Application Form for Darwin Plus Main:

Round 13 - Stage 2

This Word version of the application form is for drafting purposes, and has been developed to help applicants collaborate on their applications. Word limits must be respected and will be strictly enforced in Flexi-Grant. Please ensure you check all content when transferring across.

*Please consider all personal information you are sharing with your application and remove if not necessary - this includes content of additional materials submitted in supported of your application, such as CVs.*

NOTE THAT APPLICATIONS SUBMITTED ON THIS FORM WILL BE DEEMED INELIGIBLE. SUBMISSION MUST BE VIA FLEXI-GRANT – [**bcfs.flexigrant.com**](https://bcfs.flexigrant.com/)

Submit on [Flexi-Grant](https://bcfs.flexigrant.com/) by **22:59 GMT (23:59 BST) Monday 7th October 2024**

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

|  |  |
| --- | --- |
| **Q1. Lead applicant contact details**Notification of results will be to the lead applicant. Please also add contact details for the Project Leader if this is different from the lead applicant. | Lead Applicant: |
| Project Leader (if different): |
| **Q2. Lead Organisation contact details**This is the organisation that will administer the grant and coordinate the delivery of the project.  |  |
| **Q3. Project title (Max 10 words)** |

# Q4. Summary of project

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

Successful Darwin Plus Main projects must demonstrate substantial measurable outcomes in **at least one of the themes** of Darwin Plus either by the end of the project’s implementation or via evidenced mechanisms for post-project delivery.

**Preference will be given to discrete projects implementing existing identified environmental solutions on the ground.**

The broad themes of Darwin Plus are:

* **Biodiversity:** improving and conserving biodiversity, and slowing or reversing biodiversity loss and degradation;
* **Climate change:** responding to, mitigating and adapting to climate change and its effects on the natural environment and local communities;
* **Environmental quality:** improving the condition and protection of the natural environment;
* **Capability and capacity building:** enhancing the capacity within UKOTs to support the environment in the short- and long-term.

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| (Max 80 words) |

# Q5. UKOT(s)

Which UK Overseas Territory(ies) will your project be working in?

In addition to the UKOTs you have indicated, will your project directly benefit any other Territories or country(ies)? If so, list here.

|  |  |  |  |
| --- | --- | --- | --- |
| Focus of work: UKOTs |  | Other Territories/ country(ies) |  |

# Q6. Project dates

|  |  |  |
| --- | --- | --- |
| **Start date:**  | **End date:**  | **Duration (e.g. 2 years, 3 months):**  |

# Q7. Budget Summary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Darwin Plus funding request (Apr – Mar) | **2025/26****£** | **2026/27****£** | **2027/28****£** | **Total request****£** |
| **Q8. Please ensure you clearly outline your matched funding arrangement in the budget. If none is proposed, please explain why?**(Max 150 words) |
| **Q9. If you have a significant amount of unconfirmed matched funding, please clarify how you will fund the project if you don’t manage to secure this?**(Max 100 words) |
| **Q10. Have you received, applied for or plan to apply for any other UK Government funding for the proposed project or similar?** If yes, please give details (100 words): | **Yes/No** |

# Q11. Problem the project is trying to address

Please describe the problem your project is trying to address in the UKOTs, relating to at least one of the themes of Darwin Plus:

For example, what are the specific threats to the environment that the project will attempt to address? Why are they relevant, for whom? How did you identify the need for your project? Please **cite the evidence** you are using to support your assessment of the problem (references can be listed in your additional attached PDF document).

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| (Max 500 words) |

# Q12. Environmental Conventions, Treaties and Agreements

Please detail how your project will contribute to the aims of the national and/or international agreement(s) your project is targeting. What key UKOT Government priorities and themes will it address and how? **You should also consider local, territory specific agreements and action plans here.** Letters of support from UKOT Government partners/stakeholders should also make clear reference to the agreements/action plans your project is contributing towards.

Note: projects supporting more than one will not achieve a higher score.

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| (Max 500 words) |

# Q13. Methodology

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

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

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| (Max 750 words – this may be a repeat from Stage 1, but please review and strengthen as necessary) |

# Q14. Project Stakeholders

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.

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| (Max 250 words) |

# Q15. Gender Equality and Social Inclusion (GESI)

All applicants must consider whether and how their project will contribute to promoting equality between persons of different gender and social characteristics. Please include reference to the GESI context in which your project seeks to work in. **Explain your understanding** of how individuals may be disadvantaged or excluded from equal participation within the context of your project, and **how you seek to address this**. You should consider how your project will **proactively contribute** **to ensuring individuals achieve equitable outcomes** and how you will ensure meaningful participation for all those engaged.

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| (Max 300 words) |

# Q16. Change expected

Detail the expected changes this work will deliver. You should identify what will change and who will benefit **a)** in the **short-term** (i.e. during the life of the project) and **b)** in the **long-term** (after the project has ended). Please describe the changes for the environment and, where relevant, for people in the OTs, and how they are linked.

When talking about how people will benefit, please remember to give details of who will benefit, differences in benefits by gender or other layers of diversity within stakeholders, and the number of beneficiaries expected. The number of communities is insufficient detail – number of households should be the largest unit used

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| (Max 500 words) |

# Q17. Pathway to change

Please outline your project’s expected pathway to change. This should be an overview of the overall project logic and outline **why and how** you expect your Outputs to contribute towards your overall Outcome and, in the longer term, your expected Impact.

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| (Max 200 words) |

# Q18. Sustainable benefits

How will the project reach a sustainable point and continue to deliver benefits post-funding? Will the activities require funding and support from other sources, or will they be mainstreamed in to “business as usual”? How will the required knowledge and skills remain available to sustain the benefits? If relevant, how will your approach be scaled? How will you ensure your data and evidence will be accessible to others?

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| (Max 300 words) |

# Q19. Risk Management

Please outline the **7 key risks** to achievement of your Project Outcome and how these risks will be managed and mitigated, referring to the Risk Guidance. This should include at least one Fiduciary, two Safeguarding, and one Delivery Chain Risk.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk Description | Impact | Probability[[1]](#footnote-2) | Inherent Risk | Mitigation | Residual Risk |
| **Fiduciary (Financial)**: funds not used for intended purposes or not accounted for (fraud, corruption, mishandling or misappropriated). |
| [50 words] |  |  |  | [50 words] |  |
| **Safeguarding**: risk of sexual exploitation abuse and harassment (SEAH), or unintended harm to beneficiaries, the public, implementing partners, and staff. |
| [50 words] |  |  |  | [50 words] |  |
| **Safeguarding:** risks to health, safety and security (HSS) of beneficiaries, the public. Implementing partners, and staff. |
| [50 words] |  |  |  | [50 words] |  |
| **Delivery Chain:** the overall risk associated with your delivery model. |
| [50 words] |  |  |  | [50 words] |  |
| **Risk 5** |
| [50 words] |  |  |  | [50 words] |  |
| **Risk 6** |
| [50 words] |  |  |  | [50 words] |  |
| **Risk 7** |
| [50 words] |  |  |  | [50 words] |  |

# Q20. Project sensitivities

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

Yes/No

If yes, please provide brief details

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| (Max 100 words) |

# Q21. Workplan

Provide a project workplan that shows the key milestones in project activities. Complete the Word template as appropriate to describe the intended workplan for your project ready for upload on Flexi-Grant.

Please add/remove columns to reflect the length of your project. For each activity (add/remove rows as appropriate) indicate the number of months it will last, and fill/shade only the quarters in which an activity will be carried out.

# Q22. Monitoring and evaluation (M&E) plan

Describe how the progress of the project will be monitored and evaluated, making reference to who is responsible for the project’s M&E.

Darwin Plus projects will need to be adaptive and you should detail how the monitoring and evaluation will feed into the delivery of the project including its management. M&E is expected to be built into the project and not an ‘add’ on. It is as important to measure for negative impacts as it is for positive impact. Additionally, please indicate an approximate budget and level of effort (person days) to be spent on M&E (see Finance Guidance).

|  |
| --- |
| (Max 500 words) |
| Total project budget for M&E (this may include Staff and Travel and Subsistence Costs) | £ and % |
| Number of days planned for M&E |  |

# Q23. Logical Framework (logframe)

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

Refer to the Monitoring, Evaluation and Learning Guidance and the Standard Indicators Guidance when developing your logframe.

The **logframe template** (N.B. there is a different template for Stage 1 and Stage 2) should be downloaded from Flexi-Grant, completed and uploaded as a PDF within your Flexi-Grant application – **please do not edit the logframe template structure (other than adding additional Outputs if needed) as this may make your application ineligible**. In the application form, you are asked to **copy** the Impact, Outcome and Output statements and activities - these should be identical to your uploaded logframe.

# Q24. Budget

Please complete the appropriate Excel spreadsheet (available on [Flexi-Grant](https://bcfs.flexigrant.com/)) which provides the Budget for this application and ensure the Summary page is **fully completed**. Some of the questions earlier and below refer to the information in this spreadsheet.

Please refer to the Finance guidance for more information.

Please ensure you include any matched funding figures in the Budget spreadsheet to clarify the full budget required to deliver this project.

N.B.: **Please state all costs by financial year (1 April to 31 March) and in GBP.** Darwin Plus cannot agree any increase in grants once awarded. You should also ensure you show your end of project audit cost in the budget.

Please upload the Lead Organisation’s financial accounts at the certification page at the end of the application form. **Please note the next section is about the financial aspects of your project, rather than technical elements.**

# Q25. Alignment with other funding and activities

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

**Q25a.** Is this new work or does it build on existing/past activities (delivered by anyone and funded through any source)? Please give details.

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| (Max 200 words): |

**Q25b.** Are you aware of any current or future plans for work in the geographic/thematic area to the proposed project? **Yes/No**

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

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| (Max 200 words) |

# Q26. Balance of budget spend

Defra are keen to see as much Darwin Plus funding as possible directly benefiting UKOT communities and economies. While it is appreciated that this is not always possible, every effort should be made for funds to remain in-Territory.

Explain the thinking behind your budget in terms of where Darwin Plus funds will be spent. What benefits will the Territory/ies see from your budget? What level of the award do you expect will be spent locally? Please explain the decisions behind any Darwin Plus funding that will not be spent locally and how those costs are important for the project.

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| (Max 200 words) |

# Q27. Value for money

Please describe why you consider your application to be good value for money including justification of why the measures you will adopt will secure value for money.

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| (Max 250 words) |

# Q28. Capital items

If you plan to purchase capital items with Darwin Plus funding, please indicate what you anticipate will happen to the items following project end. If you are requesting more than 10% capital costs, please provide your justification here.

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| (Max 150 words) |

# Q29. Safeguarding

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

Please upload the following mandatory policies:

* **Safeguarding and/or PSEAH Policy**: including a statement of commitment to safeguarding and a zero tolerance to inaction statement on bullying, harassment and sexual exploitation and abuse. Policy should include a commitment to either Core Humanitarian Standard (CHS), IASC minimum operating standards for PSEA MOS-PSEA) or CAPSEAH minimum standards.
* **Whistleblowing Policy**: which details a clear process for dealing with concerns raised and protects whistle blowers from reprisals.
* **Code of Conduct**: which sets out clear expectations of behaviours – inside and outside the workplace – for staff and volunteers involved in the project and makes clear what will happen in the event of non-compliance or breach of these standards, up to and including dismissal.
* **Safety and Security Policy or Security Plan**: that outlines a plan on how to mitigate and respond to potential health, safety and security threats.

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

Please outline how your project will ensure:

1. beneficiaries, the public, implementing partners, and staff are made aware of your safeguarding commitment and how they can confidentially raise a concern,
2. safeguarding issues are investigated, recorded and what disciplinary procedures are in place when allegations and complaints are upheld,
3. you will ensure project partners also meet these standards and policies.

Indicate which minimum standard protocol your project follows and how you meet those minimum standards, i.e. CAPSEAH, CHS, IASC MOS-PSEA. If your approach is currently limited or in the early stages of development, please clearly set out your plans address this.

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| (Max 300 words) |

# Q30. Ethics

Outline your approach to meeting the **key principles of good ethical practice**, as outlined in the guidance.

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| (Max 200 words) |

# Q31. Project staff

**Please identify the core staff (identified in the budget), their role and what % of their time they will be working on the project (these should match the detail you provide in the budget).** Please provide 1-page CVs or job description: further information on who is considered core staff can be found in the Finance Guidance.

Please include up to 12 rows if necessary. If you have a large team of more than 12 core staff, please provide a full table at the start of the PDF of CVs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (First name, surname) | Role | Organisation | % time on project | 1 page CV\* or job description attached? |
|  | Project Leader |  |  | Yes/No |
|  |  |  |  | Yes/No |
|  |  |  |  | Yes/No |
| \*If you cannot provide a CV or job description, please explain why not. |

# Q32. Project Partners

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

This section should demonstrate the capability and capacity of the Project Partners to successfully deliver the project. **Please provide Letters of Support for all project partners or explain why this has not been included. The order of the letters must be the same as the order they are presented in below.**

Please copy/delete boxes for more or fewer partnerships.

|  |  |
| --- | --- |
| Lead Organisation name: |  |
| **Is the Lead Organisation based in a UKOT where the project is working?** | Yes/NoIf no, please explain why this project is led from outside the UKOT(Max 75 words) |
| Why is this organisation the Lead Organisation, and what value to they bring to the project? (including roles, responsibilities and capabilities and capacity): | (Max 200 words) |
| Allocated budget: | (proportion or value) |
| Representation on the Project Board (or other management structure) | Yes/No |
| Have you included a Letter of Support from the Lead Organisation?  | Yes/NoIf no, please provide details (Max 50 words) |

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

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

# Q33. Lead Organisation Capability and Capacity

**Has your organisation been awarded Biodiversity Challenge Funds (Darwin Plus, Darwin Initiative or Illegal Wildlife Trade Challenge Fund) funding before (for the purposes of this question, being a partner does not count)?**

**Yes/No**

If yes, please provide details of the most recent awards (up to 6 examples).

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

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

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| --- | --- |
| What year was your organisation established/ incorporated/ registered? |  |
| What is the legal status of your organisation? | NGO Yes/NoGovernment Yes/NoUniversity Yes/NoOther (explain, max 25 words)  |
| How is your organisation currently funded?  | (Max 100 words) |

Describe briefly the aims, activities and achievements of your organisation. Large organisations please note that this should describe your unit or department.

|  |
| --- |
| Aims (50 words)  |
| Activities (50 words) |
| Achievements (50 words) |

Provide detail of 3 contracts/projects held by the Lead Organisation that demonstrate your credibility as an organisation and provide track record relevant to the project proposed. These contracts/awards should have been held in the last 5 years and be of a similar size to the grant requested in your application.

|  |  |
| --- | --- |
| Contract/Project 1 Title |  |
| Contract Value/Project budget (include currency) |  |
| Duration (e.g. 2 years 3 months) |  |
| Role of organisation in project | (Max 50 words) |
| Brief summary of the aims, objectives and outcomes of the project | (Max 100 words) |
| Client/**independent** reference contact details (Name, e-mail) | (Max 25 words) |

|  |  |
| --- | --- |
| Contract/Project 2 Title |  |
| Contract Value/Project budget (include currency) |  |
| Duration (e.g. 2 years 3 months) |  |
| Role of organisation in project | (Max 50 words) |
| Brief summary of the aims, objectives and outcomes of the project | (Max 100 words) |
| Client/**independent** reference contact details (Name, e-mail) | (Max 25 words) |

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| --- | --- |
| Contract/Project 3 Title |  |
| Contract Value/Project budget (include currency) |  |
| Duration (e.g. 2 years 3 months) |  |
| Role of organisation in project | (Max 50 words) |
| Brief summary of the aims, objectives and outcomes of the project | (Max 100 words) |
| Client/**independent** reference contact details (Name, e-mail) | (Max 25 words) |

# Certification

|  |  |
| --- | --- |
| On behalf of the trustees/company\* of(\*delete as appropriate) |  |
| I apply for a grant of £ in respect of **all Darwin Plus expenditure** to be incurred during the lifetime of this project based on the activities and dates specified in the above application. |

I certify that, to the best of our knowledge and belief, the statements made by us in this application are true and the information provided is correct. I am aware that this application form will form the basis of the project schedule should this application be successful.

(*This form should be signed by an individual authorised by the applicant institution to submit applications and sign contracts on their behalf.)*

* I enclose CVs for key project personnel, a cover letter, letters of support, a budget, logframe, Safeguarding and associated policies, and project workplan.
* Our last two sets of signed audited/independently verified accounts and annual report (covering three years) are also enclosed.

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

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

**Please note:** The UK Government has committed to make £10 million available for Darwin Plus each year until March 2025. Future funding for Darwin Plus will be requested via the next Spending Review. Therefore, funding for new applications is not guaranteed, and results or start dates may also be delayed. Applicants must note and accept this risk before sending their proposals to Defra and manage any commitments associated with the proposal, accordingly.

# Checklist for submission

|  |  |
| --- | --- |
|  | Check |
| I have **read the Guidance**, including the “Guidance Notes for Applicants”, “Monitoring Evaluation and Learning Guidance”, “Standard Indicator Guidance”, “Risk Guidance”, and “Finance Guidance”. |  |
| I have read, and can meet, the current **Terms and Conditions** for this fund. |  |
| I have provided **actual start and end dates** for the project.  |  |
| I have provided a **budget based on UK government financial years** i.e. 1 April – 31 March and in GBP. |  |
| I have checked that the **budget is complete**, correctly adds up and I have included the correct final total at the start of the application. |  |
| The application has been **signed by a suitably authorised individual** (clear electronic or scanned signatures are acceptable). |  |
| I have attached the below documents to the application:* a **cover letter from the Lead Organisation**, outlining how any feedback received at Stage 1 has been addressed where relevant and referencing any potential conflicts of interest, as a single PDF.
 |  |
| * the **completed logframe** as a PDF using the Stage 2 template provided and using “Monitoring Evaluation and Learning Guidance” and “Standard Indicator Guidance”.
 |  |
| * the **budget** (which meets the requirements above) using the template provided.
 |  |
| * a signed **copy of the last 2 annual report and accounts (covering three years)** for the Lead Organisation, or provided an explanation if not.
 |  |
| * the completed **workplan** as a PDF using the template provided
 |  |
| * a copy of the **Lead Organisation’s Safeguarding Policy, Whistleblowing Policy, Code of Conduct and Safety and Security Policy or Security Plan** (Question 29).
 |  |
| * **1 page CV or job description for each of the Project Staff** identified at Question 31, including the Project Leader, or provided an explanation of why not, combined into a single PDF.
 |  |
| * a **letter of support** from the Lead Organisation and partner(s) identified at Question 32 and relevant OT Governments, or an explanation of why not, combined into a single PDF.
 |  |
| The additional supporting evidence is in line with the requested evidence, amounts to a maximum of 5 sides of A4, and is combined as a single PDF. |  |
| (If copying and pasting into Flexi-Grant) I have checked that all my responses have been successfully copied into the online application form. |  |
| I have checked the [Darwin Plus website](https://darwinplus.org.uk/apply/) immediately prior to submission to ensure there are no late updates. |  |
| I have read and understood the Privacy Notice on the [Darwin Plus website](https://darwinplus.org.uk/apply/). |  |
| Ensure you submit this application on [Flexi-Grant.](https://bcfs.flexigrant.com/) |  |

**Once you have completed the checklist above, please submit via the** [**Flexi-Grant portal**](https://bcfs.flexigrant.com/)**, not later than 22:59 GMT (23:59 BST) on Monday 7th October 2024**

# Data protection and use of personal data

Information supplied in the application form, including personal data, will be used by Defra as set out in the **Privacy Notice**, available from the [Forms and Guidance Portal](https://darwinplus.org.uk/apply/).

This **Privacy Notice must be provided to all individuals** whose personal data is supplied in the application form. Some information may be used when publicising Darwin Plus including project details (usually title, lead organisation, project leader, location, and total grant value).

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