Darwin Plus: Final Report

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

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

**Submission Deadline: no later than 3 months after agreed end date.**

**Submit to:** [BCF-Reports@niras.com](mailto:BCF-Reports@niras.com) including your project ref in the subject line.

Darwin Plus Project Information

|  |  |
| --- | --- |
| Project reference |  |
| Project title |  |
| Territory(ies) |  |
| Lead Organisation |  |
| Project partner(s) |  |
| Darwin Plus Grant value |  |
| Start/end date of project |  |
| Project Leader name |  |
| Project website/Twitter/blog etc. |  |
| Report author(s) and date |  |

**Note**:

* **Please remove the blue guidance notes from all sections before submission.**
* **If there is any confidential or sensitive information within the report that you do not wish to be shared on our website, please ensure you clearly highlight this.**

The Final Report is expected to act as a stand-alone document. It should not be necessary to refer to Annual Reports to obtain evidence of progress or impact.

All Final Reports are reviewed by an independent Monitoring, Evaluation and Learning (MEL) consultant. They will use your agreed application and logframe (or the most recent approved logframe) as a basis of their review. Therefore it is important that you refer back to this document when writing this report. The review acts as an independent viewpoint of whether the project has made the impacts it states based upon the report and associated evidence submitted. **It is strongly recommended that you submit the means of verification listed in your logframe to support your assertions of progress, clearly labelled as annexes and cross-referenced within your reporting**. All supporting material should be submitted in a way that can be accessed and downloaded as one complete package. You should not include links within the document to material that is not in the package of supporting materials, other than links to publicly available websites. You may have already submitted this material with your Annual Reports but please re-submit since this Final Report is expected to act as a stand-alone document.

When making statements of progress or impact please ensure you refer as much as possible to sources of evidence including the indicators and means of verification outlined in your project logframe. For example, when reporting training events, some measure of effectiveness is required in addition to the number of participants and duration. In order to comment on quality of work it is useful to share with the reviewer project documentation such as training manuals, meeting reports, training feedback etc.

**Please note:** Major changes in the logframe (e.g., Output and Outcome level changes) must be approved by NIRAS. You can do this through submission of a Change Request form which can be found [here](https://darwinplus.org.uk/resources/change-request-forms/).

Submission of changes to the project design in preceding Annual Report or in this Final Report does not constitute notification. Changes requiring formal approval include: a delay in project implementation causing a rebudget; staff changes (relating to CVs provided at application stage); changes in Outputs or Outcome; project termination. If not clear whether a change requires formal approval please check with [BCF-Reports@niras.com](mailto:BCF-Reports@niras.com).

**Report format:** This report should be sent in MS Word only (if you have concerns about layout you may submit a PDF but this is in addition to a Word version). If you have already answered a question in one section, do not repeat the information in another section, but refer back to the section number.

Each section contains questions to guide the completion of the report.

Not all guiding questions have to be answered - Project Leaders should exercise judgement as to those most relevant to the project.

The assumption is that project partners will play an active role in writing the report.

# Project Summary

Please provide a brief overview of your project and what the project aimed to achieve.

* Please describe the problem your project was trying to address.
* What environmental/climate change challenge was the project designed to address?
* Why are these challenges relevant and for whom? How did you identify these problems?
* What was the project designed to do to address these challenges?
* Briefly describe the location (with a map if possible) of the project.

You may find it helpful to refer to your original application form, and you may use text from your application form or previous reports to provide information in this section, ensuring you update it as relevant.

# Project Partnerships

Darwin Plus projects are required to be collaborative.

Please describe the support or engagement between all formal partners and key stakeholders and this project, and how this has developed over the life of the project. You should focus on:

* Whether partnerships were based on demand stemming from Territory/ies or communities, and the extent to which all partners were involved in project planning, monitoring and evaluation and/or decision making. The roles of the various partners in the project. Were they all involved in writing/preparing this Final Report?
* How was the Government of the Territory involved in the project?
* Particular achievements, lessons, strengths or challenges with the partnership(s) and how the latter has been addressed
* Whether the partnerships are likely to maintain a relationship after project completion. Describe how relevant local institutions, local communities and technical specialists who are not formally partners in the project have been involved as appropriate.

Please support all comments with evidence.

# Project Achievements

This section (3.1- 3.3) is the main narrative report on project achievement and should be a flowing paragraphed presentation written in a formal style. Sub-sections reflect the progress against the project’s logframe. We do not require a summary at the start, just clear reporting under 3.1 to 3.3. Please ensure that you clearly refer to evidence to support the narrative.

Annex 1 requires you to provide a **condensed version** of this narrative against the logframe Impact, Outcome and Outputs. In this section (3.1 to 3.4) and in Annex 1 please report against the Outcome and Output indicators in the latest approved version of the logframe. Please also include your full project logframe in Annex 2. If there have been changes to the logframe please indicate where these are, and please note that, as described above, major changes to the logframe must be submitted for approval by separate email.

## Outputs

Did the project achieve its intended Outputs? Address each Output in turn, identifying the baseline condition, change recorded to project end, and the source of evidence for this change. You should consider:

* What Outputs did you set in your application?
* Did the project achieve its Outputs as laid out in the logframe? Use the indicators in your logframe to demonstrate progress/success for each Output. Concentrate on the actual changes achieved rather than listing a series of activities undertaken. Activity does not necessarily mean a change has occurred.
* Did the project encounter problems, either anticipated or unexpected, in achieving the Outputs? If so, had you identified these in the assumptions of your original logframe? How were they resolved?

Please support all comments with reference to evidence and logframe indicators.

## Outcome

* Did the project achieve its intended Outcome (as laid out in the original logframe unless a change has been approved)?
* What evidence/indicators can you present to support this? Please reference the agreed indicators in the logframe and means of verification as listed in the logframe in addition to any other sources of evidence used to support your comments.
* If your project did not fully achieve the project Outcome what was the reason for this? Was it due to factors outside your control? If so, had you identified these in the assumptions of your original logframe? If it was due to factors outside your control, please comment on what actions you took to recover from this?

Please support all comments with reference to evidence and logframe indicators.

## Monitoring of assumptions

Monitoring of critical conditions (risks and assumptions) is crucial to project success. For this section, consider the following;

* Were Outcome and Output level assumptions monitored throughout the course of the project?
* If there were changes in assumptions, how did the project meet or manage these?

Please support comments with evidence.

# Contribution to Darwin Plus Programme Objectives

Section 4 should be concise and ideally no more than 3 pages long. Please support comments with evidence and report against Darwin Plus Standard Indicators (see Annex 3 for details). It is unlikely that each Darwin Plus project will have made contributions to all of these higher level Programme objectives, therefore please only concentrate on those to which your project has made significant contribution. Please do not use this section to merely report on the activities carried out by the project – try to consider the Impact and Outcome of these activities instead. We do not require a summary at the start, just clear reporting under 4.1 to 4.2.

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

How has the project helped to deliver long-term strategic outcomes for the natural environment in the Overseas Territory/ies?

* Describe what the project has achieved and what will change as a result of the project.
* What contribution did your project make to key UKOT Government priorities and themes e.g. Environmental Charters, national biodiversity strategies, and environmental action plans etc.
* How did the project support the host Territory/ies to meet their obligations under multi-lateral agreements extended to the UKOTs, particularly those on biodiversity and climate change?
* Has the project influenced wider decision making and in any way helped embed environmental issues into decision making?

## Gender Equality and Social Inclusion (GESI)

Please complete the table below for information on the involvement of women in your project’s governance, and provide an assessment of where you think your project sits on the Gender Equality and Social Inclusion (GESI) scale provided below. The scale goes from less ambitious to more ambitious moving top to bottom. As a reminder, all BCFs projects should be aiming for a GESI Sensitive approach at a minimum.

|  |  |
| --- | --- |
| Please quantify the proportion of women on the Project Board[[1]](#footnote-2). |  |
| Please quantify the proportion of project partners that are led by women, or which have a senior leadership team consisting of at least 50% women[[2]](#footnote-3). |  |

|  |  |  |
| --- | --- | --- |
| **GESI Scale** | **Description** | **Put X where you think your project is on the scale** |
| **Not yet sensitive** | The GESI context may have been considered but the project isn’t quite meeting the requirements of a ‘sensitive’ approach |  |
| **Sensitive** | The GESI context has been considered and project activities take this into account in their design and implementation. The project addresses basic needs and vulnerabilities of women and marginalised groups and the project will not contribute to or create further inequalities. |  |
| **Empowering** | The project has all the characteristics of a ‘sensitive’ approach whilst also increasing equal access to assets, resources and capabilities for women and marginalised groups |  |
| **Transformative** | The project has all the characteristics of an ‘empowering’ approach whilst also addressing unequal power relationships and seeking institutional and societal change |  |

Please justify your assessment and provide evidence.

* How have you taken in to account the GESI context in designing your approach?
* How have you ensured meaningful participation for all engaged in the project?
* Explain whether and how your project has made it more equitable for women and marginalised groups?
* If you have not made it more equitable, can you demonstrate that it is not more inequitable?
* What lessons have you learnt from this?

If there have been any notable achievements or changes to approach please include these within your response.

# Monitoring and evaluation

Please record any major changes in the project design, especially approved changes to the logframe. Annex 2 is the full final logframe, including means of verification and indicators, Annex 1 provides for a narrative report against the final logframe).

Looking back over the life of the project, was the M&E system practical and helpful to provide useful feedback to partners and stakeholders? Did partners share the M&E work or was this the role of one organisation? How was this information shared amongst partners/stakeholders?

During the lifetime of the project, has there been an internal or external evaluation of the work or are there any plans for this? Note succinctly the key findings from any evaluation and whether these were useful for the project.

# Lessons learnt

Use of lessons learned is important for continuous improvement and adaptive management. This includes lessons from all levels including administrative, management, technical, and M&E. What lessons learned/or failures/challenges from this project could be used to improve/inform future Darwin Plus projects or the wider Darwin Plus programme?

When writing this section, consider the following:

* What worked well, and what didn’t work well?
* If you had to do it again, what would you do differently?
* What recommendations would you make to others doing similar projects, for example tackling the same issues or working in the same geographical area?
* What key lessons have been learnt as a result of this project? (including administrative, management, technical, M&E).

# Actions taken in response to Annual Report reviews

For those that have received feedback from Annual Reports, have you responded to all issues raised in the reviews of your Annual Reports? Please use this section as an opportunity to comment on any outstanding issues.

Have you discussed the reviews with your partners and other collaborators?

# Sustainability and Legacy

Discuss the profile of the project within the Territory/ies and what efforts have been made during the lifetime of the project to promote the work.

* Please comment on which project achievements are most likely to endure, and why.
* Are the intended sustainable benefits post-project still valid given the project is now running, or have you made changes to what was originally proposed?
* What will happen to project staff and resources now the Darwin Plus funding has ceased?
* Please describe any action you have taken as part of the project’s open access plan.
* Has there been any impact on policy in the host Territory/ies?

# Darwin Plus Identity

* What effort has the project made to publicise Darwin Plus, e.g. where did the project use the Darwin Plus logo and promote funding opportunities or projects?
* How has the UK Government’s contribution to your project’s work been recognised?
* Was the Darwin Plus funding recognised as a distinct project with a clear identity or did it form part of a larger programme?
* To what extent is there an understanding of Darwin Plus within the host country and who is likely to be familiar with it?
* If you have a X (Twitter)/Instagram/Flickr/Blog/YouTube etc. account, is this effective and have you linked back to the Darwin Plus / Biodiversity Challenge Funds social media accounts?

# Risk Management

* Have any new risks arisen in the last 12 months that were not previously accounted for?
* Has the project made any significant adaptations to the project design to address changes to risk?

# Safeguarding

Biodiversity Challenge Funds are committed to supporting projects develop and strengthen their safeguarding capabilities and capacity to prevent, listen, respond and learn. Defra will not automatically penalise projects where safeguarding concerns are identified, but will help projects respond and learn from the experience.

|  |  |
| --- | --- |
| Has your Safeguarding Policy been updated in the past 12 months? | Yes/No |
| Have any concerns been investigated in the past 12 months | Yes/No |
| Does your project have a Safeguarding focal point? | Yes/No [*If yes, please provide their name and email]* |
| Has the focal point attended any formal training in the last 12 months? | Yes/No [*If yes, please provide date and details of training*] |
| What proportion (and number) of project staff have received formal training on Safeguarding? | Past: % [and number]  Planned: % [and number] |
| Has there been any lessons learnt or challenges on Safeguarding in the past 12 months? Please ensure no sensitive data is included within responses. | |
| Please describe any community sensitisation that has taken place over the lifetime of the project; include topics covered and number of participants. | |
| Have there been any concerns around Health, Safety and Security of your staff over the lifetime of the project? If yes, please outline how this was resolved. | |

# Finance and administration

This section seeks information about the finances of your project **since your last Annual Report**.

Please amend the financial years in the tables to suit the reporting period and add/remove rows in the sub-tables if necessary. If you need to provide information for more than one Financial Year (FY), please copy the table below and amend the FYs as required. You should not mix reporting of different FYs. If all receipts have not yet been received, please provide indicative figures and clearly mark them as Draft. The Actual claim form will be taken as the final accounting for funds.

## Project expenditure

Complete the expenditure table below, providing a breakdown of salaries, capital items and explanations of ‘Other’ costs. If the budget was changed since the project started, please clarify the main differences. **Explain in full** any significant variation in expenditure where this is +/- 10% of the approved budget lines**.**

| **Project spend (indicative) since last Annual Report** | **2023/24**  **Grant**  **(£)** | **2023/24 Total actual Darwin Plus Costs (£)** | **Variance**  **%** | **Comments (please explain significant variances)** |
| --- | --- | --- | --- | --- |
| Staff costs |  |  |  |  |
| Consultancy costs |  |  |  |  |
| Overhead Costs |  |  |  |  |
| Travel and subsistence |  |  |  |  |
| Operating Costs |  |  |  |  |
| Capital items |  |  |  |  |
| Others |  |  |  |  |
| **TOTAL** |  |  |  |  |

|  |  |
| --- | --- |
| **Staff employed**  **(Name and position)** | **Cost**  **(£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

|  |  |
| --- | --- |
| **Consultancy – description and breakdown of costs** | **Other items – cost (£)** |
|  |  |
| **TOTAL** |  |

|  |  |
| --- | --- |
| **Capital items – description** | **Capital items – cost (£)** |
|  |  |
| **TOTAL** |  |

|  |  |
| --- | --- |
| **Other items – description** | **Other items – cost (£)** |
|  |  |
| **TOTAL** |  |

## Additional funds or in-kind contributions secured

Please confirm the matched funds raised for this project – matched funding includes co-finance as well as in-kind contributions. This will include funds indicated at application stage as confirmed or unconfirmed, as well as additional funds raised during the project lifetime. Please include all funds relevant to running the project (in the first table) as well as funds mobilised for additional work after the project ends building on evidence, best practices and the project (in the second table).

|  |  |
| --- | --- |
| **Matched funding leveraged by the partners to deliver the project** | **Total**  **(£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

|  |  |
| --- | --- |
| **Total additional finance mobilised for new activities occurring outside of the project, building on evidence, best practices and the project** | **Total**  **(£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

## Value for Money

Provide comment on the value for money provided by this project. Annex B of the [Finance Guidance](https://darwinplus.org.uk/resources/finance-guidance-and-claims-templates/) helps explain what we mean by value for money.

* Was the project good value for money?
* What evidence can you provide to support this?
* Value for money doesn’t necessarily mean we are looking for the cheapest things, but focuses on the economy, efficiency and effectiveness with which desired outputs were achieved. Are there specific challenges in providing value for money for projects within the UKOTs?

# Other comments on progress not covered elsewhere

Please use this section to provide any further comments that have not been covered elsewhere in this report. Issues that might be covered in this section include:

* Has the design of the project been enhanced over its lifetime, e.g. refining methods, or exit strategy?
* Discuss any significant difficulties encountered over the lifetime of the project and steps taken to overcome these if not already discussed elsewhere.
* Are there any issues you would like to raise with Darwin Plus? Please highlight anything sensitive as this can be redacted prior to this report being published.

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

I agree for the Biodiversity Challenge Funds 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 this section you have the chance to let us know about outstanding achievements of your project that you consider worth highlighting to the Biodiversity Challenge Funds Secretariat. This could relate to achievements already mentioned in this report, on which you would like to expand further, or achievements that were in addition to the ones planned and deserve particular attention e.g. in terms of best practice. It may also include figures or case studies related to particular Darwin Plus Programme Objectives. We may use material from this section to promote the achievements of Darwin Plus and the knowledge generated by Darwin Plus projects. This may include publication in the Defra Annual Report, Darwin Plus promotional material, including to the Biodiversity Challenge Funds social media platforms, or on the Biodiversity Challenge Funds’ or GOV.UK websites.\* **Please limit text to 400 words.**

Please also include *at least* one engaging good quality image, video or graphic\*\* that you consent to be used alongside the above text in Defra communications material. Please ensure that:

* you have left the above agreement clause to indicate your consent. Text without this will not be used
* any images or videos are sent as separate files and not embedded in the body of the report
* the file location and / or name of these files is clearly stated, and that the file name includes your project reference number
* you provide a short descriptive caption for each photograph, video or graphic, including the location (country) and photo or video credit
* you list any accounts that you would like tagged in online posts. This can include project pages, partners’ pages or individuals’ accounts for any of the following platforms: LinkedIn, Facebook, X (Twitter) and/or Instagram
* please also ensure that any people in the images or videos you share have consented to having their photograph taken

\* Please don’t hesitate to let us know if you have other materials, besides content for Outstanding Achievements, that you would like us to share via our platforms. For example, if you have content that was created in the course of the project, such as explanatory videos or impact graphics for reports, these can also be used for promotional purposes.

\*\* Projects that do not provide an image, video or graphic to accompany the text are less likely to have their texts selected for the purpose of publication. However, if you have no photos for reasons of sensitivity, then do please state that clearly and the Defra Comms team can work to create an alternative graphic.

Image, Video or Graphic Information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **File Type (Image / Video / Graphic)** | **File Name or File Location** | **Caption, country and credit** | **Online accounts to be tagged (leave blank if none)** | **Consent of subjects received (delete as necessary)** |
|  |  |  |  | Yes / No |
|  |  |  |  | Yes / No |
|  |  |  |  | Yes / No |
|  |  |  |  | Yes / No |
|  |  |  |  | Yes / No |

1. Report of progress and achievements against logframe for the life of the project

|  |  |
| --- | --- |
| **Project summary** | **Progress and achievements** |
| **Impact**  Insert agreed project Impact statement | (Report on any contribution towards positive impact on biodiversity or positive changes in the conditions of human communities associated with biodiversity e.g. steps towards sustainable use or equitable sharing of costs or benefits) |
| **Outcome**(Insert **agreed** project Outcome statement) | (Report progress against indicators, and reference where evidence is provided e.g. Evidence provided in section 3.2 of report and Annex X). This should be a **condensed summary** of your reporting in section 3.2 of the report) |
| Outcome indicator 0.1 |  |
| Outcome indicator 0.2, Etc.  Insert additional rows depending on how many indicators you have |  |
| **Output 1** (Insert **agreed** Outputs with indicators relevant to that Outputs in lines below). | |
| Output indicator 1.1 (Insert original Output level indicators) | (Report progress against indicators, and reference where evidence is provided e.g. Evidence provided in section 3.1 of report and Annex Y). This should be a **condensed summary** of your reporting in section 3.1 of the report) |
| Output indicator 1.2, Etc.  Insert additional rows depending on how many indicators you have |  |
| **Output 2.** (Insert **agreed** Output) | |
| Output indicator 2.1. |  |
| Output indicator 2.2. Etc. |  |
| **Output 3.** Etc. | |

1. Project’s full current logframe as presented in the application form (unless changes have been agreed)

|  |  |  |  |
| --- | --- | --- | --- |
| **Project summary** | **SMART Indicators** | **Means of verification** | **Important Assumptions** |
| **Impact:** | | | |
| **Outcome:** |  |  |  |
| **Output 1**  Add more outputs as necessary | 1.1  1.2  1.3 etc. | 1.1  1.2  1.3 etc. |  |
| **Output 2** | 2.1  2.2 | 2.1  2.2 |  |
| **Output 3** | 3.1 | 3.1 |  |
| **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) | | | |

Annex 3 Standard Indicators

The Biodiversity Challenge Funds (BCFs) use high quality and accessible Monitoring, Evaluation and Learning (MEL) to enable scaling, replication and increase the impact of the funds and the projects we support.

By asking project teams to report against a minimum of three Darwin Plus Standard Indicators, we aim to increase our contribution to the global evidence base for activities that support biodiversity conservation, poverty reduction and capability & capacity.

The tables below are provided to assist project teams in reporting against Standard Indicators. Please report against the Standard Indicators that you have selected specifically for your project in Table 1 below. Refer to the Standard Indicator Guidance & Menu available on the [Darwin Plus website](https://darwinplus.org.uk/resources/monitoring-evaluation-and-learning/) for guidance on how to select indicators, as well as how to disaggregate reporting within your chosen indicators.

You should copy and paste the information from previous years and add in data for the full lifetime of your project.

We recognise that the Standard Indicators in our menu are by nature general. We also ask you to develop your own Project Indicators. These should be more specific and relevant to your project. See our BCF MEL guidance on best practices for selecting and developing Project Indicators (which are reported against in your logframe).

**Table 1 Project Standard Indicators**

| **DPLUS Indicator number** | **Name of indicator** | **Units** | **Disaggregation** | **Year 1 Total** | **Year 2 Total** | **Year 3 Total** | **Total achieved** | **Total planned** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| E.g. DPLUS-A01 | E.g. Number of people in eligible countries who have completed structured and relevant training | People | Men | 20 | 10 | 50 | 60 | 80 |
| E.g. DPLUS-A01 | E.g. Number of people in eligible countries who have completed structured and relevant training | People | Women | 30 | 0 | 10 | 30 | 40 |
| E.g. DPLUS-B01 | E.g. Number of new or improved habitat management plans available and endorsed | Number | New | 1 | 0 | 1 | 2 | 2 |
| E.g. DPLUS-B01 | E.g. Number of new or improved habitat management plans available and endorsed | Number | Improved | 1 | 0 | 2 | 3 | 3 |

In addition to reporting any information on publications under relevant standard indicators, in Table 2, provide full details of all publications and material produced over the last year that can be publicly accessed, e.g. title, name of publisher, contact details, cost. Mark with an asterisk (\*) all publications and other material that you have included with this report.

**Table 2 Publications**

| **Title** | **Type**  (e.g. journals, manual, CDs) | **Detail**  (authors, year) | **Gender of Lead Author** | **Nationality of Lead Author** | **Publishers**  (name, city) | **Available from**  (e.g. weblink or publisher if not available online) |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Annex 4 Darwin Plus Contacts**

To assist us with future evaluation work and feedback on your report, please provide details for the main project contacts below. If you are providing personal details on behalf of someone else, please ensure that they have agreed to sharing their information with us.

Please add new sections to the table if you are able to provide contact information for more people than there are sections below.

Please see our Privacy Notice on how contact details will be used and stored: <https://darwinplus.org.uk/privacy-policy/>

|  |  |
| --- | --- |
| **Ref No** |  |
| **Project Title** |  |
|  | |
| **Project Leader Details** | |
| Name |  |
| Role within Darwin Plus Project |  |
| Address |  |
| Phone |  |
| Fax/Skype |  |
| Email |  |
| **Partner 1** | |
| Name |  |
| Organisation |  |
| Role within Darwin Plus Project |  |
| Address |  |
| Fax/Skype |  |
| Email |  |
| **Partner 2 etc.** | |
| Name |  |
| Organisation |  |
| Role within Darwin Plus Project |  |
| Address |  |
| Fax/Skype |  |
| Email |  |

**Annex 5 Supplementary material (optional but encouraged as evidence of project achievement)**

This may include outputs of the project, but need not necessarily include all project documentation. For example, the abstract of a conference would be adequate, as would be a summary of a thesis rather than the full document. If we feel that reviewing the full document would be useful, we will contact you again to ask for it to be submitted.

It is important, however, that you include enough evidence of project achievement to allow reassurance that the project is continuing to work towards its objectives. Evidence can be provided in many formats (photos, copies of presentations/press releases/press cuttings, publications, minutes of meetings, questionnaires, reports etc.) and you should ensure you include some of these materials to support the Final Report text.

If you are attaching separate documents, please list them here with an Annex reference number so that we can clearly identify the correct documents.

**Checklist for submission**

|  |  |
| --- | --- |
|  | Check |
| Different reporting templates have different questions, and it is important you use the correct one. Have you checked you have used the **correct template** (checking fund, type of report (i.e. Annual or Final), and year) and **deleted the blue guidance text** before submission? |  |
| **Is the report less than 10MB?** If so, please email to [BCF-Reports@niras.com](mailto:BCF-Reports@niras.com) putting the project number in the Subject line. |  |
| **Is your report more than 10MB?** If so, please discuss with  [BCF-Reports@niras.com](mailto:BCF-Reports@niras.com) about the best way to deliver the report, putting the project number in the Subject line. All supporting material should be submitted in a way that can be accessed and downloaded as one complete package. |  |
| If you are submitting photos for publicity purposes, **do these meet the outlined requirements (see section 14)?** |  |
| **Have you included means of verification?** You should not submit every project document, but the main outputs and a selection of the others would strengthen the report. |  |
| Have you involved your partners in preparation of the report and named the main contributors |  |
| Have you completed the Project Expenditure table fully? |  |
| Do not include claim forms or other communications with this report. | |

1. A Project Board has overall authority for the project, is accountable for its success or failure, and supports the senior project manager to successfully deliver the project. [↑](#footnote-ref-2)
2. Partners that have formal governance role in the project, and a formal relationship with the project that may involve staff costs and/or budget management responsibilities. [↑](#footnote-ref-3)