



Department
for Environment
Food & Rural Affairs



Application form for Darwin Initiative Main Project Round 28 – Stage 2

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 supported of your application, such as CVs.

NOTE THAT APPLICATIONS SUBMITTED ON THIS FORM WILL BE DEEMED INELIGIBLE. SUBMISSION MUST BE VIA FLEXI-GRANT – tsi.flexigrant.com

Submit on [Flexi-Grant](#) by **2359 GMT Monday 31 January 2022**

Please read the guidance before completing this form. This is available on the Darwin Initiative website.

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

Q4. Key Ecosystems, Approaches and Threats

Select up to 3 biomes that are of focus, up to 3 conservation actions that characterise your approach, and up to 3 threats to biodiversity you intend to address, from dropdown lists.

Q5. Summary

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 the website.

Please write this summary for a non-technical audience.

(Max 80 words)

Q6. Project 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

Start date:	End date:	Duration (e.g. 2 years, 3 months):
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Q8. Budget summary

Darwin funding request (Apr – Mar)	2022/23 £	2023/24 £	2024/25 £	Total request £
Q9. Proportion of Darwin Initiative budget expected to be expended in eligible countries: %				
Q10a. What matched funding arrangements are proposed? If none, please explain why. (Max 150 words)				
Q10b. Total confirmed & unconfirmed matched funding				£

Q10c. If you have a significant amount of unconfirmed matched funding, please clarify how you fund the project if you don't manage to secure this?

(Max 100 words)

Q11. Problem the project is trying to address

Please describe the problem your project is trying to address in terms of biodiversity and its relationship with poverty. For example, what are the drivers of loss of biodiversity that the project will attempt to address? Why are they relevant, 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 a separate attached PDF document).

(Max 500 words)

Q12. Biodiversity Conventions, Treaties and Agreements

Q12a. Your project must support the commitments of one or more of the agreements listed below. Please indicate which agreement(s) will be supported. Note: projects supporting more than one will not achieve a higher score.

Convention on Biological Diversity (CBD)	Yes/No
Nagoya Protocol on Access and Benefit Sharing (ABS)	Yes/No
International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA)	Yes/No
Convention on International Trade in Endangered Species (CITES)	Yes/No
Convention on the Conservation of Migratory Species of Wild Animals (CMS)	Yes/No
Ramsar Convention on Wetlands (Ramsar)	Yes/No
United Nations Framework Convention on Climate Change (UNFCCC)	Yes/No
Global Goals for Sustainable Development (SDGs)	Yes/No

Q12b. National and International Policy Alignment

Please detail how your project **will contribute to national policy** (including NBSAPs, NDCs, NAP etc.) and in turn international biodiversity and development conventions, treaties and agreements that the country is a signatory of.

(Max 500 words)

Q13. Methodology

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

- How have you reflected on and incorporated evidence and lessons learnt from past and present activities and projects in the design of this project?
- The need for this work and a justification of your proposed approach.
- How you will undertake the work (materials and methods).
- How you will manage the work (roles and responsibilities, project management tools, risks etc.).

Please make sure you read the guidance documents, before answering this question.

(Max 750 words – this may be a repeat from Stage 1, but you may update or refine as necessary)

Q14. Capability and Capacity

How will you support the strengthening of capability and capacity in the project countries at organisational or individual levels, please provide details of what form this will take and the post-project value to the country.

(Max 300 words)

Q15. Gender equality

All applicants must consider whether and how their project will contribute to reducing inequality between persons of different gender. Explain how your understanding of gender equality within the context your project, and how is it reflected in your plans.

(Max 300 words)

Q16. Awareness and understanding

How will you raise awareness and understanding of biodiversity-poverty issues in your stakeholders, including who are your stakeholders, what approaches/formats/products will you use, how you will ensure open and free access to all data, and how will you know that the messages are understood?

(Max 300 words)

Q17. Change expected

Detail the expected changes to both biodiversity and poverty reduction, and links between them, 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). When talking about how people will benefit, please remember to give details of who will benefit, differences in benefits by gender or other layers of diversity within stakeholders, and the number of beneficiaries expected. The number of communities is insufficient detail – number of households should be the largest unit used.

(Max 500 words)

Q18. Pathway to change

Please outline your project's expected pathway to change. This should be an overview of the overall project logic and outline **how** you expect your Outputs to contribute towards your overall Outcome and, longer term, your expected Impact.

(Max 200 words)

Q19. Exit strategy

How the project will reach a sustainable point and continue to deliver benefits post-funding? Will the activities require funding and support from other sources, or will they be mainstreamed in to “business as usual”? How will the required knowledge and skills remain available to sustain the benefits? How will your approach, if proven, be scaled?

(Max 300 words)

Q20. Provide a project implementation timetable that shows the key milestones in project activities

Provide a project implementation timetable that shows the key milestones in project activities. Complete the Word template as appropriate to describe the intended workplan for your project ready for upload on Flexi-Grant.

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 fill/shade only the quarters in which an activity will be carried out.

Q21. Monitoring and evaluation (M&E)

Describe how the progress of the project will be monitored and evaluated, making reference to who is responsible for the project’s M&E.

Darwin Initiative projects are expected to be adaptive and you should detail how the monitoring and evaluation will feed into the delivery of the project including its management. M&E is expected to be built into the project and not an ‘add’ on. It is as important to measure for negative impacts as it is for positive impact. Additionally, please indicate an approximate budget and level of effort (person days) to be spent on M&E (see Financial Guidance).

(Max 500 words)

(Max 500 words)	
Total project budget for M&E (this may include Staff and Travel and Subsistence Costs)	£ and %
Number of days planned for M&E	

Q22. Logical Framework

Darwin Initiative projects will be required to monitor and report against their progress towards their Outputs and Outcome. This section sets out the expected Outputs and Outcome of your project, how you expect to measure progress against these and how we can verify this.

See the Monitoring, Evaluation and Learning Guidance for advice on completing a logical framework.

The **logframe template** needs to be downloaded from Flexi-Grant, completed and uploaded as a PDF within your Flexi-Grant application – **please do not edit the logframe template structure (other than adding additional Outputs if needed) as this may make your application ineligible**. On the application form, you will be asked to copy the Impact, Outcome and Output statements and activities - these should be the same as in your uploaded logframe.

Project summary	SMART Indicators	Means of Verification	Important Assumptions
Impact: (Max 30 words)			
Outcome: (Max 30 words)	0.1 0.2 Etc.	0.1 0.2 Etc.	
Outputs: 1.	1.1 1.2 Etc.	1.1 1.2 Etc.	
2.	2.1 2.2 Etc	2.1 2.2 Etc	
3. N.B. – Most projects have 3-4 Outputs, if you need please insert a row(s). It is advised to have less than 6 outputs			
Activities (each activity is numbered according to the Output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1) 1.1 1.2 1.3 etc.			

Q23. Budget

Please complete the appropriate Excel spreadsheet (available on [Flexi-Grant](#)), which provides the Budget for this application. Some of the questions earlier and below refer to the information in this spreadsheet.

Note that there are different templates for projects requesting under £100,000 and over £100,000. Please refer to the Finance Guidance for more information.

Please ensure you include any co-financing figures in the Budget spreadsheet to clarify the full budget required to deliver this project.

NB: Please state all costs by financial year (1 April to 31 March) and in GBP. The Darwin Initiative cannot agree any increase in grants once awarded.

Please note the next section is about the financial aspects of your project, rather than technical elements.

Q24. Financial Risk Management

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

(Max 200 words)

Q25. Funding

Q25a. Is this a new initiative or does it build on existing work (delivered by anyone and funded through any source)? Please give details.

(Max 200 words):

Q25b. Are you aware of any current or future plans for similar work to the proposed project? Yes/No

If yes, please give details explaining similarities and differences, and explaining how your work will be additional and what attempts have been/will be made to co-operate with and learn lessons from such work for mutual benefits:

(Max 200 words)

Q26. Capital items

If you plan to purchase capital items with Darwin 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.

(Max 150 words)

Q27. 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.

(Max 250 words)

Q28. Safeguarding

Projects funded through the Darwin Initiative 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. Please confirm the Lead Partner has the following policies in place and that these can be available on request:

We have a safeguarding policy, which includes a statement of our commitment to safeguarding and a zero tolerance statement on bullying, harassment and sexual exploitation and abuse	Yes/No
We have attached a copy of our safeguarding policy to this application	Yes/No
We keep a detailed register of safeguarding issues raised and how they were dealt with	Yes/No
We have clear investigation and disciplinary procedures to use when allegations and complaints are made, and have clear processes in place for when a disclosure is made	Yes/No
We share our safeguarding policy with downstream partners	Yes/No
We have a whistle-blowing policy which protects whistle blowers from reprisals and includes clear processes for dealing with concerns raised	Yes/No
We have a Code of Conduct in place for staff and volunteers that sets out clear expectations of behaviours -- inside and outside the work place -- and make clear what will happen in the event of non-compliance or breach of these standards	Yes/No

Please outline how you will implement your safeguarding policies in practice and ensure that downstream partners apply the same standards as the Lead Partner. Please highlight any key safeguarding risks, including human rights issues, their assessment and measures to mitigate and manage them.

(Max 200 words)

Q29. Ethics

Outline your approach to meeting the key ethical principles, as outlined in the guidance.

(Max 200 words)

Q30. FCDO notifications

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 Initiative in any country.

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Please indicate whether you have contacted FCDO Embassy or High Commission to discuss the project and attach details of any advice you have received from them. If you have not, please say why not.

Yes (no written advice)		Yes, advice attached		No	
If no, why not? (Max 50 words)					

Q31. Project staff

Please identify the core staff (identified in the budget), their role and what % of their time they will be working on the project. Please provide 1-page CVs or job description, further information on who is considered core staff can be found in the Finance Guidance. Please include up to 12 rows if necessary.

Name (First name, surname)	Role	% time on project	1 page CV or job description attached?*
	Project Leader		Yes/No
			Yes/No
			Yes/No
*If you cannot provide a CV or job description, please explain why not.			

Q32. Project Partners

Please list all the Project Partners (including the Lead Partner), clearly setting out their roles and responsibilities in the project including **the extent of their engagement so far and planned.**

This section should demonstrate the capability and capacity of the Project Partners to successfully deliver the project. Please provide Letters of Support for all project partners or explain why this has not been included.

Please copy/delete boxes for more or fewer partnerships.

Lead Partner name:	
Website address:	
Details (including roles, responsibilities and capabilities and capacity):	(Max 200 words)
Allocated budget:	(proportion or value)
Represented on the Project Board	Yes/No
Have you included a Letter of Support from this partner?	Yes/No If no, please provide details (Max 50 words)
Have you provided a cover letter to address your Stage 1 feedback?	Yes/No

Partner Name:	
Website address:	
Details (including roles, responsibilities and capabilities and capacity):	(Max 200 words)
Allocated budget:	(proportion or value)
Represented on the Project Board	Yes/No
Have you included a Letter of Support from this partner?	Yes/No If no, please provide details (Max 50 words)

Partner Name:	
Website address:	
Details (including roles, responsibilities and capabilities and capacity):	(Max 200 words)
Allocated budget:	(proportion or value)
Represented on the Project Board	Yes/No
Have you included a Letter of Support from this partner?	Yes/No If no, please provide details (Max 50 words)

Q33. Lead Partner Capability and Capacity

Has your organisation been awarded Darwin Initiative funding before (for the purposes of this question, being a partner does not count)?

Yes/No

If yes, please provide details of the most recent awards (up to 6 examples) and go to Q10.

Reference No	Project Leader	Title

If no, please provide the below information on the Lead Partner.

What year was your organisation established/ incorporated/ registered?	
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What is the legal status of your organisation?	NGO	Yes/No
	Government	Yes/No
	University	Yes/No
	Other (explain, max 25 words)	
How is your organisation currently funded?	(Max 100 words)	

Describe briefly the aims, activities and achievements of your organisation. Large organisations please note that this should describe your unit or department.

Aims (50 words)
Activities (50 words)
Achievements (50 words)

Provide detail of 3 contracts/projects held by the Lead Partner that demonstrate your credibility as an organisation and provide track record relevant to the project proposed. These contracts/awards should have been held in the last 5 years and be of a similar size to the grant requested in your application.

Contract/Project 1 Title	
Contract Value/Project budget (include currency)	
Duration (e.g. 2 years 3 months)	
Role of organisation in project	(Max 50 words)
Brief summary of the aims, objectives and outcomes of the project	(Max 100 words)
Client/independent reference contact details (Name, e-mail)	(Max 25 words)

Contract/Project 2 Title	
Contract Value/Project budget (include currency)	
Duration (e.g. 2 years 3 months)	
Role of organisation in project	(Max 50 words)
Brief summary of the aims, objectives and outcomes of the project	(Max 100 words)
Client/independent reference contact details (Name, e-mail)	(Max 25 words)

Contract/Project 3 Title	
Contract Value/Project budget (include currency)	
Duration (e.g. 2 years 3 months)	
Role of organisation in project	(Max 50 words)
Brief summary of the aims, objectives and outcomes of the project	(Max 100 words)
Client/independent reference contact details (Name, e-mail)	(Max 25 words)

Q34. Certification

On behalf of the trustees/company* of
(*delete as appropriate)

I apply for a grant of £ in respect of **all Darwin 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 CVs for project key project personnel, letters of support, budget, logframe, safeguarding policy and project implementation timetable (uploaded at appropriate points in application)
- Our last two sets of signed audited/independently verified accounts and annual report are also enclosed.

Name (block capitals)	
Position in the organisation	

Signed

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Date:

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Checklist for submission

	Check
I have read the Guidance , including the “Darwin Initiative Guidance”, “Monitoring Evaluation and Learning Guidance” and “Financial Guidance”.	
I have read, and can meet, the current Terms and Conditions for this fund.	
I have provided actual start and end dates for my project.	
I have provided my budget based on UK government financial years i.e. 1 April – 31 March and in GBP.	
I have checked that the budget is complete , correctly adds up and I have included the correct final total at the start of the application.	
The application has been signed by a suitably authorised individual (clear electronic or scanned signatures are acceptable).	
I have attached my completed logframe as a PDF using the template provided	
(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 or job description for all the Project Staff identified at Question 31, including the Project Leader, or provided an explanation of why not.	
I have included a letter of support from the Lead Partner and partner(s) identified at Question 32, or an explanation of why not.	
I have included a cover letter from the Lead Partner , outlining how any feedback received at Stage 1 has been addressed where relevant.	
I have included a copy of the Lead Partner’s safeguarding policy , which covers the criteria listed in Question 28.	
I have been in contact with the FCDO in the project country(ies) and have included any evidence of this. If not, I have provided an explanation of why not.	
I have included a signed copy of the last 2 annual report and accounts for the Lead Partner, or provided an explanation if not.	
I have checked the Darwin Initiative website immediately prior to submission to ensure there are no late updates.	
I have read and understood the Privacy Notice on the Darwin Initiative website .	
Ensure you submit this application on Flexi-Grant .	

Once you have completed the checklist above, please submit via the [Flexi-Grant portal](#), not later than 2359 GMT Monday 31 January 2022

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 [Forms and Guidance Portal](#).

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 partner, project leader, location, and total grant value).