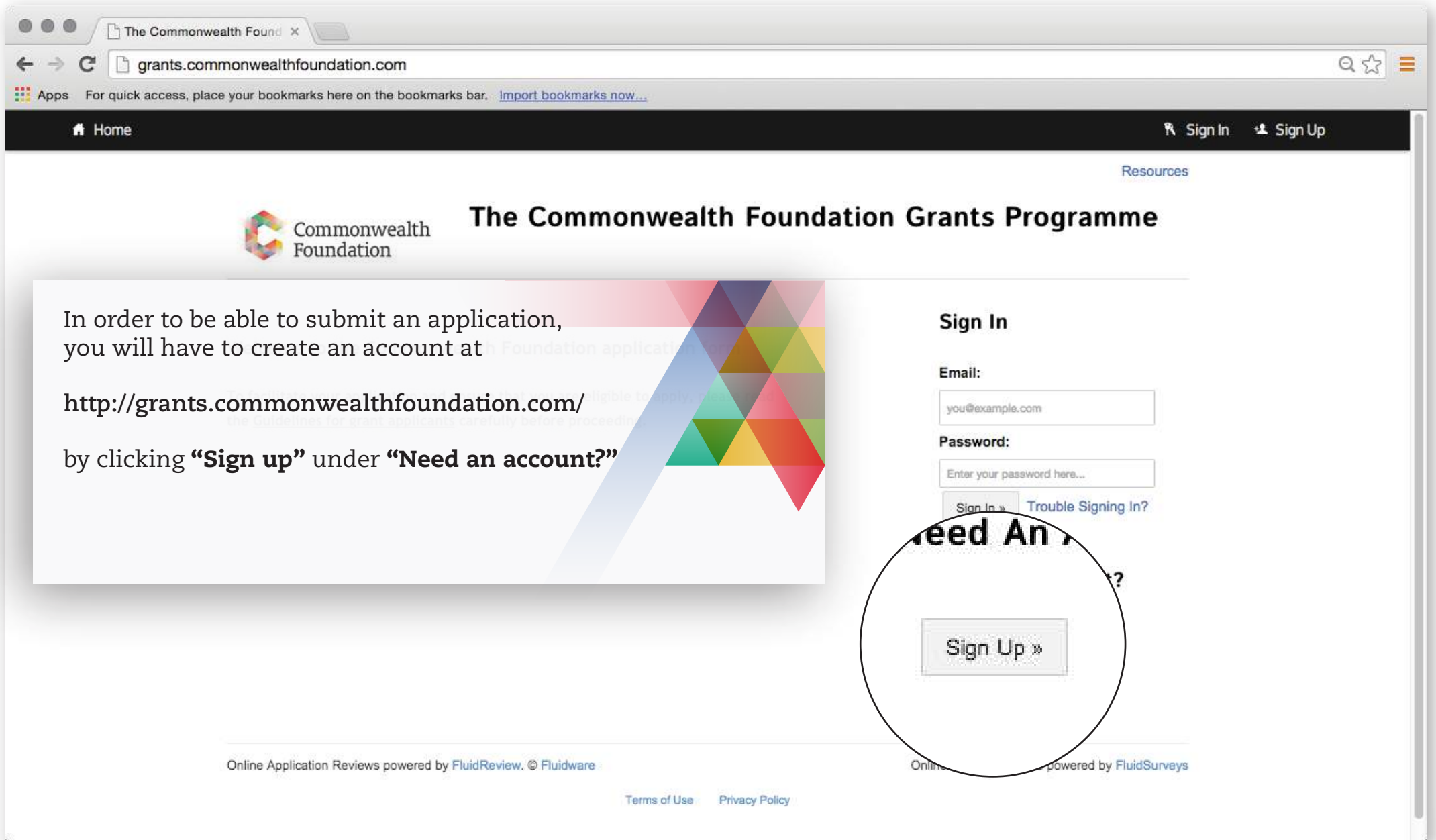


How to fill in your online application



Commonwealth
Foundation



The Commonwealth Foundation Grants Programme

In order to be able to submit an application, you will have to create an account at <http://grants.commonwealthfoundation.com/> by clicking **"Sign up"** under **"Need an account?"**

Sign In

Email:

you@example.com

Password:

Enter your password here...

[Sign In »](#) [Trouble Signing In?](#)


Need An Account?

[Sign Up »](#)

The Commonwealth Found x

grants.commonwealthfoundation.com/acc/r/

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)



Co
Fo

Ready to go?

We just need a bit more information from you before you can start.
Once you sign up, you will need to check your email within a couple of minutes. Make sure you have access to your email.
If you already have an account, you can log in.

Full name

Email

Create a password

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.

The Commonwealth Found x

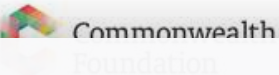
grants.commonwealthfoundation.com

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Home Sign In Sign Up

Resources

The Commonwealth Foundation Grants Programme

 Commonwealth Foundation

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.

Sign In

Email:

Password here...

[Trouble Signing In?](#)

Need an account?

Online Application Reviews powered by [FluidReview](#). © Fluidware


Online Survey Software powered by [FluidSurveys](#)

[Terms of Use](#) [Privacy Policy](#)

Browser tabs: Trouble Logging In? x

Address bar: grants.commonwealthfoundation.com/acc/l/h/

Navigation: Home Sign In Sign Up Resources



The Commonwealth Foundation Grants Programme

Home

Trouble Logging In?

If you have forgotten your password [click here to reset it.](#)

How do I activate my account?

Upon creating an account you should have received an email from the provider with your email address. This email will have instructions on how to activate your account. If you cannot see the email in your inbox please check your spam folder. If you did not receive your confirmation email, you can enter your email address below to have it resent.

Email Address:

Alternatively, if you still cannot activate your account please contact: cfgrants@commonwealth.int

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

The Commonwealth Found x

grants.commonwealthfoundation.com

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Home

Sign In Sign Up

Resources

The Commonwealth Foundation Grants Programme

Resources

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

To facilitate your application and ensure that you are eligible to apply, please read

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/>

Sign In

Email:

Password:

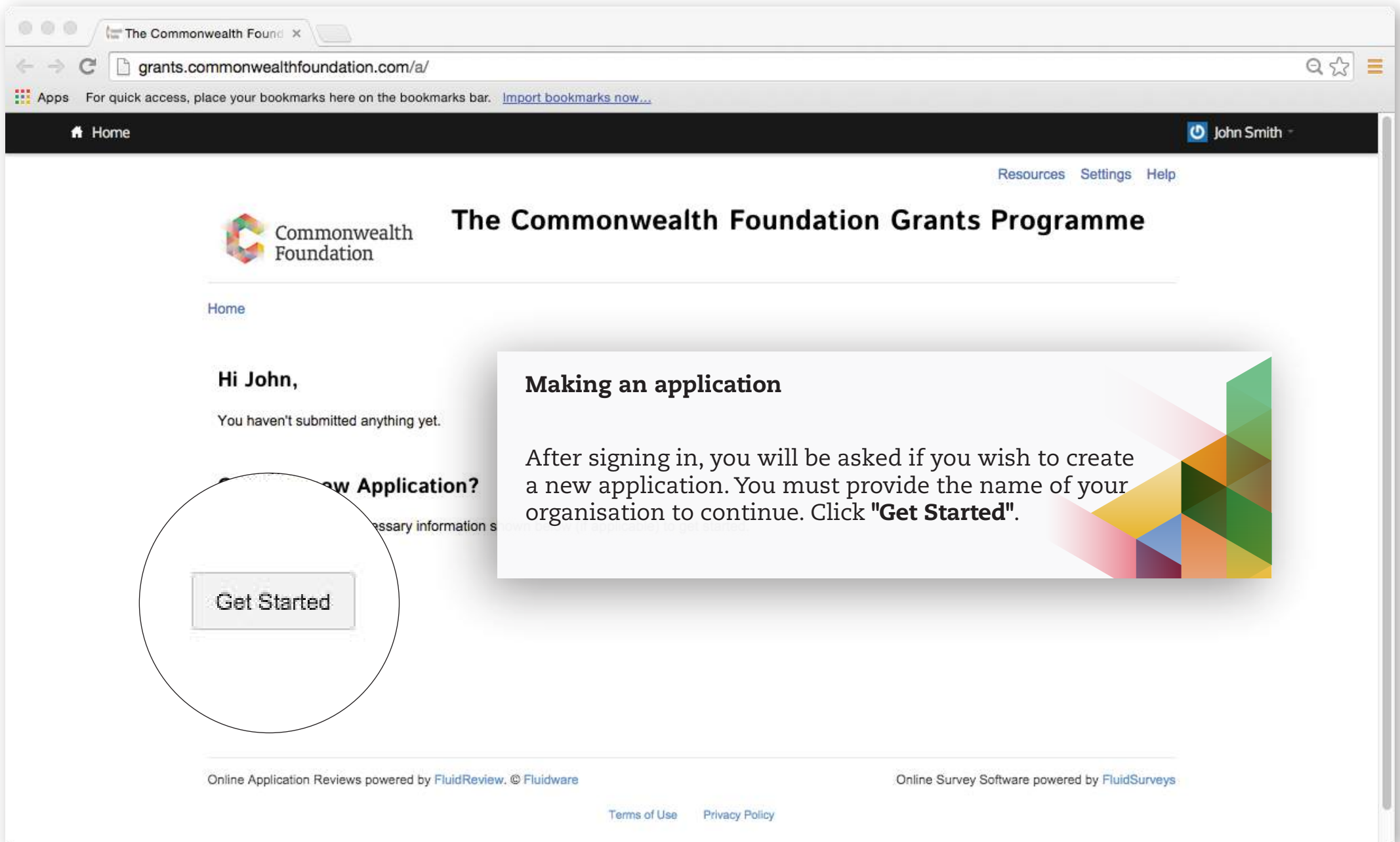
[Trouble Signing In?](#)

Need An Account?

Online Application Reviews powered by [FluidReview](#). © Fluidware

Online Survey Software powered by [FluidSurveys](#)

[Terms of Use](#) [Privacy Policy](#)



The Commonwealth Foundation Grants Programme

Home

Hi John,

You haven't submitted anything yet.

Create a New Application?

Provide necessary information s

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"**.



The Commonwealth Foundation Grants Programme

[Home](#)

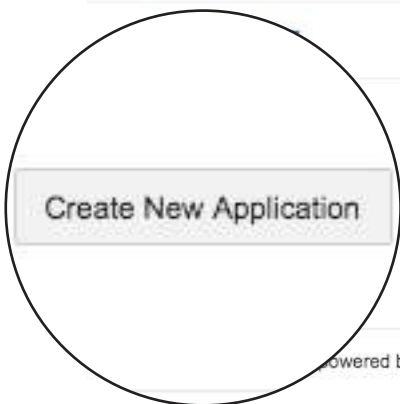
Welcome to the Commonwealth Foundation application process

Guidance on how to fill in your application form can be found [here](#).

If you have any questions, please email cfgrants@commonwealth.org.

Applications

Title	Category	Owner	Status	Actions
	Applicants	You		



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.


FEB2015-0027 | The Commi x

grants.commonwealthfoundation.com/s/938097/

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Home John Smith

Resources Settings Help



Commonwealth Foundation

Your Application has been created

[Home » FEB2015-0027](#)

FEB2015-0027

Preliminary application

Task

[Preliminary application form](#)

Submit your application

Activity

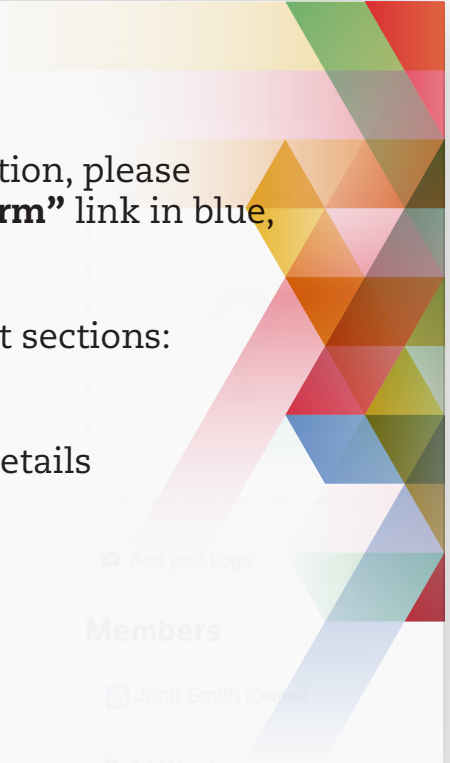
The Commonwealth Foundation Grants Programme

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



Preliminary application form x

grants.commonwealthfoundation.com/s/938097/57790/e/

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Home John Smith

[Resources](#) [Settings](#) [Help](#)

[← Back to Application](#)

Home » FEB2015-2016
Go to: [Eligibility Section](#) [Section B](#) [Section C](#) [Section D](#)
Preliminary application form

The Commonwealth Foundation Grants Programme

Preliminary application form

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”**.

Before starting your application, please confirm that:

- You are a registered national or regional civil servant
- Your grant application is for £30,000 per year
- You are applying for funding for 1 to 3 years
- Your project has not yet started
- You have at least 10% counterpart funds for the project
- The average of your total income over the last 2 years is £3 million or less
- Your project will take place in an eligible Commonwealth Foundation member country
- Your project addresses at least one of the Commonwealth Foundation’s outcome areas
- You do not currently have a grant from the Commonwealth Foundation
- You will provide the following supporting documents as part of your application:

Preliminary application for

grants.commonwealthfoundation.com/s/938097/57790/e/?p=1&s=eyJwYWdlcGF0aCI6IFswLCAxXX0%3D&k=938097&h=e0592abc2037140937621da06996ece8

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Home Resources Settings Help John Smith

← Back to Application

Foundation Grant Programme

11%

Applicant organisation details

id partner(s) details in section C and upload the relevant

supporting documentation in section D

A.2 Address

Address 1

Address 2

Address 3

Address 4

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.



The Commonwealth Foundation Grants Programme

Your Application has been created.

Home » FEB2015-0027

FEB2015-0027

Preliminary Application

Tag Actions

[Preliminary application](#)

Submit your application

Activity

You can return to the application at a later time by clicking the **“Preliminary application form”** link in blue.

Status Deadline

Incomplete 05:00:00 PM GMT

Prerequisites Not Met 01/29/2015 05:00:00 PM GMT

Add your Logo

Members

John Smith (Owner)

Add Member

Edit Members

Preliminary application form x


grants.commonwealthfoundation.com/s/938097/57790/e/

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Home John Smith

[Resources](#) [Settings](#) [Help](#)

[← Back to Application](#)

 Commonwealth Foundation

The Commonwealth Foundation Grants Programme

Preliminary application form

[Home](#) » [FEB2015-0027](#) » Preliminary application form

Go to: [Eligibility](#) [Section A](#) [Section B](#) [Section C](#) [Section D](#) [Section E](#) [Section F](#) [Section G](#) [Section H](#) [Section I](#) [Section J](#) [Section K](#) [Section L](#) [Section M](#) [Section N](#) [Section O](#) [Section P](#) [Section Q](#) [Section R](#) [Section S](#) [Section T](#) [Section U](#) [Section V](#) [Section W](#) [Section X](#) [Section Y](#) [Section Z](#)

Preliminary application form

Please check your answers below and correct them if necessary.

Section A - Applicant organisation details

A.1 Organisation name

If you are a sole applicant or you are the lead organisation, please provide the name of the organisation and the name of the person who is the lead applicant. If you are a supporting applicant, please provide the name of the organisation and the name of the person who is the lead applicant. Supporting documentation in section G.

An answer to this question is required.

A.2 Address

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.


FEB2015-0027 | The Com... x

grants.commonwealthfoundation.com/s/938097/

Apps For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Home John Smith

The Commonwealth Foundation Grants Programme

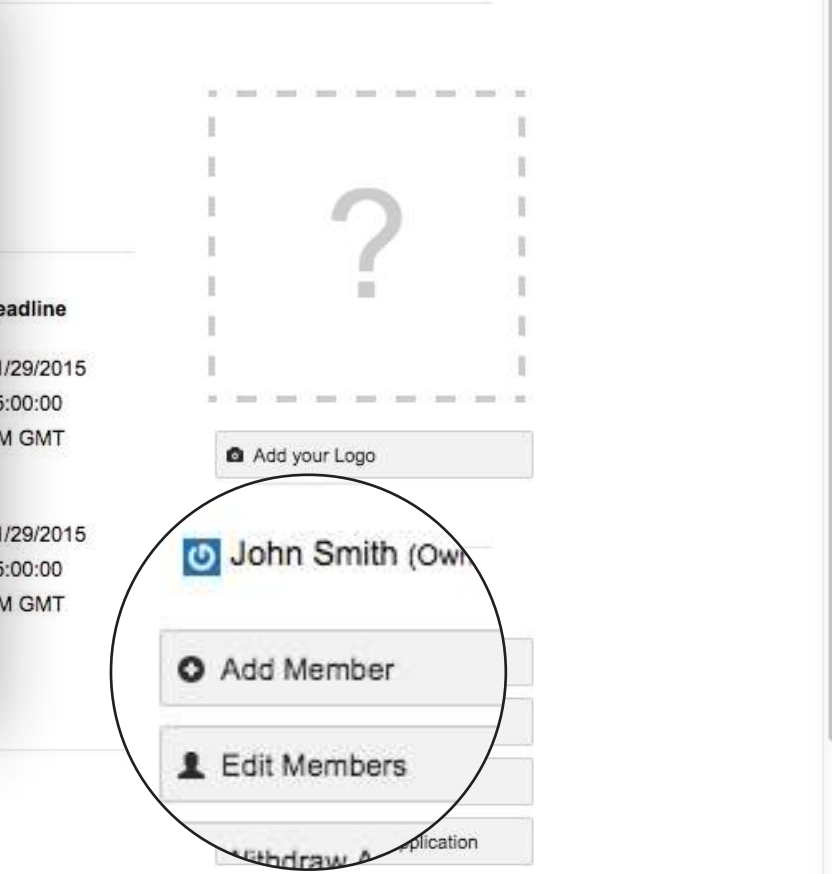
 Commonwealth Foundation

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.




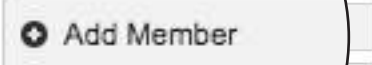
Deadline

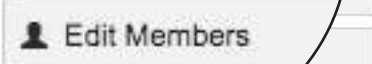
1/29/2015 5:00:00 M GMT

1/29/2015 5:00:00 M GMT

Add your Logo


 John Smith (Owner)

 Add Member

 Edit Members

Withdraw Application

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”**.

The screenshot shows the Commonwealth Foundation Grants Programme interface. At the top, there is a navigation bar with 'Home' and 'Resources Settings Help'. Below the header, a green notification bar states 'Your form has been completed.' The breadcrumb trail reads 'Home » FEB2015-0027'. The main heading is 'FEB2015-0027 Preliminary application'. A table lists the application details:

Task	Actions	Status	Deadline
Preliminary application form	View Edit Delete	Complete	01/29/2015 05:00:00 PM GMT

Below the table, there are buttons for 'Add your Logo', 'Download Application', and 'Add Member'. A large dashed box with a question mark is overlaid on the right side of the page.

Revise

You will have the option to view or edit the form under **“Actions”** before submitting:

- If you click **“View”**, you will be able to see, download or print your form in pdf
- 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.



The Commonwealth Foundation Grants Programme

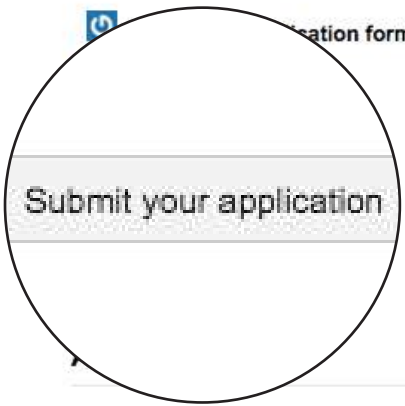
Your form has been completed.

[Home](#) » [FEB2015-0027](#)

FEB2015-0027

Preliminary application

Task Actions



View Edit Delete

Submission

When you are ready to submit, click on the button **“Submit your application”** at the bottom of the page.

Incomplete	01/29/2015 05:00:00 PM GMT	Download Application
------------	----------------------------	----------------------

Members

John Smith (Owner)

Add Member



The Commonwealth Foundation Grants Programme

Submit Your Application

[Home](#) » [FEB2015-0027](#) » Submit your application

You are now submitting your Application.

Please be advised that you may no longer be able to make further changes to this Application

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.



The Commonwealth Foundation Grants Programme

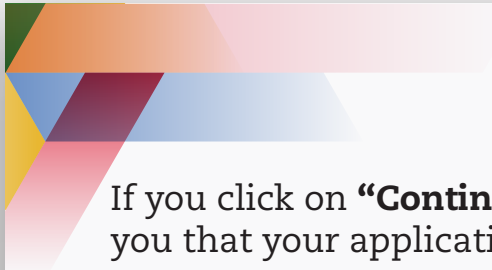
Submit Your Application

Your Application has been submitted. ✕

[Home](#) » [FEB2015-0027](#) » Submit your application

Your Application has been submitted.

[← Back to Application](#)



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



The Commonwealth Foundation Grants Programme

Home » FEB2015-0027

This Application is currently locked from editing

FEB2015-0027

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”**.

Preliminary application

Task	Actions	Status	Deadline
Preliminary application form	View	Complete	01/29/2015 05:00:00 PM GMT
Submit your application		Complete	01/29/2015 05:00:00 PM GMT

[Download Application](#)

Members

John Smith (Owner)

[Create Another Application](#)

Activity

[FEB2015-0027](#) was moved to **Preliminary**

★ John Smith submitted [FEB2015-0027](#) 12/12/2014 -

Preliminary application

Task	Actions	Status	Deadline
Preliminary application form		Incomplete	01/29/2015 05:00:00 PM GMT
			01/29/2015 05:00:00 PM GMT

?

Add your Logo

Members

John Smith (Owner)

- Edit Members
- Withdraw Application
- Create Another Appli

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.

John Smith created FEB2015-0028 on 1/29/2015

11:55:25 AM

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

