Application form for

Darwin Initiative

Capability & Capacity Project

Round 30

This Word version of the application form is for drafting purposes only, 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.

*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. SUBMISSION MUST BE VIA FLEXI-GRANT [– **ltsi.flexigrant.com**](https://ltsi.flexigrant.com/)

Submit on [Flexi-Grant](https://ltsi.flexigrant.com/) by **23:59 GMT Monday 23rd October 2023**

Please read the guidance available on the [Darwin Initiative website](https://www.darwininitiative.org.uk/apply/) before completing this form.

|  |  |  |
| --- | --- | --- |
| **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)** | | |
| **Q4a. Is this a resubmission of a previously unsuccessful application?**  **If yes, please include a response to any previous feedback in your cover letter.** | | **Yes/No** |
| **Q4b. Year, stage and previous application number if known.** | |  |

## Q5. Summary of project

Please provide a brief non-technical summary of your project: the **capability and capacity** problem/need it is trying to address, its aims, and the key activities you plan on undertaking. Please note that this wording may be published and used to promote your project.

|  |
| --- |
| (Max 80 words) |

## Q6. Country(ies)

Which eligible country(ies) will your project be working with? You may add more rows 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. 1 year, 8 months):** |

## Q8. Budget summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Darwin Initiative funding request  (Apr – Mar) | **2024/25**  **£** | **2025/26**  **£** | **Total request**  **£** | |
| **Q9.** **Please ensure you clearly outline your matched funding arrangement in the budget. If none is proposed, please explain why?**  (Max 150 words) | | | | |
| **Q10. If you have a significant amount of unconfirmed matched funding, please clarify how you will fund the project if you don’t manage to secure this?**  (Max 100 words) | | | | |
| **Q11. Have you received, applied for or plan to apply for any other UK Government funding for the proposed project or similar?** If yes, please give details (100 words): | | | | **Yes/No** |

## Q12. The need that the project is trying to address

Please describe evidence of the **capability and capacity need** your project is trying to address with reference to **biodiversity conservation and poverty reduction challenges and opportunities**.

For example, how have you identified the need for you project? Why should the need be addressed or what will be the value to the country? Please **cite the evidence** you are using to support your assessment of the need (references can be listed in a separate attached PDF document).

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| (Max 500 words) |

## Q13. Biodiversity Conventions, Treaties and Agreements

**Q13a. 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 |

**Q13b. National and International Policy Alignment**

Using **evidence** where available, please detail how your capability and capacity project **will contribute to national policy** (including NBSAPs, NDCs, NAPs etc.) and in turn **international biodiversity and development conventions**, treaties and agreements that the country is a signatory of.

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| (Max 300 words) |

## Q14. Methodology

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

* how you have reflected on and incorporated **evidence and lessons learnt** from past and present similar activities and projects in the design of this project.
* the specific approach you are using, supported by **evidence** that it will be effective, and **justifying why you expect it will be successful** in this context.
* how you will undertake the work (activities, materials and methods).
* what the **main activities** will be and where these will take place.
* how you will **manage the work** (governance, roles and responsibilities, project management tools, risks etc.).
* what practical elements will be included to embed new capabilities?

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| (Max 750 words) |

## Q15. How will you identify participants?

How did/will you identify and select the participants (individuals and/or organisations) to directly benefit from the **capability and capacity building activities**? What makes these the most suitable participants? How will you ensure that the selection process is unbiased, fair and transparent? How have you incorporated GESI considerations in identifying participants?

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| (Max 300 words) |

## Q16. Gender equality and social inclusion

All applicants must consider whether and how their project will contribute to promoting equality between persons of different gender and social characteristics. **Explain your understanding** of how individuals may be excluded from equal participation within the context of your project, and **how you seek to address this**. You should consider how your project will **proactively contribute** **to ensuring individuals achieve equitable outcomes** and how you will engage participants in a meaningful way.

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| (Max 300 words) |

## Q17. Change expected

Detail the expected changes to both biodiversity and multi-dimensional poverty reduction, and links between them, that this work will deliver. You should identify what will change and who exactly will benefit a) in the short-term (i.e. during the life of the project – including capability and capacity building benefits) and b) the potential changes 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.

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| (Max 500 words) |

## Q18. Sustainable benefits and scaling potential

**How will the project reach a point where the benefits of strengthened capability and capacity can be sustained post-funding?**

How will the capability and capacity be retained and remain available to deliver benefits in-country after the project? Is there potential for the new capability and capacity to renew itself or deliver additional capability and capacity, for example by building future environmental leaders beyond the project?

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| (Max 300 words) |

## Q19. Risk Management

Please outline the **6 key risks** to achievement of your Project Outcome and how these risks will be managed and mitigated, referring to the Risk Guidance. This should include at least one Fiduciary, one Safeguarding, and one Delivery Chain Risk.

Projects should also draft their initial risk register, using the template provided, and be prepared to submit this when requested if they are recommended for funding. **Do not attach this to your application.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk Description | Impact | Probability[[1]](#footnote-2) | Inherent Risk | Mitigation | Residual Risk |
| **Fiduciary (financial)**: funds not used for intended purposes or not accounted for (fraud, corruption, mishandling or misappropriated). | | | | | |
| [50 words] |  |  |  | [50 words] |  |
| **Safeguarding**: ‘doing harm’ incl. sexual exploitation abuse and harassment, safety and welfare, or unintended harm to beneficiaries, the public, implementing partners, and staff. | | | | | |
| [50 words] |  |  |  | [50 words] |  |
| **Delivery Chain:** the overall risk associated with your delivery model | | | | | |
| [50 words] |  |  |  | [50 words] |  |
| **Risk 4** | | | | | |
| [50 words] |  |  |  | [50 words] |  |
| **Risk 5** | | | | | |
| [50 words] |  |  |  | [50 words] |  |
| **Risk 6** | | | | | |
| [50 words] |  |  |  | [50 words] |  |

## Q20. Project sensitivities

Please indicate whether there are sensitivities associated with this project that need to be considered if details are published (detailed species location data that would increase threats, political sensitivities, prosecutions for illegal activities, security of staff etc.). Please note your response to this question won’t influence the outcome of your application.

Yes/No

If yes, please provide brief details

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| (Max 100 words) |

## Q21. Workplan

Provide a project workplan that shows the key milestones in project activities. Complete the Word template to show 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.

## Q22. 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 improved 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 [Finance](https://www.darwininitiative.org.uk/resources-for-projects/claim-forms-and-finance-guidance/) Guidance).

|  |  |
| --- | --- |
| (Max 250 words) | |
| Total project budget for M&E (this may include Staff and Travel and Subsistence Costs) | £ and % |
| Number of days planned for M&E |  |

## Q23. Indicators of success

Please outline the Outcome and Outputs of the project and how you will show that they have been achieved by using SMART indicators and milestones.

Refer to the **Monitoring, Evaluation and Learning Guidance** and the **Standard Indicators Guidance** when developing your logframe. You are required to use at least five ‘Core Indicators’ from the Standard Indicators menu.

**Please note that the number of participants in training is not an output, please consider how to measure the success of the training rather than participation in training.**

In the table below please outline your Outcome and between 1-4 Outputs. Each statement should have between 2-3 SMART indicators and end target (figure/state/quality) including how you would evidence achievement – i.e. “Means of Verification”.

|  |  |  |
| --- | --- | --- |
|  | SMART Indicators | Means of Verification |
| Outcome (Max 30 words): |  |  |
| Output 1 (Max 30 words) |  |  |
| Output 2 (Max 30 words) |  |  |
| Output 3 (Max 30 words) |  |  |
| **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). Each activity should start on a new line and be no more than approximately 25 words.  1.1  1.2  1.3 | | |

**Important Assumptions:**

Please describe up to 6 key assumptions that, if held true, will enable you to deliver your Outputs and Outcome

|  |
| --- |
| (Max 100 words): |

## Q24. Budget

Please complete the appropriate Excel spreadsheet (available on [Flexi-Grant](https://ltsi.flexigrant.com/)), 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 matched funding 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 upload the Lead Partner’s accounts (or other financial evidence – see Finance Guidance) at the certification page at the end of the application form.

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

**Q25. Alignment with other funding and activities**

This question aims to help us understand how familiar you are with other work in the geographic/thematic area, and how this proposed project will build on or align with this to avoid any risks of duplicating or conflicting activities.

**Q25a.** Is this new work or does it build on existing/past activities (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 work in the geographic/thematic area to the proposed project? **Yes/No**

If yes, please give details explaining similarities and differences, and explaining how your work will be additional, avoiding duplicating and conflicting activities and what attempts have been/will be made to co-operate with and share lessons learnt for mutual benefit.

|  |
| --- |
| (Max 200 words) |

## Q26. Value for Money

Please demonstrate why your project is good value for money in terms of impact and cost-effectiveness of each pound spend (economy, efficiency, effectiveness and equity). Why is it the best feasible project for the amount of money to be spent? Please make sure you read the guidance documents, before answering this question.

|  |
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| (Max 250 words) |

## Q27. 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.

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| (Max 150 words) |

## Q28. Safeguarding

All projects funded under the Biodiversity Challenge Funds must ensure proactive action is taken to promote the welfare and protect all individuals involved in the project (staff, implementing partners, the public and beneficiaries) from harm. In order to provide assurance of this, projects are required to have specific procedures and policies in place.

Please upload the following required policies:

* **Safeguarding Policy**: including a statement of commitment to safeguarding and a zero tolerance statement on bullying, harassment and sexual exploitation and abuse.
* **Whistleblowing Policy**: which details a clear process for dealing with concerns raised and protects whistle blowers from reprisals.
* **Code of Conduct**: which sets out clear expectations of behaviours – inside and outside the workplace – for all involved in the project and makes clear what will happen in the event of non-compliance or breach of these standards, including compliance with IASC 6 Principles.

If any of these policies are integrated into a broader policy document or handbook, please upload just the relevant or equivalent sub-sections to the above policies, with (unofficial) English translations where needed.

Please outline how (a) beneficiaries, the public, implementing partners, and staff are made aware of your safeguarding commitment and how to confidentially raise a concern, (b) safeguarding issues are investigated, recorded and what disciplinary procedures are in place when allegations and complaints are upheld, (c) you will ensure project partners uphold these policies.

If your approach is currently limited or in the early stages of development, please clearly set out your plans address this.

|  |
| --- |
| (Max 200 words) |

## Q29. British embassy or high commission engagement

It is important for UK Government representatives to understand if UK funding might be spent in the project country/ies. Please indicate if you have contacted the relevant British embassy or high commission to discuss the project and attach details of any advice you have received from them.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes (please attach evidence of request or advice if received) |  | No |  |
| If no, why not? (Max 50 words) | | | |

## Q30. 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. | | | |

## Q31. Project Partners

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

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. The order of the letters must be the same as the order they are presented in below.**

Please copy/delete boxes for more or fewer partnerships.

|  |  |
| --- | --- |
| Lead Partner name: |  |
| Website address: |  |
| Why is this organisation the Lead Partner, and what value to they bring to the project? (including roles, responsibilities and capabilities and capacity): | (Max 200 words) |
| International/In-country Partner | International/In-country |
| Allocated budget: | (proportion or value) |
| Representation on the Project Board (or other management structure) | Yes/No |
| Have you included a Letter of Support from the Lead Partner? | Yes/No  If no, please provide details (Max 50 words) |

|  |  |
| --- | --- |
| Partner Name: |  |
| Website address: |  |
| What value does this Partner bring to the project? (including roles, responsibilities and capabilities and capacity): | (Max 200 words) |
| International/In-country Partner | International/In-country |
| Allocated budget: | (proportion or value) |
| Representation on the Project Board (or other management structure) | 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: |  |
| What value does this Partner bring to the project? (including roles, responsibilities and capabilities and capacity): | (Max 200 words) |
| International/In-country Partner | International/In-country |
| Allocated budget: | (proportion or value) |
| Representation on the Project Board (or other management structure) | Yes/No |
| Have you included a Letter of Support from this partner? | Yes/No  If no, please provide details (Max 50 words) |

## Q32. Lead Partner Capability and Capacity

**Has your organisation been awarded Biodiversity Challenge Funds (Darwin Initiative, Darwin Plus or Illegal Wildlife Trade Challenge Fund) 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).

|  |  |  |
| --- | --- | --- |
| Reference No | Project Leader | Title |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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

|  |  |
| --- | --- |
| What year was your organisation established/ incorporated/ registered? |  |
| 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) |

## Certification

|  |  |
| --- | --- |
| On behalf of the trustees/company\* of  (\*delete as appropriate) |  |
| I apply for a grant of £ in respect of **all Darwin Initiative 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 key project personnel, a cover letter, letters of support, a budget, logframe, theory of change, Safeguarding and associated policies, and project workplan.
* Our last two sets of signed audited/independently verified accounts and annual report (or other financial evidence – see Finance Guidance) are also enclosed.

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

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

## Checklist for submission

|  |  |
| --- | --- |
|  | Check |
| I have **read the Guidance**, including the “Darwin Initiative Guidance”, “Monitoring Evaluation and Learning Guidance”, “Standard Indicator Guidance”, “Risk Guidance”, and “Finance 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 the below documents to my application:   * a **cover letter from the Lead Partner**, outlining how any feedback received at has been addressed where relevant, as a single PDF. |  |
| * my **budget** (which meets the requirements above) using the template provided. |  |
| * a signed **copy of the last 2 annual report and accounts** for the Lead Partner (or other financial evidence – see Finance Guidance, or provided an explanation if not |  |
| * my completed **workplan** as a PDF using the template provided. |  |
| * a copy of the **Lead Partner’s Safeguarding Policy, Whistleblowing Policy and Code of Conduct** (Question 28). |  |
| * **1 page CV or job description for all the Project Staff** identified at Question 30, including the Project Leader, or provided an explanation of why not, combined into a single PDF. |  |
| * a **letter of support** from the Lead Partner and partner(s) identified at Question 31, or an explanation of why not, as a single PDF. |  |
| 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. |  |
| My additional supporting evidence is in line with the requested evidence, amounts to a maximum of 5 sides of A4, and is combined as a single PDF. |  |
| (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 checked the [Darwin Initiative website](https://www.darwininitiative.org.uk/apply/) immediately prior to submission to ensure there are no late updates. |  |
| I have read and understood the Privacy Notice on the [Darwin Initiative website](https://www.darwininitiative.org.uk/apply/). |  |
| 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 **23:59 GMT Monday 23rd October 2023**

## 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](http://www.darwininitiative.org.uk).

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).

1. Likelihood: Almost certain (>80%), Likely (>50%<80%), Possible (>20%<50%), Unlikely (>5%<20%), Rare (<5%) [↑](#footnote-ref-2)