Submit by Monday 8 December 2016

# DARWIN INITIATIVE APPLICATION FOR GRANT FOR ROUND 23: STAGE 2

Please read the [Guidance](https://www.gov.uk/government/groups/the-darwin-initiative) before completing this form. Where no word limits are given, the size of the box is a guide to the amount of information required.

Information to be extracted to the database is highlighted blue. Blank cells may render your application ineligible

**ELIGIBILITY**

1. **Name and address of organisation**

(NB: Notification of results will be by email to the Project Leader in Question 6)

|  |  |
| --- | --- |
| **Applicant Organisation Name:** |  |
| **Address:** |  |
| **City and Postcode:** |  |
| **Country:** |  |
| **Email:** |  |
| **Phone:** |  |

**2. Stage 1 reference and Project title**

|  |  |
| --- | --- |
| **Stage 1 Ref:** | **Title (max 10 words):** |

**3. Project description (not exceeding 50 words)**

|  |
| --- |
| **(max 50 words)** |

**4. Country(ies)**

**Which eligible host country(ies) will your project be working in? You may copy and paste this table if you need to provide details of more than four countries.**

|  |  |
| --- | --- |
| **Country 1:** | **Country 2:** |
| **Country 3:** | **Country 4:** |

**5. Project dates, and budget summary**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Start date:** | | **End date:** | | | | **Duration:** | | |
| **Darwin funding request (Apr – Mar)** | **2017/18**  **£** | | **2018/19**  **£** | **2019/20**  **£** | **2020/2021**  **£** | | **Total**  **£** | |
| **Proposed (confirmed & unconfirmed) matched funding as % of total Project cost** | | | | | | | |  |

**6. Partners in project. Please provide details of the partners in this project and provide a CV for the individuals listed. You may copy and paste this table if necessary.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **Project Leader** | **Project Partner 1** | **Project Partner 2** |
| **Surname** |  |  |  |
| **Forename (s)** |  |  |  |
| **Post held** |  |  |  |
| **Organisation** (if different to above) |  |  |  |
| **Department** |  |  |  |
| **Telephone** |  |  |  |
| **Email** |  |  |  |

**7. Has your organisation been awarded a Darwin Initiative award before** (for the purposes of this question, being a partner does not count**)? If so, please provide details of the most recent awards (up to 6 examples).**

|  |  |  |
| --- | --- | --- |
| **Reference No** | **Project Leader** | **Title** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**8a. If you answered ‘NO’ to Question 7 please complete Question 8a, b and c.**

**If you answered ‘YES’, please go to Question 9** (and delete the boxes for Q8a, 8b and 8c)

|  |  |
| --- | --- |
| What year was your organisation established/ incorporated/ registered? |  |
| What is the legal status of your organisation? | NGO Yes/No  Government Yes/No  University Yes/No  Other (explain) |
| How is your organisation currently funded? | (Max 100 words) |
| Have you provided the requested signed audited/independently examined accounts? | Yes/No |

**8b. DO NOT COMPLETE IF YOU ANSWERED ‘YES’ TO QUESTION 7.**

**Provide detail of 3 contracts/awards held by your organisation that demonstrate your credibility as an organisation and provide track record relevant to the project proposed. These contracts/awards should have been held in the last 5 years and be of a similar size to the grant requested in your Darwin application.**

|  |  |
| --- | --- |
| 1. Title |  |
| Value |  |
| Duration |  |
| Role of organisation in project |  |
| Brief summary of the aims, objectives and outcomes of the contract/award. |  |
| Client/**independent** reference contact details (Name, e-mail, address, phone number). |  |

|  |  |
| --- | --- |
| 2. Title |  |
| Value |  |
| Duration |  |
| Role of organisation in project |  |
| Brief summary of the aims, objectives and outcomes of the contract/award. |  |
| Client/**independent** reference contact details |  |

|  |  |
| --- | --- |
| 3. Title |  |
| Value |  |
| Duration |  |
| Role of organisation in project |  |
| Brief summary of the aims, objectives and outcomes of the contract/award. |  |
| Client/**independent** reference contact details |  |

**8c. DO NOT COMPLETE IF YOU ANSWERED ‘YES’ TO QUESTION 7.**

**Describe briefly the aims, activities and achievements of your organisation. (Large organisations please note that this should describe your unit or department)**

|  |
| --- |
| **Aims (50 words)** |
| **Activities (50 words)** |
| **Achievements (50 words)** |

**9. Please list all the partners involved (including the Lead Institution) and explain their roles and responsibilities in the project. Describe the extent of their involvement at all stages, including project development. This section should illustrate the capacity of partners to be involved in the project. Please provide written evidence of partnerships.** Please copy/delete boxes for more or fewer partnerships.

|  |  |  |
| --- | --- | --- |
| **Lead institution and website:** | **Details (including roles and responsibilities and capacity to lead the project): (max 200 words)** | |
| Have you included a Letter of Support from this institution? | | Yes/No |

|  |  |  |
| --- | --- | --- |
| **Partner Name and website where available:** | **Details (including roles and responsibilities and capacity to engage with the project): (max 200 words)** | |
| Have you included a Letter of Support from this institution? | | Yes/No |

|  |  |  |
| --- | --- | --- |
| **Partner Name and website where available:** | **Details (including roles and responsibilities and capacity to engage with the project): (max 200 words)** | |
| Have you included a Letter of Support from this institution? | | Yes/No |

**10. Key Project personnel**

**Please identify the key project personnel on this project, their role and what % of their time they will be working on the project.** Please provide 1 page CVs for these staff, or a 1 page job description or Terms of Reference for roles yet to be filled. Please include more rows where necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name (First name, surname)** | **Role** | **Organisation** | **% time on project** | **1 page CV or job description attached?** |
|  | **Project Leader** |  |  | **Yes/No** |
|  |  |  |  |  |
|  |  |  |  |  |

**11. Problem the project is trying to address**

Please describe the problem your project is trying to address in terms of biodiversity and its relationship with poverty. For example, what are the drivers of loss of biodiversity that the project will attempt to address? Why are they relevant, for whom? How did you identify these problems?

If your project is working on an area of biodiversity or biodiversity-development linkages that has had limited attention (both in the Darwin Initiative portfolio and in conservation in general) please give details.

|  |
| --- |
| (Max 300 words) |

**12. Biodiversity Conventions, Treaties and Agreements**

Your project must support the objectives of one or more of the agreements listed below. Please indicate which agreement(s) will be supported and describe which objectives your project will address and how. Note: projects supporting more than one will not achieve a higher score.

|  |  |
| --- | --- |
| **Convention On Biological Diversity (CBD)** | Yes/No |
| **Nagoya Protocol on Access and Benefit Sharing (ABS)** | Yes/No |
| **International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA)** | Yes/No |
| **Convention on International Trade in Endangered Species (CITES)** | Yes/No |
| **Global Goals for Sustainable Development** | Yes/No |

**12b. Biodiversity Conventions**

Please detail how your project will contribute to the objectives of the agreement(s) your project is targeting and how your project will help to achieve the Global Goals for Sustainable Development (SDGs). You should refer to Articles or Programmes of Work here.Note: No additional significance will be ascribed for projects that report contributions to more than one agreement

|  |
| --- |
| **(Max 500 words)** |
| **12c. Is any liaison proposed with the CBD / ABS / ITPGRFA / CITES / SDG focal point in the host country?**  **Yes**  **No if yes, please give details:** |

**13. Methodology**

Describe the methods and approach you will use to achieve your intended outcomes and impact. Provide information on how you will undertake the work (materials and methods) and how you will manage the work (roles and responsibilities, project management tools etc.).

|  |
| --- |
| (Max 500 words – this may be a repeat from Stage 1, but you may update or refine as necessary. Tracked changes are **not** required.) |

**14. Change Expected**

Detail the expected changes this work will deliver. You should identify what will change and who will benefit a) in the short-term and b) in the long-term.

|  |
| --- |
| (Max 300 words) |

**15. Pathway to poverty alleviation**

Please describe how your project will benefit poor people living in low-income countries. Give details of who will benefit and the number of beneficiaries expected to be impacted by your project. The number of communities is insufficient detail – number of households should be the largest unit used. If possible, indicate the number of women who will be impacted.

|  |
| --- |
| (Max 300 words) |

**16. Exit strategy**

State whether or not the project will reach a stable and sustainable end point. If the project is not discrete, but is part of a progressive approach, give details of the exit strategy and show how relevant activities will be continued to secure the benefits from the project. Where individuals receive advanced training, for example, what will happen should that individual leave?

|  |
| --- |
| (Max 200 words) |

**17a. Harmonisation**

Is this a new initiative or a development of existing work (funded through any source)? Please give details (Max 200 words)

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| --- |
|  |

**17b. Are you aware of any other individuals/organisations/projects carrying out or applying for funding for similar work? Yes/No**

If yes, please give details explaining similarities and differences explaining how your work will be additional to tis work and what attempts have been/will be made to co-operate with and learn lessons from such work for mutual benefits.

|  |
| --- |
|  |

**18. Ethics**

Outline your approach to meeting the Darwin Initiative’s key principles for research ethics as outlined in the [Guidance](https://www.gov.uk/government/groups/the-darwin-initiative).

|  |
| --- |
| (Max 300 words) |

**19. Raising awareness of the potential worth of biodiversity**

If your project contains an element of communications, knowledge sharing and/or dissemination please provide a description of your intended audience, how you intend to engage them, what the expected products/materials will be and what you expect to achieve as a result. For example, are you expecting to directly influence policy in your host country or is your project a community advocacy project to support better management of biodiversity?

|  |
| --- |
| (Max 300 words) |

**20. Capacity building**

If your project will support capacity building at institutional or individual levels, please provide details of what form this will take and how this capacity will be secured for the future.

|  |
| --- |
| (Max 300 words) |

**21. Access to project information**

Please describe the project’s open access plan and detail any specific costs you are seeking from Darwin to fund this.

|  |
| --- |
| (Max 250 words) |

**22. Match funding (co-finance)**

**a) Secured**

Provide details of all funding successfully levered (and identified in the Budget) towards the costs of the project, including any income from other public bodies, private sponsorship, donations, trusts, fees or trading activity.

|  |
| --- |
| **Confirmed:** |

**22b) Unsecured**

Provide details of any matched funding where an application has been submitted, or that you intend applying for during the course of the project. This could include matched funding from the private sector, charitable organisations or other public sector schemes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date applied for** | **Donor organisation** | **Amount** | **Comments** |
|  |  |  |  |
|  |  |  |  |

**22c) None**

If you are not intending to seek matched funding for this project, please explain why.

|  |
| --- |
| (max 100 words) |

**23) Risk**

Explain how you have considered the risks and threats that may be relevant to the success of this project, including the risks of fraud or bribery.

|  |
| --- |
| (max 200 words) |

**PROJECT MONITORING AND EVALUATION**

**MEASURING IMPACT**

24. LOGICAL FRAMEWORK

Darwin projects will be required to report against their progress towards their expected outputs and outcomes if funded. This section sets out the expected outputs and outcomes of your project, how you expect to measure progress against these and how we can verify this.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project summary** | **Measurable Indicators** | **Means of verification** | **Important Assumptions** |
| **Impact:**  (Max 30 words) | | | |
| **Outcome:**  (Max 30 words) | 0.1  0.2  etc. | 0.1  0.2  etc. |  |
| **Outputs:**  **1**. | 1.1  1.2  etc. | 1.1  1.2  etc. |  |
| **2**. |  |  |  |
| **3**. |  |  |  |
| **4.** |  |  |  |
| **Activities** (each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1)  1.1  1.2  1.3 etc. | | | |

**25. Provide a project implementation timetable that shows the key milestones in project activities. Complete the following table as appropriate to describe the intended workplan for your project (Q1 starting April 2017)**

Please add/remove columns to reflect the length of your project. For each activity (add/remove rows as appropriate) indicate the number of months it will last, and shade only the quarters in which an activity will be carried out. The workplan can span multiple pages if necessary.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Activity** | **No. of** | **Year 1** | | | | **Year 2** | | | | **Year 3** | | | | **Year 4** | | | | |
|  |  | **months** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | **Q1** | **Q2** | **Q3** | **Q4** | | **Q1** | **Q2** | **Q3** | **Q4** |
| Output 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Output 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Output 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 3.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 3.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 3.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Output 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 4.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 4.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 4.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 4.4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Output 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 5.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 5.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| 5.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |

**26. Project based monitoring and evaluation (M&E)**

Describe, referring to the Indicators above, how the progress of the project will be monitored and evaluated, making reference to who is responsible for the project’s M&E. Darwin Initiative projects are expected to be adaptive and you should detail how the monitoring and evaluation will feed into the delivery of the project including its management. M&E is expected to be built into the project and not an ‘add’ on. It is as important to measure for negative impacts as it is for positive impact.

|  |  |
| --- | --- |
| (Max 500 words) | |
| Number of days planned for M&E |  |
| Total project budget for M&E |  |
| Percentage of total project budget set aside for M&E |  |

**FUNDING AND BUDGET**

**Please complete the separate Excel spreadsheet which provides the Budget for this application. Some of the questions earlier and below refer to the information in this spreadsheet. You should also ensure you have read the ‘Finance for Darwin’ document and considered the implications of payment points for cashflow purposes.**

### NB: The Darwin Initiative cannot agree any increase in grants once awarded.

**27. Value for Money**

Please explain how you worked out your budget and how you will provide value for money through managing a cost effective and efficient project. You should also discuss any significant assumptions you have made when working out your budget.

|  |
| --- |
| (max 300 words) |

**28. Capital items**

If you plan to purchase capital items with Darwin funding, please indicate what you anticipate will happen to the items following project end.

(max 150 words)

**FCO NOTIFICATIONS**

|  |  |
| --- | --- |
| Please check the box if you think that there are sensitivities that the Foreign and Commonwealth Office will need to be aware of should they want to publicise the project’s success in the Darwin competition in the host country. |  |

Please indicate whether you have contacted your Foreign Ministry or the local embassy or High Commission (or equivalent) directly to discuss security issues (see Guidance) and attach details of any advice you have received from them.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes (no written advice) |  | Yes, advice attached |  | No |  |

**CERTIFICATION**

|  |  |
| --- | --- |
| On behalf of the trustees/company\* of  (\*delete as appropriate) |  |
| I apply for a grant of £      in respect of **all expenditure** to be incurred during the lifetime of this project based on the activities and dates specified in the above application. | |

I certify that, to the best of our knowledge and belief, the statements made by us in this application are true and the information provided is correct. I am aware that this application form will form the basis of the project schedule should this application be successful.

(*This form should be signed by an individual authorised by the applicant institution to submit applications and sign contracts on their behalf.)*

## I enclose CVs for key project personnel and letters of support.

## I enclose our most recent signed audited/independently verified accounts and annual reports

|  |  |
| --- | --- |
| Name (block capitals) |  |
| Position in the organisation |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed\*\* |  | Date: |  |

**If this section is incomplete or not completed correctly the entire application will be rejected. You must provide a real (not typed) signature. You may include a pdf of the signature page for security reasons if you wish. Please write PDF in the signature section above if you do so.**

**Stage 2 Application – Checklist for submission**

|  |  |
| --- | --- |
|  | **Check** |
| Have you **read the Guidance**? |  |
| Have you read and can you meet the current Terms and Conditions for this fund? |  |
| Have you provided **actual start and end dates** for your project? |  |
| Have you provided your **budget based on UK government financial years**  i.e. 1 April – 31 March and in GBP? |  |
| Have you checked that your **budget is complete**, correctly adds up and that you have included the correct final total on the top page of the application? |  |
| Has your application been **signed by a suitably authorised individual**? (clear electronic or scanned signatures are acceptable) |  |
| Have you included a **1 page CV for all the key project personnel** identified at Question 10? |  |
| Have you included a **letter of support from your key partner organisations** identified at Question 9? |  |
| Have you **been in contact with the FCO** in the project country/ies and have you included any evidence of this? |  |
| Have you included a **signed** **copy of the last 2 years annual report and accounts** for the lead organisation? |  |
| Have you **checked the Darwin website** immediately prior to submission to ensure there are no late updates? |  |

Once you have answered the questions above, please submit the application, not later than 2359 GMT on Monday 8 December 2016 to [Darwin-Applications@ltsi.co.uk](mailto:Darwin-Applications@ltsi.co.uk) using the application number (from your Stage 1 feedback letter) and the first few words of the project title **as the subject of your email**. If you are e-mailing supporting documentation separately please include in the subject line an indication of the number of e-mails you are sending (eg whether the e-mail is 1 of 2, 2 of 3 etc). You are not required to send a hard copy.

### DATA PROTECTION ACT 1998: Applicants for grant funding must agree to any disclosure or exchange of information supplied on the application form (including the content of a declaration or undertaking) which the Department considers necessary for the administration, evaluation, monitoring and publicising of the Darwin Initiative. Application form data will also be held by contractors dealing with Darwin Initiative monitoring and evaluation. It is the responsibility of applicants to ensure that personal data can be supplied to the Department for the uses described in this paragraph. A completed application form will be taken as an agreement by the applicant and the grant/award recipient also to the following:- putting certain details (ie name, contact details and location of project work) on the Darwin Initiative and Defra websites (details relating to financial awards will not be put on the websites if requested in writing by the grant/award recipient); using personal data for the Darwin Initiative postal circulation list; and sending data to Foreign and Commonwealth Office posts outside the United Kingdom, including posts outside the European Economic Area. Confidential information relating to the project or its results and any personal data may be released on request, including under the Environmental Information Regulations, the code of Practice on Access to Government Information and the Freedom of Information Act 2000.