

## Darwin Plus: Overseas Territories Environment and Climate Fund Final Report

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

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

### Darwin Plus Project Information

Project reference	DPLUS091
Project title	Improving coastal ecosystem resilience to climate change in Anguilla
Territory(ies)	Anguilla
Lead organisation	Department of Disaster Management
Partner institution (s)	Department of Natural Resources-Environment Unit, Anguilla National Trust
Darwin Plus Grant value	£267,984
Start/end date of project	April 2019-March 2022
Project leader name	Calvin Andre Samuel
Project website/Twitter/blog etc.	N/A
Report author(s) and date	Louise Soanes, Farah Mukhida, Damian Barker, Carencia Rouse June 2022

## 1 Project Summary

In 2017, Anguilla experienced the worst hurricane in recorded history. While most of the catastrophic damage associated with Hurricane Irma was to infrastructure, many of Anguilla’s coastal ecosystems were significantly affected, with those already degraded due to human activities faring the worst. Studies indicate that intense hurricanes that were once expected every hundred years are predicted to occur more frequently; as ocean temperatures rise, hurricanes are expected to move more slowly and storm events will change with more rain, leading to increased flooding, erosion, and wind damage. Anguilla’s coastal ecosystems and natural capital play a significant role in limiting damage caused by climate-change induced extreme weather events and predicted sea-level rise while also protecting coastal infrastructure.

Through our ecosystem-based modelling approach this project was able to highlight flood risk vulnerabilities. This enabled us to prioritise restoration activities to areas that were most at risk from storm surge flooding and allowed us to highlight the positive impact that restoration activities would have in protecting coastlines, building and infrastructure of coastal communities. Habitat opportunity mapping allowed us to identify coastal areas where habitat restoration would most likely be

successful based on ecological requirements, thus enabling us to implement restoration activities at the most suitable sites.

Restoration activities were led by a collaborative partnership between communities, governmental and nongovernmental organisations ensuring support and sustainability of project activities. In addition, this project implemented national education strategies to improve general understanding of coastal ecosystem functions as the first line of defence against climate change impacts and enhanced national capacity of natural resource managers and Anguillian coastal communities to plan, implement, and monitor conservation action plans. This project also set out to develop a transparent, adaptable and repeatable methodological modelling framework, as a product which was shared with other Caribbean UKOTs, to help them understand the dynamics of key Caribbean natural coastal resources and to demonstrate to policy makers the importance of coastal habitats.

## **2 Project Stakeholders/Partners**

Project partners collaboratively developed this inter-ministerial project through a series of consultations and meetings. The Governor's Office (responsible for disaster management), the Ministry of Social Development (responsible for physical planning and lands), and the Ministry (Minister, the Environment Unit-Department of Natural Resources, and Anguilla National Trust) with responsibility for environment endorsed and supported this project from its conception to implementation. All entities have been involved in all aspects of this project from prioritising restoration sites, actively taking part in restoration activities and participating in the end of project cross-territory workshop that was held in March 2022.

This project has involved 72 local community members in coastal restoration activities, represented by youth and community groups, private business, civil servants and church groups. As well as training local community members in restoration techniques, this project has engaged the general Anguillian public through a targeted communication campaign that has reached individuals through social media, newspaper articles, presentations and competitions. In addition to increasing the national understanding of coastal resilience, we have also shared the results and lessons learnt through seven international platforms via webinars, conferences and meeting, and engaged with regional government agencies and NGOs through our end-of-project cross territory workshop, where representatives from the five Caribbean UKOTs were in attendance.

## **3 Project Achievements**

### **3.1 Outputs**

**Output 1. Prioritisation of coastal ecosystems that are most vulnerable to the impacts of climate change and that have the greatest restoration capacity through the application of a robust modelling procedure.**

During the first year of this project, storm surge, opportunity and vulnerability modelling was performed using the principles of SENCE (Spatial Evidence for Natural Capital Evaluation). Updated Sentinel-2 data captured throughout 2019, using survey data collected by Centre for Environment, Fisheries and Aquaculture Science (Cefas), was applied to these models allowing us to update Anguilla's flood risk models and to create scenario and opportunity maps that focused on the restoration of red mangroves, buttonwoods, sand dunes, reefs, and inland dry forests (Annexe 6 Evidence 1). These outputs were completed by the project consultant Environment Systems Ltd.

Following the production of flood risk models and maps, project partners and other relevant national stakeholders, including the Department of Lands and Surveys, Department of Planning and the Fisheries and Marine Resources Unit-Department of Natural Resources met to review and verify the results of the vulnerability models in order to prioritise sites for restoration. Seven priority sites were identified: (1) Meads Bay Pond, (2) Cove Bay Pond, (3) Cove Bay sand dunes, (4) Forest Pond, (5) Forest Bay beach, (6) Long Salt Pond, and (7) Long Pond Bay (Figure 1, Annexe 6 Evidence 2).

In June 2022, our novel ecosystem-based approach to informing and implementing nature-based solutions to climate change was recognised by the UK's Chartered Institute of Ecology and Environment Management (CIEEM) through the short-listing of this project for their annual Best Practice Innovation Award (Annexe 6 Evidence 3) and a Certificate of Commendation. The results of the modelling and mapping undertaken as part of this project are also presented in a draft scientific manuscript that is currently under review (Annexe 6 Evidence 4).

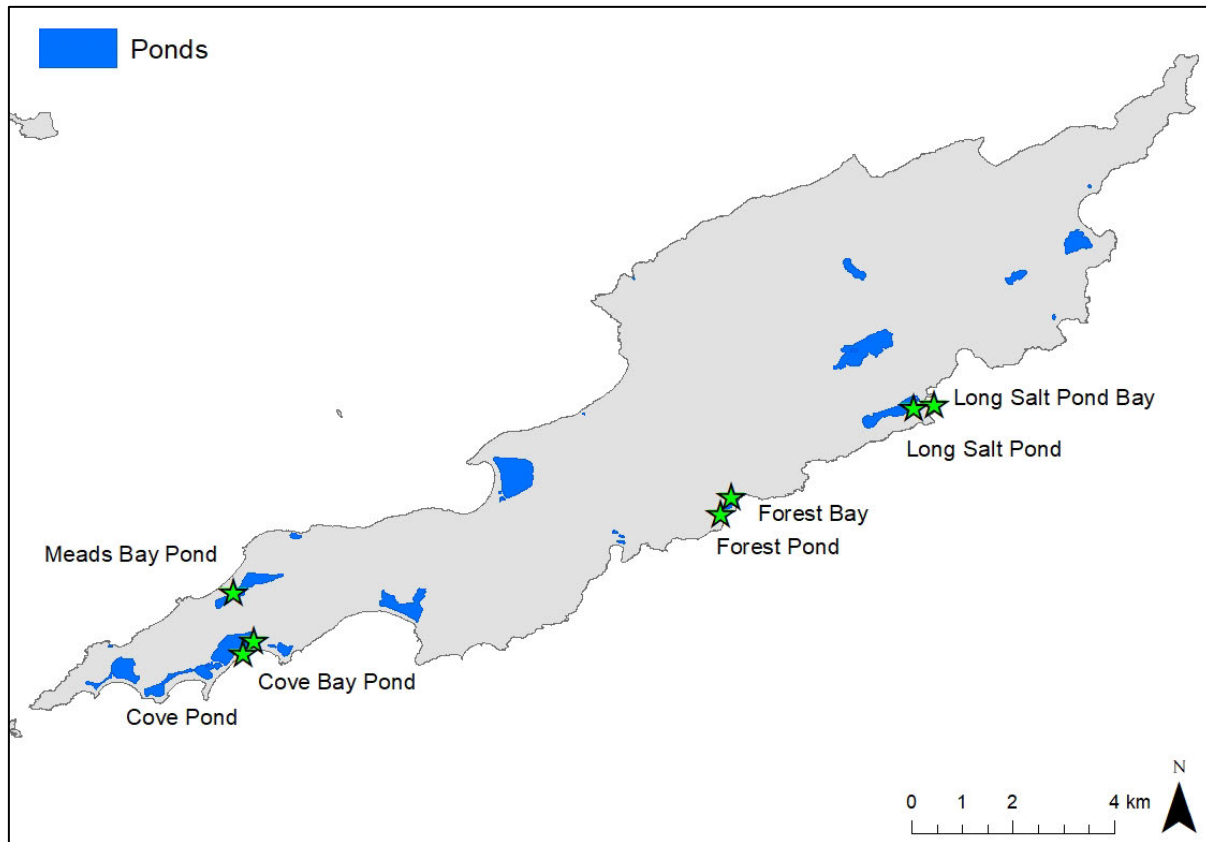


Figure 1. Priority sites identified for restoration activities based on flood risk, opportunity and vulnerability mapping and modelling.

**Output 2. Implementation of climate change models and stakeholder-informed conservation action plans:**

Using the models and maps created in Output 1 and through stakeholder engagement, seven coastal sites were identified. Sites were prioritised based on the flood risk/storm surge vulnerability of local communities and the impact that restoration would have in their reducing flood risk. Following site prioritisation and consultation with local landowners, site-specific conservation action plans were developed (Annexe 6 Evidence 2). For the duration of this project, coastal restoration (mangroves and sand dunes) was identified as the priority resiliency-building activity to focus project resources. Beginning in year two, we began piloting propagation and out-planting techniques of coastal plants to determine what methods work best for Anguilla’s environment and habitats and, as a result, developed a best-practice guide for mangrove and sand dune restoration (Annexe 6 Evidence 5). As a result of this project, we have out-planted 1331 plants (732 red mangroves, 110 black mangroves, 142 white mangroves, 164 buttonwood and 183 seagrape) at the seven identified sites. To monitor restoration success and landscape/habitat changes, we developed and conducted site baseline assessments at each priority site (transect surveys and photo-point counts) (Annex 6 - Evidence 6-7) and monitored the survival of seedlings at least every 6 months following planting. Survival rates were lower during our initial stages of propagation and out-planting but improvements in our approach, including the acclimatization of seedlings with seawater and direct sunlight in the weeks prior to out-planting has improved seeding survival significantly. We are now observing higher levels of survivorship, comparable with other mangrove restoration projects in the region, and are

applying our survivorship data to improving the models so that they will also consider wind exposure, salinity, and shade.

### **Output 3. Enhancement of national and regional capacity to understand small island vulnerability to climate change and to undertake actions to increase resiliency:**

A project inception meeting was held that introduced the objectives and methods of the project to 21 national stakeholders (Annexe 6 Evidence 8). Training was also provided to 12 local stakeholders on how to use project outputs (vulnerability models) for future mapping, flood risk assessment and for planning and prioritising future restoration activities (Annexe 6 Evidence 8). Local stakeholders are now in the position to be able to apply flood risk models and maps when assessing coastal development planning applications and future restoration/conservation activities. Indeed, data produced during this project have already been utilised by project partners when commenting on development proposals. For example, using data created by, and drawing on the training provided by Environment Systems Ltd. flood risk maps were created for Sandy Ground, Anguilla. This information was requested by the Ministry responsible for Natural Resources and used to inform the discussion related to the development of a mega-yacht marina in Sandy Ground. The information has also been used to inform a feasibility study for the construction of a mainland island fence around the Fountain National Park as part of Darwin Plus-funded project (Application Re: DPR10S2/1014) and to inform conservation translocation efforts that were undertaken under DPLUS086 future proofing endangered species conservation in Anguilla.

Drawing from the lessons of other coastal restoration projects in the region (for example, DPLUS073 in the British Virgin Islands), 71 persons including staff employed by local partner agencies and community members have gained skills and experiences in the collection of seeds, air-layering, seedling propagation and out-planting. We have provided seven in-field training events to 130 community members in coastal ecosystem mitigation and restoration protocols and methods (Annex 6 - Evidence 9). We have developed a best practice guide for both mangrove and sand dune restoration (Annex 6 Evidence 5) and have been able to share our experiences with national and regional partners through four training workshops and our end-of-project cross-territory workshop where we presented on all aspects of this project from the modelling and mapping stages to propagation and out-planting techniques (Annexe 6 Evidence 8). Following our successful end of project cross-territory workshop, the methods and results of our project were presented by colleagues from TCI's Department of Environment and coastal Resources at their 2022 Climate Change Summit.

We have shared project activities and increased the understanding of local, regional and international communities through 21 social media postings, three printed articles, seven radio public service announcements, two static and electronic billboards, five national and four international presentations and through a creative arts campaign that focused on raising awareness of sandmining and its impact on the island's coastal resilience. These cross-sector, cross-platform communications were rolled out as part of our project's communication action plan that had the objective of increasing awareness of, appreciation for and value of Anguilla's coastal ecosystems, (Annexe 6 Evidence 9).

### **3.2 Outcome**

While the intended outcome of this project *"improved coastal ecosystem resilience and protection through collaborative evidence-based conservation action planning, restoration action, and policy development"* requires more than 3-years to realise its full potential (e.g. for seedlings to grow large enough to provide coastal protection), this project outcome has in essence been achieved through the successful implementation and showcasing of best-practice methodology and processes to inform coastal restoration activities while at the same time increasing the understanding of the general public, government agencies and Ministers on the importance of nature-based solutions to provide resilience to natural disasters. These two components combined provide a sound

methodology and support for continued coastal restoration, and resilience-building work in Anguilla and the wider region.

As measurable indicators of the progress made, site-specific draft action plans for Anguilla's most at-risk coastal ecosystems – wetlands (mangroves), beaches, sand dunes – have been developed and are being implemented (**Measurable indicator 01**). Seven priority sites are in the stages of restoration, with 1331 coastal plants already used in restoration activities (**Measurable indicator 02**). The establishment of a plant nursery as a project activity and the observable increase in local capacity and understanding on the subject of restoration techniques, including propagation and out-planting, demonstrates the intention and ability of project partners to continue implementing action plans beyond the life of this project. In addition, the ANT and DNaR have received further Darwin Plus funding to support additional re-wilding of Anguilla with the aim of increasing habitat resilience for the benefit of the island's biodiversity (**Measurable indicator 03**). Nationally, 71 residents have been trained in restoration activities and 130 persons were engaged directly through face-face outreach activities, these numbers greatly exceeding the stated number of 30 persons to have improved knowledge in the project logframe (**Measurable indicator 04**).

### **3.3 Monitoring of assumptions**

Six main categories of critical conditions (risks and assumptions) were identified by DDM and project partners during the project development stage:

#### **Severe storms hamper fieldwork**

For the duration of this project, Anguilla was fortunate not to have suffered from any strong tropical storms or hurricanes. However, the threat is always in our minds and as such we planned for two full years of fieldwork, allowing time to recover from severe storms if they occurred at any time during the project period. We also designed the project's seedling nursery so that it can be relatively easily dismantled, and nursery plants moved to an even more secure location on-site, if required.

#### **National stakeholders are willing to be involved**

Without stakeholder support this project would not have been successful nor sustainable in the long-term. The participation by local community members in restoration activities was recognised as an important component of this project to ensure increased local capacity and ownership of restoration activities. Project partners worked hard to encourage and engage all relevant stakeholders from the general community to higher -level government officials. We actively engaged more than 71 community members in restoration activities including schools, youth groups, landowners, and private businesses. In addition to training provided to project partners, government agencies including the Department of Lands and Surveys, Planning Department and Fisheries and Agricultural Units of DNaR, and the Ministry of Economic Development benefited from training workshops. Anguilla's Governor and Deputy Governor and the Minister for Natural Resources and Infrastructure showed their commitment and support for the project by attending our end of project cross-Territory workshop help in March 2022.

#### **Trained expertise remains in Anguilla**

Training of multiple individuals amongst project partners as well as external agencies and the local community was a primary project objective to ensure that the island's technical capacity and knowledge related to coastal resiliency and habitat restoration was increased. Knowledge sharing and training of individuals within multiple stakeholder groups was recognised as playing a part in reducing the risk of lost expertise through emigration and/or change in employment. Throughout the project the number of people trained in modelling and habitat restorations techniques was monitored, and even when we had surpassed the stated number of people trained (30 people in our application), we continued to work with local communities and government agencies to ensure even more people were equipped with the knowledge and technical capabilities to sustain project activities in the long-term.

#### **Improved knowledge/access to knowledge leads to improved habitat conservation**

One of the aims of this project is to apply an evidence-based approach to natural resources management and habitat restoration. Through our public outreach activities and stakeholder engagement, we have effectively advocated for science-based approaches to be used as the basis of restoration action plans, and this approach has been widely adopted in Anguilla and shared with colleagues from other Caribbean UKOT during our end-of-project workshop.

**The Government of Anguilla continues to conduct public consultation regarding draft legislation and legislative amendments and planning applications.**

The Government of Anguilla is currently reviewing two drafted pieces of legislation that will further contribute to the sustainability of this project: The Physical Planning Bill and the Environmental Management Bill. Project partners have been engaged in these consultations. When applicable, the modelling and restoration work conducted as part of this project will be used to inform the general public on the importance of these legislations as it pertains to building adaptation to changing environmental conditions and climate change and variability.

#### **4 Project support to environmental and/or climate outcomes in the UKOTs**

The purpose of this project was to increase Anguilla's resiliency to climate change through coastal restoration efforts as well as increased national capacity. Through the activities of this project, Anguilla's has enhanced its ability to achieve strategic long-term outcomes for the natural environment and, more specifically, will support commitments made under the Anguilla Climate Change Policy, Anguilla Comprehensive Disaster Management Policy, National Biodiversity Strategy and Action Plan (NBSAP), and the National Environmental Management Strategy (NEMS). This project has improved natural resource managers' and decision makers' capacities to carry out mitigation and adaptation planning by providing critical data and showing possible outcomes for a range of scenarios (and decisions).

This collaborative project has enhanced already-established partnerships and networks through both local, regional, and international government and non-governmental organisations and has achieved tangible conservation actions that will improve the resiliency of Anguilla's critically important coastal ecosystems. Through inter-agency training and project implementation and monitoring, technical skills and knowledge have been shared and national capacity to implement coastal restoration actions and adaptively manage coastal ecosystems has been built, both of which will ensure long-term sustainability of the project.

This project has also helped to achieve multilateral agreements commitments under the United Nations Sustainable Development 2030 Agenda, and the Paris Agreement (even though it has not been extended to Anguilla). The project used science and modelling projections to identify sites most vulnerable to climate change impacts, to inform conservation action, climate change mitigation strategies, and to safeguard Anguilla's natural coastal heritage through targeted actions that have increased coastal resilience to climate change. This project has contributed to:

- Anguilla Climate Change Policy (Objectives 3, 4, and 9)
- NBSAP (Strategy 2, Actions a and b)
- NEMS (Principle 1, Strategy 5; Principle 9, Strategy 27; Principle 11, Strategy 32; Principle 15, Strategies 43, 44, and 45)
- 2030 Agenda (Goals 11, 13, and 15)
- Paris Agreement (Article 5; Article 7; Article 8; Article 10; Article 11)

Through the enhancement of national and regional capacity to understand small island vulnerability to climate change, this project contributed to:

- Anguilla Climate Change Policy (Objectives 1 and 5)
- Anguilla Comprehensive Disaster Management Policy (Objective 3)

- NBSAP (Strategy 8, Actions a and b)
- NEMS (Principle 7, Strategies 22 and 23; Principle 11, Strategy 34)
- Paris Agreement (Article 12)

Through the dissemination of information via media, school visits, fieldtrips, community meetings and one-on-one meetings and informal conversations, this project contributed to:

- Anguilla Environmental Charter (Commitments 9 and 10)
- NEMS (Principle 7, Strategy 22)
- NBSAP (Action 8, Strategy 8; Action 10, Strategy 10)
- CBD (Aichi Targets 1 and 19)

## **5 OPTIONAL: Gender equality**

Although this project did not specifically consider gender equality, two of the three leads from project partner agencies were female. More than half (58%) of the project staff and local stakeholders trained in modelling and mapping techniques were female. The number of local community members/stakeholders that were involved in restoration activities were 56% female, and representation at our-end-of project cross-territory meeting was 54% female. Thus, while not setting out deliberately to ensure gender equality, the nature of this project and the diverse range of stakeholders involved has ensured representativeness of both genders in project activities.

## **6 Sustainability and Legacy**

This project is locally owned and managed and its contribution to increasing coastal resiliency to climate change and natural disasters is tangible: it has involved the development and implementation of practical restoration measures that have been identified collaboratively by national and international stakeholders. Through inter-agency training, technical skills and knowledge has been shared and national capacity to implement coastal restoration actions and adaptively manage coastal ecosystems has been built. By involving coastal communities in restoration action design and implementation, local buy-in to project impact, outcomes and outputs has been fostered.

All project partners are committed to the continued development of the inter-agency partnership and using vulnerability modelling results and project activity impacts to inform future coastal development action, protection and planning. The development of a seedling nursery, that is now permanently based at the Agricultural Grounds at the Department of Natural Resources, has allowed us to be in the position where we have an almost continuous supply of seedlings for re-planting activities. Restoration work will continue as part of the on-going work of partner agencies and has also been incorporated into one further Darwin Plus project (DPLUS131).

## **7 Lessons learned**

We found that it is important to draw on the experiences of others in the region to best inform restoration practices. During the early stages of our attempts to propagate seeds, we had mixed success and recorded relatively low survival, particularly of red mangroves when outplanted. Further consultation with colleagues from the region enabled us to fine-tune our approach and led us to conduct salinity and pH testing at our restoration sites. This approach resulted in greater success and survival during more recent propagation and re-planting efforts. Thus, we would always recommend consulting with colleagues from the region who have undertaken similar projects to benefit from their experiences and advice before embarking on any restoration activities.

This project had highlighted to us the importance of sharing the methods and outcomes of projects with other UK Overseas Territories. Much of the work funded by Darwin Plus that is undertaken within the Caribbean UK Overseas Territories overlaps and has similar objectives as many of the islands face similar environment challenges. Lessons and experiences learnt from one Territory can therefore be used to inform the development and implementation of future projects at other sites including those funded by Darwin Plus. Although a relatively expensive component of this project, our end-of-project cross-territory workshop was well-received by those that attended and all agreed that this type of in-person knowledge-sharing is extremely informative and leads to the development of new ideas that can be applied across the region.

### **7.1 Monitoring and evaluation**

There were no major changes during the project except for a change in project lead from Ms Melissa Meade who was replaced as Director of Department of Disaster Management by Mr Calvin Andre Samuel.

While we did not perform any external evaluation of the project, our regular steering group meetings (Annexe 6 Evidence 10) held between project partners ensured that project activities were on track and achieved and that the project budget was spent appropriately. All project partners played a part in developing the half-year and annual reports which also helped to ensure project progress and activities were being achieved in a timely manner.

### **7.2 Actions taken in response to Annual Report reviews**

No major issues or concerns were raised within the annual report reviews. The only comments requiring feedback were included in the year 1 review in which it was requested that we include activity codes when reporting on activity progress and that a summary of activities disaggregated by gender be included in future reports. We have integrated this feedback into year 2 and final reports.

## **8 Darwin Identity**

The Darwin logo has been used in all reports produced and PowerPoint presentations given. The Darwin Initiative has been mentioned and linked in all project press releases, social media posts, and discussions (Annexe 6 Evidence 9)

The project is a stand-alone project funded entirely by Darwin Plus. The UK Government's contribution to environmental-related work in Anguilla is well understood as has been evidenced by the significant number of Darwin Plus funded projects that various agencies in Anguilla have led or partnered on over the last 10 years.

## **9 Impact of COVID-19 on project delivery**

As a precautionary measure, Anguilla closed its borders to travellers at the beginning of the pandemic ensuring that Anguilla was Covid-19-free for several months during the peak of the outbreak for the rest of the world. When the Government of Anguilla reopened the island's borders, strict Covid entry requirements were required, such as quarantining on arrival. Fortunately, we had not planned for any international travel during the time that Anguilla's borders were closed. The Government of Anguilla did implement two month-long national lockdowns in between 2020-2021. During this time, we could not be active in the field with our restoration activities, but we were able to use this time to focus on report writing and data analysis and this allowed us to free up more time for on-the ground restoration activities when lockdown restrictions were eased.

The only slight impact of Covid-19 was the implementation of our communication plan. We had hoped to conduct more in-person presentations and activities with school groups, including implementing a library display. However, schools in Anguilla did not reopen until January 2022



(lessons were held virtually until then). Due to the delay in schools reopening and the loss of teaching hours it was not possible for us to target classrooms/schools as much as we had hoped for outreach activities. However, although happening later than we expected in June 2022 we did launch a creative art competition for youths that focused on the issue of sandmining.

We have all benefited from the online platforms that have become more popular during the pandemic, particularly regarding the use of Webinars for information sharing while at the same time reducing the carbon footprint for travel. However, following our in-person end-of-project workshop, most participants felt that there is also value to and a need for face-to-face meetings and networking to help share ideas and form new collaborations.

## 10 Finance and administration

### 10.1 Project expenditure

Project spend (indicative) since last Annual Report	2021/22 Grant (£)	2021/22 Total actual Darwin Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs	██████	██████	█	
Consultancy costs	██████	██████	█	
Overhead Costs	██████	██████	█	
Travel and subsistence	██████	██████	██████	Cost savings were made on the cross-territory workshop, with project partners securing flights and accommodation at cheaper than projected prices. Savings will be surrendered.
Operating Costs	██████	██████	██████	
Capital items	█	█	█	
Others	██████	██████	█	
<b>TOTAL</b>	██████	██████		

Staff employed (Name and position)	Cost (£)
Louise Soanes	██████
Tashim Fleming	██████
Giovanni Hughes	██████
Clarissa Lloyd	██████
<b>TOTAL</b>	██████

Consultancy – description and breakdown of costs	Other items – cost (£)
Environment Systems (for project monitoring and evaluation, GIS modelling workshop facilitation, and cross-territory workshop facilitation)	██████

<b>TOTAL</b>		
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<b>Capital items – description</b>	<b>Capital items – cost (£)</b>
<b>TOTAL</b>	

<b>Other items – description</b>	<b>Other items – cost (£)</b>
Office supplies	
Nursery supplies – soil	
Public outreach – short film production	
Public outreach – presentation (refreshments)	
Public outreach – presentation (venue)	
Public outreach – impacts of sand mining on coastal resilience creative arts campaign	
Public outreach – billboards (4) on coastal resilience	
<b>TOTAL</b>	

## 10.2 Additional funds or in-kind contributions secured

<b>Source of funding for project lifetime</b>	<b>Total (£)</b>
Department of Disaster Management	
Department of Natural Resources	
Anguilla National Trust	
Royal Society for the Protection of Birds	
<b>TOTAL</b>	

<b>Source of funding for additional work after project lifetime</b>	<b>Total (£)</b>
Anguilla National Trust	
<b>TOTAL</b>	

### **10.3 Value for Money**

This project represented excellent value for money bringing together a dynamic group of individual stakeholder groups including the Government of Anguilla, the Anguilla National Trust, landowners, community-based organisations, the public sector, regional and international government-based organisations, and non-governmental agencies,

Most of the project budget was invested locally and was used to cover local staff time which had allowed local agencies to build understanding, knowledge and technical capacity that will ensure sustainability of the project in the long term. The production of flood risk, vulnerability and opportunity maps by the project Consultant Environment Systems Ltd. have not only been useful for this project but can and are being applied to inform additional terrestrial and marine restoration work (including sand dune restoration using sargassum and coral reef restoration). The training of local staff from a range of agencies will ensure that the investment to produce these models and maps is worth the cost in the long-term.

### **11 OPTIONAL: Outstanding achievements of your project during the (300-400 words maximum). This section may be used for publicity purposes**

I agree for the Darwin Secretariat to publish the content of this section (please leave this line in to indicate your agreement to use any material you provide here)

In June 2022, our novel ecosystem-based approach to informing and implementing nature-based solutions to climate change was recognised by the UK's Chartered Institute of Ecology and Environment Management (CIIEM) through the short-listing of this project for their annual Best Practice Innovation Award (Annexe 6 Evidence 3).

## Checklist for submission

	Check
<b>Is the report less than 10MB?</b> If so, please email to <a href="mailto:BCF-reports@niras.com">BCF-reports@niras.com</a> putting the project number in the Subject line.	Y
<b>Is your report more than 10MB?</b> If so, please discuss with <a href="mailto:BCF-reports@niras.com">BCF-reports@niras.com</a> about the best way to deliver the report, putting the project number in the Subject line.	N/A
If you are submitting photos for publicity purposes, <b>do these meet the outlined requirements (see section 11)?</b>	N/A
<b>Have you included means of verification?</b> You should not submit every project document, but the main outputs and a selection of the others would strengthen the report.	Y
<b>Do you have hard copies of material you need to submit with the report?</b> If so, please make this clear in the covering email and ensure all material is marked with the project number. However, we would expect that most material will now be electronic.	N
Have you involved your partners in preparation of the report and named the main contributors	Y
Have you completed the Project Expenditure table fully?	Y
Do not include claim forms or other communications with this report.	