

Application form for COVID-19 Rapid Response Round

Darwin Initiative, Darwin Plus and Illegal Wildlife Trade Challenge Fund

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

*Please consider all personal information you are sharing with your application and remove if not necessary - this includes content of additional materials submitted in support of your application, such as CVs.*

NOTE THAT APPLICATIONS SUBMITTED ON THIS FORM WILL BE DEEMED INELIGIBLE UNLESS PREVIOUSLY AGREED WITH LTS INTERNATIONAL. SUBMISSION MUST BE VIA FLEXI-GRANT [– **ltsi.flexigrant.com**](https://ltsi.flexigrant.com/)

Submit on [Flexi-Grant](https://ltsi.flexigrant.com/) by **2359 GMT Monday 2 November 2020**

Please read the guidance before completing this form. This is available on [GOV.UK](https://www.gov.uk/guidance/darwin-and-illegal-wildlife-trade-challenge-fund-covid-19-rapid-response-round).

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| --- | --- |
| **Q1. Lead applicant contact details**  **Please also add contact details for the Project Leader if this is different from the lead applicant. Notification of results will be to the lead applicant.** | Lead Applicant: |
| Project Leader (if different): |
| **Q2. Lead organisation contact details** |  |
| **Q3. Title (Max 10 words)** | |

## Q4. Existing project

**Q4a. Does your organisation have an existing (or recently finished) main project under either the Darwin Initiative, Darwin Plus or Illegal Wildlife Trade Challenge Fund? *N.B. applications to this round must be from lead organisations with ongoing or recent projects or else your application will be ineligible***

Yes  No

If no, you are not eligible for this funding and should go no further with your application. If yes, please list the project reference (e.g. 25-001, DPLUS090, IWT099) and title of relevant projects.

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***Q4b. Is this proposal directly relevant to one of the projects listed above?***

Yes  No

If yes, please list the relevant project reference and title; if no please continue to Q5.

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***Q5. Which Fund’s objectives will your project most directly address? (please only select one)***

*(See section 3.1 of Darwin Guidance, Darwin Plus Guidance and IWT Challenge Fund Guidance. Please note if you have an existing project under one Fund you may apply under any Fund for this Round)*

Darwin Initiative

Darwin Plus

Illegal Wildlife Trade Challenge Fund

## Q6. Country(ies)

Which eligible host country(ies) will your project be working in? You may copy and paste this table if you need to provide details of more than four countries.

|  |  |
| --- | --- |
| Country 1: | Country 2: |
| Country 3: | Country 4: |

## Q7. Project dates, and budget summary

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| --- | --- |
| **Start date:** | **End date:** |

## Q8. Budget summary

Please ensure the figure here matches the total at Question 18.

*Please note all spending* ***must*** *fall between 1st January 2021 – 31st March 2021*

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| Darwin/IWT funding request | **Total request 2020-21**  **£** |
| **Q8a.** If any matched funding arrangements are proposed, please detail them here.  (Max 50 words) | |

## Q9. Outcome

## What is the expected Outcome of this project?

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| --- |
| (Max 30 words) |

## Q10. Summary of project

Please provide a brief summary of your project, its aims, and the key activities you plan on undertaking. Please note that if you are successful, this wording may be used by Defra in communications e.g. as a short description of the project on GOV.UK. **Please write this summary for a non-technical audience.**

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| (Max 80 words) |

## Q11. Project partners

Please list all the partners involved (including the Lead Organisation) and provide a summary of their roles. Please upload letters, emails or other confirmation of support from any new partners.

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| --- | --- |
| **Lead Organisation name:** |  |
| **Other partners involved:** | (Max 75 words) |
| **Summary of roles and responsibilities in project:** | (Max 150 words) |
| **If you have not provided evidence of support from the Lead Organisation or partners above, please explain why:** | (Max 50 words) |

## Q12. Project staff

**Please identify the core staff on this project, their role and what % of their time they will be working on the project. Further information on who should be classified as core staff can be found in the guidance.** Please provide a 1 page CV for the proposed Project Leader and any co-Project Leader if relevant.

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| --- | --- | --- | --- |
| Name (First name, surname) | Role | % time on project | 1 page CV attached? |
|  | Project Leader |  | Yes/No |
|  |  |  |  |
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## Q13. Problem the project is trying to address

Please describe the problem your project is trying to address in terms of Covid-19 and its impact on biodiversity or IWT and sustainable livelihoods. For example, what are the drivers of loss of biodiversity that the project will attempt to address? Why are they relevant, and for whom? How did you identify these problems? Please cite the evidence you are using to support your assessment of the problem (references can be listed in an additional attached PDF document).

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| (Max 300 words) |

## Q14. Methodology

Describe the methods and approach you will use to achieve your intended Outcome. Provide information on:

* How you have analysed historical and existing initiatives and are building on or taking work already done into account in project design. Please cite evidence where appropriate.
* The rationale for carrying out this work and a justification of your proposed methodology.
* If relevant, how this project links to an ongoing Darwin/IWT project.
* How you will undertake the work (materials and methods).
* How you will manage the work (roles and responsibilities, project management tools etc.).

Projects should also consider how best they can address inequality, especially gender inequality, as per the existing guidance for each fund.

Please make sure you read the Guidance Notes, particularly Section 3, before answering this question.

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| (Max 500 words) |

## Q15. Change expected

Detail the expected changes this work will deliver. You should identify what will change and who will benefit a) in the short-term (i.e. during the life of the project) and b) in the long-term (after the project has ended). Please describe the changes for biodiversity/environment and for people in developing countries, and how they are linked. **If you are proposing building on a current or past project, be clear how additional benefits will be delivered through this project.**

When talking about people, please remember to give details of who will benefit and the number of beneficiaries expected. The number of communities is insufficient detail – number of households should be the largest unit used. If possible, indicate the number of women who will be impacted.

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| (Max 300 words) |

## Q16. Aims and objectives

## Clearly outline the aim and objectives of the project and how the achievement will be measured. Use SMART objectives if possible.

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| (Max 300 words) |

## Q17. Exit strategy

State how the project will reach a stable and sustainable end point, and explain how the outcomes will be sustained, either through a continuation of activities, funding and support from other sources or because the activities will be mainstreamed in to “business as usual”.

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| (Max 200 words) |

## Q18. Budget

Provide a detailed breakdown of costs to be funded by the Darwin Initiative/Darwin Plus/IWT Challenge Fund in GBP.

*See Finance for Darwin/IWT for which costs sit under which budget line.*

|  |  |  |
| --- | --- | --- |
| **Budget line** | | **Cost in £ (GBP)** |
| Staff costs | |  |
| Consultancy costs | |  |
| Overhead costs | |  |
| Travel and subsistence | |  |
| Operating costs | |  |
| Capital equipment\* | |  |
| Other costs | |  |
| **TOTAL** (Must be less than or equal to £60,000) | |  |
| \*If you are proposing to purchase any capital items over £1,000 please detail these here and provide justification in Q20 below | Details: (Max 150 words) | |

## Q19. Financial Risk Management

This question considers the financial risks to the project. Explain how you have considered the risks and threats that may be relevant to the successful financial delivery of this project. This includes risks such as fraud or bribery, but may also include the risk of fluctuating foreign exchange and internal financial processes such as storage of financial data.

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| (Max 200 words) |

## Q20. Capital items

If you plan to purchase capital items with Darwin/IWT funding, please indicate what you anticipate will happen to the items following project end. If you are requesting more than 10% capital costs, please provide your justification here.

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| (Max 150 words) |

## Q21. Value for Money

Please describe why you consider your application to be good value for money including justification of why the measures you will adopt will secure value for money.

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| (Max 250 words) |

## Q22. Ethics

Outline your approach to meeting Darwin/IWT’s key principles for ethics as outlined in the guidance note. Additionally, are there any human rights and/or international humanitarian law risks in relation to your project? If there are, have you carried out an assessment of the impact of those risks, and of measures that may be taken in order to mitigate them?

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| (Max 100 words) |

## Q23. Safeguarding

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| Projects funded through the Darwin Initiative/IWT Challenge Fund must fully protect vulnerable people all of the time, wherever they work. In order to provide assurance of this, projects are required to have appropriate safeguarding policies in place. The award Terms and Conditions set out clear requirements on safeguarding. Please confirm you have read and understand these and that you comply with them all. |  |

## Q24. Provide an overview of your proposed project, outlining key milestones.

*N.B. This should cover the period of your requested project only and the start/end dates should match with those provided in Question 7.*

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| --- | --- |
| Date | Key Milestone |
|  | START |
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|  | FINISH |

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## Q25. FCDO notifications

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| Please put an X in the box if you think that there are sensitivities that the Foreign, Commonwealth and Development Office will need to be aware of should they want to publicise the project’s success in the Darwin/IWT competition in the host country. |  |

Please indicate whether you have contacted your Foreign Ministry or the local embassy or High Commission (or equivalent) directly to discuss security issues (see Guidance Notes) and attach details of any advice you have received from them.

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| Yes (no written advice) |  | Yes, advice attached |  | No |  |

## Q26. Certification

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| On behalf of the trustees/company\* of  (\*delete as appropriate) |  |
| I apply for a grant of £ in respect of **all Darwin/IWT 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 applicant institution to submit applications and sign contracts on their behalf.)*

* I have enclosed a CV for the Project Leader/co-PL and letters or confirmation of support (uploaded at appropriate points in application).

|  |  |
| --- | --- |
| Name (block capitals) |  |
| Position in the organisation |  |

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| --- | --- | --- | --- |
| Signed |  | Date: |  |

## Checklist for submission

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|  | Check |
| I have **read the Guidance**, including the “Guidance Notes for Applicants” and “Finance for Darwin and IWT Challenge Fund”. |  |
| I have read, and will meet, the current Terms and Conditions for the relevant fund. |  |
| I have provided **actual start and end dates** for my project. |  |
| I have provided my **budget** in GBP. |  |
| The application has been **signed by a suitably authorised individual** (clear electronic or scanned signatures are acceptable). |  |
| (If copying and pasting into Flexi-Grant) I have checked that all my responses have been successfully copied into the online application form. |  |
| I have included a **1 page CV** for the Project Leader (and co-Project Leader if relevant). |  |
| I have included a **letter or electronic confirmation of support** from the lead organisation and main partner organisation(s) identified at Question 11, or an explanation of why not. |  |
| I have checked the website on [GOV.UK](https://www.gov.uk/guidance/darwin-and-illegal-wildlife-trade-challenge-fund-covid-19-rapid-response-round) immediately prior to submission to ensure there are no late updates. |  |
| I have read and understood the Privacy Notice on [GOV.UK](https://www.gov.uk/government/groups/the-darwin-initiative). |  |
| Ensure you submit this application on [Flexi-Grant](https://ltsi.flexigrant.com/). |  |

Once you have completed the checklist above, please submit via the [Flexi-Grant portal](https://ltsi.flexigrant.com/), not later than **2359 GMT Monday 2 November 2020**.

## Data protection and use of personal data

Information supplied in this application form, including personal data, will be used by Defra as set out in the latest copy of the [Privacy Notice](https://www.gov.uk/government/collections/darwin-initiative-funding-schemes-and-how-to-apply) for Darwin, Darwin Plus and the Illegal Wildlife Trade Challenge Fund. 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 the Darwin Initiative including project details (usually title, lead organisation, location, and total grant value) on the GOV.UK and other websites.

Information relating to the project or its results may also be released on request, including under the 2004 Environmental Information Regulations and the Freedom of Information Act 2000. However, Defra will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the General Data Protection Regulation (Regulation (EU) 2016/679).