



Department
for Environment
Food & Rural Affairs



Foreign &
Commonwealth
Office



Department
for International
Development



DPLUS043

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

Submit by **2359 GMT Monday 21 September 2015**

Please read the Guidance Notes before completing this form.

Information to be extracted to the database is highlighted blue. Blank cells may render your application ineligible

Basic Data

1. Project Title (max 10 words)	Consolidating local capacity for sustainable restoration and monitoring of Protected Areas in the Virgin Islands (UK)		
2. UK OT(s) involved	British Virgin Islands (BVI)	Letter of support from OT government attached?	Yes/No
3. Start Date:	1 April 2016		
4. End Date:	31 March 2018		
5. Duration of project (no longer than 24 months)	24 months		

Summary of Costs	2016/17	2017/18	Total
6. Budget requested from Darwin	57,047	28,366	85,413
7. Total value of matched funding	48,405	23,601	72,006
8. Total Project Budget (all funders)	105,452	51,967	157,419
9. Names of Co-funders	N/A		

10. Name, address and contact details of lead applicant organisation (responsible for delivering outputs, reporting and managing funds)*	Lynda Varlack, Director (Ag.) National Parks Trust for the Virgin Islands (NPTVI) 57 Main Street, Road Town, Tortola, British Virgin Islands
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* Notification of results will be by email to the Project Leader named in Question 12

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

12. Partners in project. Please provide details of the partners in this project and provide a CV for the individuals listed. You may copy and paste this table if necessary

Details	Project Leader	Project Partner 1	Project Partner 2
Surname	Varlack	Zaluski	
Forename(s)	Lynda	Susan	
Post held	Director (Ag.)	Executive Director	
Institution (if different to above)	As above	Jost van Dykes Preservation Society (JVDPS)	
Department			
Telephone/Skype			
Email			

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

Reference No	Project Leader	Title
DPLUS012	Lynda Varlack	Conserving plant diversity and establishing ecosystem based approaches to the management of forest ecosystems in the British Virgin Islands
7163	Joseph Smith Abbott	Integrating National Parks, Education & Community Development (British Virgin Islands)

14. If your answer to Q13 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 Q13 was Yes, you may delete these boxes, but please leave Q14)

15. Key Project personnel

Please identify the key project personnel on this project, their role and what % of their time they will be working on the project. Please provide 1 page CVs for these staff, or a 1 page job description or Terms of Reference for roles yet to be filled. Please include more rows where necessary.

Name (First name, surname)	Role	Organisation	% time on project	1 page CV or job description attached?
Lynda Varlack	Project Leader	NPTVI	2	Yes
Nancy Pascoe	Planning Coordinator	NPTVI	14	Yes
Israel Bahadoor	Goat eradication	NPTVI	28	Yes
Susan Zaluski	Rat control & monitoring	JVDPS	30	Yes

Project Details

16. Project Outcome Statement: Describe what the project aims to achieve and what will change as a result. (30 words max). You can copy and paste from Q26.

Restored habitats for endangered species of fauna and flora on six islands through eradication or control of alien species, using local capacity to develop sustainable protected area management.

17. 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)

The BVI has over 60 islands with key areas for biodiversity conservation due to the distribution of endemic and threatened species. Invasive vertebrates, especially feral goats destroy vegetation and nesting habitats. Rat predation of seabird eggs and chicks is a well-documented threat which combined with goats, has contributed to the relocation of a globally-important population of Roseate terns away from Green Cay, to smaller, less successful colonies.

NPTVI and JVDPS have collaborated since 2012 on the restoration of the Tobago Islands, one of the largest nesting sites for Magnificent frigatebirds in the Eastern Caribbean. Over 900 goats have been removed from the Tobagos using a combined approach of live capture and shooting. Additionally, the biosecurity for Sandy Cay National Park has been co-managed, ensuring no reintroduction of rats since eradication in 2003.

This project will 1.)remove goats from four islands and 2.) launch long-term rat control on three islands, using local personnel to consolidate capacity and ensure sustainability.

This will contribute to goals 1 and 5 of the BVI Protected Area System Plan 2007-17, the objectives of the National Environmental Action Plan (NEAP), Environmental Charter of the BVI commitment #7, 2001 and Aichi Biodiversity Target #9

18. 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)

Goat eradication at Great and Little Tobago is near complete. From 2013-2015 UK Animal and Plant Health Agency (APHA) hunters carried out several culling missions in partnership with NPTVI staff, removing 700 goats and certifying the NPTVI Park Warden as a trained firearms officer. Follow up monitoring is required to remove the remaining goats, whose total population is estimated at less than 100 individuals. The NPTVI Warden will initiate a flexible, cost and time-efficient schedule for finalising the eradication.

This Warden will also eradicate the goats from Green Cay (15acres) and Prickly Pear Island (180acres). NPTVI owns two models of firearms, a shotgun and two Tikka rifles and has sufficient ammunition in stock to complete this eradication. NPTVI has a firearms exemption from the Royal Virgin Islands Police Force (RVIPF) that stipulates certain requirements for NPTVI use of its licensed firearms, including RVIPF accompaniment when using the Tikka firearm.

To ensure complete eradication has taken place, four feeding stations will be installed at known locations where the goats congregate on Great and Little Tobago in order to attract the final herds to these sites, with game cameras set up to monitor population size. Feeding stations and cameras will also be utilised on Prickly Pear and Green Cay as needed. Finally, Judas-goat tracking methods (VHF Radio collars) will be used to track the final remaining goats to ensure complete eradication.

JVDPS will implement rat control using A24 traps on Green Cay (14acres) and the Seal Dogs (9acres), using a grid system to distribute the traps, following operational plans that have been produced from previous projects and will be revised with the aid of a regional consultant. The highest threat area of reintroduction on Green Cay has already been determined, based on a feasibility study conducted by a EC funded project with RSPB. All three islands identified for rat control are very small, making this a manageable action using local capacity that has been acquired through previous projects. As the

vegetation on Green Cay has been devastated by goat predation ETrex decking will be used to build trap mounts where trees are not present.

The A24 methodology has been used successfully on Maria Langa, a similarly-sized cay (34 acres) located in close proximity to mainland Puerto Rico, and lessons will be learnt by collaborating with their project coordinator when determining trap placement and establishing a monitoring regime. Permanent bait stations will be set up using brodifacoum for long term rat control. NPTVI has an existing supply of this proven rat bait which has been in consistent use at Sandy Cay National Park, with JVDPS working in partnership to monitor the bait stations and identify signs of reintroduction. This relationship will continue under this project, due to the close proximity of JVDPS to Green Cay for monitoring activity. NPTVI will assist JVDPS with transportation to the Seal Dogs for the initial trap distribution and provide support for monitoring, as the NPTVI marine vessel patrols this proposed protected area as part of its recurrent activities.

19. 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)

a) IAS are direct drivers of biodiversity loss and among the greatest threats to biodiversity across the UKOTs. The project is directly relevant to the Darwin Plus theme, “Dealing with invasive alien species including prevention through improved biosecurity and/or eradication/control where species have already become established.”

The project will advance site and species conservation at three Important Bird and Biodiversity Areas, and lead to more resilient ecosystems in the face of climate change.

The project supports Guiding Principles of the Environment Charter, in particular Principle 7 *To safeguard and restore native species, habitats and landscape features, and control or eradicate invasive species*. The project also supports the objectives and priorities of the UKOTs Biodiversity Strategy, with particular relevance to eradicating or controlling IAS.

b) Recently completed research; *A Prioritised Framework for Invasive Alien Vertebrate Eradications to Enable Island Restoration in the UKOTs* (Dawson, J., Opper, S., Cuthbert, R., Holmes, N., Bird, J.P., Butchart, S., Spatz, D., Tershy, B., 2015. *Conserv. Biol.* in press.) work funded by Defra has been used to guide priorities and the four islands in this project are identified as important restoration sites. The Seal Dogs were identified as important sites for the imperilled Roseate terns during 2015 fieldwork as part of Darwin project DPLUS035 (BVI Seabird Recovery Planning Programme).

The adherence to best practices will ensure activities are practicable and achievable, that risks are identified and well managed and that activities are carried out in a way so as to maximise value for money and long term sustainability.

c) This project is a practical and sustainable action to rehabilitate degraded ecosystems within proposed and existing Protected Areas. This project will remove the most damaging invasive species and facilitate the recovery of native vegetation of three existing protected islands and three proposed parks that are currently owned by the Crown. By selecting sites that are already protected or pending designation means that the sustainability of the result is maximised because the islands will not be developed or suffer uncontrolled biosecurity risks.

This action will support the restoration of two globally-important populations of two threatened seabirds, the Magnificent frigatebird (*Frigata magnificens*) and the Roseate tern (*Sterna dougallii*) by removing invasive species identified as their greatest threats to survival in the BVI.

Further, it will demonstrate that invasive species removal and control can be managed by local partners once capacity has been built through the support of UK organisations such as RSPB and APHA over time and that these actions can be cost effective when local capacity is utilised, ensuring long term sustainability. This project can be a model for the restoration of other islands using a co-management model.

20. 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)

The main stakeholders are NPTVI, JVDPS, and the local communities that benefit from an enriched marine and terrestrial tourism environment.

Government:

NPTVI, as the BVI Government mandated management authority responsible for these existing and proposed protected areas will act as project manager. NPTVI staff will play a lead role as described in # 18.

This project has been developed in collaboration with the RVIPF, as permission to continue eradication using firearms on Prickly Pear and Green Cay has already been granted. The Governor's Office has been closely involved in assisting NPTVI with acquiring the firearms exemption specifically for its work on invasive species removal, which was critical when the Firearms and Air Guns (Amendment) Act, 2015 was passed.

Civil Society Organisations:

JVDPS is located in close physical proximity to three of the project sites and will play a key role in implementation and monitoring of the rat control activities, monitoring potential goat activity, maintaining remote cameras, bait stations and feeding stations. The BVI Protected Areas System Plan 2007-2017 calls for increased participation of Civil Society Organisations in managing protected areas. This project directly achieves that goal.

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

NPTVI is a non-profit, statutory body established in 1961, which manages 21 designated marine and terrestrial protected areas. NPTVI also administers several environmental programmes including marine and biodiversity conservation, using technologies such as Geographic Information Systems (GIS) for effective management. NPTVI has begun to develop stronger linkages with its neighbours within the Puerto Rico Bank to ensure that biodiversity conservation issues address local and regional needs and maximise the technical skills available regionally, to ensure capacity building locally. NPTVI has worked hard to develop its institutional capacity to carry out the actions required under this project, with the support of RSPB and APHA under a previous EC funded project. The skills are available locally to demonstrate to other OTs how eradications and control projects can be implemented cost effectively using local capacity, thereby preventing the "do nothing" alternative if large scale eradications using external consultants are cost prohibitive. As protected area managers this is not an option and continued control is preferred.

NPTVI manages some of the most important sites for biodiversity and tourism in the BVI and designed a regionally well respected network of parks as represented in the 2008 Cabinet approved "British Virgin Islands Protected Areas System Plan 2007-2017".

JVDPS has collaborated with NPTVI since 2005. JVDPS is a locally governed NGO that specialises in education, practical conservation management and monitoring, particularly on Jost van Dyke and its satellite islands (Tobago islands and Green Cay). JVDPS staff and volunteers have capacity to support monitoring and conservation actions as well as implement educational programmes with local communities and youth.

APPLICANTS SEEKING £100,000 OR OVER SHOULD PROCEED TO QUESTION 26

22. Expected Outputs			
Output (<i>what will be achieved e.g. capacity building, action plan produced, alien species controlled</i>)	Indicators of success (<i>how we will know if its been achieved e.g. number of people trained/ trees planted</i>)	Status before project/baseline data (<i>what is the situation before the project starts?</i>)	Source of information (<i>where will you obtain the information to demonstrate if the indicator has been achieved?</i>)
1. Invasive goats eradicated on 4 ecologically important islands in the BVI	Goat eradication on Great and Little Tobago, Prickly Pear Island and Green Cay A long-term monitoring plan will be developed and at least 2 persons will be trained to monitor for presence of these invasive species	Goat populations causing severe damage to all 4 islands, either preventing nesting (Green Cay – Roseate terns) or limiting success of nesting (The Tobagos – Magnificent frigatebirds)	Game camera analysis reports Partner reports on field work Roseate terns return to nest at Green Cay
2. System of long-term control of rats implemented on Green Cay and the Seal Dogs	Control of rats on Green Cay by use of A24 repeat kill trap and bait stations Rat tracking will decrease to 0% by end of a 2-year project on all 3 islands A system for monitoring and managing incursions and re-invasions via the A24 automatic re-set traps will be in place	Rat populations preventing seabird nesting on Green Cay (nesting population of Roseate terns was recorded at a peak of approximately 1,700 in the mid-1990s as a result of collaborative monitoring with partners in the Puerto Rico Bank)	Game camera analysis reports Partner reports on field work Roseate terns return to nest at Green Cay Increased population of Roseate terns nesting at the Seal Dogs
3. Published paper on the lessons learnt and best management practices for a locally led invasives project	Paper published in peer reviewed journal	There has been one previous rat eradication project conducted in 2003 within the BVI, however new technologies and methodologies have been developed that will be utilised in this project	Production of a published paper

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

Removing goats will allow recovery of natural vegetation communities on 3 existing protected islands and 1 proposed protected area, creating a habitat suitable for seabird nesting and the return of threatened native flora.

Rat control on Green Cay and the Seal Dogs will create a habitat more attractive to nesting seabirds.

A published paper will promote the lessons learnt during this invasive species removal project and demonstrate to other small UKOTs that local capacity can be used for successful implementation.

24. Main Activities	
Output 1	Invasive goats eradicated on 4 ecologically important islands in the BVI
1.1	Complete goat eradication on 4 islands (Prickly Pear, Green Cay, Great and Little Tobago conducted by the NPTVI trained firearms officer, supported by NPTVI Marine Wardens deploying feeding stations, game cameras to assess numbers and radio collared Judas goats.
1.2	Post eradication monitoring of goats using game cameras and field visits by JVDPS (at the Tobagos and Green Cay) and by NPTVI (at Prickly Pear) to confirm complete removal
Output 2	Control of rats on Green Cay and the Seal Dogs
2.1	Rodent control project steering committee established with quarterly meeting schedule set
2.2	Site visit to Green Cay and Seal Dogs with A24 technical expert from Puerto Rico
2.3	Operational plan for the control of rats from Green Cay and the Seal Dogs reviewed and revised by regional expert (Puerto Rico)
2.4	Control of black rats on Green Cay and Seal Dogs with A24 traps and brodifacoum in bait stations implemented
2.5	Project steering group meeting to review progress of activities and effectiveness of monitoring regime
2.6	Continued monitoring of rats using game cameras and field visits to confirm population levels/presence of rats
Output 3	Published paper on the lessons learnt and best management practices for a locally led invasive species-control project
3.1	Project steering group meeting to assess project success and lessons learnt
3.2	Paper developed in partnership between NPTVI and JVDPS, with peer review

25. 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
Natural disasters (including hurricanes) disrupt activities	L	M	Plan key activities when low probability of storm events, as local capacity is being used there is high flexibility in scheduling visits around the prevalent weather and swell conditions.
RVIPF amend stipulations imposed on NPTVI for use of	L	H	The Governor and the RVIPF Commissioner have supported initial culling and have been involved in the

fire arms			project since the onset
Weather conditions do not allow landings for field teams	L	M	Plan key activities when low probability of storm events, as local capacity is being used there is high flexibility in scheduling visits around the prevalent weather and swell conditions.
A24 traps are vandalised or illegally removed	L	H	NPTVI will inform the boating community through its linkages with the Marine Association and put signage on the islands involved in this project

APPLICANTS SEEKING LESS THAN £100,000 YOU MAY SKIP QUESTION 26

26. LOGICAL FRAMEWORK

Darwin Plus projects will be required to report against their progress towards their expected outputs and outcome if funded. This section sets out the expected outputs and outcome of your project, how you expect to measure progress against these and how we can verify this.

Project summary	Measurable Indicators	Means of verification	Important Assumptions
Impact: N/A (Max 30 words)			
Outcome: (Max 30 words)	0.1 0.2 etc	0.1 0.2 etc	
Outputs: 1.	1.1 1.2 etc	1.1 1.2 etc	
2.			
3.			
4.			
Activities (each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1) 1.1 1.2 1.3 etc			

27. 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 use of local capacity will ensure the project benefits are sustained as all follow up monitoring will be conducted by the locally based project partners. As the NPTVI officer responsible for the goat eradication is also the Senior Marine Warden, his position requires him to patrol the marine areas around the project sites. This means that terrestrial visits for follow up monitoring can easily be integrated into the schedule and can enable the collection of game cameras left at the Seal Dogs and Green Cay to monitor for rat presence. Follow up action will be conducted in partnership with JVDPS.

NPTVI and JVDPS have an existing relationship for co-managing Sandy Cay National Park, which is located adjacent to Green Cay, in order to supervise an island caretaker who is based on Jost Van Dyke. The caretaker checks the permanent bait stations, replacing brodifacoum as needed to prevent rat reintroduction. This role can be expanded to include Green Cay, with the Seal Dogs maintained jointly by NPTVI and JVDPS.

The equipment purchased under this project, eg. A24 traps, game cameras and feeding stations will be re-used at other protected areas and rotated as needed to maximise cost effectiveness.

28. Open access: All outputs from Darwin Plus projects should be made available on-line and free to users whenever possible. Please outline how you will achieve this. (200 words max)

The peer reviewed paper will be published in a recognised journal relevant to the topic of alien invasive species (IAS) control and small island systems. It will also be posted on the NPTVI and JVDPS websites.

The paper will be shared with other UKOTs, using the UK Overseas Territories Conservation Forum (UKOTCF) website and newsletter as an avenue for distribution as IAS was identified as an area of priority for the majority of UKOTs at the July 2015 Gibraltar conference "Sustaining Partnerships: a conference on conservation and sustainability in UK Overseas Territories, Crown Dependencies and other small communities".

29. 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 project activities will be monitored by a Steering Committee consisting of all persons at NPTVI and JVDPS with a role in the project, with additional support and technical advice from a consultant in Puerto Rico who has experience using the A24 traps on a small island within close proximity to the mainland.

Evaluation of project success will be evident if it has achieved its goals of restoring seabird populations at Green Cay, increased breeding success Seal Dogs as a nesting site and increased expansion of the Magnificent frigatebird population at the Tobagos.

These population assessments will be addressed under the separate but complimentary Darwin Plus project DPLUS035 entitled "BVI Seabird recovery planning programme", led by the University of Roehampton with JVDPS and NPTVI as project partners.

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

30. 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 funds will be administered by the NPT's Financial Comptroller and supervised by the Director. The Financial Comptroller was formerly employed in the Ministry of Communications and Works, Government of the VI with responsibility for the administration of Government projects.

The Director currently manages an annual budget in excess of \$1.5 million (US dollars) and has successfully managed a Darwin Plus funded project in the past.

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. If you are requesting over £100,000 from Darwin Plus, you must complete the full spreadsheet.

31. 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)

This project represents high value for money as it does not require any overseas partners and their associated travel expenses. Consultant fees are very minimal due to the close proximity of the individual who is located in the neighbouring island of Puerto Rico.

The fact that all of the field team are based in the Virgin Islands (UK) the schedule of visits and monitoring regime can be very flexible and adapt to suit prevailing weather conditions and staff availability.

NPTVI owns a vessel that is suitable for field work and all of the primary equipment and supplies required for the goat eradication has already been purchased and is readily available, with RVIPF firearms exemptions in place.

This application and the budget have been developed in partnership with JVDPS in order to meet both partner's needs.

32. Provide a project implementation timetable that shows the key milestones in project activities. Complete the following table as appropriate to describe the intended workplan for your project

	Activity	No of Months	Year 1													Year 2											
			A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	
Output 1	Invasive goats eradicated on 4 ecologically important islands in the BVI			X	X	X	X	X	X								X	X	X	X	X	X					
1.1	Complete goat eradication on 4 islands, deploying feeding stations, game cameras to assess numbers and radio collared Judas goats.			X	X	X	X	X	X																		
1.2	Post eradication monitoring of goats using game cameras and field visits by JVDPS (at the Tobagos and Green Cay) and by NPTVI (at Prickly Pear) to confirm complete removal													X	X	X	X	X	X	X	X						
1.3																											
Output 2	Control of rats on Green Cay and the Seal Dogs		X	X	X	X			X			X	X	X	X			X			X						
2.1	Rodent control project steering committee established with quarterly meeting schedule set		X																								
2.2	Site visit to Green Cay and Seal Dogs with A24 technical expert from Puerto Rico			X																							
2.3	Operational plan for the control of rats from Green Cay and the Seal Dogs developed				X																						
2.4	Control of black rats on Green Cay and Seal Dogs with A24 traps and brodifacoum in bait stations implemented											X	X	X													
2.5	Project steering group meeting to review progress of activities and effectiveness of monitoring regime					X			X			X			X			X			X						
2.6	Monitoring of rats using game cameras and field visits to confirm population levels/presence of rats														X			X			X				X		
Output 3	Published paper on the lessons learnt and best management practices for a locally led invasives project																						X	X	X		
3.1	Project steering group meeting to assess project success and lessons learnt																						X	X			
3.2	Paper developed in partnership between NPTVI and JVDPS, with peer review																							X	X		

CERTIFICATION

On behalf of the trustees/company* of **National Parks Trust of the Virgin Islands**
(*delete as appropriate)

I apply for a grant of **£85,413** 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 key project personnel and letters of support.
- I enclose the most recent 2 years of signed and audited/independently verified accounts.

Name (block capitals)	Lynda Varlack
Position in the organisation	Director (Ag.)

Signed

PDF

Date:

18 th September 2015

If this section is incomplete the entire application will be rejected. You must provide a real (not typed) signature. You may include a pdf of the signature page for security reasons if you wish. Please write PDF in the signature section above if you do so.

Application Checklist for submission

	Check
Have you read the Guidance Notes ?	X
Have you checked the Darwin Plus website immediately prior to submission to ensure there are no late updates?	X
Have you provided actual start and end dates for your project?	X
Have you provided your budget based on UK government financial years i.e. 1 April – 31 March and in GBP?	X
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?	X
Has your application been signed by a suitably authorised individual? (clear electronic or scanned signatures are acceptable in the email)	X
Have you included a 1 page CV for all the key project personnel?	X
Have you included a letter of support from the applicant organisation, main partner(s) organisations and the relevant OT Government?	X
Have you included a copy of the last 2 years' annual report and accounts for the lead organisation?	X

Once you have answered the questions above, please submit the application, not later than midnight **2359 GMT Monday 21 September 2015** 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.