



Department
for Environment
Food & Rural Affairs



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Darwin Initiative, and Illegal Wildlife Trade (IWT) Challenge Fund Flexi-Grant User Guide

A guide to support applicants using Flexi-Grant

May 2018

Contact for all applications:

Darwin Initiative, Darwin Plus & IWT
Challenge Fund
c/o LTS International Ltd

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Flexi-Grant application portal:

LTSi.flexigrant.com

For all general Darwin application
queries e-mail: [darwin-
applications@LTSi.co.uk](mailto:darwin-applications@LTSi.co.uk)

For all general IWT Challenge Fund
application queries e-mail: [IWT-
Fund@LTSi.co.uk](mailto:IWT-Fund@LTSi.co.uk)

For all queries specifically related to the
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1 Purpose of this document

This guidance provides practical information on how to use the Flexi-Grant application portal to apply for Darwin Main, Partnership and Fellowship Projects, and IWT Challenge Fund Projects.

This document is only about how to use Flexi-Grant to apply for your Project. There is separate guidance about the content of your application and how to structure your project which you should read prior to beginning an application.

This guidance covers Darwin Main, Partnership and Fellowship Projects, and applications to the Illegal Wildlife Trade Challenge Fund. This guidance is specifically focused on how to use the Flexi-Grant online application portal. Separate application guidance relating to the content of your application is available for each scheme:

[Darwin Initiative Guidance Notes for Applicants – Round 25. Main Projects Stage 1 and Stage 2, Partnership Projects and Fellowships.](#)

[IWT Challenge Fund – Guidance Notes for Applicants.](#)

2 What is Flexi-Grant?

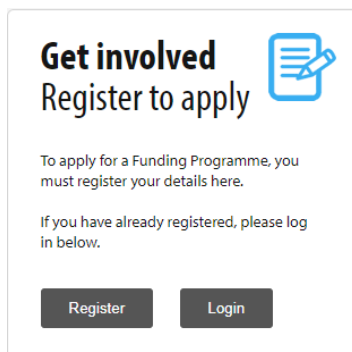
Flexi-Grant® is an online application portal used by a range of government and independent grant bodies worldwide. The Darwin Initiative and the IWT Challenge Fund are pleased to be moving towards this new online-software for applications and project reporting. **All applications to Darwin Round 25, and IWT Round 5 must be through the Flexi-Grant portal.**

3 How to register on Flexi-Grant

In order to submit an application via Flexi-Grant, you need to register an account.

To register, go to: <https://itsi.flexigrant.com>

At the bottom of the page on the left, you will find a button to create an account or login if you already have an account. Be sure to scroll all the way to the bottom of the page until you see this box:



You will need to agree to the Terms and Conditions in order to register. Once you have registered, you will receive a confirmation email which you will need to access in order to activate your account.

IMPORTANT NOTE: The contact details linked to the account that prepares and submits the application (the Flexi-Grant account holder) will be the **sole contact point for the duration of the application**. Therefore we would recommend that this contact point has regular email access or shares login details if necessary.

4 How to complete your application

Before beginning an application, we would recommend reading all of the relevant documents including:

- Guidance for Applicants
- Finance Guidance
- Terms & Conditions

For Darwin Initiative schemes the documents can be found on the relevant pages of the .GOV website [here](#).

For IWT the documents can be found on the relevant pages of the .GOV website [here](#).

In order to start an application whilst logged into Flexi-Grant, either use the blue 'Click here to start an application' panel on the main home page or click the 'Application Portal' button in the top left. On the "My applications" tab, scroll down to the 'Start a new application' section where you can click to begin a new application.

We recommend reading each page of the application form to familiarise yourself with the questions before starting. You can also print/download the entire application form before or after completing it (see the tabs at the top of the "summary" page).

At any stage in the application process you can save your work and return to it later. The questions and sections can be completed in any order. When you leave a page by clicking any of the following buttons in the Flexi-Grant programme, any edits you have made will be saved automatically:



However if you click any of the other buttons in the Flexi-Grant programme or the back button in your internet browser without saving, new content and edits will not be saved.


You can paste text from other sources (e.g. a Word document) into the fields on Flexi-Grant. However, any words exceeding the word limit will automatically be deleted.

Questions marked with a red asterisk * are mandatory.

4.1 Application contact details

The individual who creates the Flexi-Grant account is referred to as the Flexi-Grant account holder. This person is the Lead Applicant and main point of contact for the duration of the application. It is therefore useful if the Flexi-Grant account holder is the individual named as Project Leader in the application form.

All emails automatically generated by the Flexi-Grant system will only be sent to the account holder. As above, we would therefore recommend that this individual has regular email access during the application period, and, if necessary, shares log in details with co-applicants.

If the Project Leader is not the Flexi-Grant account holder, then you should also add their contact details to the application form under Question 1. However, only the account holder (i.e. the contact marked with a black icon ) will be contacted regarding the result of an application and they will be the only individual to receive emails automatically generated by the system.

In addition, **please be aware that although some of the fields in Questions 1 or 2 may not be relevant to you/your organisation and appear to be optional, all available fields must be completed before page one of the application (Contact Details) is marked as complete.** Where fields do not apply please use “N/A” as your response.

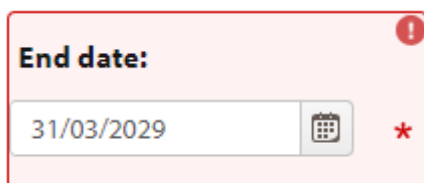
4.2 Eligibility criteria

The application form has been designed, as far as possible, to help ensure applicants meet our eligibility criteria, for example by including word limits. However, please ensure you are familiar with all of the criteria set out in the relevant guidance document, as your application will be rejected if it fails to comply with these eligibility criteria.

4.3 Incomplete questions and error messages

Because you are allowed to progress through the application form in any order, it is possible to leave a page incomplete. However, you will not be able to submit an incomplete application. The “summary” page indicates which parts of the application form have incomplete questions or error messages.

Once you have identified which page is incomplete, click the “edit” button to open the relevant page. If you are unable to identify what information is missing, click “save current page” at the top or bottom of the page. If there is an error, a message will pop up at the top of the page and the relevant question will be marked – for example:

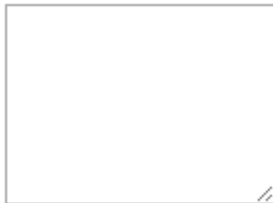


The screenshot shows a form field labeled "End date:" with a red border and a red exclamation mark icon in the top right corner. The input field contains the date "31/03/2029" and a calendar icon. A red asterisk icon is visible to the right of the input field, indicating an error.

If you are still unclear what the error is, please refer to the guidance for applicants which details restrictions related to project start and end dates, for example, or contact our support team by email: Flexigrant@LTSi.co.uk.

4.4 Entering text into boxes

Note that most text boxes are adjustable in size. These boxes are marked by stripes on the bottom right hand corner.



In order to adjust the size and shape of a box, simply click on the striped corner and drag in any direction. Please note that this function may not be available when using Internet Explorer or Microsoft Edge as your web browser. Adjusting the size will not adjust any restricted word count.

4.5 Uploading supporting materials

The limit for any single file uploaded as supporting materials with your application is 5MB. Please ensure documents are saved in PDF form where possible in order to minimise size, and are collated as requested e.g. all CVs in one PDF document.

5 Submission

Once you have completed all sections of the application a 'Submit application' button will become available at the bottom of the summary page. This button will become available once every page of the application is marked as 'Complete'. 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.

If you find you have made a mistake and need to amend something before the deadline, you can contact us to ask for the application to be returned. If we return it, it will no longer be recognised as 'submitted' and you will need to make your edits and resubmit within the application deadline for your application to be considered.

Please ensure you have read the relevant guidance notes before you apply. We recommend reviewing each page of the application form to familiarise yourself with the questions before starting.

Application deadlines vary by scheme and are as follows:

Stage 1 IWT Challenge Fund applications must be submitted by 2359 BST (GMT + 01:00) on **Tuesday 10 July 2018**.

Stage 1 Darwin Main Project applications must be submitted **by 2359 BST (GMT + 01:00) on Tuesday 24 July 2018.**

Darwin Partnership Project applications must be submitted **by 2359 GMT on Tuesday 13 November 2018.**

Darwin Fellowship applications must be submitted **by 2359 GMT on Tuesday 13 November 2018.**

The Flexi-Grant portal does not allow applications to be submitted after the relevant deadline.

6 Collaboration

It is possible to collaborate with partners on your application. We recommend that you discuss this with any partners you intend to invite, before sending them an invitation to collaborate.

IMPORTANT NOTES:

- Although it is possible to collaborate on an application, the person who the application is registered to (i.e. the account holder) **must** be the person who submits the final application. If the account holder expects not to be available when submission is due, we recommend sharing login details with other members of the team who can login to submit the application on their behalf.
- All collaborators need to have marked their inputs as complete prior to submission, otherwise the Lead Applicant has to revoke permission to collaborate, before the application can be submitted.
- All collaborators have equal editing power, and changes are not marked.
- Collaborators can leave comments for each other at the top of each page of the application form. To do so click on the “+” sign next to “Page Comments” to expand the comments field, type your comment into the box and click “Add comment”. These comments will then be visible to all collaborators, reviewers and to Flexi-Grant administrators.
- For those applicants wishing to collaborate offline, a Word version of the application form is available. For IWT this can be accessed on the .GOV website [here](#). For Darwin Schemes this can be accessed on the .GOV website [here](#).

7 Other ways to apply

For Round 25 of the Darwin Initiative and Round 5 of the IWT Challenge Fund Flexi-Grant is the only way of applying. Although we don't anticipate any difficulties, we appreciate that this is a new system for the Darwin and IWT community. Please be assured that the previous levels of support are still available from the Darwin and IWT teams.

If anything is unclear after reading this guidance and the relevant “Guidance Notes” document, then please feel free to contact us, and we will provide assistance.

If you continue to have **significant difficulties** completing your application via this online portal, please contact Flexigrant@LTSI.co.uk.