



Department
for Environment
Food & Rural Affairs



Foreign &
Commonwealth
Office



Department
for International
Development



DPLUS003

Darwin Plus: Overseas Territories Environment and Climate Fund Project Application Form

Submit by Monday 7 January 2013

Please read the Guidance Notes before completing this form
Information to be extracted to the database is highlighted in blue

Basic Data

1. Project Title	Biodiversity Action Planning in the Falkland Islands
2. OT(s) covered by proposal	Falkland Islands
3. Start Date:	1 April 2013
4. End Date:	31 March 2015
5. Duration of project (cannot be longer than 24 months)	24 months

Summary of Costs	2013/14	2014/15	2015/16	Total
6. Budget requested	56,700	47,000	1,500	105,200
7. Total value of Co-funding	10,000	9,300		19,300
8. Total Project Budget (all funders)	66,700	56,300		124,500
9. Names of Co-funders	Royal Botanic Gardens Kew, Falklands Conservation, FIG Environmental Planning Office			

10. Lead applicant organisation (who will be responsible for delivering outputs, reporting and managing funds)	Falklands Conservation
11. Project Leader name	Dr James Fenton
12. Email address	ceo@conservation.org.fk
13. Postal address	Jubilee Villas, Ross Road, Stanley
14. Contact details: Phone/Fax/Skype	Phone: +500 22247; Fax: +500 22288 Skype name: fc.ceo Skype address: james.fenton@ceo.org.fk

15. Type of organisation of Lead applicant. Place an x in the relevant box.									
OT GOVT	UK GOVT	UK NGO	<input checked="" type="checkbox"/>	Local NGO	<input checked="" type="checkbox"/>	International NGO	Commercial Company	Other (e.g. Academic)	

16. Principals in project. Please identify and provide a one page CV for each of these named individuals. You may copy and paste this table if you need to provide details of more personnel or more than one main, or other, project partner.

Details	Project Leader	Project Partner 1 - Main	Project Partner 2
Surname	Fenton	Rendell	Upson
Forename(s)	James	Nick	Rebecca
Post held	CEO	Environmental Planning Officer	Falkland Island Climate Change Project Manager
Institution (if different to above)		Falkland Islands Government	Royal Botanic Gardens, Kew
Department		Environmental Planning	UKOTs
Telephone/Skype			
Email			

17. Has your organisation received funding under the Darwin Initiative before? If so, please provide details of the most recent (up to 3 examples).

Reference No	Project Leader	Title
19-030	James Fenton	Falkland Islands raptors – reducing conflicts with rural livelihoods
EIDCF014	James Fenton	Developing Native Seed Mixes for Habitat Restoration in the Falklands
EIDCF019	James Fenton	Inshore Cetaceans of the Falkland Islands

18. If your answer to question 17 was no, provide details of 3 contracts previously held by your institution that demonstrate your credibility as an implementing organisation. These contracts should have been held in the last 5 years and be of a similar size to the grant requested in this application.

Project Details

19. Project Outcome Statement: Describe what the project aims to achieve and what will change as a result. (100 words max)

If all the Falkland Islands biodiversity action plans are looked at together, the total number of identified tasks becomes unrealistic in terms of the resources available. This project aims to solve this problem by analysing the approach to action planning taken to date and to develop an easily accessible digital format for classifying and prioritising tasks. Rigorous guidelines will be developed for prioritisation of action and generic action across species/habitats will be developed.

The methodology will be tested by completing the suite of action plans listed in the FI Biodiversity Strategy 2008-18. All the actions from all the plans will then be brought together and a further prioritisation undertaken until an achievable list of essential action has been produced. This output will facilitate practical action on the ground.

20. Background: (What is the current situation and the problem that the project will address? How will it address this problem? What key themes will it address? (200 words max)

The FI Biodiversity Strategy identifies the need for 31 Comprehensive Action Plans and 25 Basic Action Plans. Other biodiversity action is/will be identified in the Biodiversity Strategy, in site management plans (18 NNRs, 22 IBAs, 17 IPAs) and 24+ invasive plant action plans. Based on the average number of actions per plan to date (35), the total no. of tasks from the above would be 4,795; if there were only 5 tasks per plan, and assuming NNRs were subsumed into IBAs and IPAs, this would still result in 600 tasks. However calculated, the total number of biodiversity tasks is unrealistic if the above approach is taken to its logical conclusion (bearing in mind the small population base of the Falkland Islands).

This issue will be tackled by analysing the existing plans, identifying the constraints on fulfilling them, and producing rigorous prioritisation guidelines for action. Consideration will be given to making the identified action more integrated and generic.

Thereafter the format will be tested by completing the suite of action plans listed in the FI Biodiversity Strategy 2008-18. All the actions from all the plans will then be brought together and a further sieving undertaken until a realistic list of essential action has been produced, in an easily accessible digital format.

The project relates in particular to the following key themes:

- Habitat or species conservation, management and sustainable use for terrestrial and marine environments
- Development and use of tools and systems for environmental management, including integration across other sectors
- Preventing the establishment of invasive alien species, and eradicating or controlling species that have already become established
- Projects that help to take forward work in priority areas identified through environmental mainstreaming

21. 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). Give details of any innovative techniques or methods. (500 words max)

Approach

1. Analyse the 135 tasks in the four approved existing Action Plans (APs):
 - Which are being/have been done?
 - What are the constraints?
2. Analyse other identified biodiversity tasks:
 - Action from those APs currently in draft
 - 38 tasks from the Biodiversity Strategy.
 - 40 from Sea Lion Is NNR Management Plan (MP)
 - 24+ Invasive Plants Plans.
 - Identify other identified biodiversity action, e.g. from project outputs, environmental mainstreaming, Biodiversity Strategy Workshop 2011.
 - Which are being/have been done?
 - What are the constraints?
3. Conclusions from above:
 - Are the existing plans, etc, realistic when all the tasks from all the plans are put together?
 - What kind of tasks are likely to be undertaken by stakeholders with the current resources?
 - What kinds are unlikely to be done?
 - What tasks can be integrated across plans?
 - Are there other realistic scenarios which would allow more tasks to be achieved, e.g. additional staff &/or resources?

4. When all APs & MPs are considered together, how can the total number of actions be made realistic (commensurate with resources)? i.e. a rigorous process of prioritisation should be followed.
→ Produce prioritisation guidelines.
6. Following the above analysis of what has happened to date, produce a new draft format for the 'action section' of APs. Then test this by:
 - Completing the threatened/endemic plant APs and the 11 action plans identified in the Biodiversity Strategy that are not already underway: Mainland tussac, Whitegrass-fachine acid grassland, Fachine scrub, Boxwood scrub, Falklands fritillary, Californian club-rush stands, Mountain bluegrass, Flightless steamer duck, Gentoo penguin, Magellanic penguin, Ruddy-headed goose.
 - For species/habitats where data gaps are a problem, the project will not try to obtain this data but simply identify the data gaps and identify 'filling the gaps' as future action.
7. Thereafter, all the action identified in species & habitat APs, and in invasive species plans, will be brought together in an easily accessible digital format, with clear priorities given and a realistic number of actions. The format will be compatible with that for site management plans and be linked to the forthcoming FI GIS centre (at the South Atlantic Environmental Research Institute) and the FIG Islands Database.
8. The Biodiversity Strategy has as task 38 'Prepare and implement an environmental monitoring strategy'. Many of the tasks identified in plans will relate to species & habitat monitoring. The project will decide whether a separate Environmental Monitoring Strategy needed, or can be incorporated within 7. above.
9. The above action will be classified into two categories: a) that which can be achieved with existing resources; b) that which can only be achieved with additional resources. The amount of additional resources needed to fully implement the action plans will be quantified.
8. Finally, criteria will be developed for adding/removing species to the action planning process.

For roles & responsibilities see section 24 below

22. How does this project:

- a) Deliver against the priority issues identified in the assessment criteria
- b) Demonstrate technical excellence in its delivery
- c) Demonstrate a clear pathway to impact in the OT(s)
(500 words max)

a) Deliver against the priority issues identified in the assessment criteria

** Habitat or species conservation, management and sustainable use for terrestrial and marine environments*

The FI Biodiversity Strategy 2008-18 is the key document underpinning biodiversity action in the Islands. Within this, the Action Plans are the key tool for conserving species and habitats. These aim "to identify the causes of decline, threatening processes and the specific measures needed to arrest and reverse the decline, as well as any research, survey or monitoring requirements needed to underpin the action." Such plans are critical in maintaining the favourable conservation status of a number of nationally or internationally important or threatened habitats or species and should be the point of reference for any further initiatives or proposed work relating to them.

In enabling the Action Plans to be completed, in rigorous prioritisation of what is achievable, and thereafter bringing all the identified action together in a user-friendly format, this project will enable the aspirations of the Biodiversity Strategy to be brought to fruition.

** Development and use of tools and systems for environmental management, including integration across other sectors*

The development of an integrated action planning system, i.e. a new tool for bringing disparate plans together, will make future implementation of Action Plans much more effective and achievable in the future. The tool developed for this should also prove useful to other Overseas Territories.

* *Preventing the establishment of invasive alien species, and eradicating or controlling species that have already become established*

By integrating action for invasive species into the mainstream action planning process, this project will assist in invasive species eradication and control. It will also help to implement the Falkland Islands Invasive Plants Strategy which is due to be completed early in 2013 (through the Defra-funded project *Survey, early intervention control and developing a long-term strategy for invasive non-native plants in the Falkland Islands*).

* *Projects that help to take forward work in priority areas identified through environmental mainstreaming*

The Environmental Mainstreaming in the Falkland Islands project identified a list of tasks: these tasks will be part of the analysis outlined in 21 above. [reference: *Environmental Mainstreaming in the Falkland Islands*, Workshop Report, 21st May 2012, Graham Tucker & Indrani Lutchman, The Institute for European Environmental Policy (IEEP)]

b) Demonstrate technical excellence in its delivery

The project will make use of the best available data to produce the action plans, will link-in with the forthcoming Falkland Islands GIS centre at the South Atlantic Environmental Research Institute, and the output (all the biodiversity action accessible in one place) will be tested for ease of use with relevant stakeholders.

c) Demonstrate a clear pathway to impact in the OT(s)

Once all action for species and habitats has been brought together and rigorously prioritised there will be a clear pathway to implementation: all stakeholders will see the priorities and staff and resources can be channelled to these. Grant-givers will also see a logical framework against which to provide funds. The methodology developed should be generally applicable to Overseas Territories.

23. Who are the **stakeholders** for this project and how have they been consulted (include local or host government support/engagement where relevant)? Briefly describe what support they will provide and how the project will engage with them. (250 words max)

Falklands Conservation is the lead partner, but will be working in close collaboration with the Falklands Islands Government. Under the current Memorandum of Understanding between FIG & FC, Falklands Conservation has a role to "Support implementation of the Biodiversity Strategy and agreed outcomes of from the 2011 workshop." This project fulfils this role and should assist both the implementation of the current Biodiversity Strategy and its planned revision.

FC is also leading on the OTEP-funded project *Falkland Islands Protected Areas Strategy* which is devising a framework for a protected areas network, and also developing a management planning format and a monitoring system for protected areas. The synergies between site planning and species/habitat action planning will be explored as part of this project to avoid duplication. The Project Officer will attend the workshop on Ascension Island in 2013 on biological monitoring in the OTs.

Falklands Conservation has discussed the project with FIG's Environmental Planning Office, who have commented on the draft and are in full support of the project. The Environmental Planning Office will be on the Steering Group of the project, and will be involved throughout as FIG is ultimately responsible for Species and Habitat Action Plans. Hence the plans completed in this project will be given to FIG and integrated into long term policy.

The Royal Botanic Gardens Kew, with both their experience of working in the Falklands and their botanical expertise, will be a supporting partner, particular in the provision of advice on habitat and species action plans. They have also commented on the draft and are in full support of the project. They will have a place on the Steering Group.

The RSPB has agreed to be involved in an advisory capacity in relation to ornithological action plans.

24. Institutional Capacity: Describe the implementing organisation's capacity (and that of partner organisations where relevant) to deliver the project.
(500 words max)

FC's Conservation Officer (CO) is responsible for practical delivery on the ground. The output of this project will be key to planning FC's future biodiversity work so that 50% of CO's time will be devoted to this project. This will still leave enough time for the CO to undertake his other key role of species monitoring.

To assist in this work, a Project Officer will be employed for the duration of the work: collecting and analysing all the identified biodiversity tasks to date from all sources, designing the optimum digital format, background research for the 11 new Action Plans, and putting together the plans. The Project Officer will be housed in Falkland Conservation's offices in Jubilee Villas in Stanley.

See below for a complete list of the staff involved.

Roles & responsibilities

FC CEO, Dr James Fenton: Oversight of the whole project (on Steering Group); budgeted at one day *per* month..

FC Conservation Officer, Dr Andy Stanworth: Day-to-day management of the project and leading on both the analysis of existing plans and the completion of the new plans; on Steering Group. 50% of their time (1 year).

FC Action Plan Project Officer, to be recruited: Assisting the Conservation Officer in the above, i.e. collecting and analysing information, designing the optimum digital format, putting together Action Plans. 100% of their time.

FC Protected Areas Project Officer, Clare Cockwell [OTEP-funded]: Advising on monitoring and management planning for FI protected areas.

FC Community Science Officer, Sarah Crofts: Advising on Southern Rockhopper AP (in progress).

FC Raptor Project Officer, Micky Reeves [Darwin-funded]: Advising on the Striated Caracara AP (an output of the raptor project).

UK Executive Officer, Sarah Brennan: Liaison with Darwin in the UK.

FC Office Administrator, Farrah Peck: Project support.

FIG Environmental Planning Officer, Nick Rendell: Sharing oversight of the whole project, and relating the work to the review of the FI Biodiversity Strategy planned for 2013/2014 (on Steering Group).

RBG Kew EU BEST Project Officer, Dr Rebecca Upson: Completion of plant species APs and contribution to habitat APs.

FC/RBG Invasive Plants Officer, Richard Lewis: Integration of Invasive Plant APs into the project.

25. Expected Outputs			
Output (<i>what will be achieved e.g. capacity building, action plan produced, alien species controlled</i>)	Indicators of success (<i>how we will know if its been achieved e.g. number of people trained/ trees planted</i>)	Status before project/baseline data (<i>what is the situation before the project starts?</i>)	Source of information (<i>where will you obtain the information to demonstrate if the indicator has been achieved?</i>)
1. Completion of Action Plans identified in FI Biodiversity Strategy	All listed Action Plans completed	11 Action Plans not yet started	Approval of Action Plans by FIG
2. A 'biodiversity action' digital planning tool	Achievement of 3. & 4. below	Currently no central store of Action Plan and other biodiversity tasks	2. above and 4. below achievable
3. A list of priority species/habitat action for the FI	All existing biodiversity action prioritised and in one place; this will include a list of all environmental monitoring	Total number of biodiversity tasks unrealistic even with the limited number of plans produced to date.	Key stakeholders in the FI agree with the finalised list
4. An identification of the above action that can be achieved: a) with existing resources; b) with additional resources	1) Agreed list of achievable action with current resources 2) Identification of additional resources needed to fully implement action plans	As above	As above

26. Expected Outcomes: How will each of the outputs contribute to the overall outcome of the project? (100 words max)

See 21 above where a systematic methodology of the project is given, including the above outputs. The outcome is given in 19 above, but it can be summarised as “a completed suite of Biodiversity Action Plans and a list of essential biodiversity action, together with a tool for prioritising actions and integrating additional action plans as needed in the future.”

The biodiversity action will be prioritised, with a breakdown of what can be achieved with existing resources (people, time and money), and that which will require additional resources. These resource requirements will be identified so that it is clear what will be needed in order to fully implement the action plans.

27. Main Activities	
Output 1	Activities or tasks to be done to deliver the outputs. Include activities on information sharing and collaboration with other OTs. Completion of Action Plans identified in FI Biodiversity Strategy
1.1	Existing biodiversity plans reviewed, all identified action extracted and brought together
1.2	Existing tasks analysed and rigorous guidelines produced on which tasks should be made the highest priority (prioritisation guidelines); also the identification of generic tasks which can be aggregated across plans
1.3	Comprehensive Action Plans complete (except for striated caracara, which will be an output of the Darwin raptor project)
1.4	Basic Action Plans complete

Output 2.	A 'biodiversity action' digital planning tool
2.1	A digital system devised that enables all biodiversity action tasks to be brought together, prioritised and result in realistic work plans. This would provide the framework for 3. below
2.2	The tool to be tested with key users, and modified if need be
Output 3.	Achievable list of priority species/habitat action for the FI
3.1	All biodiversity action from all plans listed and put together in one place; there will need to be consideration given as to whether the Environmental Monitoring Strategy (a proposed output of the Biodiversity Strategy, and a subset of all action) needs to be additional to this
3.2	All tasks looked at together and an assessment made of their overall achievability
3.2	A revised list is produced which is realistic and achievable: this may result in modification of the Action Plans
3.3	Guidelines produced for inclusion of new species/habitats into the action plan process, and for removal of species/habitats; and for the addition/removal of tasks to the master list
3.4	Methodology promulgated to other OTs
Output 4.	An identification of the above action that can be achieved: a) with existing resources; b) with additional resources
4.1	Agreed list of achievable action with current resources (people, time, money)
4.2	Agreed list of essential action that cannot be achieved with current resources
4.3	Identification of additional resources needed to fully implement action plans

28. Risks			
Description of the risk	Likelihood the event will happen (H/M/L)	Impact of the event on the project (H/M/L)	Steps the project will take to reduce or manage the risk
Impossible to reduce the total number of tasks in Action Plans to that commensurate with resources available or potentially available	Low	Low	Stronger prioritisation, with removal of some species/habitats from the Action Planning list
Insufficient information to complete some Action Plans	Medium	Low	Collecting the missing information becomes an action itself in the plan; different action plans will have different levels of information

<p>29. Sustainability: How will the project ensure benefits are sustained after the project has come to a close? If the project requires ongoing maintenance or monitoring, who will do this? (200 words max)</p> <p>The project will ensure the sustainability of new biodiversity projects as any action arising from them can be entered into the action planning system.</p> <p>FIG is responsible for maintaining FI databases and the output of this project will be an extremely useful means of keeping track of what needs doing. It will be maintained by FIG in partnership with all those involved in biodiversity projects, and integrated into the forthcoming FI GIS centre at the South Atlantic Environmental Research Institute.</p>

30. Monitoring & Evaluation: How will the project be monitored and who will be responsible? Will there be any independent assessment of progress and impact? When will this take place, and by whom? (250 words max)

A Steering Group of the key principals in the project will meet quarterly and assess progress.

The outputs of the project will be tested with key stakeholders in the Falkland Islands and modifications made in the light of any feedback received.

The project completion report is **due up to 3 months** after the project is over and is linked to the final payment.

31. Use of information: If your application is successful, the information in this form may be published on the internet or used in publications. If there are any parts of the application which you do not want to be used in this way, please indicate them in the box below.

n/a

32. Financial controls: (Who is responsible for managing the funds? What experience do they have? What arrangements are in place for auditing expenditure?)

Falklands Conservation has both a UK Honorary Treasurer and an FI Honorary Treasurer who oversee our funds in the UK and FI respectively. The CEO is responsible for day-to-day financial management, overseen both by the UK & FI trustees (who are reported to on a quarterly basis) and our auditors (Wilkins Kennedy, with offices in London and Stanley).

FC uses the software TAS for tracking income and expenditure, which is reconciled on a monthly basis; the FI Office Administrator is responsible for input in relation to FI income/expenditure, and the UK Executive Officer to UK income/expenditure.

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.

NB: Please state all costs by financial year (1 April to 31 March) and in GBP. **Budgets submitted in other currencies will not be accepted.** Use current prices – and include anticipated inflation, as appropriate, up to 3% per annum. The Darwin Initiative cannot agree any increase in grants once awarded.

33. 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.

(300 words max)

Currently all the tasks which have been identified as necessary to conserve the Falkland Islands biodiversity have only been looked at in isolation. When new projects and tasks are proposed, they do not relate to all the previously identified tasks. Over time this can build up unrealistic expectations of what can be achieved in the Falkland Islands, bearing in mind the small population of the islands.

Hence to-date, money has been spent which has resulted in a list of biodiversity tasks, but without the wherewithal to carry many of them out. This can be seen as poor value for money: there is little point in carrying out a project if its recommendations cannot be implemented.

By enabling all biodiversity action to be brought together and prioritised, this project will get round this problem by ensuring action recommended in the future will be commensurate with resources. This will allow better targeting of staff time and money.

The cost of the project itself, *ca* £100,000, indicates the amount of money that is needed to complete the action plans identified in the FI Biodiversity Strategy 2008-18 and which is not currently available within the islands.

In terms of the budget, the project would pay for a full-time Project Officer, 50% of the time of FC's Conservation Officer and 1 day a month of FC's CEO's time. Other FC staff time (see list in 24. above) will be donated as in-kind contribution, estimated at £2,000/yr. Both the Royal Botanic Gardens Kew and the FIG Environmental Planning office will donate their staff-time as an in-kind contribution. The consultancy figure of £7,200 relates to employing an invasive plants specialist for three months to integrate this work into the action planning system.

The other major costs relate to a return airfare to the Falklands to allow for recruitment of the Project Officer from the UK; and also for their attendance at the Ascension Island biological monitoring workshop in 2013. Overheads have been calculated at 9%.

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 2013)

Activity	No of Months	Year 1				Year 2			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 1 Completion of Action Plans identified in FI Biodiversity Strategy									
1.1 Existing biodiversity plans reviewed, all identified action extracted and brought together	2	x							
1.2 Existing tasks analysed and rigorous guidelines produced on which tasks should be made the highest priority (prioritisation guidelines); also the identification of generic tasks which can be aggregated across plans	2	x	x						
1.3 Comprehensive Action Plans complete (except for striated caracara, which will be an output of the Darwin raptor project)	5			x	x	x	x	x	
1.4 Basic Action Plans complete	6			x	x	x	x	x	
Output 2. A 'biodiversity action' digital planning tool									
2.1 A digital system devised that enables all biodiversity action tasks to be brought together, prioritised and result in realistic work plans. This would provide the framework for 3. below	1		x						
2.2 The tool to be tested with key users, and modified if need be	1		x					x	
Output 3. Achievable list of priority species/habitat action for the FI									
3.1 All biodiversity action from all plans listed and put together in one place; there will need to be consideration given as to whether the Environmental Monitoring Strategy (a proposed output of the Biodiversity Strategy, and a subset of all action) needs to be a separate document	1			x	x	x	x	x	
3.2 All tasks looked at together and an assessment made of their overall achievability	1						x	x	
3.2 A revised list is produced which is realistic and achievable: this may result in modification of the Action Plans	1							x	
3.3 Guidelines produced for inclusion of new species/habitats into the action plan process, and for removal of species/habitats; and for the addition/removal of tasks to the master list	1								x
3.4 Methodology promulgated to other OTs									x
Output 4. An identification of the above action that can be achieved: a) with existing resources; b) with additional resources									
4.1 Agreed list of achievable action with current resources (people, time, money)	1								x
4.2 Agreed list of essential action that cannot be achieved with current resources	1								x
4.3 Identification of additional resources needed to fully implement action plans	1								x

CERTIFICATION 2013/14

On behalf of the trustees of Falklands Conservation

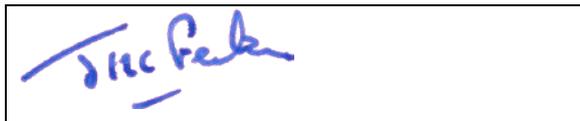
I apply for a grant of £105,200 in respect of **all expenditure** to be incurred during the lifetime of this project based on the activities and dates specified in the above application.

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 lead institution to submit applications and sign contracts on their behalf.)*

I enclose CVs for project principals and letters of support. Our most recent audited/independently verified accounts and annual report are also enclosed:

Name (block capitals)	Dr JAMES FENTON
Position in the organisation	Chief Executive Officer

Signed



Date:

7 January 2013

Application Checklist for submission

	Check
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 in the email)	✓
Have you included a 1 page CV for all the principals?	✓
Have you included a letter of support from the <u>main</u> partner(s) organisations?	✓
Have you included a copy of the last 2 years' annual report and accounts for the lead organisation? An electronic link to a website is acceptable.	✓
Have you read the Guidance Notes?	✓
Have you checked the Darwin Plus website immediately prior to submission to ensure there are no late updates? <i>Attempted but Darwin website failed to open</i>	x

Once you have answered the questions above, please submit the application, not later than midnight GMT at the end of Monday 7 January 2013 to Darwin-Applications@ltsi.co.uk using 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 (e.g. 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 Darwin Plus. Application form data will also be held by contractors dealing with Darwin Plus 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 (i.e. name, contact details and location of project work) on the Darwin Initiative and Defra/FCO/DFID 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 Governor's Offices outside the UK, 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.