**Darwin Initiative Capability & Capacity: Annual Report**

To be completed with reference to the “Project Reporting Information Note”: (<https://www.darwininitiative.org.uk/resources/information-notes/>).

It is expected that this report will be a **maximum** **of 20 pages** in length, excluding annexes)

**Submission Deadline: 30th April 2025**

# Submit to: [BCF-Reports@niras.com](mailto:BCF-Reports@niras.com) including your project ref in the subject line

# Darwin Initiative Project Information

|  |  |
| --- | --- |
| Project reference |  |
| Project title |  |
| Country/ies |  |
| Lead Organisation |  |
| Project partner(s) |  |
| Darwin Initiative grant value |  |
| Start/end dates of project |  |
| Reporting period (e.g. Apr 2024 – Mar 2025) and number (e.g. Annual Report 1, 2, 3) |  |
| Project Leader name |  |
| Project website/blog/social media |  |
| Report author(s) and date |  |

**General Guidance:**

* Please ensure you have selected the correct template for your project
* Each section contains questions to guide the completion of the report. Please note not all guiding questions have to be answered, and some may be more relevant to projects under one scheme than the other – Project Leaders should exercise judgement as to those most relevant to the project. **Please remove the blue guidance notes from all sections before submission.**
* Your report will be published on the Darwin Initiative website. If there is any confidential or sensitive information within the report that you do not wish to be shared on our website, please ensure you clearly highlight this.
* Project partners should play an active role in writing this report.

**Provision of evidence:**

All Annual Reports are reviewed by a Monitoring, Evaluation and Learning (MEL) consultant. They will use your original application and logframe (or the most recent approved logframe) as a basis of their review. Therefore, it is important that you refer back to this document when writing this report. The review acts as an independent viewpoint of whether the project is making the progress it states based upon the report and associated evidence submitted with this report.

It is strongly recommended that you submit the means of verification listed in your logframe (noting C&C projects have a simplified logframe or “indicators of success”) to support your assertions of progress. You should clearly label all annexes and cross-reference these at the appropriate points within the report by including wording such as “(see Annex A for reference)”. Please only include additional information that clearly supports project progress.

**Project changes:**

Please note all major changes in the indicators of success (e.g., Output and Outcome level changes) must be approved by NIRAS via the formal Change Request process and submitted in a separate email.

Submission of changes to the project design in the Annual Report does not constitute notification. If not clear whether a change requires formal approval please check with   
[BCF-Reports@niras.com](mailto:BCF-Reports@niras.com).

**Report format:**

This report should be sent in MS Word only (if you have concerns about layout you may submit a PDF but this is in addition to a Word version). If you have already answered a question in one section, do not repeat the information in another section, but refer back to the section number.

# Project summary

Please provide a brief overview of your project and what the project is aiming to achieve. For this section you should consider the following:

* What capability and capacity need is the project designed to address?
* Why is this relevant, and for whom?
* What biodiversity challenges and human development and wellbeing challenges (poverty reduction) is the project also intended to address?
* How did you identify these problems?
* Briefly describe the location (with a map if possible) of the project.

You may find it helpful to refer to your original application form, and you may use text from your application form or previous reports to provide information in this section, ensuring you update it as relevant.

# Project stakeholders/ partners

Darwin Initiative projects are required to be collaborative.

Please describe the support or engagement between all formal partners and key stakeholders and this project, and how this has developed over the last year of the project. You should focus on:

* Whether partnerships were based on demand stemming from the host country/ies or communities and the extent to which all partners are involved in project planning, monitoring and evaluation and/or decision making.
* Particular achievements, lessons, strengths or challenges with the partnership(s), and how have the latter been met.
* Describe how relevant local stakeholders (including, where relevant, British embassies and high commissions), local communities, public institutions and technical specialists who are not formally partners in the project have been involved as appropriate.
* How participants have been identified and selected to directly benefit from the capability and capacity building activities.

Please support comments with evidence.

# Project progress

This section (3.1- 3.5) is the main narrative report on project progress in the last year, and should be a flowing paragraphed presentation written in a formal style. Sub-sections reflect the progress against the project’s indicators of success. We do not require a summary at the start, just clear reporting under 3.1 to 3.5. Please ensure that you clearly refer to evidence to support the narrative.

Annex 1 requires you to provide a **condensed version** of this narrative against the project’s Outcome and Output. . In this section and in Annex 1 please report against the Outcome and Output indicators in the latest approved version of the indicators of success. Please also include your full current project indicators of success in Annex 2.If there have been minor changes to the indicators of success please indicate where these are, and please note that, as described above, major changes must be submitted for approval via the formal Change Request process in a separate email..

## Progress in carrying out project Activities

**Briefly**, please report on progress in implementing the project’s Activities for this year. **You should report the progress of Activities under** **the Outputs** **to which they relate**. Have the Activities been carried out inthe manner and time planned?

Please support comments with evidence to support progress towards Activities.

Ensure you refer to specific activity numbers and be clear if there have been any changes to activities. It is important these match what is presented in Annex 2 (full project logframe).

## Progress towards project Outputs

Report on how overall progress has been made towards the project Outputs and how likely the project is to achieve them by its close. Address each Output in turn, identifying the baseline condition, change recorded to date, and the source of evidence for this change. Please comment on how you are measuring the Output indicators. Please support comments with evidence and use indicators to support progress towards Outputs.

## Progress towards the project Outcome

Please report on progress made towards the project Outcome. You should make specific reference to the Outcome indicators including baseline condition and progress to date, and provide evidence against them. Consider the following:

* Are the indicators adequate for measuring the intended Outcome?
* Is the project likely to achieve the Outcome by end of funding? If not, what action will you take to ensure the situation can be improved?

## Monitoring of assumptions

Monitoring of critical conditions (risks and assumptions) is crucial to project success. Report on whether Outcome and Output level assumptions still hold true. If there have been changes in assumptions, in what ways is the project meeting or managing these? Please support comments with evidence.

Assumption 1:

Comments:

Etc.

## Achievement of positive impact on biodiversity and multidimensional poverty reduction

Capability and Capacity projects should outline how expected changes to in-country capability and capacity will deliver for both biodiversity and multidimensional poverty reduction. In your application form, you were asked to 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) and the potential to scale the approach.

Please provide an update here with regard to progress towards these higher-level objectives. When talking about how people will benefit, please remember to give details of who will benefit, differences in benefits by gender equality and social inclusion 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.

* What contribution is your project making to the higher-level impact on biodiversity conservation?
* What contribution is your project making to a higher-level impact on human development and wellbeing (poverty reduction)?

Please support all comments with evidence.

# Project support to the Conventions, Treaties or Agreements

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

Please ensure your response to this section remains relevant and has been updated to reflect any recent actions. You should focus on what contributions you have made within the reporting period, rather than the alignment of your project more generally to agreements as outlined in the application form.

Has the project submitted any reports to or had any interaction with any host country convention focal points, via host country or UK partners in the last 12 months? This is encouraged. Please give details of any interaction.

Please support any comments with evidence and indicators.

# Gender Equality and Social Inclusion (GESI)

Please provide a self-assessment of where you think your project sits on the Gender Equality and Social Inclusion (GESI) scale provided below. The scale goes from less ambitious to more ambitious moving top to bottom. As a reminder, all Biodiversity Challenge Funds (BCFs) projects should be aiming for a GESI Sensitive approach at a minimum.

|  |  |  |
| --- | --- | --- |
| **GESI Scale** | **Description** | **Put X where you think your project is on the scale** |
| **Not yet sensitive** | The GESI context may have been considered but the project isn’t quite meeting the requirements of a ‘sensitive’ approach |  |
| **Sensitive** | The GESI context has been considered and project activities take this into account in their design and implementation. The project addresses basic needs and vulnerabilities of women and marginalised groups and the project will not contribute to or create further inequalities. |  |
| **Empowering** | The project has all the characteristics of a ‘sensitive’ approach whilst also increasing equal access to assets, resources and capabilities for women and marginalised groups |  |
| **Transformative** | The project has all the characteristics of an ‘empowering’ approach whilst also addressing unequal power relationships and seeking institutional and societal change |  |

Please justify your assessment and provide evidence on how your project meets the level of the scale selected with explicit reference to the criteria outlined above. If you have assessed yourself as ‘not yet sensitive’ please clearly outline how you will address this.

You should consider the following in your response:

* How have you taken in to account the GESI context in designing and implementing your approach? When considering the context you should refer to/ assess against the following core principles, which are explained in more detail in the GESI Analysis How to Guide on the Darwin Initiative website (see link below).
  + Rights: Legal and customary
  + Practice: Attitudes, customs & beliefs
  + Environment: Stressors & vulnerability
  + Roles and Responsibilities: Division of time, space & labour
  + Representation: Participation, inclusion & power
  + Resources: Access & control of assets and services
* Explain how your project is specifically considering social inclusion and ensuring meaningful participation for all engaged in the project. In your response you should acknowledge the ways in which various social identities such as ethnicity, age, class, gender and disability interact and inform how individuals or groups may be able (or unable) to participate in certain contexts.
* Has there been any lessons learnt or challenges on GESI in the past 12 months? Please ensure no sensitive data is included within responses.

For more information, please see the [Gender Equality & Social Inclusion](https://www.darwininitiative.org.uk/resources/gender-equality-and-social-inclusion/) page on the Darwin Initiative website.

# Monitoring and evaluation

Discuss systems and processes employed internally to monitor and evaluate the project this year. Comment on the suitability of this approach, and whether you have identified any areas for improvement.

When writing this section, consider the following:

* How can you demonstrate that the Outputs and Activities of the project actually contribute to the project Outcome?
* What are the indicators of success (both qualitative and quantitative) and how are you measuring these?
* Have there been any changes made to the M&E plan over the reporting period?
* Do partners share the M&E work or is this the role of one organisation? How is information shared amongst partners/stakeholders?

# Lessons learnt

Use of lessons learned is important for continuous improvement and adaptive management. This includes lessons from all levels including administrative, management, technical, and M&E. When writing this section, consider the following:

* What worked well, and what didn’t work well, this past year?
* If you had to do it again, what would you do differently?
* What recommendations would you make to others doing similar projects, for example tackling the same issues or working in the same geographical area?
* How are you going to build this learning into the project and future plans?
* Are you going to change your plan next year as a result of this learning? Do you plan to submit a Change Request?

# Actions taken in response to previous reviews (if applicable)

For this section you should consider the following:

* Have you responded to issues raised in the review of your last year’s Annual Report? If you are unable to access your past reviews, please contact [BCF-Reports@niras.com](mailto:BCF-Reports@niras.com).
* What were the views of project partners on the review?
* Briefly describe what actions have been taken as a result of recommendations from last year’s review, unless you have already clearly done so through a separate note or the half year report. If you have already provided a response, please confirm when.
* If your project has an Overseas Security and Justice Assistance assessment, please ensure you provide an update on related risks, and any special conditions if relevant for your project.
* Please also use this section to respond to any feedback received when your project was funded, if you haven’t already commented.

# Risk Management

* Have any new risks arisen in the last 12 months that were not previously accounted for?
* Has the project made any significant adaptations to the project design this year to address risk?
* Please submit an updated version of your risk register with your Annual Report. The template can be found on the [Darwin Initiative website](https://www.darwininitiative.org.uk/resources/risk-management/).

# Scalability and durability

When considering the overall sustainability and legacy of your project, it is helpful to think in terms of both *scalability* and *durability* of your project’s achievements. Consider the below questions in your response, some of which might be more or less relevant for your project.

* How have project stakeholders, especially those important to future scaling of your project (i.e. adopters), learnt about or become aware of the project or activity (including the potential benefits, costs, and steps involved)?
* What evidence is there that the project or activity is attractive to potential adopters (including in terms of the benefits and costs to adopters and how benefits outweigh the costs)?
* How have you aligned the incentives for key organisations (including government, civil society, business, and local groups) to support initial and ongoing engagement with the project or activity?
* How have you leveraged specific ongoing or future government policies or led to a change in policy?
* What evidence is there that the project has changed attitudes, social norms, knowledge, values and behaviours to support initial and ongoing engagement with the project or activity?
* Referring back to your original exit plan, what were the main steps you proposed for ensuring outputs, outcomes and impacts of the project are durable after the project ends?
* What progress has been made with these steps, with what supporting evidence?
* What other steps is your team taking to promote the durability of desired outputs, outcomes and impacts and ensure the project has a sustained legacy? How will the built capability and capacity be maintained in-country?

# Darwin Initiative identity

* What effort has the project made to publicise the Darwin Initiative, e.g. where did the project use the Darwin Initiative logo and promote funding opportunities or projects?
* How has the UK Government’s contribution to your project’s work been recognised?
* Was the Darwin Initiative funding recognised as a distinct project with a clear identity or did it form part of a larger programme?
* To what extent is there an understanding of the Darwin Initiative within the host country and who is likely to be familiar with the Darwin Initiative?
* If you have an X (Twitter) / LinkedIn / Facebook / Instagram etc. account is this effective and have you linked back to the Darwin Initiative via the BCFs social media channels?

# Safeguarding

The BCFs are committed to supporting projects develop and strengthen their safeguarding capabilities and capacity to prevent, listen, respond and learn. Defra will not automatically penalise projects where safeguarding concerns are identified but will help projects respond and learn from the experience. We are committed to helping project strengthen their safeguarding approach and if you have any sensitive questions around safeguarding please contact NIRAS separately.

|  |  |
| --- | --- |
| Give the date of your last safeguarding or Protection from Sexual Exploitation, Abuse and Harassment (SEAH) policy update |  |
| Give the date of your next planned safeguarding or Protection from SEAH policy update |  |
| Have any concerns or allegations relating to sexual exploitation, abuse or harassment been reported in the past 12 months | Yes/No |
| Does your project have a Safeguarding focal point? | Yes/No [*If yes, please provide their name and email]* |
| Has the focal point attended any formal training, in addition to annual mandatory safeguarding training, in the last 12 months? | Yes/No [*If yes, please provide date and details of training*] |
| What proportion (and number) of project staff have received formal training on Safeguarding or protection from SEAH? | Past: % [and number]  Planned: % [and number] |
| Has there been any lessons learnt or challenges on Safeguarding in the past 12 months? Provide details on what those lessons or challenges are and how the project plans to address this. Please ensure no sensitive data is included within responses. | |
| Does the project have any developments or activities planned around Safeguarding or protection from SEAH in the coming 12 months? If so, please specify. | |
| Please describe any community sensitisation on SEAH or rights of project participants that has taken place over the past 12 months; include topics covered and SADD (sex, age, disability disaggregated) data of participants. | |
| Have there been any concerns around Health, Safety and Security of your project over the past year? If yes, please outline how this was resolved. | |

# Project expenditure

Please expand and complete Table 1. If all receipts have not yet been received, please provide indicative figures and clearly mark them as Draft. The Actual claim form will be taken as the final accounting for funds.

**Table 1: Project expenditure during the reporting period (1 April 2024 – 31 March 2025)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project spend (indicative) since last Annual Report** | **2024/25**  **Grant**  **(£)** | **2024/25**  **Total Darwin Initiative Costs (£)** | **Variance**  **%** | **Comments (please explain significant variances)** |
| Staff costs (see below) |  |  |  |  |
| Consultancy costs |  |  |  |  |
| Overhead Costs |  |  |  |  |
| Travel and subsistence |  |  |  |  |
| Operating Costs |  |  |  |  |
| Capital items (see below) |  |  |  |  |
| Others (see below) |  |  |  |  |
| **TOTAL** |  |  |  |  |

Highlight any agreed changes to the budget and **fully** explain any variation in expenditure where this is +/- 10% of the budget. Have these changes been discussed with and approved by Darwin Initiative?

**Table 2: Project mobilised or matched funding during the reporting period (1 April 2024 – 31 March 2025)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Secured to date | Expected by end of project | Sources |
| Matched funding leveraged by the partners to deliver the project (£) |  |  |  |
| Total additional finance mobilised for new activities occurring outside of the project, building on evidence, best practices and the project (£) |  |  |  |

# Other comments on progress not covered elsewhere

Please use this section to provide any further comments on progress that have not been covered elsewhere in this report. Issues that might be covered in this section include:

* Has the design of the project been enhanced over the last year, e.g. refining methods, or exit strategy?
* Discuss any significant difficulties encountered during the year and steps taken to overcome these if not already discussed elsewhere.
* Are there any issues you would like to raise with the Darwin Initiative? Please highlight anything sensitive as this can be redacted prior to this report being published.

# OPTIONAL: Outstanding achievements or progress of your project so far (300-400 words maximum). This section may be used for publicity purposes.

I agree for the Biodiversity Challenge Funds to edit and use the following for various promotional purposes (please leave this line in to indicate your agreement to use any material you provide here).

In this section you have the change to let us know about outstanding achievements for your project or significant strides towards attaining a particular goal so far that you consider worth sharing with the wider BCFs community.

This could relate to achievements or considerable progress already mentioned in this report, on which you would like to expand further, or achievements that were in addition to the ones planned and deserve particular attention. It may also include advancements towards any Darwin Initiative Programme Objectives such as support to conventions, agreements or treaties, biodiversity, poverty reduction or gender equality and social inclusion. We may use material from this section for various promotion and dissemination purposes, including for example, publication in the Defra Annual Report, Darwin Initiative promotion material, or on the Darwin Initiative website. Please limit text to 400 words.

Please also include an engaging high resolution image, video or graphic\* that you consent to be publicised alongside the above text. Please ensure:

* that you have left the above agreement clause to indicate your consent. Text without this will not be used
* any images or videos are sent as separate files and not embedded in the body of the report

\*If you have no photos or videos for reasons of sensitivity, then please state that clearly and the BCFs Comms team can work to create an alternative graphic.

Image, Video or Graphic Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **File Type (Image / Video / Graphic)** | **File Name or File Location** | **Caption including description, country and credit** | **Social media accounts and websites to be tagged (leave blank if none)** | **Consent of subjects received (delete as necessary)** |
|  |  |  |  | Yes / No |
|  |  |  |  | Yes / No |
|  |  |  |  | Yes / No |
|  |  |  |  | Yes / No |
|  |  |  |  | Yes / No |

# Annex 1: Report of progress and achievements against Indicators of Success for Financial Year 2024-2025

|  |  |  |
| --- | --- | --- |
| **Project summary** | **Progress and Achievements April 2024 - March 2025** | **Actions required/planned for next period** |
| ***Outcome*** (Insert **agreed** project Outcome statement) | | |
| Outcome indicator 0.1 | (Report progress against indicators, and reference where evidence is provided e.g. Evidence provided in section 3.1 of report and Annex X). This should be a **condensed summary** of your reporting in section 3.3 of the report) | (Highlight key actions relevant to this indicator planned for next period) |
| Outcome indicator 0.2, Etc.  Insert additional rows depending on how many indicators you have |  |  |
| **Output 1** (Insert **agreed** Outputs with indicators relevant to that Outputs in lines below). | | |
| Output indicator 1.1 (Insert original Output level indicators) | (Report progress against indicators, and reference where evidence is provided e.g. Evidence provided in section 3.2 of report and Annex Y). This should be a **condensed summary** of your reporting in section 3.2 of the report) |  |
| Output indicator 1.2, Etc.  Insert additional rows depending on how many indicators you have |  | (Highlight key actions relevant to this indicator planned for next period) |
| **Output 2.** (Insert **agreed** Output) | | |
| Output indicator 2.1. |  |  |
| Output indicator 2.2. Etc. |  |  |
| **Output 3.** Etc. | | |

# Annex 2: Project’s full current Indicators of Success as presented in the application form (unless changes have been agreed)

|  |  |  |
| --- | --- | --- |
| **Project summary** | **SMART Indicators** | **Means of verification** |
| **Outcome:** |  |  |
| **Output 1**  Add more outputs as necessary | 1.1  1.2  1.3 etc. | 1.1  1.2  1.3 etc. |
| **Output 2** | 2.1  2.2 | 2.1  2.2 |
| **Output 3** | 3.1 | 3.1 |
| **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) | | |
| **Important Assumptions** | | |

# Annex 3: Standard Indicators

The BCFs use high quality and accessible Monitoring, Evaluation and Learning (MEL) to enable scaling, replication and increase the impact of the funds and the projects we support.

By asking project teams to report against a minimum of three Darwin Initiative Standard Indicators, we aim to increase our contribution to the global evidence base for activities that support biodiversity conservation, poverty reduction and capability & capacity.

The tables below are provided to assist project teams in reporting against Standard Indicators. Please report against the Standard Indicators that you have selected specifically for your project in Table 1 below. Refer to the Standard Indicator Guidance & Menu available on the [Darwin Initiative](https://www.darwininitiative.org.uk/resources/monitoring-evaluation-and-learning/) website for guidance on how to select indicators, as well as how to disaggregate reporting within your chosen indicators.

For projects submitting their first Annual Report, you should complete the Y1 column and also indicate the number planned during the project lifetime. Older projects should copy and paste the information from previous years and add in data for the most recent reporting period.

We recognise that the Standard Indicators in our menu are by nature general. We also ask you to develop your own Project Indicators. These should be more specific and relevant to your project. See our BCF MEL Guidance on best practices for selecting and developing Project Indicators.

### Table 1 Project Standard Indicators

Please see the Standard Indicator guidance for more information on how to report in this section, including appropriate disaggregation.

| **DI Indicator number** | **Name of indicator** | **If this links directly to a project indicator(s), please note the indicator number here** | **Units** | **Disaggregation** | **Year 1 Total** | **Year 2 Total** | **Year 3 Total** | **Total to date** | **Total planned during the project** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| E.g. DI-A01 | E.g. Number of people in eligible countries who have completed structured and relevant training | 1.2 | People | Men | 20 | 10 |  | 30 | 60 |
| E.g. DI-A01 | E.g. Number of people in eligible countries who have completed structured and relevant training | 1.2 | People | Women | 30 | 5 |  | 35 | 60 |
| E.g. DI-B01 | E.g. Number of new or improved habitat management plans available and endorsed | 0.3 | Number | New | 1 | 0 |  | 1 | 2 |
| E.g. DI-B01 | E.g. Number of new or improved habitat management plans available and endorsed | 0.3 | Number | Improved | 1 | 1 |  | 2 | 3 |

In addition to reporting any information on publications under relevant standard indicators, in Table 2, provide full details of all publications and material produced over the last year that can be publicly accessed, e.g. title, name of publisher, contact details, cost. You should include publications as supporting materials with your report. Mark with an asterisk (\*) all publications and other material that you have included with this report.

### Table 2 Publications

| **Title** | **Type**  (e.g. journals, best practice manual, blog post, online videos, podcasts, CDs) | **Detail**  (authors, year) | **Gender of Lead Author** | **Nationality of Lead Author** | **Publishers**  (name, city) | **Available from**  (e.g. weblink or publisher if not available online) |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Annex 4: Onwards – supplementary material (optional but encouraged as evidence of project achievement)

This may include outputs of the project, but need not necessarily include all project documentation. For example, the abstract of a conference would be adequate, as would be a summary of a thesis rather than the full document. If we feel that reviewing the full document would be useful, we will contact you again to ask for it to be submitted.

It is important, however, that you include enough evidence of project achievement to allow reassurance that the project is continuing to work towards its objectives. Evidence can be provided in many formats (photos, copies of presentations/press releases/press cuttings, publications, minutes of meetings, questionnaires, reports etc.) and you should ensure you include some of these materials to support the Annual Report text.

If you are attaching separate documents, please list them here with an Annex reference number so that we can clearly identify the correct documents.

Please ensure you provide all evidence in one, easy to download format. Links in the text are great, but not always accessible by reviewers and my not remain accessible in the future, so a package of documents is required.

# Checklist for submission

|  |  |
| --- | --- |
|  | Check |
| Different reporting templates have different questions, and it is important you use the correct one. Have you checked you have used the **correct template** (checking fund, scheme, type of report (i.e. Annual or Final), and year) and **deleted the blue guidance text** before submission? |  |
| **Is the report less than 10MB?** If so, please consider the best way to submit. One zipped file, or a download option is recommended. We can work with most online options and will be in touch if we have a problem accessing material. If unsure, please email to [BCF-Reports@niras.com](mailto:BCF-Reports@niras.com) putting the project number in the Subject line. |  |
| **Is your report more than 10MB?** If so, please discuss with  [BCF-Reports@niras.com](mailto:BCF-Reports@niras.com) about the best way to deliver the report, putting the project number in the Subject line. |  |
| **Have you included means of verification?** You should not submit every project document, but the main outputs and a selection of the others would strengthen the report. |  |
| **Have you provided an updated risk register?** If you have an existing risk register you should provide an updated version alongside your report. If your project was funded prior to this being a requirement, you are encouraged to develop a risk register. |  |
| If you are submitting photos for publicity purposes, do these meet the outlined requirements (see section 15)? |  |
| Have you involved your partners in preparation of the report and named the main contributors |  |
| Have you completed the Project Expenditure table fully? |  |
| Do not include claim forms or other communications with this report. | |