



Department
for Environment
Food & Rural Affairs



Foreign &
Commonwealth
Office



Department
for International
Development



DPLUS020

Darwin Plus: Overseas Territories Environment and Climate Fund Project Application Form

Submit by Monday 23 September 2013

Please read the Guidance Notes before completing this form

Information to be extracted to the database and made public is highlighted in blue

Basic Data

1. Project Title (max 10 words)	St Helena Baseline Assessment; A Foundation For Effective Environmental Management
2. UK OT(s) involved	St Helena
3. Start Date:	1 st May 2014
4. End Date:	31 st October 2015
5. Duration of project (no longer than 24 months)	18 Months

Summary of Costs	2014/15	2015/16	Total
6. Budget requested from Darwin	£70,600	£26,100	£96,700
7. Total value of Co-funding	£7029	£38,40.50	£10,868.50
8. Total Project Budget (all funders)	£77,629	£29,940	£107,568.50
9. Names of Co-funders	Environmental Management Division, ENRD, St Helena Government		

10. Lead applicant organisation (responsible for delivering outputs, reporting and managing funds)	Environmental Management Division (EMD), Environment and Natural Resources Directorate, St Helena Government St Helena Island
11. Project Leader name	Isabel Peters Acting Head of EMD
12. Email address	isabel-peters@enrd.gov.sh
13. Postal address	Environmental Management Division Essex House Jamestown St Helena STHL 1ZZ
14. Contact details: Phone/Fax/Skype	

15. Type of organisation of Lead applicant. Place an x in the relevant box.									
OT GOVT	X	UK GOVT	UK NGO	Local NGO	International NGO	Commercial Company	Other (e.g. Academic)		

16. Principals in project. Please identify and provide a one page CV for each of these named individuals. You may copy and paste this table if you need to provide details of more personnel or more than one main, or other, project partner.

Details	Project Leader	Project Partner 1	Project Partner 2
Surname	Peters		
Forename(s)	Isabel		
Post held	Acting Head of EMD		
Institution (if different to above)	St Helena Government		
Department	Environment and Natural Resources Directorate		
Telephone/Skype			
Email			

17. Has your organisation been awarded a Darwin Initiative award before (for the purposes of this question, being a partner does not count)? If so, please provide details of the most recent awards (up to 6 examples).

Reference No	Project Leader	Title

18. If your answer to Q17 was No, provide details of 3 contracts previously held by your institution that demonstrate your credibility as an implementing organisation. These contracts should have been held in the last 5 years and be of a similar size to the grant requested in this application. (If your answer to Q17 was Yes, you may delete these boxes, but please leave Q18)

Please note: EMD has only been in operation since 1st April 2012, we have not therefore had the opportunity to build up a portfolio of successful contracts and projects; however as separate entities the Sections that now make up EMD have had a long history of successfully designing, managing and implementing externally funded projects, many funded by the former OTEP, we have therefore included two of these below.

Contract 1 Title	Solid Waste Management Project – Operational Management Support Link
Contract Value	£96,580
Contract Duration	16 th April 2012 to 31 st March 2014
Role of institution in project	Manages the Link funding budget and submits requests for support
Brief summary of the aims, objectives and outcomes of the contract.	<p>St Helena's Solid Waste Management Project includes procurement of specialist vehicles and plant, landfill bird proof netting and the redevelopment of the islands Landfill Site.</p> <p>Primarily, the project delivery, standard and reduction of bird strike risk, is tied to the certification of the islands first airport.</p> <p>The redevelopment project includes many technical aspects including a waste reception building, the excavation of waste cells, the installation of specialist bird netting to cover waste cells, a civic amenity re-cycling facility, methods of preventing groundwater contamination, means for monitoring landfill gas,</p>

	<p>surface water drainage systems, and improvements to the internal roads to ensure all weather access.</p> <p>SLR – the Operational Management Support Link provided technical support, design, contract cost assurance and ad hoc advice in relation to the Solid Waste Management Project including providing tender documents and bill of quantities, site drawings and draft contract.</p>
Client reference contact details (Name, e-mail, address, phone number).	<p>Originally Head of EMD, Tara Pelembe</p> <p>Tel:</p> <p>Contact person now Isabel Peters, Acting Head</p>

Contract 2 Title	Supporting Critical Species Recovery and Horticultural Needs on St Helena
Contract Value	£87, 288
Contract Duration	May 2008 – April 2010
Role of institution in project	Managed and delivered on project
Brief summary of the aims, objectives and outcomes of the contract.	The aim of the project was to reduce the threats to St Helena's critically endangered plant species and habitats enabling ANRD to effectively implement species recovery action plans. The outcomes of the project included a capacity audit; staff training and development; an established seed collection programme with upgraded seed banking facilities and protocols for species propagation.
Client reference contact details (Name, e-mail, address, phone number)	<p>Darren Duncan,</p> <p>(Then) Chief Agriculture and Natural Resources Officer</p> <p>Tel:</p> <p>Email: darren-duncan@enrd.gov.sh</p>

Contract 3 Title	Restoration of a Functioning Bastard Gumwood population on St Helena
Contract Value	£52,950
Contract Duration	April 2011 – March 2014
Role of institution in project	Manage and deliver on project
Brief summary of the aims, objectives and outcomes of the contract.	The project aims to restore a self sustaining bastard gumwood (a unique endemic) population on St Helena, through restoration and management of two key sites.
Client reference contact details (Name, e-mail, address, phone number).	<p>Darren Duncan,</p> <p>(Then) Chief Agriculture and Natural Resources Officer</p> <p>Tel:</p> <p>Email: darren-duncan@enrd.gov.sh</p>

Project Details

19. Project Outcome Statement: Describe what the project aims to achieve and what will change as a result. (50 words max)

This project will provide baseline information of physical environmental parameters to allow the assessment of change on St Helena, including the impact of the new airport, developments and any associated economic activity. It will provide evidence for decision making including EIAs and aid enforcement of the new Environmental Protection Ordinance.

20. Background: (What is the current situation and the problem that the project will address? How will it address this problem? What key OT Government priorities and themes will it address? (200 words max)

There is no comprehensive data set of the physical environmental parameters on St Helena. There is no benchmark against which development or pollution incidents can be compared and policies which are set to be developed under the NEMP (atmospheric/freshwater ecology/noise) have no scientific data. There is little capacity, in skills or available technology, for in-house monitoring of the physical impacts of development following EIA's, this limits effective environmental management, regulation and decision making.

The new Environmental Protection Ordinance (due 2013) will set the framework for robust and effective management but requires evidence for its application. There is little technical knowledge or suitable equipment on St Helena to establish this evidence, based on a sound environmental baseline.

A monitoring programme will establish this baseline, collecting data, defining locations, processes and skills for future monitoring. This will:

- inform assessment of future development impacts, ensuring economic growth and development is 'sustainable'
- allow impacts from current/future activities, including operation of the Airport, to be measured and evaluated
- develop a monitoring system to guide environmental management, water resource and waste management practices
- facilitate evidence-based decision/policy making across government and influence strategy across multiple sectors including conservation, planning, climate change, fisheries, agriculture and natural resources.

21. Methodology: Describe the methods and approach you will use to achieve your intended outcomes and impact. Provide information on how you will undertake the work (materials and methods) and how you will manage the work (roles and responsibilities, project management tools etc). Give details of any innovative techniques or methods. (500 words max)

The project will be led by the Head of EMD.

An environmental monitoring specialist will be recruited to provide the project management, on-island data collection supervision, training and advice for the duration of the baseline monitoring programme.

Two EMD staff have been identified to work with the project leader and specialist to receive specific training on island to enable them to complete the monitoring programme. They will also be trained to train other staff in the correct use of the equipment and sampling techniques, data analysis and will be responsible for the monitoring programme going forward

The programme planning period will ensure the environmental monitoring specialist is acquainted with the challenges of working on a remote island, the complexities and requirements for the programme and allow for delivery (to island) of suitable equipment. The monitoring programme developed will cover a multiplicity of ecosystems and will need to have a suitable geographical coverage.

The project outputs will include:

- Establishment of a baseline environmental quality data set
- Identification and establishment of monitoring sites
- Identification and procurement of appropriate equipment
- Staff trained in the correct method of obtaining samples, the use, maintenance and calibration of equipment and data analysis and interpretation.
- Creation of a recording system that is compatible with existing EMD data management systems
- A published report of the environmental data
- An outline plan and for on-going environmental monitoring

Equipment will be purchased that will allow monitoring of environmental parameters;

- Fresh water; including pH, temperature, dissolved oxygen, etc
- Sea water, monitored using data loggers anchored at specific points around the island
- Air quality; including particulates, ozone, Carbon Monoxide etc
- Ambient and peak noise and light levels
- A GPS device for accurate recording of sampling site positions will also be purchased

Six other EMD staff will also receive training to support the monitoring programme during the project and on-going.

Marine conservation staff within EMD will be responsible for the installation and retrieval of marine data loggers

The Environmental Monitoring Specialist will liaise with the Education and Employment Directorate to ensure that secondary school students have an opportunity to be involved in the programme as part of a model project and that work experience students will be able to participate in data collection and analysis.

The project will be given publicity including public presentations, publication of data and press releases. This will create awareness of the project but also give the public the opportunity to see the prevalence of various pollutants, the consequences on human activities on the environment, and promote good environmental management to meet new regulation standards due to come into force in 2013.

EMD will provide facilities for storage and calibration of equipment and this will serve as the office base for the monitoring programme. Some samples are likely to be required to be sent overseas for more specific analysis to provide data for future reference.

22. How does this project:

- a) Deliver against the priority issues identified in the assessment criteria
 - b) Demonstrate technical excellence in its delivery
 - c) Demonstrate a clear pathway to impact in the OT(s)
- (500 words max)

The project will provide information that is required to;

- a) establish normal environmental limits for St Helena and inform pollution control regulations set out in the new Environmental Protection Ordinance
- b) provide a baseline for assessment and monitoring of the impacts of activities (such as airport operational air quality) and of developments.

The provision of a scientifically collected set of data will form the basis for an evidenced based approach to environmental monitoring, protection and decision making on St Helena. Consideration of environmental protection issues amongst the population currently tends to focus on bio-diversity, especially endemic flora and fauna. The monitoring and publication of objective environmental data will demonstrate the effects of human activity on the island and encourage good environmental stewardship. It will also provide data for any future prosecutions under the new Environmental Protection Ordinance.

The National Environmental Management Plan for St Helena objective 11.1 states: Environmental legislation enacted and legislative framework adopted by SHG by December 2013. The setting of regulations, particularly in the areas of pollution control, and management of EIA processes require baseline environmental indicators to measure progress against and provide evidential comparison.

The Saint Helena Sustainable Development Plan has as one of three national goals 'effective management of the environment' through mainstreaming of environmental management across government. This requires accurate data on the state of the environment which is not available at this time.

The information gathered by this project will become the foundation for an environmental assessment and monitoring programme. It will produce a clear plan for local staff to continue to implement on island following the end of the project using the limited equipment purchased to provide information that is required for on-going environmental management. The initial planning exercise will allow for identification of any potential barriers before the data collection is implemented, and tailor the training, equipment and monitoring plans to the capability and domain of the island.

While the project is designed to establish baseline data, the project will also identify areas where on-going monitoring is required. The equipment purchased and training provided as part of the project will then be used for any further monitoring. The project legacy will aid in the development of environmental management on the island.

The positive impact of this project will be high as it will provide the basis from theoretical to evidence based decision making by the Environmental Management Division, Saint Helena Government and stakeholders. The project will increase the capacity of the Division to assess signs of environmental degradation and to assess the outcome of any protection measures. The information gained will be published online in a baseline report and as part of a wider State of the Environment Report which will make all the data publicly accessible.

The baseline data recorded will allow for analysis of the impact of water resources and waste management activities on the island. It will also provide data for assessment of climate change adaption measures and the setting of environmental standards set out in the NEMP.

23. Who are the **stakeholders** for this project and how have they been consulted (include local or host government support/engagement where relevant)? Briefly describe what support they will provide and how the project will engage with them. (250 words max)

Environmental Management Division – this division will take the lead role in implementing the project. Staff have been consulted about the project and the senior management team will ensure that identified staff will be given support to engage in the project.

Education and Employment Directorate – EMD has close links with the Education and Employment Directorate and students will be able to participate in the monitoring programme, in a specifically designed sub-project. This will be as part of environmental studies and work experience.

As this information will be of use to most of the Directorates of St Helena Government, discussions will be held to ensure that project outputs are delivered in formats most suitable for on-going use in decision making and analysis, as well as any synergies that can be developed during the monitoring process. The data will be presented in raw tabular form as well as summary analyses and mapped (GIS) outputs to ensure it is usable and accessible for a variety of uses.

The general public across St Helena are a major stakeholder for the outputs of this project. The provision of information on environmental parameters will help better manage pollution and sustainable development and contribute to the safeguarding of their environment. Public awareness campaigns will be run to distribute information regarding the programme, and the resulting data. This data will be made publically available for use by all sectors. Awareness of the data will enable the public to better consider the impacts of their activities on their environment.

24. Institutional Capacity: Describe the implementing organisation's capacity (and that of partner organisations where relevant) to deliver the project.
(500 words max)

EMD is a recently established division within the St. Helena Government. It has a staff of 31 and a recurrent budget of c. £250,000 per annum. In addition it receives external project funding current c. £200,000 for 3 projects; and runs an SHG capital project c. £1.2 million.

EMD has a team of capable senior managers, supported by an enthusiastic and dedicated team of staff, with administrative support from within the wider directorate. EMD sits within St. Helena Government and has the support and input of SHGs financial, administrative, HR and legal teams.

EMD is divided into 3 sections. This project will sit primarily with the Environmental Risk Management (ERM) Section and will work closely with the Environmental Assessment and Advocacy (EAA) Section. The ERM Section is currently delivering a £1.2 million capital project for the renovation of the landfill and improvement of the waste collection system. The EAA Section is currently responsible for SHG's environmental input into and oversight of the c. £250 million airport project. Both teams have, to date, demonstrated a sound, robust ability to deliver projects and work flows on time, on target and on budget. Specialist skills in the areas of environmental monitoring that do not exist on island will be 'bought in' to the project. This is a model that has been used before by EMD and has proven to work well. The current example is the Darwin Marine mapping project where specialist skills have been recruited in to the EMD by the project, with the role of 'setting up' and mentoring/training local EMD staff to ensure that initiatives are sustainable in the long term. This model has been tried and tested, is effective and therefore will be duplicated for this monitoring project.

The Head of Environment Management Division will provide line manager support for the duration of the project.

Two staff will have primary responsibility for environmental monitoring. One is from the ERM Section, the other from the EAA Section. They will work directly with the environmental monitoring specialist to receive on the job training in data collection, analysis and reporting.

Other staff within EMD will receive training on island in sampling and monitoring. This increased training and analysis of baseline data will allow EMD to sustain a monitoring programme in key areas beyond the lifespan of the project.

Staff are very keen to expand their skillsets and this project will provide development in an area that will lead to improved environmental management practices.

EMD have a good track record of public involvement in consultations and use of communications to raise awareness of environmental issues. All communications and publications costs will be met by using our in-house expertise and resources.

As well as providing staff resources, EMD has allocated offices, storage, and IT support to provide a base for the monitoring programme.

25. Expected Outputs

Output	Indicators of success	Status before project/baseline data	Source of information
1. Capacity Building	At least 8 EMD staff trained in specific monitoring components At least 2 staff trained to carry out data analysis and reporting and continue to train others. At least 10 secondary school children trained and experienced through a specific	No staff trained in environmental monitoring No monitoring equipment available	Training certificates, Training course presentation and press releases State of the Environment report Student project outcomes available online and presented as case study document

Output	Indicators of success	Status before project/baseline data	Source of information
	monitoring project Monitoring equipment procured		Course evaluation report available online. Equipment Inventory
2. Environmental Baseline: Fresh water quality Seawater quality Air quality Noise levels Light levels	A monitoring schedule detailing sites and frequency of monitoring 100% compliance with monitoring schedule Production of database and related GIS layers for all measured parameters	No baseline information on these indicators	Results published monthly on SHG website EMD newsletters Report on baseline environmental data published State of the Environment report
3. Publication and Distribution of baseline data set	Publication of results of baseline environmental indicators monitoring report Production of database and related GIS layers for all measured parameters Mainstream use of data across government decision making	No report or environmental data available for decision making	Report on baseline environmental indicators published on EMD page on SHG website State of the Environment report Press releases
4. Set of Recommendations for future monitoring	Report produced documenting recommendations	No recommendations for on-going monitoring on St Helena	Report produced documenting recommendations

26. Expected Outcomes: How will each of the outputs contribute to the overall outcome of the project? (100 words max)

Capacity building – staff capacity and knowledge increased, monitoring can continue following project completion. Technical capacity increased by procurement of suitable equipment.

Environmental baseline - sites will be sufficient in number and distribution to ensure there is detailed information to analyse development and operational pollution impacts, set environmental standards and provide suitable evidence in environmental prosecution.

Baseline reporting – a published report to act as reference document for future environmental management. This will allow analysis of the changes in the environment over time, either through natural variation, development or pollution

Future monitoring – planned programme of data collection and analysis implemented post project.

27. Main Activities	
Output 1: Capacity building	
1.1 Recruit environmental monitoring specialist	Recruitment of a Environmental Monitoring Specialist to provide practical training for staff on island, as well as acting in a technical advisory role to assist in the design, development and execution of the monitoring programme for the project.
1.2 Monitoring equipment: identification	Environmental Monitoring Specialist to identify appropriate monitoring equipment for procurement, with advice from EMD. This will be suitable for use in a remote island location and also provide the suite of parameters required to provide a baseline for environmental monitoring
1.3 Monitoring equipment: procurement	Environmental monitoring equipment suitable for use on island is procured and delivered to St Helena for use in project and for on-going monitoring
1.4 Setting up a monitoring programme	Environmental Monitoring Specialist to train EMD staff in techniques around planning and creating a monitoring and sampling programme
1.5 Monitoring equipment: training	Environmental Monitoring Specialist to train EMD staff in use, maintenances and calibration of suitable equipment for use on St Helena.
1.6 Data collection training	The two main and six other EMD staff are trained in sampling techniques and field use of the purchased equipment by the Environmental Monitoring Specialist
1.7 School project	Establish and implement programme for involving secondary school pupils in a sub-project within the main programme. This will train around 10 students in monitoring, equipment use, data analysis and presentation. Additional presentations will also be given at the secondary school during this time to introduce the project to a wider audience.
1.8 Information sharing	Information gained and lessons learnt will be shared across St Helena and other relevant OTs following the project to assist in capacity building
Output 2: Environmental Baseline	
2.1 Data requirements	Gap analysis of existing data
2.2 Environmental Parameters established	Detailed scope of environmental parameters to be confirmed through gap analysis above, liaison with EMD staff and projected data requirements from NEMP and wider SHG strategic documents
2.3 Monitoring sites identified	As part of planning exercise Environmental Monitoring Specialist to investigate and assess suitable monitoring sites and appropriate frequency of monitoring with support from EMD monitoring staff
2.4 Monitoring programme created	Project leader to set up monitoring programme for project with EMD staff
2.5 Data monitoring programme set up	Environmental Monitoring Specialist returns to St Helena to implement start-up phase of monitoring programme using new equipment and trained staff
2.6 Monitoring programme execution	Implement monitoring programme, including setting up any recording equipment that needs to remain in situ such as marine data loggers.
2.7 Data recording and analysis	Data is recorded and analysed on St Helena with extraneous results investigated and any more detailed samples being sent to UK or South Africa as required to complete the monitoring programme data set.

2.8 Baseline data collated and published	Baseline data collated and published as raw data, reports and GIS layers
Output 3: Publication and distribution of baseline data set	
3.1 Compatibility check	Develop data management and recording system that is compatible with existing system within EMD and in formats suitable for other uses
3.2 Public awareness	Public awareness raising of programme, data use and availability using EMD's own communications resources
3.3 Data distribution	Collate and distribute information gathered over the monitoring period to parties expressing an interest in particular data sets. Create GIS layers
3.4 Baseline data published	Compile report and publish on website and as hard and e-copies
Output 4: Recommendations for future monitoring programme	
4.1 Recommendations for future monitoring	Develop recommendations for future monitoring programme at project completion based on baseline survey, resource capacity and data analysis

28. Risks

Description of the risk	Likelihood the event will happen (H/M/L)	Impact of the event on the project (H/M/L)	Steps the project will take to reduce or manage the risk
Environmental Monitoring Specialist not recruited	L	H	Develop relationship with Environment Agency EU and International relations team for support. Conduct extensive recruitment exercise in recognised environmental journals/websites, publicised through contacts of EMD staff
Environmental Monitoring Specialist recruitment delays project timeline	M	M	As above and ensure project timeline has realistic recruitment timescales
EMD staff not able to access training	L	H	EMD managers support project and will ensure that sufficient cover available to allow staff time for training and training is included in personal development plans
Indicators not appropriate for St Helena	L	H	Environmental Monitoring Specialist to conduct planning exercise on island prior to finalising the monitoring programme
Monitoring equipment not suitable for St Helena	L	H	Environmental Monitoring Specialist to liaise with EMD staff prior to finalising the equipment procurement programme
Equipment failure	L	H	Procurement of low maintenance and robust equipment suitable for the working environment on island
Budget insufficient to meet costs of monitoring requirements identified by the scoping exercise	M	H	Discussions held with environmental consultancies on potential costs. Research conducted on likely equipment and consumables
Travel and transportation issues affect programme and budget	M	H	Early planning and programming of transport related elements. Contingency planning to reduce impacts.
Recurring budgetary constraints prevent on-going monitoring following end of Darwin + funding.	M	M	Continued discussion and awareness raising with administrative and political budget holders to ensure benefits of monitoring data with environmental management and across wider sectors are recognised.

29. Sustainability: How will the project ensure benefits are sustained after the project has come to a close? If the project requires ongoing maintenance or monitoring, who will do this? (200 words max)

The baseline data will form the foundation of an on-going environmental management programme involving routine monitoring, and reactive monitoring following pollution incidents. It will also inform data for EIA and nature conservation work and form the basis of a State of the Environment report.

The equipment purchased and training given to staff will be used to continue this programme.

Continued monitoring of environmental indicators will become part of the job role of the two staff who were identified to receive the full training. They will also be qualified to train others in the correct use of the equipment and sampling techniques. This will allow for local recruitment and training in future.

Involvement of school children will give them experience in environmental management and may identify potential employees of the future.

EMD will seek to put the maintenance costs of the equipment in the recurrent budget.

EMD will seek to retain a budget from existing revenue streams for limited offshore analysis of samples should more specific testing be required for unexpected results or for evidential use in regulation

EMD will maintain its call down relationship with an environmental consultancy so that technical advice can be sought as required (renewed for 2013/14).

30. Monitoring & Evaluation: How will the project be monitored and who will be responsible? Will there be any independent assessment of progress and impact? When will this take place, and by whom? (250 words max)

The Environmental Monitoring Specialist will report to the project leader, the head of EMD and the project steering board at agreed intervals, likely to be at least monthly. The Environmental Monitoring Specialist will prepare a monitoring programme which will be reviewed at each meeting to ensure that sites are being monitored in accordance with project timelines.

A project steering board will be set up to include EMD, Education Department, Utilities, Public Health and Social welfare, to ensure that all key stakeholders are involved in steering the direction of the project and ensuring delivery on time and on schedule

The Environmental Monitoring Specialist will provide a monthly report which will go to the Head of EMD which will include any expenditure, changes in the risk register and variances on budget or programme.

Once the baseline monitoring programme has finished the information will be collated into a report. The project leader will work with the two monitoring staff to write the report with the Environmental Monitoring Specialist providing remote technical support if required.

Once the report has been written it will be reviewed by an independent environmental consultant for comment and recommendations using an existing call down contract, before submission.

The project completion report is after the project is over and is linked to the final payment.

31. Financial controls: Please demonstrate your capacity to manage the level of funds you are requesting. (Who is responsible for managing the funds? What experience do they have? What arrangements are in place for auditing expenditure?)

The Head of the Environmental Management Division will be responsible for managing the funds.

EMDs funds are part of the St. Helena Government financing system. Although the Head of EMD will be the accounting officer, this is supported by the SHG finance team. SHG has a core recurrent budget of c. £25 million per annum. There are internal and external audit teams that regularly audit and report on SHG's finances and expenditure.

The recruitment of staff and consultants and procurement of equipment will be carried out according to St Helena Government contracting and auditing procedures.

The existing call down contract consultancy will review the proposed procurement of equipment.

An independent audit will be carried out by the St Helena External Audit Office.

Please complete the separate Excel spreadsheet which provides the Budget for this application. Some of the questions earlier and below refer to the information in this spreadsheet.

NB: Please state all costs by financial year (1 April to 31 March) and in GBP. **Budgets submitted in other currencies will not be accepted.** Use current prices – and include anticipated inflation, as appropriate, up to 3% per annum. The Darwin Initiative cannot agree any increase in grants once awarded.

33. Value for Money

Please explain how you worked out your budget and how you will provide value for money through managing a cost effective and efficient project. You should also discuss any significant assumptions you have made when working out your budget.

(200 words max)

The budget has been prepared using the expertise of an Environmental Engineer on island on a DFID technical cooperation contract. This monitoring experience and awareness of the capacity constraints has been used in the costing.

The Environmental Monitoring Specialist costs are based on SHG HR rates and benefits used in recent recruitment exercises. A short term contract provides better value than consultancy training costs.

St Helena government contracting procedures will be used in the recruitment and procurement of all equipment, ensuring best value for money on cost and quality

Research has been conducted to identify appropriate equipment suitable for local use and with monitoring generally to be conducted on site to avoid the expense of sending samples overseas.

The overriding principle of the project is sustainability through local capacity building. Local staff will receive training and EMD staff will be able to train other staff in environmental monitoring

Whilst the recruitment of an external Environmental Monitoring Specialist incurs subsistence, accommodation and travel expenses it is vital to ensure that the monitoring programme and equipment specification are fit for purpose. The Environmental Monitoring Specialist will be able to assess the requirements and limitations and then create a suitable programme of training and data collection.

Provide a project implementation timetable that shows the key milestones in project activities. Complete the following table as appropriate to describe the intended work plan for your project (Q1 starting April 2014)

Activity	No of Months	Year 1				Year 2				Year 3			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 1: Capacity building													
1.1 Recruit Environmental Monitoring Specialist	3	*	*										
1.2 Monitoring equipment: identification	1	*											
1.3 Monitoring equipment: procurement	1	*											
1.4 Setting up a monitoring programme	1		*										
1.5 Monitoring equipment: training	1		*										
1.6 Data collection; training	3		*	*									
1.7 School work experience project	1						*						
1.8 Information sharing	1						*						
Output 2: Environmental Baseline													
2.1 Data requirements	1	*											
2.2 Environmental Parameters established	1	*											
2.3 Monitoring sites identified	1		*										
2.4 Monitoring programme created	1		*										
2.5 Data monitoring programme set up	1		*										
2.6 Monitoring programme execution	12		*	*	*	*	*						
2.7 Data recording and analysis	14		*	*	*	*	*						
2.8 Baseline data collated and published	3						*						
Output 3: Publication and distribution of baseline data set													
3.1 Compatibility check	1		*										
3.2 Public awareness	2		*				*						
3.3 Data distribution	2						*						
3.4 Baseline data published	1						*						
Output 4: Recommendations for future monitoring programme													
4.1 Recommendations for future monitoring	6					*	*						

CERTIFICATION

On behalf of the St Helena Government
(*delete as appropriate)

I apply for a grant of £96,700 in respect of **all 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 lead institution to submit applications and sign contracts on their behalf.)*

I enclose CVs for project principals and letters of support. Our most recent audited/independently verified accounts and annual report are also enclosed/can be found at (delete as appropriate):

Name (block capitals)	ISABEL PETERS
Position in the organisation	Acting Head

Signed



Date:

23rd September
2013

Application Checklist for submission

	Check
Have you read the Guidance Notes ?	Yes
Have you checked the Darwin Plus website immediately prior to submission to ensure there are no late updates?	Yes
Have you provided actual start and end dates for your project?	Yes
Have you provided your budget based on UK government financial years i.e. 1 April – 31 March and in GBP?	Yes
Have you checked that your budget is complete , correctly adds up and that you have included the correct final total on the top page of the application?	Yes
Has your application been signed by a suitably authorised individual? (clear electronic or scanned signatures are acceptable in the email)	Yes
Have you included a 1 page CV for all the principals ?	Yes
Have you included a letter of support from the <u>main</u> partner(s) organisations?	N/A
Have you included a copy of the last 2 years' annual report and accounts for the lead organisation? An electronic link to a website is acceptable.	Yes

Once you have answered the questions above, please submit the application, not later than midnight GMT at the end of Monday 23 September 2013 to Darwin-Applications@ltsi.co.uk using the first few words of the project title **as the subject of your email**. If you are e-mailing supporting documentation separately please include in the subject line an indication of the number of e-mails you are sending (e.g. whether the e-mail is 1 of 2, 2 of 3 etc). You are not required to send a hard copy.

DATA PROTECTION ACT 1998: Applicants for grant funding must agree to any disclosure or exchange of information supplied on the application form (including the content of a declaration or undertaking) which the Department considers necessary for the administration, evaluation, monitoring and publicising of Darwin Plus. Application form data will also be held by contractors dealing with Darwin Plus monitoring and evaluation. It is the responsibility of applicants to ensure that personal data can be supplied to the Department for the uses described in this paragraph. A completed application form will be taken as an agreement by the applicant and the grant/award recipient also to the following:- putting certain details (i.e. name, contact details and location of project work) on the Darwin Initiative and Defra/FCO/DFID websites (details relating to financial awards will not be put on the websites if requested in writing by the grant/award recipient); using personal data for the Darwin Initiative postal circulation list; and sending data to Governor's Offices outside the UK, including posts outside the European Economic Area. Confidential information relating to the project or its results and any personal data may be released on request, including under the Environmental Information Regulations, the code of Practice on Access to Government Information and the Freedom of Information Act 2000.