

Darwin Plus Local Round 5 Projects Webinar



Objectives



- To provide an introduction to the BCFs
- To 'meet' the key Darwin Plus Local people and understand their roles
- To outline the administration and reporting requirements under Darwin Plus Local



Your panel today



Andy East - NIRAS

BCFs Communications and Capability & Capacity Lead

BCF-Comms@niras.com



Victoria Reilly-Pinion - NIRAS

BCFs Programme Manager



Eilidh Young - NIRAS

BCFs Lead Administrator - focal point for Darwin Plus

BCF-DPLUS@niras.com



Esme Hedley - NIRAS

BCFs Communications and Capability & Capacity Assistant

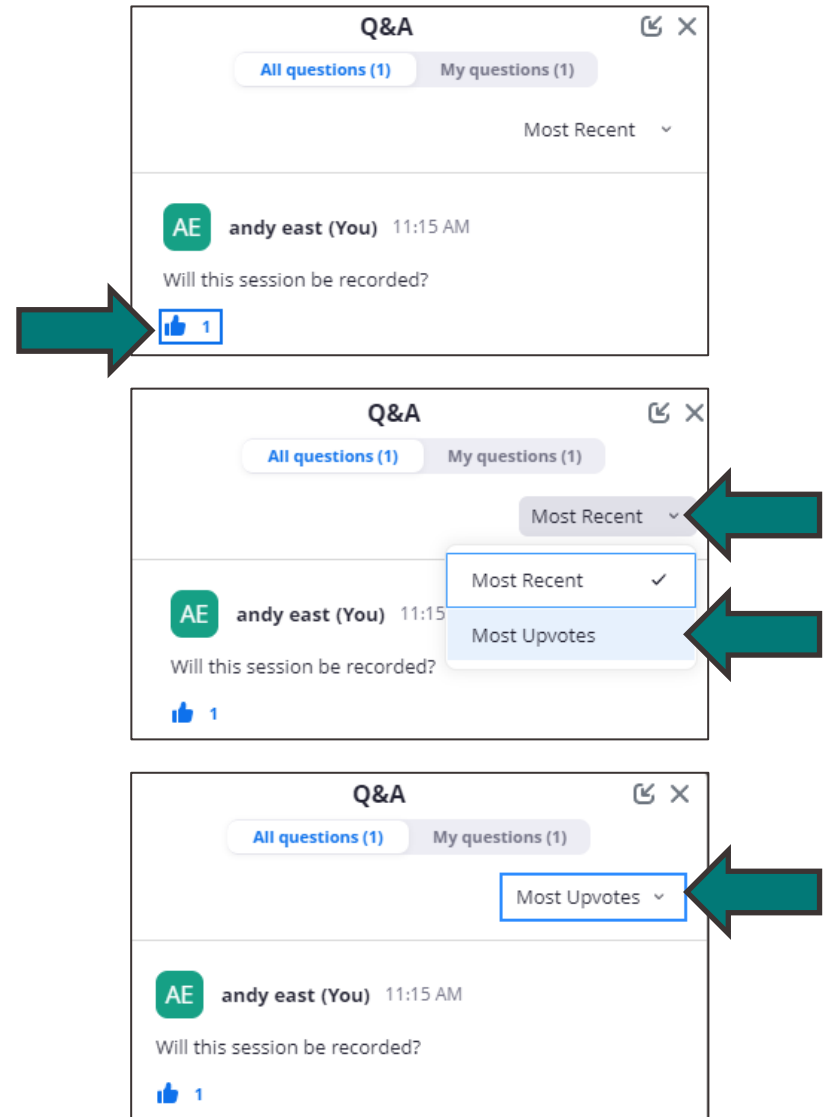
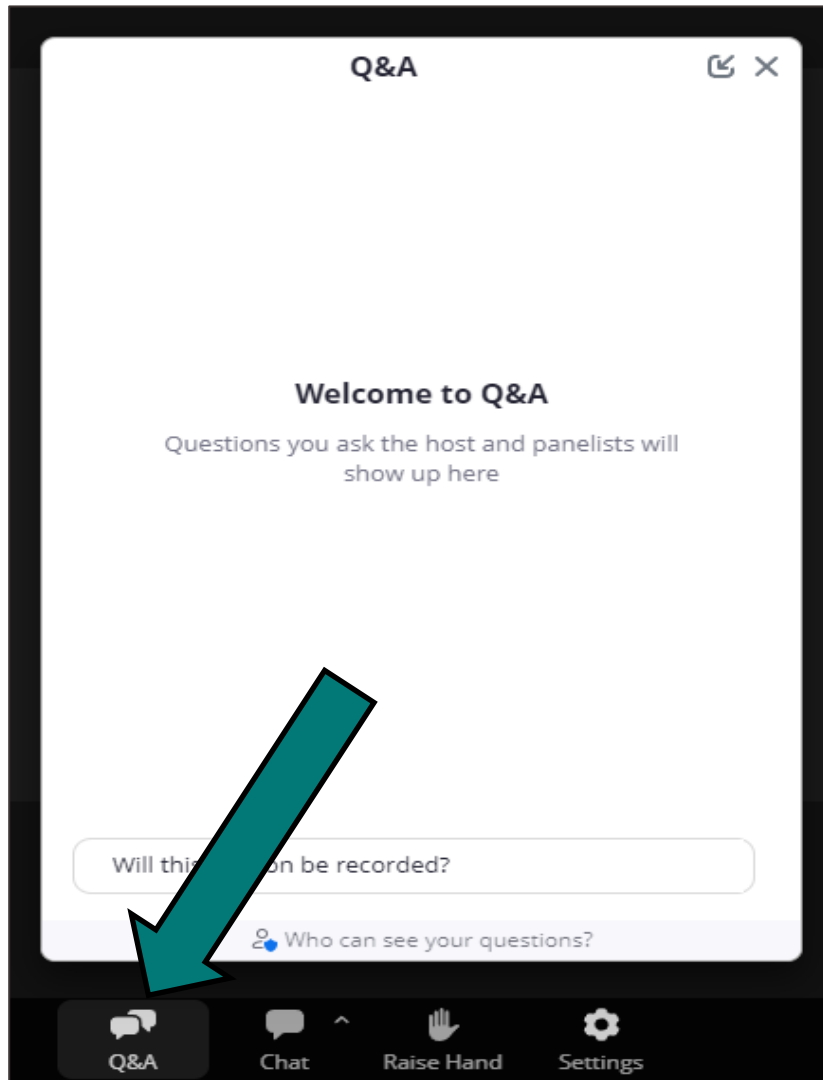
BCF-Comms@niras.com



Seun Alaba - Defra

Darwin Plus Local Focal point

Housekeeping - Q&A





Poll

Agenda



- Overview of application round
- Key people
- Administrative and financial requirements
- Change requests
- Question and answer session
- Reporting requirements – run through of reporting form
- Gender Equality & Social Inclusion (GESI) and Safeguarding
- Communications and key contacts
- Question and answer session

Darwin Plus Results



Darwin Plus Local

- Round 4 – 36 applications, 16 funded
- **Round 5 – 58 applications, 31 funded**

Darwin Plus Main Round 13

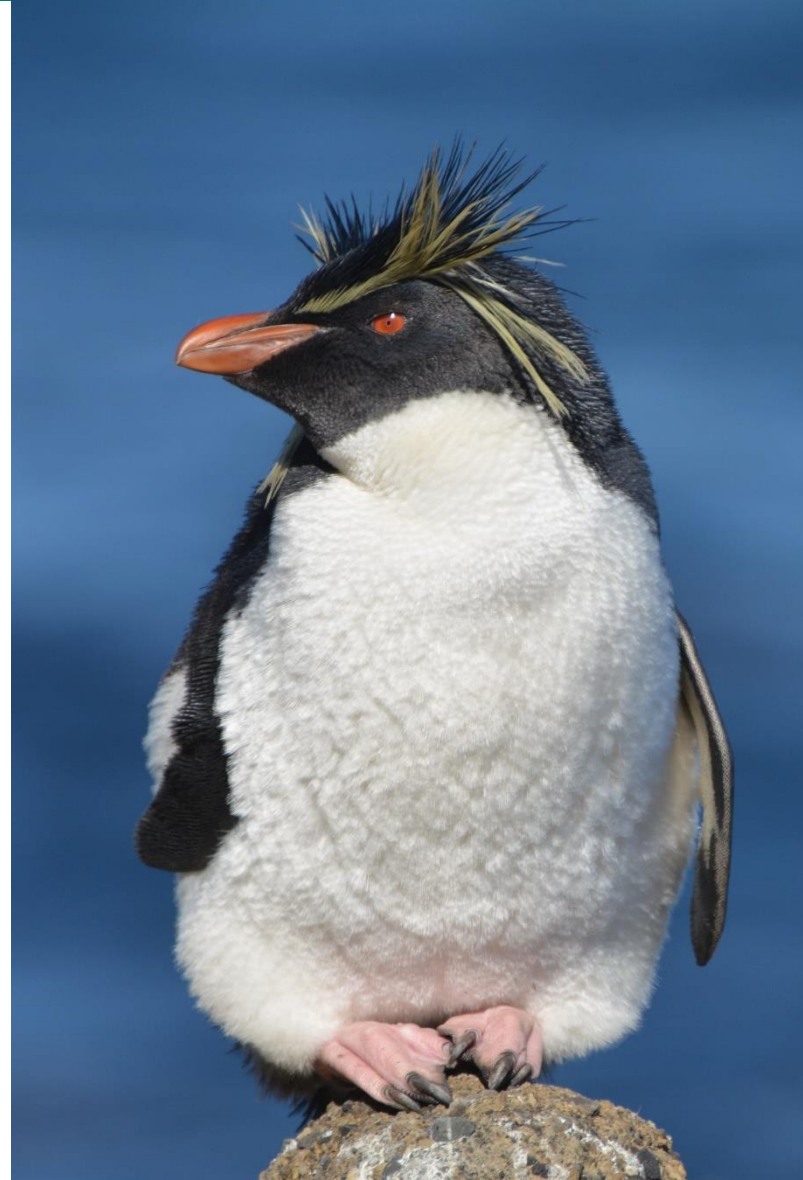
- 25 applications received at Stage 1
- 20 applications invited to Stage 2
- 5 new main projects funded

Darwin Plus People & Skills Round 13

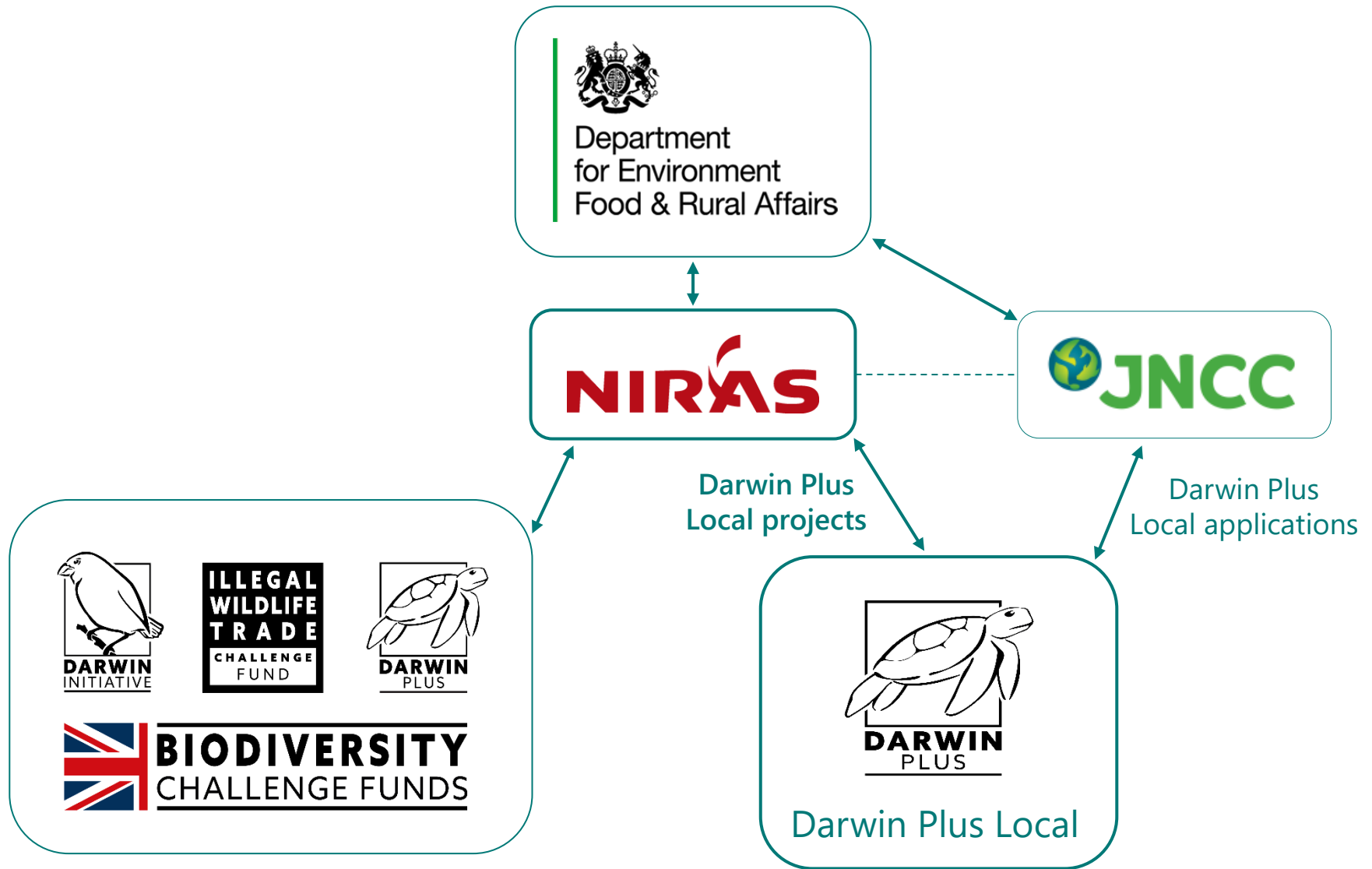
- 10 applications, 6 funded

Darwin Plus Strategic Round 13

- 5 applications, 1 funded



Darwin Plus Stakeholders



Darwin Plus in Defra



- Gabrielle Edwards (Deputy Director for Access, Landscapes and Peatland Soils / Senior Responsible Officer for Darwin Plus)
- Jordan Newman (Head of Biodiversity in the Overseas Territories)
- Jasmine Parkinson (Programme Manager for Darwin Plus)
- Seun Alaba (Programme Manager for Darwin Plus Local)



Mailboxes



Please select the correct mailbox email address for your query and ensure that you only use **one email address per email** - including more than one may take longer to get a response.

Please make sure to include your project reference number in the email.

Finance: BCF-Finance@niras.com

- Finance related queries, Change Requests, and claims:

Reporting: BCF-Reports@niras.com

General: BCF-DPLUS@niras.com

Communications: BCF-Comms@niras.com

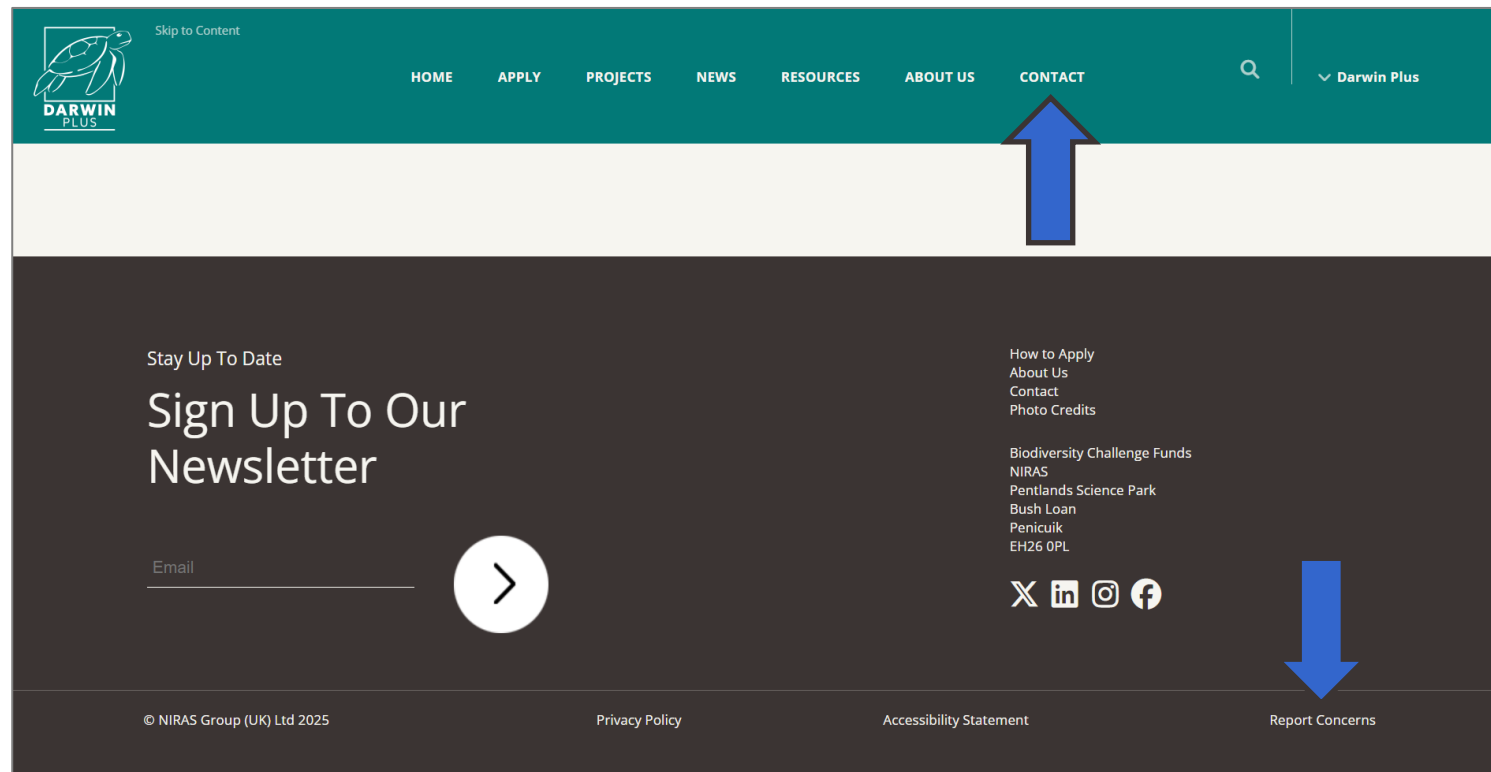
JNCC Darwin Plus Local: DarwinPlusLocal@jncc.gov.uk

Issues reporting



Projects have a responsibility to report to Defra in all cases of fraud or safeguarding breaches (whether proven or suspected). These should be reported to:

- Fraud and error concerns: fraudanderror@defra.gov.uk
- Safeguarding concerns: ODA.Safeguarding@defra.gov.uk



Resources



<https://darwinplus.org.uk/resources>

Skip to Content

HOMEAPPLYPROJECTSNEWSRESOURCESABOUT USCONTACT

QDarwin Plus

Resources

Here you will find resources available to help you and your project. These resources include various templates, guidelines and best practices, information on branding and public relations requirements, and can be downloaded through the relevant pages below.



Change Request Forms



Finance Guidance and Claims Templates



Workshops and Webinars

Administrative and Financial Requirements



Department
for Environment
Food & Rural Affairs



Offer paperwork



- All new D+ Local projects have now had paperwork
- Project paperwork includes project reference which you should use in all comms
- Package of materials including an Offer Letter, Grant Acceptance Form (GAF) and Supplier Form
- Return the GAF and Supplier Form to BCF-Finance@niras.com
- Letter and GAF for those with 2026-27 budget



Terms & Conditions



- Are based on standard wording across Defra grants with changes we have specifically agreed for our funds – available on the fund website (Resources > Terms and Conditions)
- Confirms how the funds can be used e.g. no UK party political use
- Outlines the rights retained by Defra should grantees not follow requirements e.g. reclaiming of funds, eligibility of future applications, and are reviewed/updated annually
- Asset register requirement
- Requirements re branding/communicating about your project
- Safeguarding

Financial reporting requirements



- Claims over two different financial years means the process may appear more complicated
- If you have budget in 2026-27, you will receive a letter in February asking you to confirm the amount – you must return this for the award to be available
- Important to claim and spend in the relevant financial year
- Remember you need to submit a claim at the end of your project showing how much you have actually spent
- If you think you might not spend the full award, do not claim the full advance figure

Claims process 2025-26

Process for projects that will end by 31 March 2026

- Advance payment = 85% of total award
- Advanced Claim Form submitted with signed grant acceptance form

Advanced Claim

Actual Claim

- Balance payment = 15% of total award or £3,000 (whichever is greater)
- Actual Claim Form submitted for balance payment **no later than two months after project end date**

Claims Process Example 2025-26



Project X:

- Awarded £50,000 total
 - 15% balance to retain till project end = £7,500
- Start date: October 2025
- End date: March 2026

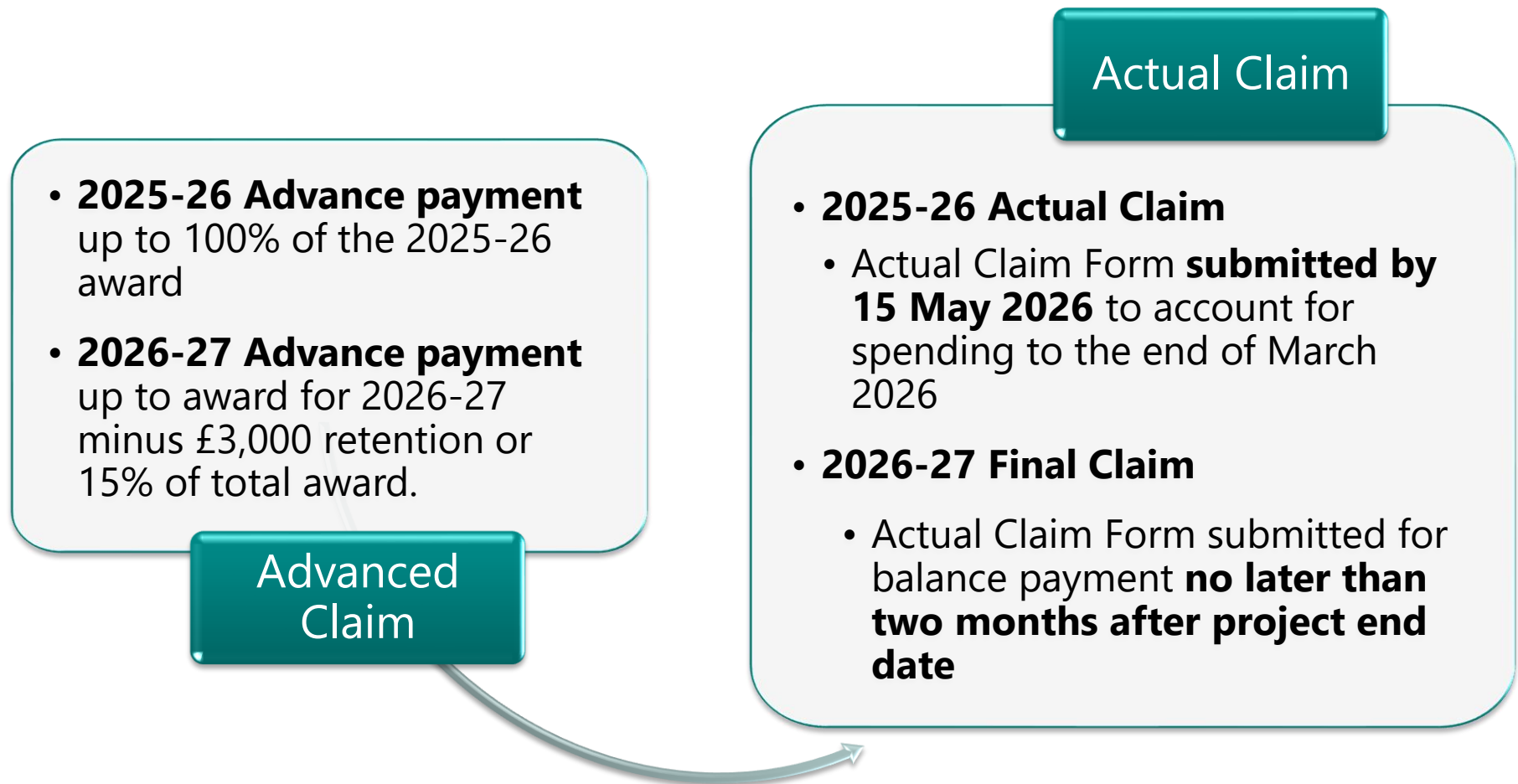
2025-26

Claim	Amount	Submission Date	Period to spend the money
Advanced Claim	Up to 42,500	October 2025	October 2025 – 31 March 2026
Actual Claim	Up to £50,000	May 2026	Accounting for full award figure for 2025-26. Any underspend will be reclaimed

Claims process 2025-27



Process for projects that have agreed budget after 31 March 2026



Claims Process Example 2025-27



Project Y:

- Awarded £50,000 total : 2025-26 award £30,000; 2026-27 award £20,000
 - 15% balance to retain till project end = £7,500
- Start date: 1 October 2025 - Financial year 2025/26 (1 April 2025 – 31 March 2026)
- End date: 31 December 2026 - Financial year 2026/27 (1 April 2026 – 31 March 2027)

2025-26

Claim	Amount	Submission Date	Period to spend the money
Advanced Claim	£30,000	October 2025	1 October 2025 – 31 March 2026
Actual Claim	£30,000	May 2026	Accounting for full award figure for 2025-26. Any underspend will be offset against claims in 2026-27

2026-27

Claim	Amount	Submission Date	Period to spend the money
Advanced Claim	£12,500	April 2026	1 April 2026 – 31 December 2026
Final Claim	£20,000	February 2027	Accounting for full award figure for 2026-27 and claiming any balance or returning unspent funds

Claims process - form



Advance Claim – consider how much advance you need and will actually spend in the period and do not overclaim

Actual Claim – a Word document and an Excel spreadsheet to complete

Complete all tabs in the spreadsheet as some pull through to the Actuals tab

If you need help, the BCF Finance team will be happy to support you:

BCF-Finance@niras.com



Key resources



Resources > Finance Guidance and Claims Templates

Resources

[< Back](#)

- > Resources
- > Change Request Forms
- > Finance Guidance and Claims Templates
- > Workshops and Webinars
- > Report and Review Templates
- > Risk Management
- > Monitoring, Evaluation and Learning
- > Gender Equality and Social Inclusion
- > Safeguarding
- > Terms and Conditions
- > Information Notes
- > Project Publicity
- > Advisory Group Resources
- > Frequently Asked Questions

Finance Guidance and Claims Templates

Introduction

Please ensure that you download the form for the quarter that your claim relates to. If you are unsure which form to use, please contact the Darwin Plus Administrative team at BCF-Finance@niras.com.

Guidance

Finance Guidance

- [Darwin Plus Finance Guidance](#)
- [Darwin Plus Local Round 5 Finance Guidance](#)

Guidance Videos

- Guidance for translating subtitles and slowing down videos on YouTube can be viewed [here](#).

Advanced Claims & Forecasting guidance video:

Key resources



Resources > Terms and Conditions

Resources

< Back

> Resources

> Change Request Forms

> Finance Guidance and Claims Templates

> Workshops and Webinars

> Report and Review Templates

> Risk Management

> Monitoring, Evaluation and Learning

> Gender Equality and Social Inclusion

> Safeguarding

> Terms and Conditions

> Information Notes

> Project Publicity

> Advisory Group Resources

> Frequently Asked Questions

Terms and Conditions

[Schedule of Terms and Conditions – Darwin Plus](#)

[Key Terms and Conditions for Darwin Plus Local](#)

Change Requests



Department
for Environment
Food & Rural Affairs



Change Requests



Communicate with us if you are making changes to your project.

- Projects looking to make significant changes (both technical and financial) must submit a Change Request.
- This includes:
 - Re-budgets – moving funds into a new financial year
 - Virements – moving totals between budget lines
 - Changes to project activities and design, especially if quite different like now involving children
 - Staff changes (senior technical staff) including CV
 - Timing changes (e.g. extensions)
- Email for advice if not sure

Change Request Form



- Requests should be clearly justified – ensure you answer the questions in the form!
- Deadline **31 December each year for financial changes** – strictly applied
- Previous requests noted
- Significant financial changes and implications
- January – March financial requests only under exceptional circumstances (e.g. natural disaster) and clearly justified.



Biodiversity Challenge Funds
(Darwin Initiative, Illegal Wildlife Trade Challenge Fund and Darwin Plus)
CHANGE REQUEST FORM

INTERNAL USE ONLY – NOT TO BE COMPLETED BY APPLICANT					
CR reference		Date received		Date PL informed	
Date sent to Defra		Recipient in Defra		Date response from Defra	

Application for Approval to Change a Biodiversity Challenge Funds Project

Before completing this Change Request, please read the Guidance at the end of this document

Please indicate the type of Change Request: Financial* ☐ Other ☐
*any change which requires movement of funds between financial years

Project Ref and Title	
Request from (name and organisation)	
Email address	

Please confirm you have read the Change Request guidance document and understand that there is no guarantee a request will be granted ☐

All Change Requests must be submitted as soon as possible; any delays to submission must be clearly justified.

Financial Change Requests must not be submitted later than the end of Q3 (31st December). However, non-Financial or **Other Change Requests** can be submitted at any time.

All Change Requests must receive approval before being applied, do not assume approval will be forthcoming.

Please keep your Change Request brief and clear, providing enough context for us to understand the request and its justification, but avoiding technical jargon and acronyms.

Please contact NIRAS if there are any questions.

Resources > Change Request Forms

Resources

< Back

> Resources

> Change Request Forms

> Finance Guidance and Claims Templates

> Workshops and Webinars

> Report and Review Templates

> Risk Management

> Monitoring, Evaluation and Learning

> Gender Equality and Social Inclusion

> Safeguarding

> Terms and Conditions

> Information Notes

> Project Publicity

> Advisory Group Resources

> Frequently Asked Questions

Change Request Forms

Change Requests

[Change Request Form](#)



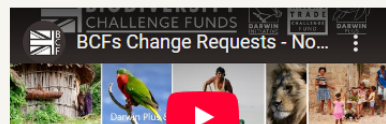
[Blank Logframe Template](#)



[How to Guide](#)



In November 2023, our team created a video to assist with Change Request guidance.





Any
questions?

Reporting



Department
for Environment
Food & Rural Affairs



D+ Local Reporting Requirements



- Final project report due 1 month after agreed project end
- Subject to desk-based review
- Must submit on our template
- Submit report via email – not via Flexi-Grant
- Every project needs to complete the '**essential**' **sections** (sections 1, 2, 3, and 7).
- **Sections 4-6 are optional.** We encourage you to complete all sections if you have appropriate /relevant information because it helps demonstrate how your project has contributed to the portfolio.
 - If you do not complete sections 4-6, please keep them in your report with a note N/A so we know these have been left incomplete on purpose.

Best Practice for Reporting



- Check you are using latest version of template
- Read your application before you start
- Refer to the guiding notes under each question within the reporting template
- Ensure any changes to your original application are clearly explained or have approval via Change Request if needed.
- Answer all questions (N/A is acceptable when not mandatory), ensuring your answers align with your original application form (i.e. what you said you would do).
- Support statements with evidence and clearly label this evidence in your reporting
- Involve project partners in reporting



Live run through of reporting template





Poll

Report writing top tips



- Look at the reporting template as soon as possible so you know what we are asking you to report against – collecting information as you go helps with reporting.
- Read your application back – this is what your reporting will be compared against.
- Read the question before *and* after writing your answer – check you have answered it properly!
- Ask someone else to review your draft report – does it make sense to someone unfamiliar with your project?
- We really encourage you to provide evidence. Please clearly name and cross-reference this.

Gender Equality & Social Inclusion (GESI) and Safeguarding



Department
for Environment
Food & Rural Affairs



What is GESI?



Gender Equality & Social Inclusion (GESI) is comprised of two terms:

Gender Equality	is about addressing inequalities and transforming the distribution of opportunities, choices and resources available to, usually, girls, women and non-binary individuals so that they have equal power to shape their lives and participate in the process thereby increasing equality between people of all genders.
Social Inclusion*	refers to the process of improving the terms of individuals and groups to take part in society , and the process of improving the ability, opportunity and dignity of people disadvantage and historically excluded from decision making and spheres of influence on the basis of their identity to take part in society.

* inclusive of Disability Inclusion

The Importance of GESI



Evidence demonstrates that individuals access resources differently depending on their gender and social background.

- Biodiversity practices and engagement with natural resources
- Knowledge or use of resources
- Inequalities in management and control of resources

An understanding of gender and social characteristics can help identify how people might be excluded or discriminated against, and ensure you design and carry out your activities in a way which ensures the most relevant people are engaged.

Considerations of GESI are therefore crucial to developing stronger and more impactful projects!

Resources > Gender Equality and Social Inclusion

Resources

< Back

> Resources

> Change Request Forms

> Finance Guidance and Claims Templates

> Workshops and Webinars

> Report and Review Templates

> Risk Management

> Monitoring, Evaluation and Learning

> Gender Equality and Social Inclusion

> Safeguarding

> Terms and Conditions

> Information Notes

> Project Publicity

> Advisory Group Resources

> Frequently Asked Questions

Gender Equality and Social Inclusion

The Biodiversity Challenge Funds (BCFs) commit to being a Gender Equality & Social Inclusion (GESI) Sensitive programme.

In order to meet a GESI Sensitive standard, as defined by the BCFs, all successful projects must demonstrate they:

- Understand the GESI context in which the project is working within.
- Ensure inclusive and meaningful participation of all those engaging with the project.
- Will not contribute to or create any further inequalities i.e. "do no harm".

Please see the [BCFs GESI Ambition Statement](#) for further information.

You may also find it useful to refer to the [BCFs Gender Equality and Social Inclusion Webinar, March 2025](#).

Definitions

GESI is comprised of two key terms, the BCFs define these as follows:

- **Gender Equality:** is about addressing inequalities and transforming the distribution of opportunities, choices and resources available to girls, women and non-binary individuals so that they have equal power to shape their lives and participate in the process thereby increasing equality between people of all genders.
- **Social Inclusion:** refers to the process of improving the terms of individuals and groups to take

Safeguarding

- Health, Safety and Security (HSS)
- Sexual Exploitation, Abuse and Harassment (SEAH)



Who Should Be Safeguarded



All projects are expected to provide a **safe and trusted environment** which safeguards anyone who the project has contact with.

This includes:

- Project Participants
- The public including children and the local community
- Project staff including partners
- Volunteers

This includes where **downstream partners** are involved in project delivery.

Commitment to PSEAH



Schedule 5 – Joint Donor Language on SEAH

1. The Parties have a zero tolerance for inaction approach to tackling sexual exploitation, abuse and harassment (“SEAH”).⁹ This means the Grant Recipient, and its implementing Grant Recipients, will take all reasonable and adequate steps to prevent SEAH of any person linked to the delivery of this Agreement by both its employees and any implementing Grant Recipient and respond appropriately when reports of SEAH arise. The Grant Recipient must apply the IASC Six Core Principles Relating to Sexual Exploitation and Abuse and the following principles and practices when implementing this programme and provide evidence to demonstrate this where required:

- a) Adherence to the IASC-Minimum Operation Standards and/or SEA elements of the Core Humanitarian Standard on Quality and Accountability;
- b) A survivor-centred approach¹⁰ to SEAH issues;
- c) Strong leadership and signalling on tackling SEAH;
- d) Make all reasonable and adequate efforts to address gender inequality and other power imbalances;
- e) Robust reporting to enhance accountability and transparency;
- f) Ensure that SEAH standards from this arrangement are reflected in funding templates with implementing Grant Recipients, [for UN entities: by means such as, but not limited to, adherence to the United Nations Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Grant Recipients.]



Common Approach to Protection from Sexual Exploitation, Abuse and Harassment

- [IASC 6 Principles](#)
- Relevant [CHS standards on PSEAH](#)
- [CAPSEAH](#)

Reporting Cases



- What must be reported:
 - Allegation of SEAH where a community member has been harmed by project or partner staff
 - SEAH alleged against any senior staff within a project organisation
- Oda.safeguarding@defra.gov.uk
- Reporting form
- Advice and guidance

Further Support



- [Safeguarding Support Hub](#) – Safeguarding Essentials Pack
- [CAPSEAH](#) principles, minimum recommended actions, practical guidance
- Training: [Kaya's Safeguarding Essentials](#)
- Training: [Safeguarding in the International Aid Sector](#)
- NIRAS Safeguarding Manager via BCF-DPLUS@niras.com

Key Resources



Resources > Safeguarding

Resources

< Back

> Resources

> Change Request Forms

> Finance Guidance and Claims Templates

> Workshops and Webinars

> Report and Review Templates

> Risk Management

> Monitoring, Evaluation and Learning

> Gender Equality and Social Inclusion

> Safeguarding

> Terms and Conditions

> Information Notes

> Project Publicity

> Advisory Group Resources

> Frequently Asked Questions

Safeguarding

Defra are committed to protecting people within our projects from all forms of harm including sexual exploitation, abuse and harassment (SEAH). On this page, you will find information and links to various resources to help you integrate protection from sexual exploitation, abuse and harassment (PSEAH) into all areas of your project.

We operate a **zero tolerance to inaction** policy. This means that when safeguarding violations occur, projects are expected to take steps to appropriately respond and use lessons learned to improve their PSEAH implementation. All allegations of SEAH must be reported immediately to ODA.Safeguarding@defra.gov.uk

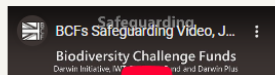
Download the ODA Safeguarding incident report form [here](#).

Key Resources:

- [BCFs How to develop a Safeguarding and Protection from SEAH Policy](#)
- [BCFs Safeguarding Protection from SEAH Policy Template](#)

BCFs Safeguarding Guidance Video:

In June 2024, our team created a video to briefly explain the Biodiversity Challenge Funds guidance for Safeguarding:





Communications



Department
for Environment
Food & Rural Affairs



Website



Darwin Plus Website:

<https://darwinplus.org.uk>

Resources

< Back

Resources

Here you will find resources available to help you and your project. These resources include various templates, guidelines and best practices, information on branding and public relations requirements, and can be downloaded through the relevant pages below.



Change Request Forms



Finance Guidance and Claims Templates



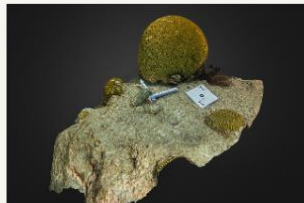
Workshops and Webinars



Report and Review Templates



Monitoring, Evaluation and Learning



Risk Management

Projects

Darwin Plus Local

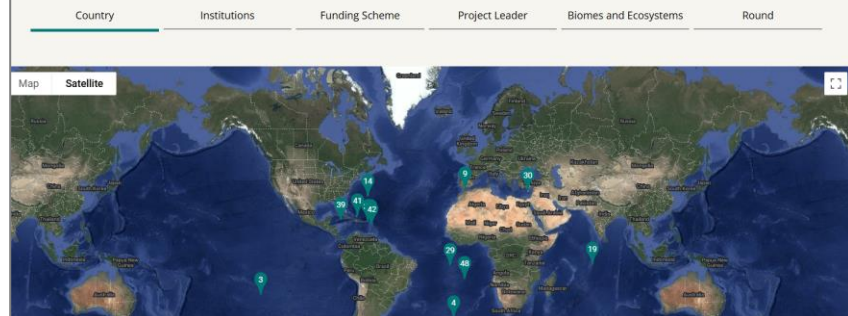
Funding Scheme

Advanced Search 🔍

Country		Institutions	Funding Scheme	Project Leader	Biomes and Ecosystems	Round
Round	Ref.	Title		Dates	Locations	
5	DPL00155	Developing equitable non-extractive value for spawning aggregations of reef fishes (£49,890) FisherFolkFirst		31/08/2025 - 31/03/2026	Turks and Caicos Islands	>
5	DPL00153	Advancing Anguilla's invasive plant management through research, monitoring, and training (£49,750) Government of Anguilla - DoNRE		01/10/2025 - 30/09/2026	Anguilla	>

Country

Advanced Search 🔍



Logos



Maintaining a high profile for BCFs helps maintain Government funding:

- Projects should use the Darwin Plus logo as well as the UK Development logo where possible



**UK International
Development**

Partnership | Progress | Prosperity

- Guidance and fund logos can be found on the “Project Publicity” page under ‘Resources’ on the [Darwin Plus](https://www.darwinplus.gov.uk/) website
- Contact BCF-Comms@niras.com for a copy of the UK Development logo

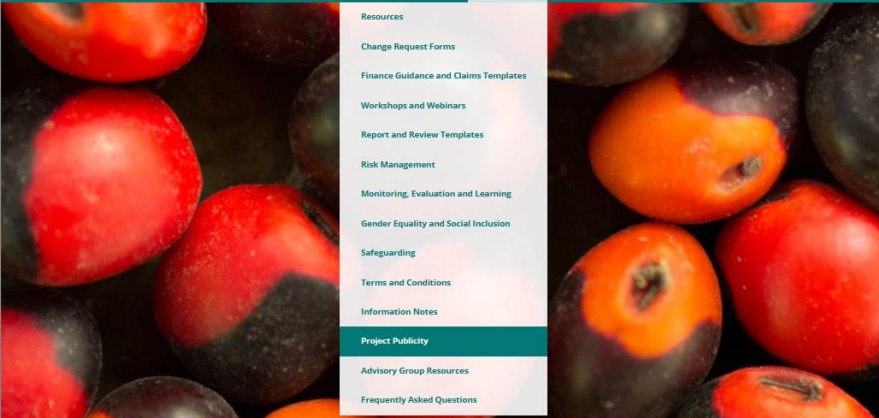
Project publicity



Resources > Project Publicity

Skip to Content

HOMEAPPLYPROJECTSNEWSRESOURCESABOUT USCONTACT



Resources

Change Request Forms

Finance Guidance and Claims Templates

Workshops and Webinars

Report and Review Templates

Risk Management

Monitoring, Evaluation and Learning

Gender Equality and Social Inclusion

Safeguarding

Terms and Conditions

Information Notes

Project Publicity

Advisory Group Resources

Frequently Asked Questions

Resources

[< Back](#)

Resources

Here you will find resources available to help you and your project. These resources include various templates, guidelines and best practices, information on branding and public relations requirements, and can be downloaded through the relevant pages below.



Resources

[< Back](#)

Project Publicity

Logo and Branding Guidelines

For guidelines all projects should comply with when referring to project funding or when using the Darwin Plus or UK International Development (UK Dev) logo, please see the following document: [Logo and Branding Guidelines](#).

The [Terms and Conditions](#) also contain further information on how you should publicise your project - see particularly section 25 for Publicity T&Cs.

Logo Downloads

The Darwin Plus logo is available in black and white in a range of formats. These can be downloaded below:

White Logo

[White Logo PNG](#)

[White Logo EPS](#)

Black Logo

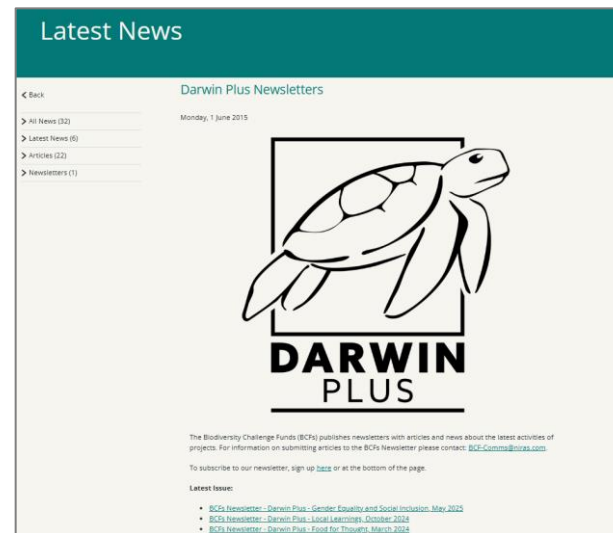
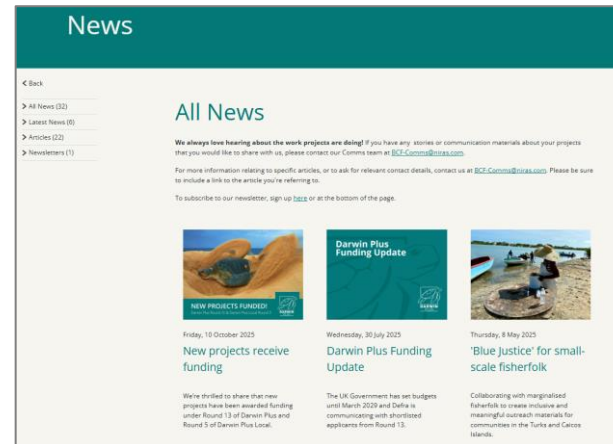
[Black Logo PNG](#)

[Black Logo JPG](#)

Newsletter



- We share two newsletters per year
- Each newsletter is themed around a particular topic
- We request 1-page A4 articles or less
- Provide high-res images to grab attention
- Distributed widely via e-mail, social media and internally in Defra
- We want to share your stories!



Social media



Make sure to tag our BCFs socials:



[@Biodiversity Challenge Funds](https://www.linkedin.com/company/biodiversitychallengefunds)



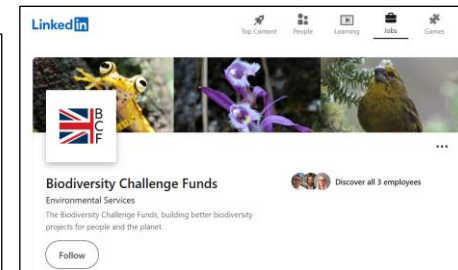
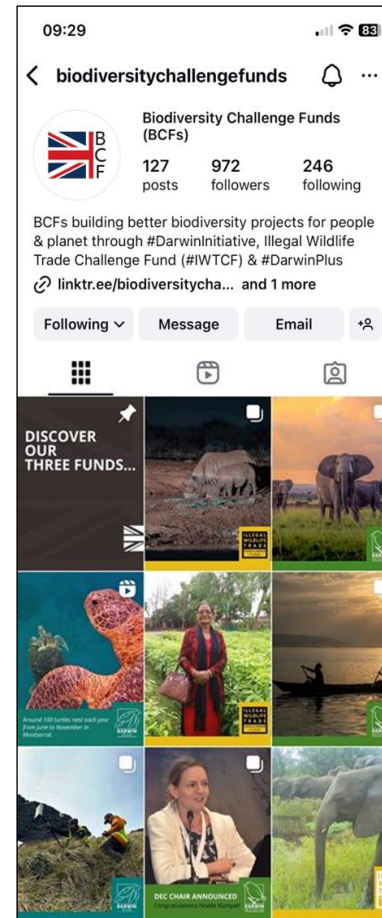
[@UKBCFs](https://twitter.com/UKBCFs)



[@Biodiversity Challenge Funds](https://www.facebook.com/BiodiversityChallengeFunds)



[@biodiversitychallengefunds](https://www.instagram.com/biodiversitychallengefunds)



Mailboxes reminder



Please select the correct mailbox email address for your query and ensure that you only use **one email address per email** - including more than one may take longer to get a response.

Please make sure to include your project reference number in the email.

Finance: BCF-Finance@niras.com

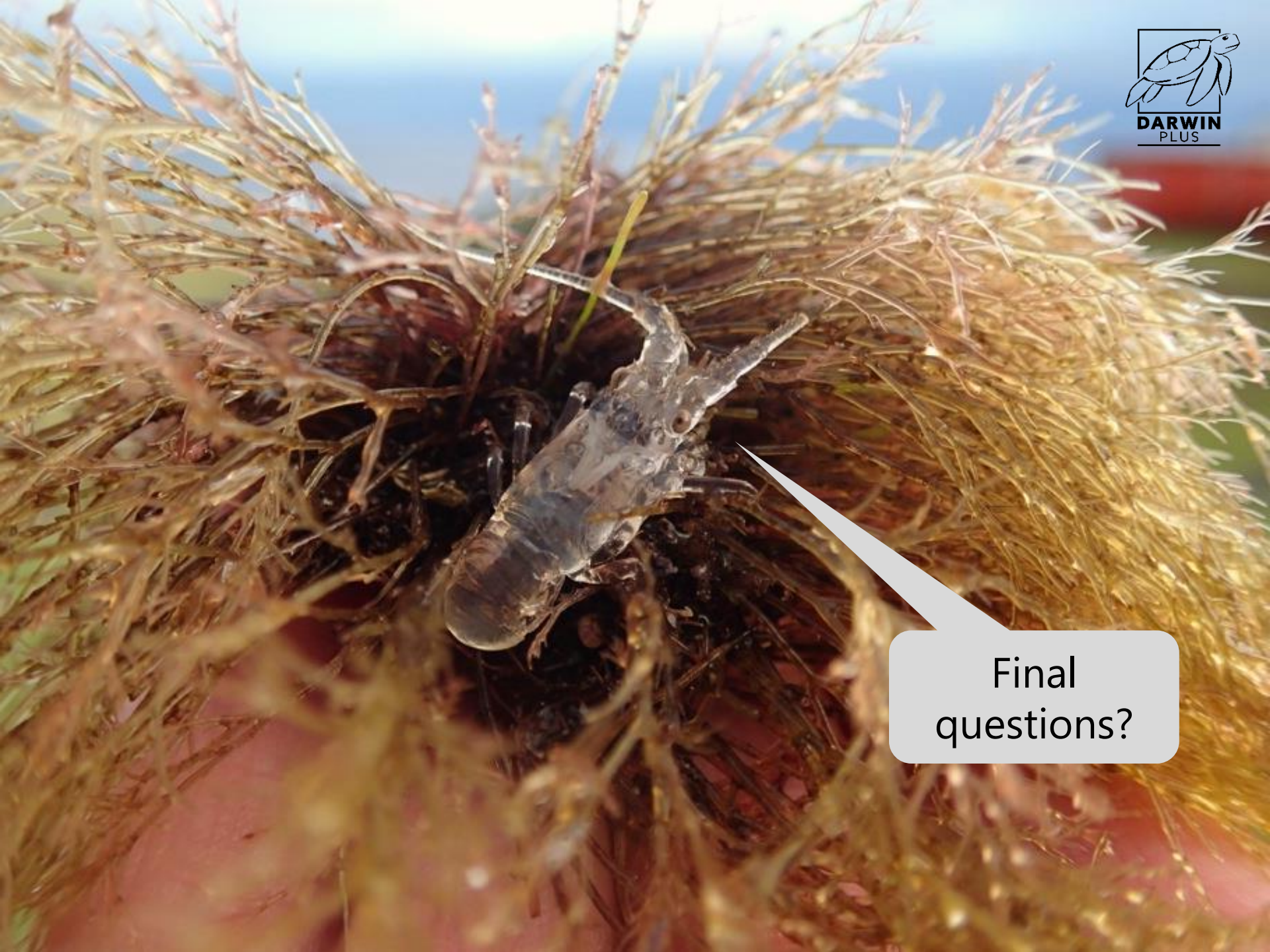
- Finance related queries, Change Requests, and claims:

Reporting: BCF-Reports@niras.com

General: BCF-DPLUS@niras.com

Communications: BCF-Comms@niras.com

JNCC Darwin Plus Local: DarwinPlusLocal@jncc.gov.uk



Final
questions?