

Darwin Plus Local

Final Report Template

We recommend preparing your project’s final report in this Word template and collecting all of the supporting files/evidence that you will need to submit with this in advance. You may then copy and paste your answers into the online form, and upload the supporting files, images, and evidence, and submit at: <https://bcfs.flexigrant.com/>. Please note reports will only be accepted via the Flexi-Grant Portal. Any reports received on the Word form via email will be rejected.

We recommend that you also refer to your original project application form while completing this report, to remind you of your original goals as stated in your original project application.

It is important that every project completes the 'essential' sections (1, 2, 3 and 7). While the remaining sections (4 to 6) are optional, it is highly encouraged and useful for you to complete all sections (if you have appropriate/relevant contributions to them) because it helps demonstrate to funders how your project has contributed to the portfolio. Essential sections are shown in blue text. Optional sections are shown in black text.

If you have any questions at all, please contact us at: BCF-Reports@niras.com including your project ref in the subject line.

The report submission deadline is no later than **one** month after the agreed end date of your project. In addition, please be aware that the approval of the final payment/claim for your project is dependent on the completion and acceptance of this final report.

# Section 1: Darwin Plus Local Project Information

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| Project reference number (as provided in your award letter) |  |
| Project title | This is automatically completed from the project application form – no need to complete here. |
| Overseas Territory(ies) |  |
| Lead organisation or individual |  |
| Partner organisation(s) |  |
| Value of Darwin Plus Local grant award  |  |
| Project start date |  |
| Project end date |  |
| Project leader name |  |
| Project website/Twitter/blog etc. |  |
| Report author(s) and date  |  |
| Project Summary | This is automatically inputted from the project application form – no need to complete here |

# Section 2: Project Outcomes

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

Please refer to your original application form/proposal. Please tick which theme(s) of Darwin Plus that you originally indicated your project underpins:

[ ]  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.

This section enables you to report and reflect on how well your project met its original objective(s).

Please reflect on your project and how well you think it has achieved its original objective. Have there been other significant achievements or impacts of your project?

On a scale of 1 (high) to 5 (low), how successful do you think your project has been? Please select which rating you would give your project using the scale below, where 1 means the project outcome was substantially exceeded and 5 means the project outcome substantially did not meet expectation. Below, you will be asked to give your reasons for the rating and describe what has changed as a result of your project.

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| --- | --- |
| 1 | Outcome substantially exceeded |
| 2 | Outcome moderately exceeded |
| 3 | Outcome met expectation |
| 4 | Outcome moderately did not meet expectation |
| 5 | Outcome substantially did not meet expectation |

Project Outcomes and justification for rating above

Please explain why you have given the rating above. In your answer, you may want to consider:

i) What has changed as a result of the project? Where possible, concentrate on the actual changes achieved by your project rather than listing a series of activities undertaken. Activity does not necessarily mean a change has occurred.

ii) Has your project achieved its original objective(s) and outcomes? If you stated success indicators in your original application, have these been met and to what extent have these been met?

iii) Did you receive any recommended improvements in your feedback letter? If so, please outline how you considered these in your project implementation.

*\*Below you will be asked to submit appropriate evidence to support your comments.*

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| *500 words max* |

Supporting evidence – file(s)

Please upload supporting evidence here. You may also provide a link to download supporting evidence in the following question.

For example, evidence might include photos of the project site before and after, results of surveys, maps, images, new management plans or other tools or outputs created through the project, or even a video documenting the impact the project has had on the environment and community.

Your answers and this evidence will be reviewed by an external reviewer.

Files: Please upload evidence to support your answer above. You may upload up to 10 files here, maximum 20MB each.

Links: Please provide links to access or download supporting evidence here. For example, evidence might include photos of the project site before and after, results of surveys, maps, images, new management plans or other tools or outputs created through the project, or even a video documenting the impact the project has had on the environment and community. Please provide hyperlinks here, along with a description and credit.

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| *250 words max.* |

Project challenges

Did the project encounter problems, either anticipated or unexpected? If so, what actions did you take to resolve these problems?

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| *250 words max.* |

Lessons Learned

Please describe any key lessons learned (administrative, management, technical, monitoring and communications) through the project, considering:

i) What worked well and why?

ii) What did not work well and why?

iii) If you had to do it again, what would you do differently?

iv) What recommendations would you make to others doing similar projects?

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| *250 words max.* |

# Section 3: Project Finance

This section seeks summary information about the finances of your project. If all receipts have not yet been received, please provide indicative figures and clearly mark them as draft. The final claim form will be taken as the final accounting for funds.

Project expenditure

Complete the expenditure table below, providing a breakdown of salaries, capital items and explanations of ‘Other’ costs. If the budget was changed since the project started, please clarify the main differences. **Explain in full** any significant variation in expenditure where this is +/- 10% of the approved budget lines**.**

| Project spend (indicative) since last Annual Report | 2023/24Grant(£) | 2023/24 Total actual Darwin Plus Costs (£) | Variance% | Comments (please explain significant variances) |
| --- | --- | --- | --- | --- |
| Staff costs  |       |       |       |       |
| Consultancy costs |       |       |       |       |
| Overhead Costs |       |       |       |       |
| Travel and subsistence |       |       |       |       |
| Operating Costs |       |       |       |       |
| Capital items |       |       |       |       |
| Others |       |       |       |       |
| TOTAL |       |       |  |  |

**Please provide a short narrative summary on project finances;**

Your comments should describe:

1. Any difference between the planned and actual expenses and reason(s) for this.
2. If co-financing was secured for the project, what was this spent on.

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| *250 words max.* |

# Section 4: Contribution of project to Darwin Plus Programme Objectives

While the sections 4-6 are optional, it is very useful to complete it if you, where you can, because it helps demonstrate to funders how your project has contributed to the portfolio.

Please select up to one indicator that applies within each group/indicator list (A, B, C, D) and report your results for that indicator in the text box underneath. If you do not have relevant results to report for any of the indicators in a particular group, you can leave them blank.

Please also submit some form of evidence (above) to demonstrate any results you list below, where possible.

Group A: Capability and Capacity - Core Darwin Plus Standard Indicators (select one)

If you can report on one of these indicators for your project, please select the indicator from the menu below and report your corresponding result in the text box below.

[ ]  DPLUS-A01: Number of people from key national and local stakeholder groups completing structured and relevant training.

[ ]  DPLUS-A02: Number of secondments or placements completed by individuals of key local and national stakeholders.

[ ]  DPLUS-A03: Number of local/national organisations with improved capability and capacity as a result of project.

[ ]  DPLUS-A04: Number of people reporting that they are applying new capabilities (skills and knowledge) 6 (or more) months after training.

[ ]  DPLUS-A05: Number of trainers trained reporting to have delivered further training by the end of the project.*\*\*[Single choice of one of the above – select one of the above from the drop-down menu in the online form]*

Group A indicator result:

Please enter your results for the (above selected) indicator and the units. e.g. 10 people from key national and local stakeholder groups completed structured and relevant training.

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| *50 words max.* |

Group B: Policies, Practices and Management- Core Darwin Plus Standard Indicators (select one)

If you can report on one of these indicators for your project, please select the indicator from the menu below and report your corresponding result in the text box below.

[ ]  DPLUS-B01 Number of new/improved habitat management plans available and endorsed.

[ ]  DPLUS-B02 Number of new/improved species management plans available and endorsed.

[ ]  DPLUS-B03: Number of new/improved community management plans available and endorsed.

[ ]  DPLUS-B04: Number of new/improved sustainable enterprises/ community benefits management plans available and endorsed\*.

[ ]  DPLUS-B05: Number of people with increased participation in local communities / local management organisations (i.e., participation in Governance/citizen engagement).

[ ]  DPLUS-B06: Number of Local Stakeholders and Local Communities (people) with strengthened (recognised/clarified) tenure and/or rights.

*\*\*[Single choice of one of the above – shows as drop-down menu in the online form]*

Group B indicator result:

Please enter your results for the (above selected) indicator and the units. *e.g. 3 new species management plans available and endorsed.*

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| *50 words max.* |

Group C: Evidence and Best Practices - Core Darwin Plus Standard Indicators (select one)

If you can report on one of these indicators for your project, please select the indicator from the menu below and report your corresponding result in the text box below.

[ ]  DPLUS-C01: Number of best practice guides and knowledge products published and endorsed.

[ ]  DPLUS-C02: Number of new conservation or species stock assessments published.

[ ]  DPLUS-C03: New assessments of habitat conservation action needs published.

[ ]  DPLUS-C04: New assessments of community use of biodiversity resources published.

[ ]  DPLUS-C05: Number of projects contributing data, insights, and case studies to national Multilateral Environmental Agreements (MEAs) related reporting processes and calls for evidence.

*\*\*[Single choice of one of the above – shows as drop-down menu in the online form]*

Group C indicator result:

Please enter your results for the (above selected) indicator and the units. *e.g. 1 new assessment of habitat conservation action needs published.*

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| *50 words max.* |

Group D: Sustainable Benefits to People, Biodiversity and Climate - Core Darwin Plus Standard Indicators (select one)

If you can report on one of these indicators for your project, please select the indicator from the menu below and report your corresponding result in the text box below.

[ ]  DPLUS-D01: Hectares of habitat under sustainable management practices.

[ ]  DPLUS-D02: Number of people whose disaster/climate resilience has been improved.

[ ]  DPLUS-D03: Number of policies with biodiversity provisions that have been enacted or amended.

*\*\*[Single choice of one of the above – shows as drop-down menu in the online form]*

Group D indicator result:

Please enter your results for the (above selected) indicator and the units. *e.g. 30 hectares of enriched forest under sustainable management practices*

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| *50 words max* |

# Section 5: Project Partnerships, Wider Impacts and Contributions

This section is optional because it won't apply to all projects. Please only complete this section if you can report on these for your project, referring to evidence.

Project partnerships:

Please describe the engagement among all formal partners involved in this project. Focus on the following:

i) The roles of the various partners in the project, including in planning and decision making and in implementation.

ii) Was the Government of the Territory/Territories involved in this project? If so, how so?

iii) Particular achievements, lessons, strengths or challenges with the partnership(s) and how these have been addressed.

iv) Please also describe how key stakeholders and relevant local institutions, local communities and technical specialists, who are not formally partners in the project, have been involved.

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| *250 words max.* |

Wider impacts and decision making: Has the project influenced wider decision-making or in any way helped embed environmental issues into decision-making? If so, please briefly outline how the project has done this and what the changes are.

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| *250 words max.* |

Sustainability and legacy: Are there any continuing benefits resulting from the project, now that it has closed? What will happen to the project staff and resources now the Darwin Plus Local funding has ceased?

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| *250 words max.* |

# Section 6: Communications and Publicity

Exceptional Outcomes and Achievements: Do you have any excellent or exceptional outcomes or achievements from this project that you would like to showcase? If so, what material can you provide us for communications and publicity to promote Darwin Plus Local and your project?

Please provide a (300 to 400 word) summary and photos/videos/graphics that you are happy for us to use in publicity.

We may use material from this section to promote the achievements of Darwin Plus and the knowledge generated by Darwin Plus projects. This may include publication in the Defra Annual Report, Darwin Plus promotional material, including to the Biodiversity Challenge Funds social media platforms, or on the [Darwin Plus](https://darwinplus.org.uk/), [Gov UK](https://www.gov.uk/) or [JNCC](https://jncc.gov.uk/) websites.

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| *400 words max.* |

Photo, video or graphic to be used for publicity and communications. Please upload at least one relevant and engaging image, video or graphic that you consent to be used alongside the above text in Defra, JNCC or NIRAS communications material.

By uploading these images, videos, or graphics you confirm that:

i) any people in the images or videos you share have consented to having their photograph taken.

ii) file name includes your project reference number and please provide the photo, graphic or video credits and captions in the text box below.

If you have content that was created in the course of the project, such as explanatory videos or impact graphics for reports, these can also be used for promotional purposes.

*\*\*Upload photo(s), video(s), etc. - Max 10 files; Max 20MB per file.*

Photo, video, and/or graphic captions and credits.

Please provide a short descriptive caption for each photograph, video or graphic, including the location (Territory) and photo or video credit in the box below. Please label each clearly with the file name. *e.g. FilenameDPLR1\_1922 - photo caption/description - location (territory) - photo credit.*

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| *500 words max.* |

I agree for Darwin Plus/the Biodiversity Challenge Funds Secretariat and/or JNCC to publish the content of this section.

Please only select ‘no’ below, if you really cannot provide any relevant photos, etc, for reasons of sensitivity.

[ ]  Yes, I agree for the Biodiversity Challenge Funds Secretariat and/or JNCC to publish the content of this section.

[ ]  No, I have no project photos for reasons of sensitivity.

Please list any accounts that you would like tagged in online posts here. This can include project pages, partners’ pages or individuals’ accounts for any of the following platforms: LinkedIn, Facebook, Twitter, or Instagram.

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| *100 words max.* |

# Section 7: Darwin Plus Contacts

To assist us with future evaluation work and feedback on your report, please provide details for the main project contact(s) below. Please add new sections to the table if you are able to provide contact information for more people than there are sections below. If you are providing personal details on behalf of someone else, please ensure that they have agreed to sharing their information with us.

Please see our Privacy Notice on how contact details will be used and stored: <https://darwinplus.org.uk/privacy-policy/>

Please tick here to confirm that you have read and acknowledge the BCF’s Privacy Notice on how contact details will be used and stored and that you have sought agreement from anyone that you are sharing personal details with us on their behalf.

[ ]  I confirm that I have read the Privacy Notice and have consent to share the following contact details.

|  |  |
| --- | --- |
| Project Contact Name | 10 words max |
| Role within Darwin Plus Project | 10 words max |
| Email | 10 words max |
| Phone | 10 words max |