Application Form for Darwin Plus Local:

Round 4

This Word version of the application form is for drafting purposes, and has been developed to help applicants collaborate on their applications. Word limits must be respected and will be strictly enforced in Flexi-Grant. Please ensure you check all content when transferring across.

NOTE THAT APPLICATIONS SUBMITTED ON THIS FORM WILL BE DEEMED INELIGIBLE. SUBMISSION MUST BE VIA FLEXI-GRANT – [**bcfs.flexigrant.com**](https://bcfs.flexigrant.com/)

Submit on [Flexi-Grant](https://bcfs.flexigrant.com/) by **24 June 2024**, **22:59 GMT (23:59 BST)**

**Please read** the **Darwin Plus Local Guidance** and the **Darwin Plus Local Finance Guidance** **available on the** [**Darwin Plus website**](https://darwinplus.org.uk/apply/local-applications/) **before completing this form**.

Words counts given are maximums, and you may not need to use the full word count.

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| **Q1. Project Title (Max 10 words)** |
| **Q2. Applicant’s contact details (name of individual or organisation applying). Please also select whether you are applying as an organisation or as an individual. (Guidance section 3 and Guidance Glossary)**I am applying as: Organisation **☐** Individual\* **☐**In Flexi-Grant, you will be asked for contact details for:The Lead applicant (same as the Flexi-Grant account holder, who will be the only contact point for the application)The Project Leader (if this is different from the Lead applicant) |
| **\*If applying as an individual, you must open a separate project bank account used solely for your grant payment, if successful. This will be checked by the fund administrators. The maximum amount individuals can apply for from Darwin Plus Local is £20,000. Individual applicants will also be asked to provide: proof of identity, proof of solvency (e.g. bank statement), and a police check, if successful.**  |
| **Q3. Please state whether the same (or similar) project proposal has previously been submitted to the UK Government for funding, including through Darwin Plus Local, Defra’s other Darwin Plus grant schemes or other UK Government funding mechanisms. Failure to do so may result in the application being ineligible.** Yes **☐** No **☐**If yes, please provide details including the grant scheme applied for, round number, project and/or application number, whether your submission was successful and in case this is a resubmission, how you have addressed the feedback in your cover letter: (Max 150 words) |
| **Q4. 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.  |
| **In addition to the UKOT(s) you have indicated, will your project directly benefit any other UK OT(s) or country(ies)?** Yes **☐** No **☐**If yes, please list these here and describe how they will benefit:(Max 100 words) |
| Q5. Project partners (Guidance section 3.2)In this section, please give details of all the partners involved (including the Lead Organisation) and provide a summary of their roles (see below).  |
| Project Leader name (Guidance section 3.1):Lead Organisation name (if applying as an organisation; Guidance section 3.1):Lead Organisation Website (if applicable): |
| Is the Lead Organisation based in a UKOT where the project is working? (Guidance section 3.1)Yes **☐** No **☐**If no, please justify. You should demonstrate a clear, meaningful, long-term link to the Territory (Max 150 words) |
| List other partners involved and where are they based: (Max 75 words) |
| Summary of roles and responsibilities of each partner in the project: (Max 250 words) |
| **I confirm that all listed partners are aware of this application and have indicated support ☐** |
| **Attach a Cover Letter for your application (Guidance section 4.2):** [Upload in Flexi-Grant] |

**Q6. 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.

(Max 80 words)

**Q7a. Description (Guidance section 2.1 and 6)**

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? Also refer to the application scoring criteria for Darwin Plus Local projects in Guidance section 6.

(Max 600 words)

**Q7b. Long-term sustainability (Guidance section 2.1 and 6)**

Please describe the long-term benefits of the project and the change it will bring about. How will the outcomes of the project be sustained after the funding is finished?

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| (Max 200 words) |

(Optional) Additional and supporting materials or files (such as maps of project sites, etc.) [attach]. Maximum of 5 pages.

**Q8. Project Outcome(s) (Guidance section 1.2)**

Successful Darwin Plus Local projects must demonstrate measurable outcomes in **at least one of the themes** **of Darwin Plus with a clear focus on biodiversity and the natural environment**, either by the end of the project or soon after through a credible plan.

Please note: Any proposals including research or monitoring are required to demonstrate a clear link to tangible outcomes for conservation of biodiversity and the natural environment. Please explain how any new research will be applied to drive environmental outcomes on the ground.

**Please confirm that your project has a clear focus on biodiversity and the natural environment.**

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

**Please tick which additional theme(s) of Darwin Plus your project contributes to (if relevant):**

[ ] **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. Please use quantitative information where possible here.**

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| (Max 100 words) |

# Q9. Workplan (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 Workplan** (available at: <https://darwinplus.org.uk/apply/local-applications/>) 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 must start after 1 October 2024 and be completed by 31 March 2025.**

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| **Start date:**  | **End date:**  | **Duration (e.g. 3 months):** |

Please upload the completed Darwin Plus Local Project Workplan with your proposed project activities here [upload]

**Q10. 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) [Y/N]

If yes, how much matched funding are you seeking and where from?

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| --- |
| (Max 75 words) |

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| **Budget line** | **Explanation**  | **Total Cost in GBP** |
| Staff costs | *(Max 100 words)* |  |
| Consultancy costs | *(Max 100 words)* |  |
| Overhead costs | *(Max 100 words)* |  |
| Travel & subsistence costs | *(Max 100 words)* |  |
| Operating costs | *(Max 100 words)* |  |
| Capital equipment | *(Max 100 words)* |  |
| Other costs | *(Max 100 words)* |  |
| Total costs  | N/A |  |

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.

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| Details of staff costs over £1,000 (if relevant) *(Max 100 words)**e.g. John Smith, Conservation Officer, time for 50 days to manage the delivery of on island activities and writing of project and outreach materials.* |
| Details of consultancy costs over £1,000 (if relevant) *(Max 100 words)* |
| Details of overhead costs over £1,000 (if relevant) *(Max 100 words)* |
| Details of travel and subsistence costs over £1,000 (if relevant) *(Max 100 words)* |
| Details of operating costs over £1,000 (if relevant) *(Max 100 words)* |
| Details of capital equipment costs over £1,000 (if relevant) *(Max 100 words)* |
| Details of other costs over £1,000 (if relevant) *(Max 100 words)* |

If your project budget was prepared in another currency and converted to GBP, please provide the exchange rate, the source used, 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?

%

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

(Max 200 words)

**Q11. 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.

(Max 200 words)

Will the project take place on Government owned land or water or involve biocontrol, invasive alien species control or eradication?

Yes [ ]

No [ ]

If yes, please attach evidence that you have Government support for this project i.e. a Letter of Support at the file upload in Flexi-Grant. Applications which indicate that they do not take place on Government land or water, but which propose work that appears to the reviewers would be difficult/impossible to carry out without working on government land or waters may be ineligible if no Letter of Support is provided.

**Q12. Project Risks**

Please demonstrate your consideration of any risks involved in this project and how you intend to manage them. Please note the importance of health and safety and environmental risk assessment in the design of your project. If there is any possibility that your project may have negative impacts on the environment or human health, it is important that you provide a comprehensive analysis of potential environmental and human health risks, and the prevention measures you will take to ensure the work does not cause harm.

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.

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| **Risk** | **Mitigation** |
| (Max 50 words) | (Max 100 words) |
| (Max 50 words) | (Max 100 words) |
| (Max 50 words) | (Max 100 words) |

# Q13. 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://darwinplus.org.uk/apply/local-applications/> 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.** [ ]

**Supporting documents list (please have these ready to attach with application)**

* Cover Letter of no more than two A4 pages. (Guidance section: 4.2 has information on what this cover letter should include).
* If the project takes place on public land or water or is addressing invasive alien species, a Letter of support from OT Government.
* Project Workplan in the template provided for Darwin Plus Local (available at: <https://darwinplus.org.uk/apply/local-applications/>).
* Map and additional information (optional) maximum five additional pages.

**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.

# 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 (block capitals):**

**Position in organisation:**

**(if applicable)**

**Signed:**

**Dated:**

**If this section is incomplete the entire application will be rejected. You must provide a real (not typed) signature. You will be asked to upload an e-signature into the Flexi-Grant application portal when you make your application to certify this. This e-signature can be a simple photograph of your signature. You may include a PDF of the signature page for security reasons if you wish.**

# Checklist for submission

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|  | Check |
| I have **read the Guidance** documents, including the “**Darwin Plus Local Guidance**” and the “**Darwin Plus Local Finance Guidance**”.  |  |
| If the proposed project takes place on public lands or water or is addressing alien invasive species, 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** (found at: [**https://darwinplus.org.uk/apply/local-applications/**](https://darwinplus.org.uk/apply/local-applications/)) for this fund. |  |
| I have provided **actual start and end dates** for the project that fit this Round.  |  |
| I have provided the **summary** **budget based on UK government financial years** i.e. 1 April – 31 March and in GBP in the application form.  |  |
| I have uploaded the project workplan using the specific template provided (available at: [**https://darwinplus.org.uk/apply/local-applications/**](https://darwinplus.org.uk/apply/local-applications/)).  |  |
| I have uploaded all supplementary documents if I have any  |  |
| (If copying and pasting into Flexi-Grant) I have checked that all my responses have been successfully copied into the online application form. |  |
| The application has been **signed by a suitably authorised individual** (clear electronic or scanned signatures are acceptable). |  |
| I have **checked the** [**Darwin Plus website**](https://darwinplus.org.uk/apply/local-applications/) immediately prior to submission to ensure there are no late updates. |  |
| I have read and understood the **Privacy Notice** on the [Darwin Plus website](https://darwinplus.org.uk/privacy-policy/). |  |
| Ensure you submit this application on [Flexi-Grant](https://bcfs.flexigrant.com/). |  |

**Once you have completed the checklist above, please complete your application via the Flexi-Grant portal, not later than 24 June 2024, 22:59 GMT (23:59 BST)**

# Data protection and use of personal data

Information supplied in the application form, including personal data, will be used by Defra as set out in the **Privacy Notice**, available from the [Darwin Plus website](https://darwinplus.org.uk/privacy-policy/).

This **Privacy Notice must be provided to all individuals** whose personal data is supplied in the application form. Some information may be used when publicising Darwin Plus including project details (usually title, lead organisation, project leader, location, and total grant value).