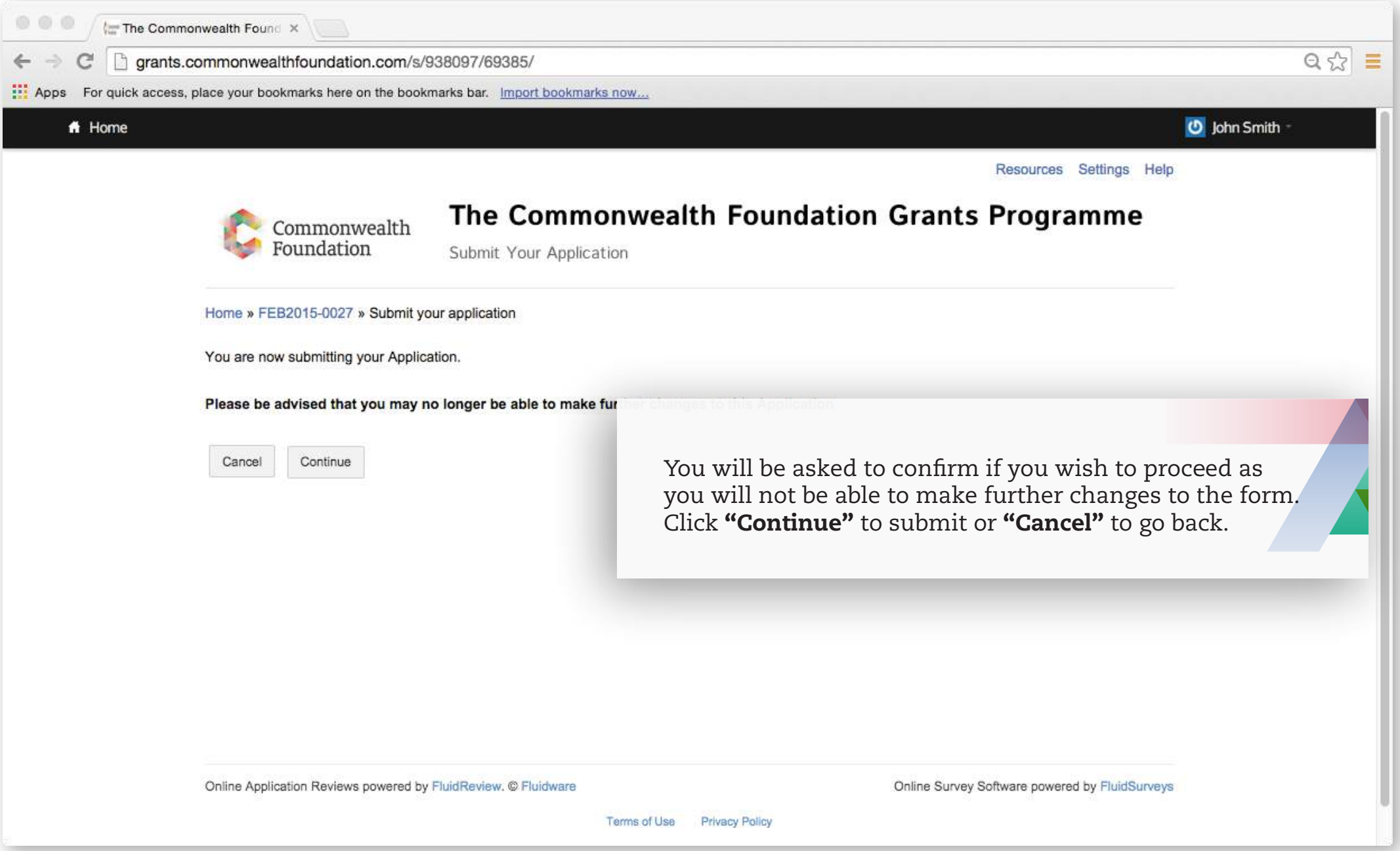
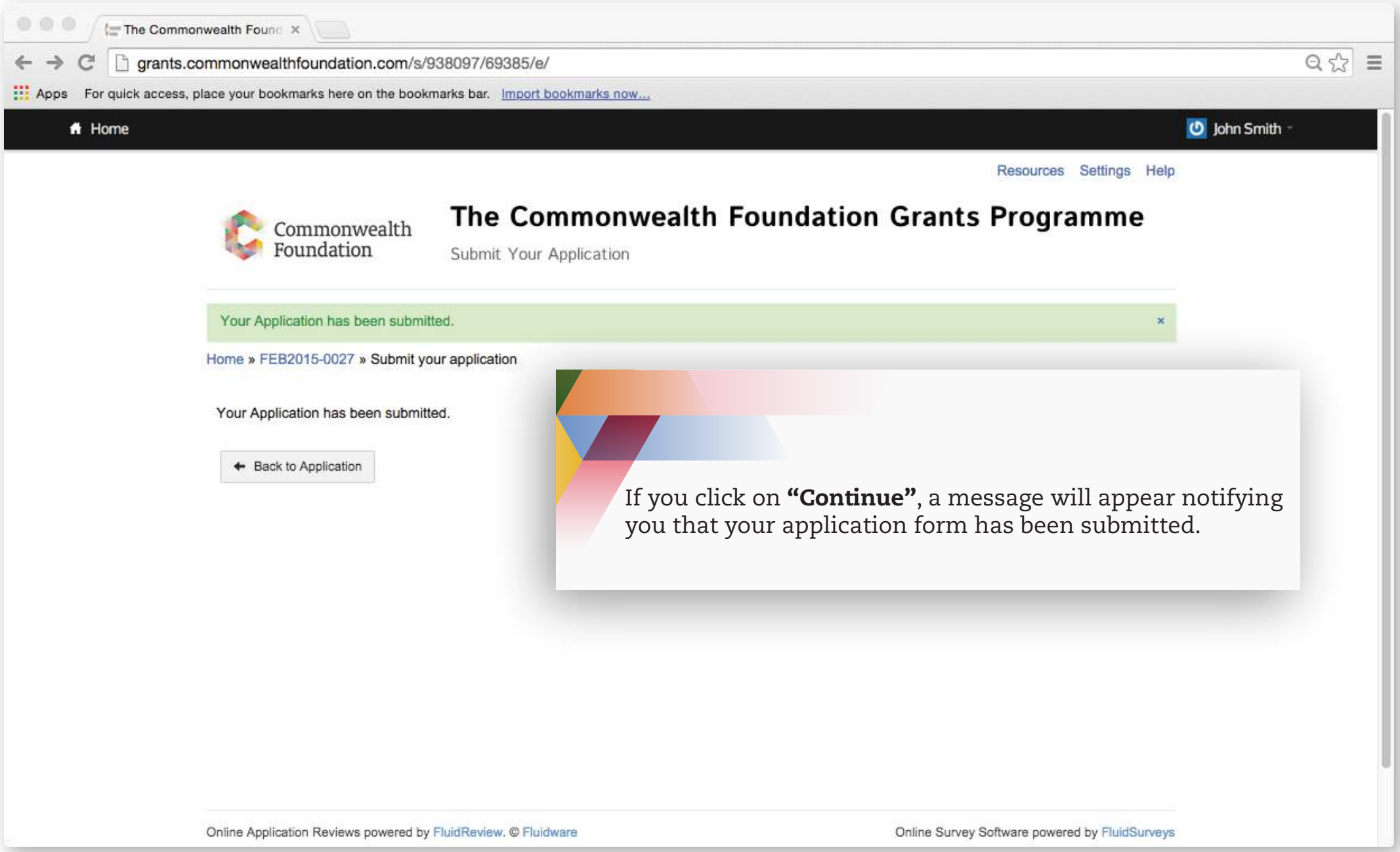
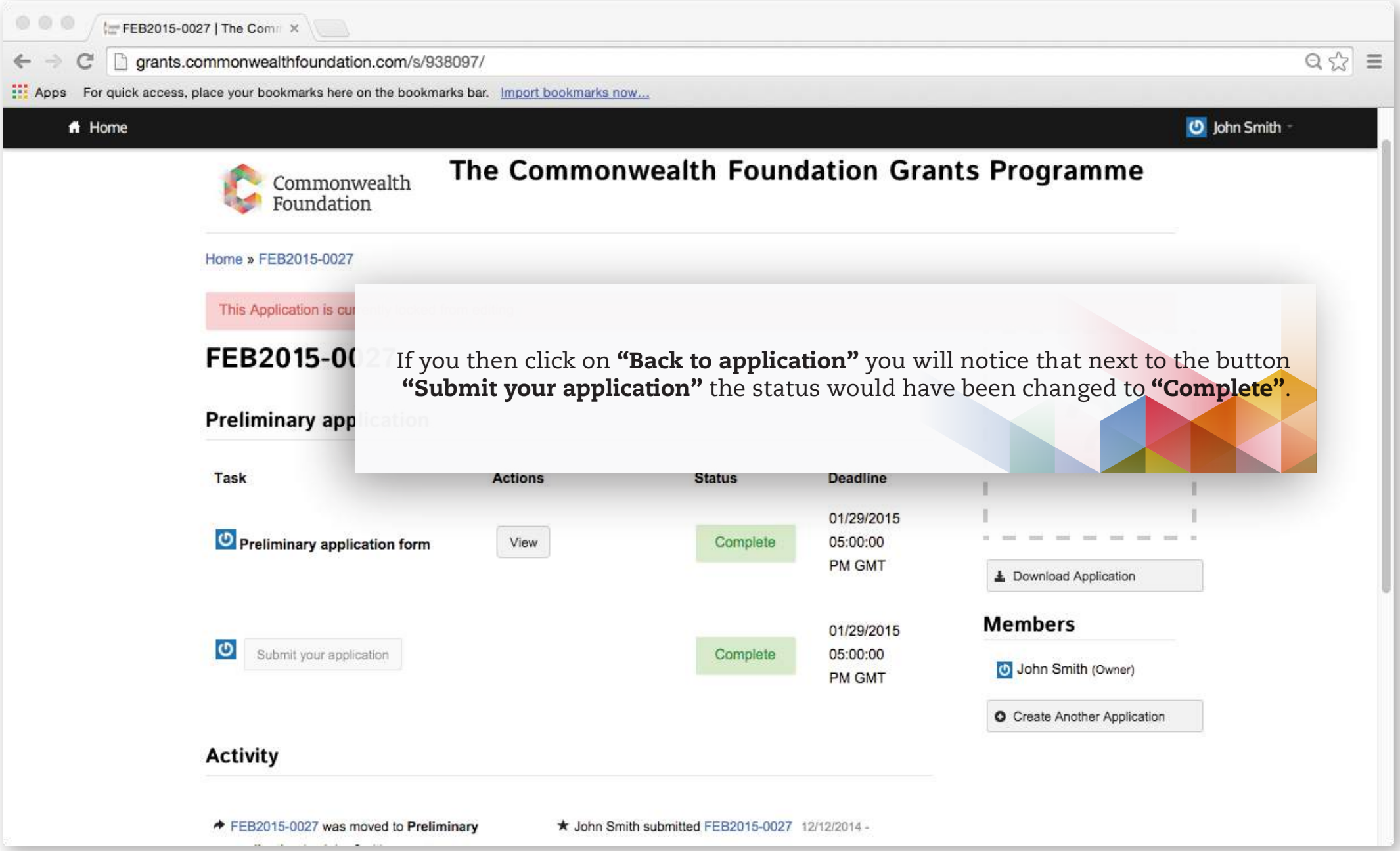
Task
Actions
ation form
View
Edit
Submit your application
Incomplete
01/29/2015
05:00:00
PM GMT
Download Application
Members
John Smith (Owner)
Add Member
Submission
When you are ready to submit, click on the button "Submit your application" at the bottom of the page.



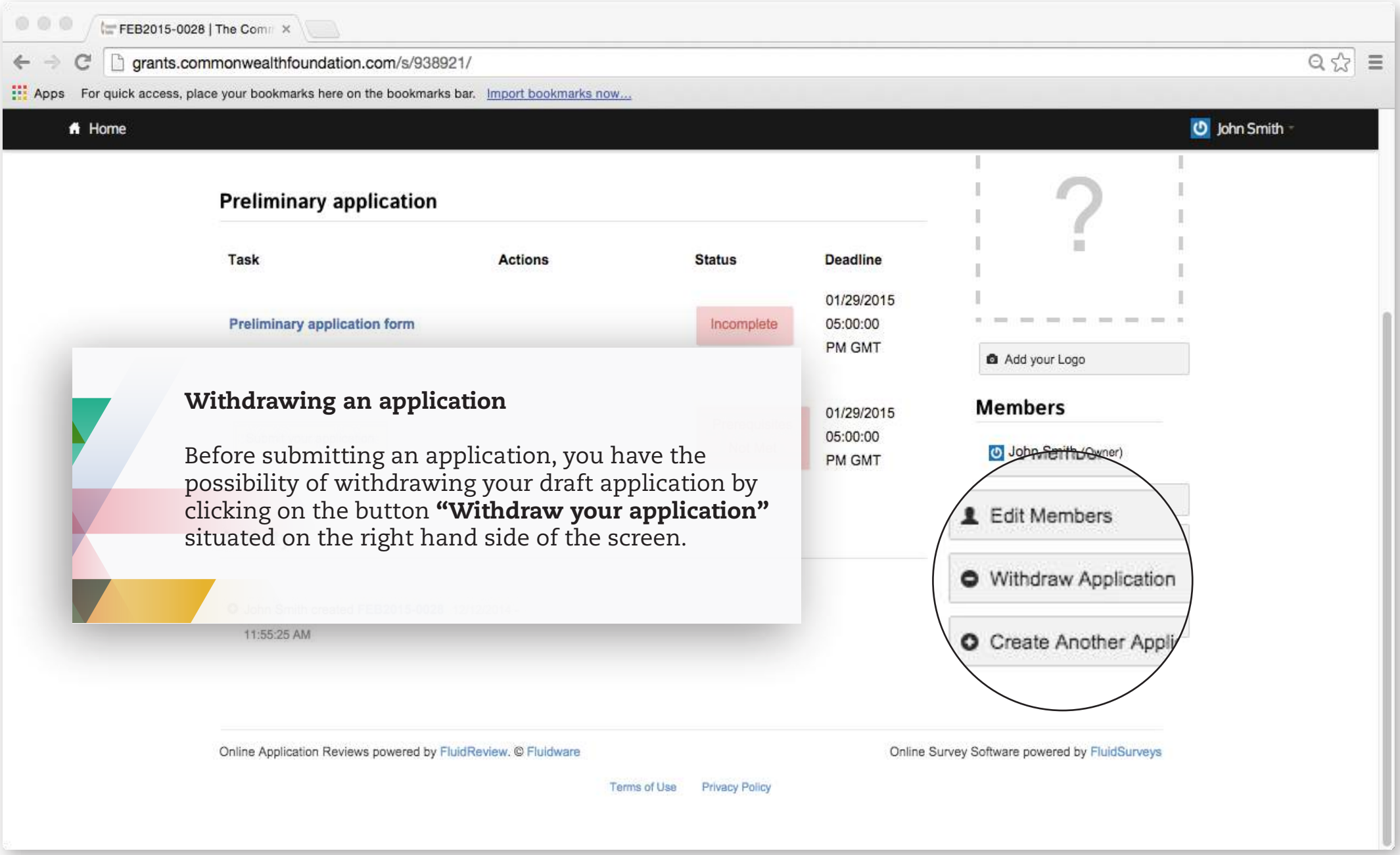
You will be asked to confirm if you wish to proceed as you will not be able to make further changes to the form. Click **"Continue"** to submit or **"Cancel"** to go back.



If you click on **"Continue"**, a message will appear notifying you that your application form has been submitted.



If you then click on **"Back to application"** you will notice that next to the button **"Submit your application"** the status would have been changed to **"Complete"**.



Withdrawing an application

Before submitting an application, you have the possibility of withdrawing your draft application by clicking on the button **“Withdraw your application”** situated on the right hand side of the screen.

Once you submit an application, an acknowledgement of receipt will be sent from noreply@commonwealth.int to the email address provided under question A.4 for the contact person.

It will include the application's reference number and a request to complete a short survey giving us feedback of your experience of completing the application form.

Your feedback will only be used to improve the application process and will not have any impact on the assessment of your application.

Thank you,
The Commonwealth Foundation grants team

Commonwealth Foundation