Darwin Plus Local

Training session for applicants

Friday 13th January 2023

Department for Environment Food & Rural Affairs

JNCC NIRAS

Agenda

- Introduction
- What is Darwin Plus Local?
- Roles and responsibilities
- Key project criteria
- How to apply
- Assessment criteria
- Poll
- Questions
- The application form
- Managing projects
- Final Questions

JNCC   NIRAS

Today's panellists

Victoria Pinion
NIRAS

Eilidh Young
NIRAS

Sally Coles
NIRAS

Jessica Magnus
JNCC

Sarah Valenti
JNCC

Darwin Plus

Time for a quick poll!

Have you applied for Darwin Plus funding before?

- Yes

- No

The UK Overseas Territories

- Anguilla

- Bermuda

- British Antarctic Territory (BAT)

- British Indian Ocean Territory (BIOT)

- British Virgin Islands (BVI)

- Cayman Islands

- Falkland Islands (FI)1

- Gibraltar

- Montserrat

- Pitcairn, Henderson, Ducie & Oeno Islands

- St Helena, Ascension and Tristan da Cunha

- South Georgia & the South Sandwich Islands (SGSSI)

- Sovereign Base Areas of Akrotiri and Dhekelia (on Cyprus)

- Turks & Caicos Islands (TCI)

Darwin Plus Local

Darwin Plus Local is a new small grants scheme for environmental projects

Endemics

Health

Protection & Food

C Sequestration

Tourism

Recreation

Heritage

Water Security

£

$

Rationale: Darwin Plus Local

Consultation outcome

Safeguarding the environment in British Overseas Territories: call for evidence

From: **Department for Environment, Food & Rural Affairs**
Published 10 May 2019
Last updated 8 April 2020 — See all updates

🔔 Get emails about this page

This consultation has concluded

Download the full outcome

HTML — Summary of responses
HTML

Detail of outcome

Related content

OTS to review claims and elections

Form CH31: Tomlin order - 1975 Act

Legionella sch...

Standard sch...

Form PF56: F...
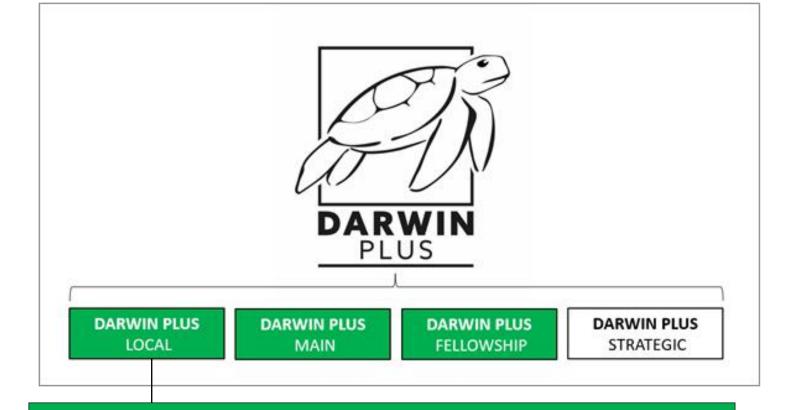or clarification...
Direction 18)

Clear request for fund exclusively for OTs.

Simpler application process; smaller grants.
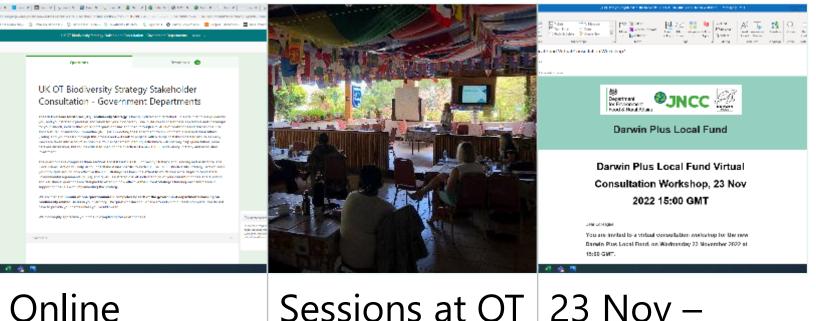
Darwin Plus Local Introduced

Organisations: Grants of up to £50,000
Individuals: Grants of up to £20,000
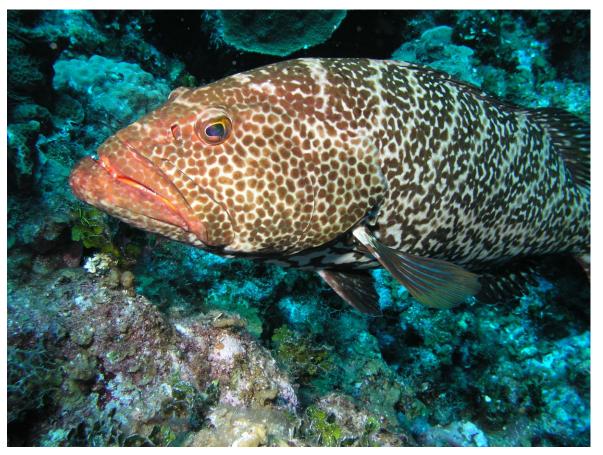
Darwin Plus Local Development

Online Questionnaire

Sessions at OT BD Strategy Workshops so far

23 Nov – Online OTs Deep Dive into Darwin Plus Local

Darwin Plus Local Objectives

- **To support small scale and pilot environmental projects in the UKOTs.**

- **Aims to build capacity in-territory and contribute to local economies.**

- Application process for Darwin Plus Local has been streamlined to build confidence and familiarity in the grant application process.

- Over time, intended to help more people to apply to the other Darwin Plus schemes.

Darwin Plus Themes

Projects must contribute to measurable outcomes in at least one of the following Darwin Plus themes:

- **Biodiversity:** improving and conserving biodiversity and slowing or reversing biodiversity loss and degradation.

- **Climate change:** responding to, mitigating and adapting to climate change and its effects on the natural environment and local communities.

- **Environmental quality:** improving the condition and protection of the natural environment.

- **Capability and capacity building:** enhancing the capacity within OTs, including through community engagement and awareness, to support the environment in the short- and long-term.

We hope Darwin Plus Local will help deliver work towards priorities

Types of projects (I)

What the OT needs

core costs

Legacy

funding for signage

heritage tourism

Initiatives   short term stuent project

sustainable tourism   PracticalConservation

direct action

exsitu conservation   habitat restoration   practical
ontheground

capacity building

practical delivery   research and training

land purchase   climate change   resource management

ecology studies   Practical Conservation
Research

biosecurity   grassroots delivery   MPA management

actions & policy support
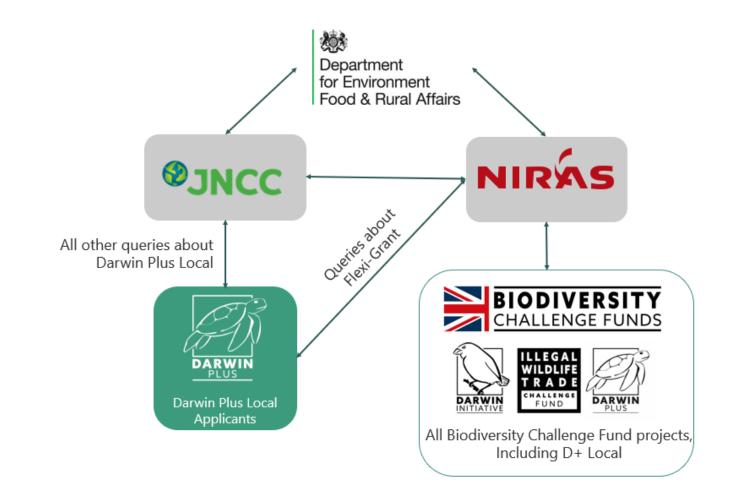
Types of projects (II)

- A wide range of projects possible (see Guidance section 2 & Finance Guidance).

- Projects must contribute to measurable outcomes in at least one of the Darwin Plus themes: biodiversity, climate change, environmental quality and capability and capacity building.

- Time-frame: 1 year max.

Roles and responsibilities

Key project criteria

- Projects need to be locally led

- **Budget limits:**
  - Up to £50,000 for organisations
  - Up to £20,000 for individuals

  If you are selected for funding, you will need to provide some financial evidence – ensure this is available

- 80% of budget should be spent in UKOT(s)

- Projects can start **from April 2023** but be realistic about what's possible

- All projects must end by **31 March 2024**

- We cannot cover day-to-day ongoing costs for routine work, but we can cover costs for discrete pieces of work that feed into core activities (Guidance Section 2.1)

- Any research must be specific and clearly show how it will feed into action on the ground even if that is not achieved by project end (Guidance Section 2.1)

- Section 5.3 of the Terms and Conditions set out other ineligible costs

- Annex A of the Finance guidance also provide information on ineligible costs

How to apply (I)

- Application guidance is on the **Darwin Plus website**

  https://dplus.darwininitiative.org.uk/apply

- All applications must be received online on **Flexi-Grant** – you will need to create an account to submit an application (all guidance is also linked from Flexi-Grant!)

  https://ltsi.flexigrant.com/

Log in   Register

Welcome to the Biodiversity Challenge Funds Home Page

This online application portal is for UK Government funded Biodiversity Challenge Funds the Darwin Initiative, Darwin Plus and the Illegal Wildlife Trade Challenge Fund. From this page, access your account to begin an application or continue working on an existing application – see the panels at the bottom of this page. You can only work on an application when the fund is open.

Skip to Content

Darwin Plus is a UK government grants scheme that funds projects that aim to protect the unique biodiversity and improve resilience to climate change within the UK Overseas Territories

ABOUT US   APPLY   PROJECTS

Department for Environment Food & Rural Affairs

JNCC   NIRAS

How to apply (II)

In order to apply you should:

- Read the **guidance documents**
- Complete the questions in the **application form** on Flexi-Grant
- Upload a 2 page **cover lever**
- Download, complete and upload an **implementation timetable** with your application
- *If you are carrying out activities on Government owned land or water – upload a **letter of support** from relevant UKOT government*
- *Optional – up to 5 sides A4 additional materials, e.g. map or list of references*

How to apply (III)

Submission deadline: 14 February 23:59 GMT

- Ensure you access Flexi-Grant before then in case any issues

- Submit ahead of deadline in case any last minute issues

- If you have any issues submitting at midnight, email us so we know you intend to submit and we will contact you in the morning

Applications must:

- Be correct and complete

- match all published criteria, including dates and page limits on supporting materials

- be submitted using correct templates

- support work in a UKOT and be submitted by a UKOT Lead Partner

Darwin Plus Local Assessment process and criteria

- Assessment process and criteria outlined in Sections 5+ 6 of the Guidance document + Annex A

- Applications will be assessed by JNCC in two parts:
  - Initial review: to progress applications which meet the essential eligibility criteria.
  - Expert review: to score eligible applications against the assessment criteria in section 6.

- Final decisions will be taken by Defra, on consideration of the advice received from JNCC.

- Defra has the right to consult the relevant OT government for feedback on prospective projects to assist the JNCC experts in their overall assessment and recommendations.

Assessment criteria

- Section 6 of the Guidance and consist of essential and desirable criteria

- Projects must meet **all of the essential criteria**, and at least **one criterion from each of the three sections** listed as desirable criteria, in order to be considered for funding.

- Three sections include Policy Priorities, Impact and Technical Excellence

- JNCC will use criteria to generate a score (on a scale from 0-6 points with 6 points being the highest), which Defra will use to determine the suitability of applications for funding.

- The more desirable criteria a project meets, the higher the score and the more likely it will be successfully funded.

Assessment criteria

Essential Criteria

- The project demonstrates measurable outcomes in at least one of the themes of Darwin Plus, either by the end of the project's implementation or via evidenced mechanisms for post-project delivery;

- The project does not cause negative environmental impacts;

- The project applicant has the capacity and capability to deliver the project.

Assessment criteria

Desirable criteria – examples from each of the 3 sections

Policy Priorities

- The project contributes to the delivery of existing environmental commitments such as those set out within national legislation, individual Territories' national biodiversity strategies, environmental action plans and roadmaps, or equivalent;

- The project delivers measurable benefits for the local environment by tackling identified environmental problem(s)

- Any research or scoping work is clearly justified and shows how it will be applied for meaningful environmental outcomes on the ground

Assessment criteria

Desirable criteria – examples from each of the 3 sections

Impact

- The project is sustainable – the outcomes will be sustained after the funding is finished;

- The project demonstrates how it will strengthen the capability and capacity of local partners;

- The project contributes to environmental goods and services within the UKOT(s).

Assessment criteria

Desirable criteria – examples from each of the 3 sections

Technical Excellence

- The project has been well-planned and has a clear goal, purpose and outputs;

- The activities are practical and achievable;

- The project clearly demonstrates the intended change(s) the project is aiming to bring about, how they will be measured, and what evidence is needed to demonstrate these changes;

- The project represents value for money.

Final reminder

- Please look at all the assessment criteria in Section 6 of the Guidance

- **Remember:** you need to meet all essential criteria and at least one of the desirable criteria under each heading but the more desirable criteria you meet the higher you score!

Time for a quick poll!

How is the pace of the webinar so far?

- Far too slow

- A bit slow

- About right

- A bit fast

- Far too fast

Any questions?

Run through of application form

NIRAS

At any stage in the application process you can save your work and return to it at a later time. The system will automatically save your work when you change pages but we recommend that you also save your work at regular intervals to avoid loss of data. The questions and sections can be completed in any order.

Once you have completed all sections of the application a 'Submit application' button will become available at the top and bottom of this summary page. This button will become available once every page of the application is marked as 'Complete' - however please note that **all collaborators must have marked their inputs as complete or this button will not appear.** If they do not, the Lead Applicant will have to revoke their permission to collaborate before the application can be submitted. You may need to refresh the page after revoking permission for the 'Submit application' button to appear.

When you click the 'Submit application' button you will be asked to confirm that you want to submit your application. Once your application has been submitted, you will be able to view your application and its current status but you will NOT be able to modify it.

Before starting your application please ensure you have read:

- Guidance for Applicants (with particular focus on the eligibility criteria)
- Terms and Conditions for the fund (we have also prepared a summary document of key Terms and Conditions for Darwin Plus Local projects)
- Finance Guidance
- Flexi-Grant Guidance

Documents you will need to complete alongside this application form:

- A project implementation timetable template

There is also a Frequently Asked Questions document based on consultation with UKOT stakeholders. We recommend reviewing each page of the application form to familiarise yourself with the questions before starting.

Questions marked with a red asterisk * are mandatory.

The closing date for all applications is **23:59 GMT on Tuesday 14 February 2023.**

In order to facilitate collaboration, you can also download a Word version of the application form. **Please note that applications will only be accepted via the Flexi-Grant portal. Any applications received on the Word form via email will be rejected.**

*Q1. Project Title

[   ]

You have entered 0 words (10 words max)

*Q2. Please select whether you are applying as an organisation or as an individual (Guidance section 3 and Guidance Glossary)

○ Organisation

● Individual*

*Lead applicant contact details

Please enter the contact details for the lead applicant. The lead applicant is the same as the Flexi-Grant account holder.

Please note that the Flexi-Grant account holder will be the only contact point for the application.

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*Q3. Overseas Territory (Guidance section 1.3):

Which UK Overseas Territory(ies) will your project be working in? Please note that in case of a non-permanent resident population you need to demonstrate a clear, meaningful, long-term link to the territory.

- [ ] Anguilla
- [ ] Bermuda
- [ ] British Antarctic Territory (BAT)
- [ ] British Indian Ocean Territory (BIOT)
- [ ] British Virgin Islands (BVI)
- [ ] Cayman Islands
- [ ] Falkland Islands (FI)
- [ ] Gibraltar
- [ ] Montserrat
- [ ] Pitcairn, Henderson, Ducie & Oeno Islands*
- [ ] St Helena, Ascension and Tristan da Cunha*
- [ ] South Georgia and The South Sandwich Islands (SGSSI)
- [ ] Sovereign Base Areas of Akrotiri and Dhekelia (on Cyprus)
- [ ] Turks & Caicos Islands (TCI)

* if you have indicated a territory group with an asterisk, please give detail on which territories you are working on here:

[   ]

* In addition to the UKOT(s) you have indicated, will your project directly benefit any other UK OT(s) or country(ies)?

- (●) Yes
- ( ) No

* Please list these below and describe how they will benefit:

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Q4. Project partners (Guidance section 3.2)

In this section, please give details of all the partners involved (including the Lead Partner) and provide a summary of their roles.

Project Leader name (Guidance section 3.1): *

Lead Partner name (if applying as an organisation; Guidance section 3.1):

Lead Partner Website (if applicable):

Is the Lead Partner based in a UKOT where the project is working (Guidance section 3.1)? *
- ● Yes
- ○ No

List other partners involved and where are they based (Guidance section 3.2): *

You have entered 0 words (75 words max)

Summary of roles and responsibilities of each partner in the project: *

You have entered 0 words (250 words max)

I confirm that all listed partners are aware of this application and have indicated support: ☐

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*Q5. Project Summary (Guidance section 3.8)

Please provide a brief summary of your project. This may be used in communication activities and/or published online, if your application is successful.

*Q6. Description (Guidance section 2.1)

! **Pay particular attention to Questions 5 and 6 in the application form**

Please provide a description of your project, including:

- the overall objective
- the current situation and the problem the project is trying to address
- what success will look like and how you will measure it

Please be as specific as possible when describing the project, using quantified data and evidence where available. You may wish to consider: what are the specific threats to the environment that the project will attempt to address, and what should we know about these threats? What does your successful project look like? And how will you demonstrate whether and how your project has been successful?

(Optional) Please upload any additional and supporting materials or files (such as maps of project sites, etc) below. Maximum of 5 pages:

Choose your file(s)	or

File name	Date uploaded

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Q7. Project Outcome(s) (Guidance section 1.2)

Successful Darwin Plus Local projects must demonstrate measurable outcomes in <u>at least one of the themes</u> of Darwin Plus, either by the end of the project or soon after through a credible plan.

<u>Please tick which theme(s) of Darwin Plus your project underpins:</u>

☐ **Biodiversity:** improving and conserving biodiversity, and slowing or reversing biodiversity loss and degradation;

☐ **Climate change:** responding to, mitigating and adapting to climate change and its effects on the natural environment and local communities;

☐ **Environmental quality:** improving the condition and protection of the natural environment

☐ **Capability and capacity building:** enhancing the capacity within OTs, including through community engagement and awareness, to support the environment in the short- and long-term.

* **Please justify your selection.**

Q8. Project timeline (Guidance section 2.2)

Please provide anticipated dates for the start and end of your planned project here. Please use the Darwin Plus Local Project Implementation Timetable Template (which can be downloaded below) to provide a list of the individual activities you have planned for this project, a brief description of what each activity entails, and the months in which the activities will be carried out. If the project involves only one activity (e.g. a purchase), please still provide project start and end dates (noting estimated times for procurement). **Please note that your project will need to be completed by 31 March 2024.**

Start date:

* 01/07/2023

End date:

* 30/06/2024

Duration (e.g. 3 months):

* 1 year

* Please upload the completed Darwin Plus Local Project Implementation Timetable template with your proposed project activities below.

Implementation Timetable template

Choose your file(s)

File name

Download, complete and re-upload

Project Title:

Darwin Plus Local

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. Projects are based on UK Financial Years (**1 April – 31 March** - therefore starts April 2023).

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 months in which an activity will be carried out. The workplan can span multiple pages if necessary.

Activity #	Description (max 25 words)	No. of months	UK Financial Year 2023/24											
			Calendar Year 2023									Calendar Year 2024		
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
1	Prepare training materials	0.5												
2	Deliver training	2												

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Q9. Costs (Guidance section 2.2 and please read the Finance Guidance)

Please provide a breakdown of costs to be funded through Darwin Plus Local (in GBP).

Are you seeking any matched funding for this project? (Please note that this is optional and there is no requirement to seek matched funding for Darwin Plus Local projects).

◯ Yes

◯ No

Budget line	Explanation	Cost in GBP
Staff costs:	* You have entered 0 words (100 words max)	* £0.00
Overhead costs:	* You have entered 0 words (100 words max)	* £0.00
Travel & subsistence costs:	* You have entered 0 words (100 words max)	* £0.00
Operating costs:	* You have entered 0 words (100 words max)	* £0.00
Capital equipment:	* You have entered 0 words (100 words max)	* £0.00
Consultancy costs:	* You have entered 0 words (100 words max)	* £0.00
Total:		0.00

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This section provides more information on the budget to help evaluators understand how you will use the funds you are requesting. You do not need to list all costs, but please list and detail costs of more than £1,000 per item below, under the appropriate budget line.

Details of staff costs over £1,000 (if relevant)

> e.g. £5,000: John Smith, Conservation Officer, time for 50 days to manage the delivery of on island activities and writing of project and outreach materials.

You have entered 0 words (100 words max)

N.B. This is just a partial screenshot - there are boxes like the above for each of the high-level budget lines which will be visible on the form on Flexi-Grant

If your project budget was prepared in another currency and converted to GBP, please provide the exchange rate, its source, and the date it was accessed:

Other currency: | Exchange rate: | Source of this exchange rate: | Date exchange rate accessed:

Darwin Plus Local has been created to build capacity and contribute to local economies in-territory.

What % of the total will be spent in the OTs?   *   0

If less than 80% of the total project spend is to be spent within the OT(s), please explain why.

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*Q10. Local and national priorities

Please explain how this project aligns with local and national priorities? You may wish to consider the project in the context of national environmental laws, objectives, strategies, territory specific agreements, action plans or policies.

You have entered 0 words (200 words max)

* **Will the project take place on Government owned land or water?**

(●) Yes

( ) No

* **Please attach evidence that you have Government support i.e. Letter of Support.**

Choose your file(s)	or drag and drop files here to upload

File name	Date uploaded	Action

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Q11. Project Risks

Please demonstrate your consideration of any risks involved in this project and how you intend to manage them. Depending on your project, you may wish to consider:

- **Biosecurity risks – particularly for projects involving external equipment.**
- **Safeguarding risks – particularly for projects involving vulnerable groups such as children, older people or people with disabilities.**

You should list at least one risk and you can include up to 8 risks in total.

Risk

Mitigation

*
You have entered 0 words (50 words max)

*
You have entered 0 words (100 words max)

You have entered 0 words (50 words max)

You have entered 0 words (100 words max)

You have entered 0 words (50 words max)

You have entered 0 words (100 words max)

*Do you require more fields?
- ⦿ Yes
- ◯ No

Risk

Mitigation

41

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Q12. Terms and conditions (Guidance section 3.10)

By applying for Darwin Plus Local you are adhering in full to the grant Terms and Conditions in full (available at: https://dplus.darwininitiative.org.uk/apply and as referenced in the Guidance at section 3.10). For information, the Terms and Conditions include requirements for all applicants to (amongst other requirements as per the full Terms and Conditions):

- **Uphold a zero tolerance for inaction approach to tackling sexual exploitation, abuse, and harassment.**
- **Where appropriate, make all reasonable and adequate efforts to address gender inequality and other power imbalances.**
- **Notify all cases of fraud and theft (whether proven or suspected) relating to the project to the Grant Administrator as soon as they identified.**

Please indicate you have read, and understood, and will adhere to the Terms and Conditions.

☐

If your application is successful: If your project application is successful, the Fund Administrator (NIRAS) will ask you to provide some financial evidence for due diligence checks before you receive your project grant. (Please see section 3.3 of the Darwin Plus Local Finance Guidance). Please be ready to provide this evidence promptly.

Financial evidence for organisations: Year-end financial statements, the latest management accounts or audited accounts (if you have these).

Financial evidence for individuals: Proof of identity such as a passport, ID card or driving licence and solvency (such as bank statements) and a police check.

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*Certification

I certify that, to the best of my knowledge and belief, the statements made in this application are true and the information provided is correct.

☐

I have the authority to submit an application on behalf of my organisation.

☐

Name: * [   ]

Position in the organisation:
(if applicable) [   ]

*
Signature (please upload e-signature)

Choose your file(s)	or drag and drop files here to upload
File name	**Date uploaded**	**Action**

Date: * [dd/mm/yyyy   📅]

If this section is incomplete the entire application will be rejected.

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Checklist for submission

	Check
I have read the Guidance documents, including the "Darwin Plus Local Guidance" and the "Darwin Plus Local Finance Guidance".	* ☐
If my proposed project takes place on public lands or water, I have uploaded a Letter of Support from Government.	☐
I have uploaded a cover letter that details the information requested in the guidance (Guidance section 4.2 has information on what this cover letter should include).	* ☐
I have read, and can meet, the current Terms and Conditions for this fund.	☐
I have provided actual start and end dates for the project.	* ☐
I have provided my summary budget based on UK government financial years i.e. 1 April – 31 March and in GBP in the application form.	* ☐

Various other checks included in the application form in addition to these.
You should be able to check all of these in order to submit an application.

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Key application writing tips

Don't leave it to the last minute!

- Ensure you read the guidance thoroughly
- Write clearly and concisely
- Answer the questions – once you've responded read back again!
- Stick to word counts and don't overly rely on additional links and resources
- Have someone else read your application – does it make sense to them?
- Remember the reviewers are people too – don't overly rely on acronyms, ensure they are explained at first use
- Assume no local or prior knowledge
- Ensure you read the guidance thoroughly, but don't be shy to reach out if you have questions:

DarwinPlusLocal@jncc.gov.uk
BCF-Flexigrant@niras.com

Managing projects

If you are successful …

Payments

- Projects can claim an advance of up to 85% of the full award with the final claim arrears.

- Either **15%** of the total award for the final year or **£3,000**, whichever is greater, will be withheld as **retention**.

Reporting requirements

- Darwin Plus Local projects will be asked to submit **one short final report**, along with any appropriate supporting materials.

- **Evidence** will be needed to demonstrate activities and project results, for example photos, videos or other materials.

- Think about this now (feeds into your application too!) and during your project to save reporting burden – i.e. collect evidence as you go along.

Ensure you have read Terms and Conditions as if successful you will need to abide by these

Final questions?

Contact us

✉ For enquiries about Darwin Plus Local**: DarwinPlusLocal@jncc.gov.uk**
For enquiries specific to using the Flexi-Grant portal: **BCF-Flexigrant@niras.com**

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www.linkedin.com/company/**biodiversity-challenge-funds/**
www.linkedin.com/company/**jncc**

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