



Department
for Environment
Food & Rural Affairs



Foreign &
Commonwealth
Office



Department
for International
Development



DPLUS006

Darwin Plus: Overseas Territories Environment and Climate Fund Project Application Form

Submit by Monday 7 January 2013

Please read the Guidance Notes before completing this form
Information to be extracted to the database is highlighted in blue

Basic Data

1. Project Title	Seed Conservation in the Caribbean UKOTs
2. OT(s) covered by proposal	British Virgin Islands, Turks and Caicos Islands, Cayman Islands, Anguilla, Montserrat
3. Start Date:	1 July 2013
4. End Date:	30 June 2015
5. Duration of project (cannot be longer than 24 months)	24 months

Summary of Costs	2013/14	2014/15	2015/16	Total
6. Budget requested	£39,113	£46,315	£10,327	£95,755
7. Total value of Co-funding	£29,113	£20,417	£4,000	£53,530
8. Total Project Budget (all funders)	£68,226	£66,732	£14,327	£149,285
9. Names of Co-funders	Royal Botanic Gardens, Kew; Turks and Caicos Department of Environment and Maritime Affairs			

10. Lead applicant organisation (who will be responsible for delivering outputs, reporting and managing funds)	Royal Botanic Gardens, Kew
11. Project Leader name	Thomas Heller
12. Email address	t.heller@rbgk.org.uk
13. Postal address	Royal Botanic Gardens, Kew, Richmond, Surrey, TW9 3AB
14. Contact details: Phone/Fax/Skype	

15. Type of organisation of Lead applicant. Place an x in the relevant box.							
OT GOVT	UK GOVT	UK NGO	Local NGO	International NGO	Commercial Company	Other (e.g. Academic)	x (non-departmental public body)

16. Principals in project. Please identify and provide a one page CV for each of these named individuals. You may copy and paste this table if you need to provide details of more personnel or more than one main, or other, project partner.

Details	Project Leader	Project Partner 1	Project Partner 2
Surname	Heller	Wood	Ebanks-Petrie
Forename(s)	Thomas Mark	Kathleen M.	Gina
Post held	Assistant Coordinator – Millennium Seed Bank Partnership	Director	Director
Institution (if different to above)		Turks and Caicos Islands Government	Cayman Islands Government
Department	Seed Conservation Department	Department of Environment and Maritime Affairs	Department of Environment
Telephone/Skype			
Email	_____	_____	_____ _____

Details	Project Partner 3	Project Partner 4	Project Partner 5
Surname	Hodge	Smith Abbott	
Forename(s)	Karim	Joseph	
Post held	Director	Director	
Institution (if different to above)	Government of Anguilla	British Virgin Islands National Parks Trust	Government of Montserrat
Department	Department of the Environment		Ministry of Agriculture Trade Lands Housing and Environment
Telephone/Skype			
Email	_____	_____	

17. Has your organisation received funding under the Darwin Initiative before? If so, please provide details of the most recent (up to 3 examples).

Reference No	Project Leader	Title
EIDPO026	Dr Kate Hardwick	A forest restoration research unit facilitating biodiversity recovery in Cambodia
17-021	Dr Kate Hardwick	Restoring Tropical Forests: a Practical Guide
16-012	Prof. Hugh Pritchard	Orchid Seed Stores for Sustainable Use (OSSSU)

18. If your answer to question 17 was no, provide details of 3 contracts previously held by your institution that demonstrate your credibility as an implementing organisation. These contacts should have been held in the last 5 years and be of a similar size to the grant requested in this application.

Not applicable

Project Details

19. Project Outcome Statement: Describe what the project aims to achieve and what will change as a result. (100 words max)

Native plant species of the Caribbean UK Overseas Territories (UKOTs) effectively conserved *ex-situ* through seed banking. High quality collections of priority species available as a supply of material for *in-situ* conservation projects and native plant nurseries in the UKOTs, with duplicates stored at the Millennium Seed Bank for long-term security. Local capacity to undertake plant conservation measures improved. As a result, the future of the UKOTs' plant diversity (and thus the foundation of the islands' green economies) will be more secure.

20. Background: (What is the current situation and the problem that the project will address? How will it address this problem? What key themes will it address? (200 words max)

The five Caribbean UKOTs are part of the Caribbean 'biodiversity hotspot' *sensu* [Myers et al 2000](#), an international conservation priority. The main threats to the plant diversity are habitat loss and fragmentation and the spread of alien invasive species. Much of the destruction of native habitats is driven by development, e.g. the rapid proliferation of tourist resorts, road-building, urban developments. Many alien species are being introduced through the horticultural trade, threatening native vegetation. Climate change in the Caribbean is predicted to have increasing impacts.

Tourism is a major part of the economies of all of the Caribbean UKOTs. The natural environment is key to attracting visitors to the islands, as well as being vital in providing other ecosystem services, such as hydrology and erosion control.

In addition to being a valuable long-term 'insurance policy' against extinction, seed banks can support other conservation activities such as habitat restoration and landscaping with native species. The MSB holds 281 seed collections from the Caribbean UKOTs, none are banked locally. While some species are also represented in *ex-situ* collections (e.g. Kew and locally) as cultivated plants, these represent a small proportion of the threatened plant diversity of the UKOTs.

21. Methodology: Describe the methods and approach you will use to achieve your intended outcomes and impact. Provide information on how you will undertake the work (materials and methods) and how you will manage the work (roles and responsibilities, project management tools etc). Give details of any innovative techniques or methods. (500 words max)

Overall approach

Combining established best practice in seed conservation developed by the Millennium Seed Bank Partnership with the cumulative expertise and data of Kew's UKOTs Science Team to enable partners in-country to meet agreed plant conservation priorities.

Training

Key to the project will be to boost the expertise of local partners in seed conservation, where there are varying levels of basic skills currently. The project will include a workshop, hosted in the Turks and Caicos Islands, bringing together participants from across the Caribbean UKOTs. 10 participants will be trained in identifying and targeting species and populations, collecting, processing and banking seeds. Approaches to prioritising species will be agreed, and the benefits of seed banking to local plant conservation, including the use of collections, will be explored. This will be backed-up by the development of a Caribbean UKOTs seed conservation network, to deliver support and share expertise.

Species prioritisation

Each UKOT will draw up a list of species to be prioritised according to a variety of criteria, e.g. level of extinction threat, range, species useful in habitat restoration, native species landscaping, useful/economically valuable species. Opportunity for cross-UKOT collaboration in strategic planning. Kew's work on identifying conservation priorities through its OTEP-funded online herbarium and Red Listing activities (<http://herbaria.plants.ox.ac.uk/bol/ukot>) will help to inform this process.

Seed banks

Equip participating UKOTs to collect, process and bank seeds locally, where necessary equipment is currently lacking. The experience of the MSBP in developing countries means that effective yet low-cost solutions to seed banking are available.

Duplicate seed collections from the Cayman Islands, Turks and Caicos Islands, Montserrat and British Virgin Islands at the MSB ready for repatriation sent back to the country of origin for storing in local seed banks.

Collecting programmes

Designated staff across the Caribbean UKOTs to undertake a programme of targeted collecting, focusing on species identified as part of the species prioritisation exercise, following the established collecting protocols developed by the MSBP across its global network.

Management

Kew will coordinate the overall project to ensure successful delivery of outputs and will provide technical expertise, data and training. Local partners will manage in-country prioritisation, collecting and banking activities.

22. How does this project:

- a) Deliver against the priority issues identified in the assessment criteria
- b) Demonstrate technical excellence in its delivery
- c) Demonstrate a clear pathway to impact in the OT(s)

(500 words max)

- a) The project will be able to demonstrate clear and measurable outcomes in terms of the number of people trained, the number of local seed banks established and the number of priority species secured in *ex-situ* collections in the UKOTs and duplicated at the MSB, both for long term conservation and strengthening of habitat restoration activities. In so doing, it will also contribute to: achieving the commitment of the MSBP to secure 25% of the global seed-bearing flora in seed banks; commitments of the CBD, [Art.9](#) especially, but also [Art.12](#), [15](#), [17](#) and [18](#); and directly to [targets 8 and 15 of the GSPC](#) and [Aichi target 12](#). By providing support in the form of a cross-UKOT workshop in seed conservation, this project would be aligned with the UKOT Biodiversity Strategy's commitments to improve communication and engagement in conservation of biodiversity across the OTs. With regard to the UKOT Environment Charters, the project will contribute to commitments of the UK to help build capacity, promote better cooperation between UKOTs and the use of UK expertise; as well as OT commitments to ensure the protection of key species and strengthen capacity to restore key habitats, and promote sustainable patterns of production.
- b) The project will contribute to embedding good environmental decision making by flagging up priority species for *ex-situ* conservation as well exploring possible future uses for the seeds and using this to inform collecting protocols. With local seed banking and duplication at the MSB, the role of seed banking can be included in future Species Action Plans and Habitat Management Plans. The planning of the project has drawn on the experience of the MSBP in managing and successfully completing seed conservation projects internationally (in over 50 countries), where the target of banking 10% of the world's seed bearing flora (over 24,000 species) was successfully met by 2010; as well as Kew's experience of collaborating on projects with UKOTs and other countries in the region. We therefore feel that the activities are practical and achievable, and that we recognise the principle risks.

- c) The success of the project depends on the commitment of local partners to setting priorities, collecting and banking native species. Partners from all 5 Caribbean UKOTs desire to secure the future of more of their threatened species and have the capacity to store and use seeds locally, through the project. Cayman, Turks and Caicos Islands, British Virgin Islands and Montserrat have all engaged with the MSBP in the past through joint field work and collecting programmes, while partners in Anguilla recognise the valuable role seed conservation will play as part of their conservation priorities. None wishes to see any of their native species suffer the same fate as *Nesiotia elliptica*, a St Helenan endemic which, despite conservation efforts, became extinct in 2004 with no seed in *ex-situ* collections.

23. 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. (250 words max)

Almost all the Caribbean UKOTs have had some collaboration with the MSBP over the last 10 years (see section 24, below), cited as an example of a conservation activity in the 2012 White Paper on the Overseas Territories. However, no UKOT is yet banking seed locally, and many priority species have yet to be included in *ex-situ* seed collections, including some 29 species endemic to the Caribbean UKOTs, and many more restricted to the Caribbean.

Our principle partners in four of the UKOTs (Cayman, Turks and Caicos Islands, Montserrat and Anguilla) are local government departments, while in the British Virgin Islands we are working with the National Parks Trust (see section 24, below). All have responsibilities for biodiversity conservation in their respective countries and are long-standing collaborators with Kew, with Memoranda of Collaboration in place with Cayman Department of Environment and the Turks and Caicos Department of Environment and Maritime Affairs. All have been consulted on the project and have expressed their support. They will be responsible for managing their local seed banks as well as undertaking targeted seed collecting programmes with assistance from Kew.

Montserrat National Trust, Cayman Islands National Trust and the Cayman Blue Iguana Recovery Program are all local partners with an interest in plant conservation and have participated in joint seed collecting field work, as well as potential 'customers' of a seed bank.

Local land owners – access to field sites required. In many cases, land is owned by government or National Trust, with whom we are working.

24. Institutional Capacity: Describe the implementing organisation's capacity (and that of partner organisations where relevant) to deliver the project. (500 words max)

Kew's mission is 'to inspire and deliver science-based plant conservation worldwide, enhancing the quality of life'. RBG Kew's UKOTs Science Team has well-established links with all of the Caribbean UKOTs, having collaborated with all UKOTs on plant conservation projects, providing technical support in plant identification, habitat surveying & GIS, management plans and horticultural expertise. Kew's Seed Conservation Department is the world leader in the field, managing the extensive Millennium Seed Bank Partnership, and is well experienced in capacity building and technology transfer, with partners in over 50 countries. To date it has secured over 30,000 species in the vaults of the MSB. RBG Kew will provide overall project coordination, liaising with UKOTs for the workshop and prioritisation exercise, as well as providing training and technical support, including in species targeting and plant identification. Collections will also be duplicated at the MSB in the UK.

British Virgin Islands: Responsible for the management of 21 protected areas, the **National Parks Trust** is well placed to make collections of priority species from across the islands, as well as manage the storage and use of collections at the J.R. O'Neil Botanic Gardens. Previous collaboration has resulted in 47 collections banked at the MSB. Recent joint field work led to one member of staff being trained in seed collecting and basic processing, with participation from other members of staff. NPT are already equipped to collect and process seed for shipping to the MSB, but not to store seed locally.

Montserrat: The **Ministry of Agriculture Trade Lands Housing and Environment** is another long established collaborator with Kew. The Environment Department is well placed to undertake a seed collecting programme, with staff experienced in working in the field in key habitats. Previous joint field work to collect seeds has resulted in 27 seed collections banked at the MSB, all with duplicates available for repatriation, as well as three members of staff who have participated in seed collecting.

Turks and Caicos Islands: The Turks and Caicos Islands have had the greatest engagement with the MSBP, latterly through the **Department of Environment and Maritime Affairs**, with over 180 seed collections at the MSB, most with duplicate collections available for repatriation. Staff at DEMA are familiar with the native flora as well as experienced in making seed collections. DEMA is equipped to make and process collections, but not yet banking seed locally. A local seed bank will make a valuable complement to DEMA's existing Native Plant Biodiversity Conservation Nursery.

Cayman: The **Department of Environment**, along with staff at the Blue Iguana Recovery Program and National Trust have recently received basic seed collecting training. Our local counterparts are familiar with the native flora and field conditions and are equipped with seed collecting and processing equipment, but not yet banking locally.

Anguilla: Active in nature conservation in Anguilla, the **Department of Environment** is well placed to set conservation priorities as well as undertake a collecting programme. Participating in seed conservation will be of importance in executing Species Action Plans and a well-timed complement to pending environmental legislation and other conservation activities

25. Expected Outputs

Output (<i>what will be achieved e.g. capacity building, action plan produced, alien species controlled</i>)	Indicators of success (<i>how we will know if its been achieved e.g. number of people trained/ trees planted</i>)	Status before project/baseline data (<i>what is the situation before the project starts?</i>)	Source of information (<i>where will you obtain the information to demonstrate if the indicator has been achieved?</i>)
<p>1. Capacity building: Workshop participants from all 5 Caribbean UKOTs trained in seed conservation skills, including targeting, collecting, processing and banking.</p> <p>All 5 Caribbean UKOTs equipped to collect, process and bank seed.</p> <p>Information on identification and localities of priority species available to collectors.</p>	<p>10 participants trained, two from each UKOT.</p> <p>Caribbean UKOTs seed conservation network active.</p> <p>Seed collecting programme underway in all 5 Caribbean OTs.</p> <p>75% of new collections from priority species.</p> <p>75% of new collections of 500 or more seeds.</p> <p>216 existing duplicate collections available at MSB repatriated to seed banks in country of origin (TCI, Cayman, Montserrat).</p>	<p>TCI – two staff members trained and experienced seed collectors, several other staff previously participated in seed collecting training.</p> <p>Cayman – three staff trained in seed collecting.</p> <p>BVI – one staff member trained, with some participation by others.</p> <p>Montserrat – three staff members participated in joint field work with some collecting training in the last five years.</p> <p>Anguilla – no staff trained in seed conservation to date.</p> <p>No local counterparts have been fully trained in seed processing or banking.</p>	<p>Workshop report and feedback.</p> <p>Local seed lists and MSB Seed Bank Database.</p> <p>Priority species lists.</p> <p>Publicity, e.g. newspaper reports, web pages.</p>

Output (<i>what will be achieved e.g. capacity building, action plan produced, alien species controlled</i>)	Indicators of success (<i>how we will know if its been achieved e.g. number of people trained/ trees planted</i>)	Status before project/baseline data (<i>what is the situation before the project starts?</i>)	Source of information (<i>where will you obtain the information to demonstrate if the indicator has been achieved?</i>)
		<p>TCI, Cayman and BVI – already equipped with basic drying drum, hygrometer, collecting bags and sieves; sufficient to make collections to ship to MSB, but not bank locally.</p> <p>Some data available to partners via UKOTs online herbarium, but not formatted to aid targeting of seed collecting. Aids to field identification not available in all UKOTs.</p>	
<p>2. Seed collecting programme:</p> <p>Priority list of species to target for seed conservation agreed for all 5 Caribbean UKOTs.</p> <p>Collections of native plant species collected, processed and banked.</p>	<p>250 new seed collections available for use in local seed banks and duplicated at MSB.</p> <p>75% of new collections from priority species.</p> <p>150 species banked not previously represented in MSBP seed banks.</p>	<p>TCI and Cayman – ongoing collecting programme prioritising endemics and working to fill gaps in MSB Base List.</p> <p>281 collections (representing 217 species) banked at the MSB, none held locally.</p>	<p>Workshop report and feedback.</p> <p>Local seed lists and MSB Seed Bank Database.</p> <p>Priority species lists.</p> <p>Publicity, e.g. newspaper reports, web pages.</p>

26. Expected Outcomes: How will each of the outputs contribute to the overall outcome of the project? (100 words max)

Output 1 ensures that the Caribbean UKOTs have the skills and equipment necessary to bank species in-country for the first time. It will also facilitate coordinated efforts to prioritise species for banking, as well as providing an opportunity for UKOTs to share and develop ideas for making use of local seed banks.

Output 2 ensures that partners will collect and bank priority species, thus significantly increasing the number of UKOTs species safeguarded. The availability of banked seed will also significantly strengthen habitat restoration activities in the region for many years to come.

27. Main Activities

Output 1	Activities or tasks to be done to deliver the outputs. Include activities on information sharing and collaboration with other UKOTs
1.1	Deliver training during a seed conservation workshop in the Turks and Caicos Islands, through lectures and practical example, covering seed collecting, processing, banking, prioritising and targeting.
1.2	Explore and share ideas for coordinated prioritisation of species for targeted collections, with end uses for seeds discussed.
1.3	Review equipment already available in UKOTs for seed conservation (e.g. supplies previously provided by MSBP)

1.4	Procure equipment required for seed banking
1.5	Repatriate duplicate collections and data stored at MSB
Output 2	
2.1	UKOTs to draw up priority lists of species, with assistance from Kew.
2.2	Collate data on target species, including localities, phenology, identification to plan collecting programme.
2.3	Scout for target populations.
2.4	Make seed collections, fully documented with herbarium vouchers.
2.5	Dry, clean and bank seeds.
2.6	Ship duplicate collections to MSB.

28. Risks			
Description of the risk	Likelihood the event will happen (H/M/L)	Impact of the event on the project (H/M/L)	Steps the project will take to reduce or manage the risk
Hurricane season disrupting workshop	M	L	Workshop to be scheduled outside hurricane season.
Severe hurricane damage limiting collecting activities through impact on infrastructure or vegetation	L	L	Severe damage very unlikely to affect more than one UKOT. Project activities spread across several UKOTs.
Hurricane damage leading to flooding/loss of power to seed bank freezers.	M	M	Local partners to house seed bank in best available location, with each to develop an action plan in the event of disaster to secure collections. Seed collections duplicated in the MSB.
Poor fruiting season limiting collecting activities	L	H	With collecting activities undertaken throughout the year, poor fruiting unlikely to be an issue over several seasons and UKOTs.
Staff changes in Montserrat prevents full engagement with project	M	M	Also engage with Montserrat National Trust to deliver outputs.

<p>29. Sustainability: How will the project ensure benefits are sustained after the project has come to a close? If the project requires ongoing maintenance or monitoring, who will do this? (200 words max)</p> <p>Local partners will be responsible for the upkeep of their seed banks, though at the most basic level this amounts to the cost of running a freezer and general housekeeping. However, the project aims to embed seed banking as a resource for conservation activities in the long term, thus encouraging the collections to be developed as a response to the needs of local plant conservation projects. This will be facilitated by seed conservation measures being included in Species Action Plans and Habitat Management Plans.</p> <p>Where native plant nurseries exist, exploiting commercial markets for target species can also sustain activities in the long-term. Such markets include selling plants to local gardeners as well as to developers for landscaping new developments.</p> <p>The MSBP has a long-term commitment to global seed-banking, beyond the current project deadline of 2020, and supporting plant sciences and conservation of the UKOTs is an integral part of Kew's statutory remit. If partners are unable to maintain their local seed banks, the MSBP has the capacity to store national seed collections on behalf of the UKOTs.</p>

30. Monitoring & Evaluation: How will the project be monitored and who will be responsible? Will there be any independent assessment of progress and impact? When will this take place, and by whom? (250 words max)

The project will be monitored through regular reporting by all partners to ensure that the project is delivered on time and within budget. Evaluation of progress will be possible through regular reference to the indicators and targets set out in the logframe, as well as feedback following the accessioning process at the MSB.

With the drawing-up of local priority lists, there will be collecting workplans for each partner to measure their own progress by.

Kew will manage the project adaptively, responding to progress by partners in each UKOT strategically, so that the overall objective may be achieved, taking into account the varying circumstances among UKOTs.

The project falls under the MSBP's Collecting and Network Support Section (CNS). Projects report to CNS quarterly and the CNS reports to the MSBP Departmental Management Team.

The project completion report is **due up to 3 months** after the project is over and is linked to the final payment.

31. Use of information: If your application is successful, the information in this form may be published on the internet or used in publications. If there are any parts of the application which you do not want to be used in this way, please indicate them in the box below.

There are no restrictions in the use of information from this application.

32. Financial controls: (Who is responsible for managing the funds? What experience do they have? What arrangements are in place for auditing expenditure?)

Kew will be responsible for managing the funds for this project. The Kew Finance Department has a team dedicated to supporting financial management of projects and to reporting to funders. Institutional and project accounts are audited each year by external accountants.

See http://www.kew.org/ucm/groups/public/documents/document/kppcont_061620.pdf

Please complete the separate Excel spreadsheet which provides the Budget for this application. Some of the questions earlier and below refer to the information in this spreadsheet.

NB: Please state all costs by financial year (1 April to 31 March) and in GBP. **Budgets submitted in other currencies will not be accepted.** Use current prices – and include anticipated inflation, as appropriate, up to 3% per annum. The Darwin Initiative cannot agree any increase in grants once awarded.

33. Value for Money

Please explain how you worked out your budget and how you will provide value for money through managing a cost effective and efficient project. You should also discuss any significant assumptions you have made when working out your budget.

(300 words max)

The project represents excellent value for money, seed conservation being a relatively low cost and effective means of securing species in *ex-situ* conservation, with benefits for future conservation projects with a need for seeds of native species. The training workshop represents a cost-effective means of training multiple partners, while cross-UKOT collaboration also will ensure that conservation work is undertaken in a strategic manner, with less unnecessary duplication of effort or inadvertent gaps in setting priorities.

Kew is able to bring its great experience in seed conservation to the project, allowing equipment selection to be made economically.

The budget was based on information provided by partners involved with the project, as well as information from previous seed conservation work in the UKOTs and across the MSBP network.

Additional value for money factors:

- 1) The Kew UKOTs Programme has already established links/projects with the project partners and this will enable budgetary efficiencies with management costs.
- 2) The MSBP has developed a cost-effective global programme over the last 12 years, with additional economies of scale that are of benefit to small partners.
- 3) The cost of storing seed at the MSB is funded by DEFRA.

Provide a project implementation timetable that shows the key milestones in project activities. Complete the following table as appropriate to describe the intended workplan for your project (Q1 starting April 2013)

Activity	No of Months	Year 1				Year 2				Year 3			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Output 1													
1.1 Training workshop					x								
1.2 Equipping for seed banking					x								
1.3 Species targeting data				x	x	x	x	x	x	x	x		
Output 2							x						
2.1 Priority lists						x							
2.2 Seed collecting and banking				x	x	x	x	x	x	x	x		
2.3													
Output 3													
3.1													
3.2													
3.3													
3.4													
Output 4													
4.1													
4.2													
4.3													
4.4													
4.5													

Application Checklist for submission

	Check
Have you provided actual start and end dates for your project?	x
Have you provided your budget based on UK government financial years i.e. 1 April – 31 March and in GBP?	x
Have you checked that your budget is complete , correctly adds up and that you have included the correct final total on the top page of the application?	x
Has your application been signed by a suitably authorised individual? (clear electronic or scanned signatures are acceptable in the email)	x
Have you included a 1 page CV for all the principals?	x
Have you included a letter of support from the <u>main</u> partner(s) organisations?	x
Have you included a copy of the last 2 years' annual report and accounts for the lead organisation? An electronic link to a website is acceptable.	x
Have you read the Guidance Notes?	x
Have you checked the Darwin Plus website immediately prior to submission to ensure there are no late updates?	x

Once you have answered the questions above, please submit the application, not later than midnight GMT at the end of Monday 7 January 2013 to Darwin-Applications@ltsi.co.uk using the first few words of the project title **as the subject of your email**. If you are e-mailing supporting documentation separately please include in the subject line an indication of the number of e-mails you are sending (e.g. whether the e-mail is 1 of 2, 2 of 3 etc). You are not required to send a hard copy.

DATA PROTECTION ACT 1998: Applicants for grant funding must agree to any disclosure or exchange of information supplied on the application form (including the content of a declaration or undertaking) which the Department considers necessary for the administration, evaluation, monitoring and publicising of Darwin Plus. Application form data will also be held by contractors dealing with Darwin Plus monitoring and evaluation. It is the responsibility of applicants to ensure that personal data can be supplied to the Department for the uses described in this paragraph. A completed application form will be taken as an agreement by the applicant and the grant/award recipient also to the following:- putting certain details (i.e. name, contact details and location of project work) on the Darwin Initiative and Defra/FCO/DFID websites (details relating to financial awards will not be put on the websites if requested in writing by the grant/award recipient); using personal data for the Darwin Initiative postal circulation list; and sending data to Governor's Offices outside the UK, including posts outside the European Economic Area. Confidential information relating to the project or its results and any personal data may be released on request, including under the Environmental Information Regulations, the code of Practice on Access to Government Information and the Freedom of Information Act 2000.