



Department
for Environment
Food & Rural Affairs



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for International
Development



**Darwin Plus:
Overseas Territories Environment and Climate Fund
Annual Report**

Important note *To be completed with reference to the Reporting Guidance Notes for Project Leaders:*

it is expected that this report will be about 10 pages in length, excluding annexes

Submission Deadline: 30 April

Darwin Plus Project Information

Project Ref Number	DPLUS006
Project Title	Seed conservation in the Caribbean UK Overseas Territories
Territory(ies)	Anguilla, British Virgin Islands, Cayman Islands, Montserrat, Turks and Caicos Islands
Contract Holder Institution	Royal Botanic Gardens, Kew
Partner Institutions	Anguilla Department of Environment, National Parks Trust of the Virgin Islands, Cayman Islands Department of Environment, Montserrat Department of Environment, Turks and Caicos Islands Department of Environment and Maritime Affairs.
Grant Value	£95,755 (2014-15 £46,315)
Start/end date of project	1 July 2013 – 30 November 2015
Reporting period (e.g., Apr 2015-Mar 2016) and number (e.g., AR 1,2)	April 2014-March 2015 AR 2
Project Leader	Thomas Heller
Project website	n/a
Report author and date	Thomas Heller 29 th April 2015

Abbreviations:

ADoE – Anguilla Department of Environment

BVI – British Virgin Islands

CDoE – Cayman Department of Environment

DEMA – Department of Environment and Maritime Affairs (TCI)

MDoE – Montserrat Department of Environment

MSB – Millennium Seed Bank at Wakehurst Place

MSBP – Millennium Seed Bank Partnership

NPT – National Parks Trust of the Virgin Islands

TCI – Turks and Caicos Islands

UKOT – UK Overseas Territory

1. Project Overview

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. Prior to this project, the MSB held 281 seed collections from the Caribbean UKOTs, and none were 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.

This project is taking place across all five of the Caribbean UK Overseas Territories: Anguilla, British Virgin Islands, Cayman Islands, Montserrat, and Turks and Caicos Islands.



2. Project Progress

An updated timeline is provided in Annex 1. Originally scheduled to finish at the end of June 2015, the project has now been extended until the end of November 2015, with the change approved by the Darwin Initiative.

2.1 Progress in carrying out project activities

Activity 1.1 Seed conservation workshop delivered successfully. Reported in AR1.

Activity 1.2 Basis for species prioritisation explored. Reported in AR1.

Activity 1.3 Equipment needs reviewed. Reported in AR1, with additional needs monitored during the course of the last year of field work. In Montserrat, some existing items of field equipment (camera, pole pruner, GPS) were found to be inadequate or need replacing.

Activity 1.4 Most items of capital equipment were procured during 2013-14, as reported last year (AR1). During 2014-15, freezers have been purchased in Anguilla and Montserrat. Only in TCI is a freezer still to be purchased, with difficulties in mobilising funds through the Government Treasury cited as hindering procurement in-country. Heat sealers have been purchased via Kew and supplied to ADoE, CIDoE, NPT and DEMA. A camera, pole pruner and GPS have been supplied to MDoE.

Activity 1.5 20 seed collections have been repatriated to the Caribbean UKOTs (all to the Cayman Islands). 265 seed collections are at the MSB ready to be repatriated, with phytosanitary certificates to be issued immediately before shipping. This is somewhat later than originally scheduled, due to delays in getting freezers into place in all partner countries.

Only in TCI is there still to be a freezer procured (see Activity 1.4, above). If this does not take place early in 2015-16, then we will not delay any further in repatriating seeds to Montserrat and the British Virgin Islands. A further complication surrounds 160 of these collections, which were collected under agreement with the Turks and Caicos National Trust, from whom permission is required to transfer the collections to the care of DEMA. These collections will remain in safe storage at the MSB until such permission is secured. See Annex 2 for a summary of batches and their repatriation.

Activity 2.1 Priority lists were largely completed during 2013-14 (see AR1), but have subsequently been refined, with some species added and taxonomy updated, as well as seed storage behaviour added, where available. The latest version of the 'master' list is available here: <http://goo.gl/mjZIM2>.

As part of this process, species were scored according to whether the species is represented among global MSBP collections (no=2, yes=1) and the geographical range of the species (narrow endemic=5, local regional=4, Caribbean=3, wider distribution=2, introduced=1). The two scores are then multiplied to give a ranking. Thus a UKOT endemic not previously represented in an MSBP seed bank would have the highest possible score of 10, while a non-native plant with seeds banked previously (from any country) would have the lowest possible score of 1. Any species with a score of 4 or above is considered a priority for the purposes of this project. This includes all native species not previously banked, as well as a number of species with a narrow range that have previously been banked, enabling the targeting of additional populations of endemics or near-endemics.

Partners have also been given the opportunity to set priorities according to other criteria, such as native species of use in landscaping. These species are elevated to a score of 4 if they otherwise score lower based on distribution and MSB accession criteria, and are indicated on the master list.

In the Cayman Islands, in-country priorities have been further refined using the Cayman Red Data List.

Activity 2.2 Targeting data has been available for many species in the form of the UK Overseas Territories Online Herbarium (<http://goo.gl/T0jvkF>). However, as this resource has yet to include all of the plant data currently compiled at Kew, as well as there being a lack of data on a number of important species, additional measures have been taken to provide partners with information necessary for targeted collections to be made. This has included making available Kew specimen data not yet published on the Online Herbarium, links to images of target species on other websites (e.g. <http://ecflora.cavehill.uwi.edu/>, <http://goo.gl/UC8X5L>), and specimen data downloaded from other botanical institutions (e.g. US National Herbarium). See Annex 3 for an example of targeting data sent to Montserrat.

Activity 2.3 & 2.4 The process of scouting for target populations and making seed collections has been combined during a year of field work in all five partner UKOTs, either independently by partner institutions, or jointly with Kew staff. All seeds are collected with field data and an accompanying herbarium voucher to confirm identity. In a few instances photographs are taken in lieu of a voucher, where making a voucher is not appropriate or possible. See Annex 4 for details of the 96 collections made under this activity in the past year. A further 20-30 collections have been made by partners, but have yet to be duplicated at the MSB, and are not reported in full here.

Anguilla

Field work has been undertaken independently by staff of the Anguilla Department of Environment during the course of the year, as well as during a visit by the Kew project leader in October 2014 (see reports in Annexes 5 and 6).

British Virgin Islands

With this project running concurrently with NPT's project DPLUS012 "*Conserving plant diversity and establishing ecosystem based approaches to the management of forest ecosystems in the British Virgin Islands*", field work has been able to respond to information generated through that project, such as localities and phenology of target species, as well as gain access to islands otherwise difficult to reach, through joint field work. A visit was made by the Kew project leader in October 2014 (see report in Annex 7). See also report from the National Parks Trust (Annex 8).

Cayman

At the Cayman Department of Environment, collecting seeds has been aided considerably through volunteer help and field visits by colleagues at the Cayman Islands National Trust. The up-to-date Flora for the islands, as well as a Red Data list has helped considerably with targeting, though a lack of phonological data is an impediment. See report from the Cayman Department of Environment (Annex 9).

Montserrat

Collecting has been undertaken by staff of the Montserrat Department of Environment across the island, with a focus on the most diverse areas of the Centre Hills. Joint field work was undertaken by Kew and MDoE in September 2014 (see report in Annex 10). Assistance with the identification of target species has also been provided remotely, with images of fruiting and flowering plants sent by MDoE via Dropbox for identification at Kew before deciding whether to revisit the plants for a seed collection.

Turks and Caicos Islands

Collecting has been undertaken by staff of the Turks and Caicos Department of Environment and Maritime Affairs. Field work has been somewhat hampered by a hurricane and subsequent flooding, and difficulties in vehicle maintenance, but these issues have been resolved.

Activity 2.5 Processing and banking seeds has been undertaken in-country in most cases, making use of the equipment provided by this project, whereby seeds are dried over silica gel beads in an airtight polypropylene drum; their moisture monitored using indicating silica gel beads and a hygrometer; and cleaned using a variety of techniques, including the use of sieves of varying grades. 49 collections have been shipped to the MSB in their entirety as, at the time of collection, facilities were not yet up and running for processing in country. These collections have been processed in the UK and the duplicate portions for banking in the country of origin will be repatriated with the collections referred to under Activity 1.5, above. See Annex 2 for further details.

Activity 2.6 Shipping of collections to the MSB has taken place over the course of the year, with a total of 6 batches received from all five partner organisations in the past year. The MSB's business account with DHL is used for this purpose. Batches received listed in Annex 2.

2.2 Project support to environmental and/or climate outcomes in the UKOT's

This project is making significant contributions to long-term outcomes for the natural environment in the Caribbean UK Overseas Territories. This has ranged from developing skills in botanical field work and plant identification in places where such skills are scarce, to building capacity in *ex-situ* seed conservation (see Annexes 5, 6 and 9 for reports of joint field work, which provided an opportunity for additional training). With work undertaken over the last year to get local seed banking facilities up and running, our partners are now equipped to conserve seed material of a wide range of plant species for long beyond the lifetime of this project, and build on these collections at relatively little extra expense. Partners across the scope of the project are considering the contribution that seed conservation can make in future actions (see Annexes 6, 8 and 9), and the work to date has made their involvement in the MSBP's Global Tree Seed Bank project (2015-2019, funded by the Garfield Weston Foundation) a possibility. Finally, the banked seed itself represents a valuable long-term 'insurance policy' against

extinction (in particular, where those collections represent endemics and other threatened species), as well as potential for use in habitat restoration and landscaping with native species. Examples of endemics and threatened species that can now be banked in-country as a result of this project, which were also collected using current Darwin funding, include *Stenandrium carolinae* (Critically Endangered TCI endemic), *Spermacoce capillaris* (Endangered), *Myrmecophila thomsoniana* (Endangered Cayman endemic), *Bastardiopsis eggertii* (Puerto Rican Bank endemic), *Machaonia woodburyana* (Critically Endangered Virgin Islands endemic).

2.3 Progress towards project outputs

Output 1: Capacity building

Much of the progress towards this output took place during the reporting period 2013-14, detailed in AR1. Continued progress towards this output over the last year has included further joint field work between Kew and partners in Anguilla, British Virgin Islands and Montserrat, which provided opportunities for field-based training and guidance on processing seeds back at base. This involved five participants who previously attended the project's seed conservation workshop in TCI in October 2013, as well as a further ten team members who benefitted from the training given. Natasha Harrigan, NPT's officer responsible for developing *ex-situ* plant collections at the J.R. O'Neal Botanic Garden in Tortola was able to further consolidate seed conservation skills by attending the Seed Conservation Techniques course run at the MSB at Wakehurst Place, using additional funding secured by NPT, where seed banking is being integrated into the activities of the Botanic Garden.

With the exception of a freezer in TCI, all partners are equipped for collecting, processing and banking seeds, with freezers having been put in place in Montserrat and Anguilla, and heat sealers for making an airtight seal on foil bags bought for Anguilla, BVI, Montserrat and TCI, in the last year. A camera, GPS and tree pruner has been purchased for Montserrat for use in the field as well.

Information additional to that available on the UKOTs Online Herbarium has been gathered and provided to project partners over the last year to aid targeted seed collecting. This includes specimen data held at Kew, but not yet published online, weblinks to online resources including images of plants and online herbarium records held at other institutions (see Annex 3 for examples from Montserrat).

Indicators of progress towards this output are:

A further ten people given basic training in seed collecting and/or seed processing and banking, in addition to the 16 people reported in the last Annual Report (see Annexes 5, 6 and 9).

Partners from all five Caribbean UKOTs continue to be active in seed conservation, with a seed collecting programme underway and seed banking facilities established in all (with only a freezer to be purchased in TCI) (see Annexes 6 to 10). A Google Group for Caribbean UKOTs Seed Conservation remains for posting updates (<http://goo.gl/P45pWJ>).

The proportion of collections from priority species (scoring 4 or above) has increased from 53% last year, to 67% to date (and another 4% to be determined), with reaching the target of 75% achievable by the end of the project as long as efforts to make collecting as targeted as possible are maintained (see Annex 4).

97 of the 171 collections received at the MSB have been processed and counted to date, with 78% of these having 250 or more seeds (where the MSB accessions represent approximately 50% of the collected material, the other 50% remaining in-country (see Annex 4). This is above the target of 75% collections of more than 500 seeds, and means that these collections are of a sufficient size to enable, in addition to the banking of a 'base' conservation collection, germination testing and making material available for research and conservation, where agreements allow for this. A similar size is anticipated of those collections made but not yet processed, and this indicator will continue to be monitored to ensure the target is met.

20 seed collections that predate this current project have been repatriated to Cayman, with a further 265 collections awaiting repatriation from the MSB (see Activity 1.5 under section 2.1, above). It is anticipated that a total of 125 pre-Darwin project collections will have been repatriated to four Caribbean UKOTs by the end of this project, with the remaining 160 collections made under agreement with TCNT requiring that organisation's agreement. While this is short of the original target of 216 collections to repatriate to three UKOTs, it nevertheless

serves as an indicator of capacity to bank seed locally in TCI, Cayman and Montserrat, as planned, and additionally BVI.

Output 2: Seed collecting programme

As detailed in Activity 2.1 under section 2.1, above, a priority list of species for targeted collecting is in place and being used as an effective means to guide collecting efforts. During this year, some refinements have been made to the list, including updating nomenclature and adding new records, and adding information such as seed storage behaviour. Versions of this list have been provided to project partners, as well as a central master copy made available on the Google Group.

Collections of native plant species have continued to be made, processed and banked in all five Caribbean UKOTs. Though this has progressed well this last year, the extra five months allowed for the completion of the project (from July to November, extension approved by Darwin) will be focussed entirely on ensuring that this particular output is delivered, with the additional wet season months giving the opportunity to target a wider range of high priority species.

Indicators of progress towards this output are:

171 new seed collections have been made during the course of this project (96 in the last year, see Annex 4) and duplicated at the MSB. 124 of these are also banked and available for use in-country. The remaining 49 collections have been sent to the MSB in their entirety for processing, with the duplicate portion now ready for repatriation with the collections reported in Activity 1.5 under section 2.1, and as an indicator in Output 1, above. These latter collections were made by partners where freezers were not yet in place and it was felt that they would be better sent to the MSB until safe storage conditions were available in-country. The target for this indicator is 250 collections. With seven months of collecting remaining until the end of the project at the end of November, the likelihood of achieving this with 78 new collections to be made is very good. Some 20-30 additional collections have been made by partners but not yet duplicated at the MSB. These will ultimately contribute to the target, but are not reported in full here.

As reported under Output 1, above, the proportion of collections from priority species (scoring 4 or above) has increased from 53% last year, to 67% to date, with reaching the target of 75% achievable by the end of the project as long as efforts to make collecting as targeted as possible are maintained (see Annex 4).

The third indicator of progress towards this output is the number of species banked that were not previously represented in MSBP seed banks, where the target is 150 species. Currently the project stands at 67 species (37 made in the last year), significantly lower than planned at this stage (see Annex 4). While the indicators were devised to allow for some duplication of collecting at the species level, so that both multiple collections of high priority species and opportunistic collections of species where identification is uncertain could be made, the former has been higher than anticipated. However, we believe this can be justified given the conservation value of these collections. For example, fifteen collections of the Cayman Islands' national flower, *Myrmecophila thomsoniana*, have been made for this project, representing populations of both Endangered varieties scattered across the three Cayman islands. Three collections of Anguilla's single endemic plant species, *Rondeletia anguillensis* (Critically Endangered, assessment in press), have been banked for this project. Likewise, a number of collections of four species of *Encyclia* orchids have been made in TCI, only one of which represents a species new to MSBP collections. Nevertheless, *E. caicensis* and *E. inaguensis* remain priorities for multiple population sampling, due to their restricted distribution. The likelihood of achieving in full the target of 150 species new to the MSBP is low, though efforts to reduce the amount of duplication will be made to improve progress towards this output.

2.4 Progress towards the project outcome

Progress towards the project outcome of greater security for the future of UKOTs plant diversity has been good:

- Native plant species of the Caribbean UK Overseas Territories effectively conserved *ex-situ* through seed banking, with more to be conserved in the coming months as collecting progresses.
- 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 more to become available as collections are repatriated to the country of origin, as well as via the MSBP Seed List (<http://apps.kew.org/seedlist/>), as collections complete germination testing at the MSB.
- Local capacity to undertake plant conservation measures has been improved through training, joint field work and equipping partners for safely storing seeds in-country.

2.5 Monitoring of risks

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 has taken to reduce or manage the risk
Hurricane season disrupting workshop	M	L	The workshop took place outside the hurricane season. See AR1.
Severe hurricane damage limiting collecting activities through impact on infrastructure or vegetation	L	L	Both TCI and Anguilla experienced a hurricane, affecting collecting in both places during 2014-15. Project activities are spread across several UKOTs and impact limited in duration. See Annex 5.
Hurricane damage leading to flooding/loss of power to seed bank freezers.	M	M	Local partners housing seed bank in best available location. Recommended disaster action plan to be included in documentation available to partners. Seed collections duplicated in the MSB.
Poor fruiting season limiting collecting activities	L	H	Poor rains in Montserrat has been cited as limiting availability of fruit at times. With collecting activities undertaken throughout the year, poor fruiting has not proven to be an issue over several seasons and UKOTs.
Staff changes in Montserrat prevents full engagement with project	M	M	Several staff members have been trained in seed collecting. Maintaining high level of support from Kew.

3. Project Stakeholders

Our principal stakeholders in this project are government agencies with responsibility for the environment in their respective countries who are also our partners in delivering this project: Departments of Environment in Cayman, Montserrat and Anguilla, the Department of Environment and Maritime Affairs in Turks and Caicos Islands, and the National Parks Trust of the Virgin Islands. Support from Kew in managing local seed banks and undertaking seed collecting programmes is central to successful delivery of outputs, where access to local botanical expertise is limited in many cases. This has been provided remotely via email and Skype, and through in-country visits and joint field work where the need is greatest (see

Annexes 5, 6 and 9 for field trip reports; also activity 2.2 above, relating to species targeting support).

One of the greatest challenges relating to stakeholders in this project relates to the relatively low level of botanical expertise in-country, which limits capacity to identify and target priority plant species. The few individuals with plant skills are consequently in great demand. An important contribution that this project is making is raising the profile of plant conservation in host countries and delivering training and engagement is helping to embed plant conservation in the activities of stakeholders.

4. Monitoring and evaluation

As previously reported (AR1), the intake of seed collections at the MSB and banking locally provides a simple and objective means of monitoring the progress of the collecting programme as well as the success of capacity building. Establishing criteria for prioritising species for banking early in the project has provided a benchmark for evaluating the collections made. The size of collections (numbers of seeds) is a useful measure of collection quality and can be reported for a large proportion of collections during the lifetime of the project. Results of germination testing is another key measure of quality, but as the time-lag between collecting and getting results of tests can be over a year, this is not included as an indicator for reporting purposes and no data is yet available for collections made for this project.

The banking of priority plant species directly contributes directly to the outcome of “native plant species of the Caribbean UKOTs effectively conserved *ex-situ*.”

5. Lessons learnt

As mentioned in section 3, above, in-country botanical expertise is one of the most significant impediments to undertaking a seed collecting programme in many of the Caribbean UKOTs, which has had made it especially challenging to target priority species. Using funds to enable experienced visiting botanists to spend more time undertaking collecting work would have helped to overcome this. An approach taken by partners in Montserrat has been to mount regular visits to the field, taking photographs of possible targets and sending to Kew for identification before making a seed collection. This has proved to be quite effective, though may not be practical in all circumstances, where localities are not easily revisited without great effort.

6. Actions taken in response to previous reviews (if applicable)

As requested in the review of AR1:

More detail on the grading scale used in species prioritisation (<http://goo.gl/mjZIM2>) is provided under Activity 2.1, above.

The reporting template for Darwin Plus projects is used for this report, rather than that intended for Darwin Main projects as was used in last year’s report.

7. Other comments on progress not covered elsewhere

No additional comments.

8. Sustainability

The project has a good profile within the Territories, and it has been promoted via various channels. The activities surrounding joint field work in the British Virgin Islands, Anguilla and Montserrat has been communicated via the @KewUKOTs Twitter feed, which generated a good level of interest in the form of retweets and replies, which have also been compiled into a Storify panel (<http://goo.gl/Ak1Axj>). In Anguilla, the project received interest from Her Excellency Christina Scott, HM Governor of Anguilla, who met with the project leader in October 2014 and subsequently blogged about the project (<http://goo.gl/bsiqU9>). The project leader also gave an interview on the project for Radio Anguilla during the same trip.

The project has also received exposure in issue 27 of Samara, the newsletter of the MSBP, circulated amongst over 123 MSBP partner institutions as well as policy makers and funders. It is available online: <http://goo.gl/qatgc1>.

9. Darwin Identity

In all the opportunities to promote the profile of the project referred to above, the Darwin Initiative was acknowledged as the project funder. The Darwin Initiative has a high profile in the Caribbean UKOTs, with Darwin Plus providing funding for a number of other projects currently running in these countries, with local media outlets also giving the natural environment a reasonable level of attention.

10. Project Expenditure

Table 1 Project expenditure during the reporting period (1 April 2014 – 31 March 2015)

Project spend (indicative) in this financial year	2014/15 Grant (£)	2014/15 Total actual Darwin Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs				Includes some funds already transferred to partners, costs not yet incurred.
Consultancy costs				
Overhead Costs				
Travel and subsistence				Includes some funds already transferred to partners, costs not yet incurred.
Operating Costs				Costs for wire transfer fee and phytosanitary inspection not budgeted.
Capital items				Costs for heat sealers from last year's budget met later than planned.
Others (Please specify)				
TOTAL	46,315	46,118		

11. OPTIONAL: Outstanding achievements of your project during the reporting period (300-400 words maximum). This section may be used for publicity purposes

I agree for the Darwin Secretariat to publish the content of this section (please leave this line in to indicate your agreement to use any material you provide here)

The last year of this project has seen the collecting and banking of priority species of the Caribbean UK Overseas territories continue, with 171 collections now banked since the project began. In the last year, these have included important collections of species unique to the UKOTs and neighbouring islands: *Metastelma anegadense* (wirewist, a Critically Endangered plant of Anegada), *Myrmecophila thomsoniana* (an orchid and the national flower of the Cayman Islands, Endangered), *Varronia lucayana* and *Galactia bahamensis* (endemic to the

Bahaman Archipelago), *Cionosicyos pomiformis* (found only on Grand Cayman and Jamaica), *Miconia cornifolia* and *Ponthieva petiolata* (endemic to the Lesser Antilles), among many others.

Capacity for conserving seed in local *ex-situ* collections has been developed, with joint field work between Kew and the National Parks Trust of the Virgin Islands, Montserrat Department of Environment and the Anguilla Department of Environment providing an opportunity for further field-based training in seed collecting to take place. Facilities are now in place in BVI, Montserrat, Cayman and Anguilla for banking seed locally, with TCI soon to have a local seed bank ready. These measures further enable the Caribbean UKOTs to better protect and use their native plants.

Checklist for submission

	Check
Is the report less than 10MB? If so, please email to Darwin-Projects@ltsi.co.uk putting the project number in the Subject line.	x
Is your report more than 10MB? If so, please discuss with Darwin-Projects@ltsi.co.uk about the best way to deliver the report, putting the project number in the Subject line.	
Have you included means of verification? You need not submit every project document, but the main outputs and a selection of the others would strengthen the report.	x
Do you have hard copies of material you want to submit with the report? If so, please make this clear in the covering email and ensure all material is marked with the project number.	
Have you involved your partners in preparation of the report and named the main contributors	x
Have you completed the Project Expenditure table fully?	x
Do not include claim forms or other communications with this report.	