Application Form for Darwin Plus:

Round 13 – People & Skills

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 23rd September 2024**

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

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| **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. Notification of results will be to 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. Title (Max 10 words)** |
| **Q4a. Is this a resubmission of a previously unsuccessful application to Darwin Plus Fellowships, as this scheme was previously called?****If yes, please ensure you respond to any previous feedback in your cover letter.**  | Yes/No |
| **Q4b. Year and previous application number if known.** |  |

Q5. Project beneficiary/group of beneficiaries

**Please state whether you are applying for an individual or group**

**If individual,** provide thename and official address of proposed Darwin Plus People & Skills beneficiary

Include email details where available. Please include a one page CV with the application.

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| E-mail: |  |

**If a group,** provide a description of the proposed Darwin Plus beneficiaries and their names (if known)

Please include a one page CVs for each individual with the application where available (or explain why not available).

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| Description of who the beneficiaries are: |  |
| Names of individuals in the group (if known): |  |
| Have CVs been provided? | Y/N If no, please explain why (Max 100 words) |

### Q6. Summary of proposed 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.

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| (Max 80 words) |

### Q7. UKOT involved

**Q7a. Please state which UKOT(s) will be involved with the project?** Please note Darwin Plus funding is only eligible for projects working within the UK Overseas Territories (UKOTs).

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**Q7b. Have you included a letter of support from the relevant OT Government(s) and/or OT-based civil society organisation? Yes/No**

**If no**, why not?

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| (Max 50 words) |

### Q8. Project dates

**(Maximum 24 months)**

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| --- | --- | --- |
| Start date:  | End date:  | Duration (e.g. 14 months):  |

### Q9. Budget summary

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| --- | --- | --- | --- | --- |
| Darwin Plus funding request (1 Apr – 31 Mar) | 2025/26£  | 2026/27£  | 2027/28£ | Total request£  |

### Q10. Principals in the project

Please give the details of the individuals from the Lead Organisation (and other organisations if relevant) who would be directly involved in supervising/ working with the beneficiary/ies. Please provide a combined 1-page CV for each of these named individuals and remember to include the beneficiary/ies CVs as part of the PDF. You may copy and paste this table if you need to provide details of more experts.

Please note that the Project Leader is the lead individual who will work closely with or supervise the beneficiary/ies, and will be responsible for all aspects of project delivery if the application is successful.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Details | Project Leader | Other expert | Other expert | Other expert |
| Surname |  |  |  |  |
| Forename(s) |  |  |  |  |
| Post held |  |  |  |  |
| Organisation |  |  |  |  |
| Email |  |  |  |  |

### Q11. Describe briefly the aims, activities and achievements of the employing organisation(s) of the proposed beneficiary/ies.

Large institutions please note this should describe your unit or department.

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| (Max 150 words) |

### Q12. Describe briefly the current role/s of the proposed beneficiary/ies within their organisation(s) and what relevance this has to one or more of the main themes of Darwin Plus.

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 200 words) |

### Q13. Provide a concept note for the project. This should include:

### Q13a. A clear outline of the aim and objectives of the project.

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| (Max 300 words) |

### Q13b. The role of the Project Leader, Lead Organisation and the beneficiary/ies, and others where relevant.

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| (Max 300 words) |

### Q13c. Where appropriate, how the project will contribute towards one or more of the four themes of Darwin Plus in the OTs i.e. what the expected outcome of the project will be.

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| (Max 300 words) |

### Q14. Legacy

Provide information on how the beneficiary/ies will utilise, promote and disseminate the benefits of the project. Will a strategy be developed during the project to ensure this is achieved?

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| (Max 200 words) |

### Q15. Priorities

How will the project assist the OT’s environmental priorities? Please refer to international or national environmental conventions, treaties, agreements, strategies and/or action plans relevant to the OT as appropriate.

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| (Max 200 words) |

### Q16. Collaboration

What collaboration has there been with the proposed beneficiary/ies to date in developing the proposal, and what collaboration is planned for the duration of the project? Where relevant, describe any consultation or collaboration by the proposed beneficiary/ies within their own territory.

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| (Max 200 words) |

### Q17. Where will the beneficiary/ies be based?

Please be specific with organisational details and dates (where more than one location).

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| (Max 200 words) |

### Q18. 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) |

### Q19. Workplan

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

For each activity (add/remove rows as appropriate) indicate the number of quarters it will last, and fill/shade only the quarters in which an activity will be carried out.

### Certification

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.

I enclose one page CVs for the beneficiary/ies, project principals, cover letter, budget, workplan, letter(s) of support, financial evidence (see guidance), and Safeguarding and associated policies as requested in the Guidance Notes.

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

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

**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 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

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|  | Check |
| I have read the [Guidance](https://darwinplus.org.uk/apply/) documents, including the “Guidance Notes for Applicants” 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.  |  |
| The application has been signed by a suitably authorised individual (clear electronic or scanned signatures are acceptable). |  |
| I have provided the relevant letter(s) of support, cover letter, workplan, and CVs with this application. |  |
| I have attached a copy of the Lead Organisation’s Safeguarding Policy, Whistleblowing Policy, Code of Conduct and Safety and Security Policy or Security Plan (Question 18). |  |
| 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 the 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 23rd September 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).