



Department
for Environment
Food & Rural Affairs



Foreign &
Commonwealth
Office



Department
for International
Development



DPLUS047

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

Submit by **2359 GMT Monday 21 September 2015**

Please read the Guidance Notes before completing this form.

Information to be extracted to the database is highlighted blue. Blank cells may render your application ineligible

Basic Data

1. Project Title (max 10 words)	Reduce, reuse, recycle – developing a waste management strategy for Ascension		
2. UK OT(s) involved	Ascension Island	Letter of support from OT government attached?	Yes
3. Start Date:	01/04/2016		
4. End Date:	31/03/2018		
5. Duration of project (no longer than 24 months)	24 months		

Summary of Costs	2016/17	2017/18	Total
6. Budget requested from Darwin	£41,903	£58,090	£99,993
7. Total value of matched funding	£634,677	£-	£634,677
8. Total Project Budget (all funders)	£676,580	£58,090	£734,670
9. Names of Co-funders	Ascension Island Government		

10. Name, address and contact details of lead applicant organisation (responsible for delivering outputs, reporting and managing funds)*	Ascension Island Government, Operations Department, Georgetown, Ascension Island, South Atlantic
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* Notification of results will be by email to the Project Leader named in Question 12

11. Type of organisation of Lead applicant. Place an x in the relevant box.							
OT GOVT	x	UK GOVT	UK NGO	Local NGO	International NGO	Commercial Company	Other (e.g. Academic)

12. Partners in project. Please provide details of the partners in this project and provide a CV for the individuals listed. You may copy and paste this table if necessary

Details	Project Leader	Project Partner 1	Project Partner 2
Surname	Brown	Crichton	
Forename(s)	Steven	Linda	
Post held	Director of Operations	Head of Programme	
Institution (if different to above)	Ascension Island Government (AIG)	WRAP	
Department	Operations	Resource Management	
Telephone/Skype			
Email			

13. Has your organisation been awarded Darwin Initiative funding before (for the purposes of this question, being a partner does not count)? If yes, please provide details of the most recent awards (up to 6 examples).

Reference No	Project Leader	Title
DPLUS021	AIG (N. Weber/ S. Weber)	Ascension Island Marine Sustainability (AIMS) – A Fisheries and Marine Biodiversity Project
DPLUS038	AIG (N. Weber/ S. Weber)	Mapping Ascension Island's Terrestrial Ecosystem

14. If your answer to Q13 was No, provide details of 3 contracts previously held by your institution that demonstrate your credibility as an implementing organisation. These contracts should have been held in the last 5 years and be of a similar size to the grant requested in this application. (If your answer to Q13 was Yes, you may delete these boxes, but please leave Q14)

15. Key Project personnel

Please identify the key project personnel on this project, their role and what % of their time they will be working on the project. Please provide 1 page CVs for these staff, or a 1 page job description or Terms of Reference for roles yet to be filled. Please include more rows where necessary.

Name (First name, surname)	Role	Organisation	% time on project	1 page CV or job description attached?
Steve Brown	Project oversight, budget management and reporting.	Ascension Island Government	10%	Yes
Linda Crichton	Provide training and technical expertise.	WRAP	10%	Yes
Keith Patterson	Provide training and technical expertise.	WRAP	5%	Yes
Eleanor Morris	Provide training and technical expertise.	WRAP	5%	Yes
Peter Williams	Facilities & waste management team leader	Ascension Island Government	50%	Yes
Ashley Lawrence	Waste operative	Ascension Island Government	80%	Yes

AIG Waste Project Officer	Project management, fieldwork, data analysis and reporting.	Ascension Island Government	100%	No (to be written as part of project)
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Project Details

16. Project Outcome Statement: Describe what the project aims to achieve and what will change as a result. (30 words max). You can copy and paste from Q26.

Develop and implement a waste management strategy for Ascension Island, build capacity for waste handling, post processing and recycling and train local operatives for future sustainability of the waste site.

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

Currently Ascension Island has no waste management strategy. There is no waste segregation and refuse collections from public bins (including household waste) are taken directly to the waste site where there is open burning and landfill. Besides general sustainability issues, there are specific environmental concerns surrounding ground contamination with waste oils and wind-blown plastics, which substantially increase the footprint of the affected area. As there is no segregation of food waste, and no system for processing waste once it has arrived on site, rats are also prolific in the area.

Ascension Island Government has identified that the waste site needs completely restructuring and has funded infrastructure improvements that includes the purchasing of certain capital items (see matched funding). However, due to the lack of technical expertise and management structures on-island, this equipment has not been effectively utilised. There is also no public engagement or recycling strategy to promote the “reduce, reuse, recycle” model adopted elsewhere. This project will address these issues and contribute to good environmental practises within a new waste management site embedding these within waste management policies and processes.

18. 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)

Developing a strategic framework

A full time Project Officer will be employed to develop and implement the first waste management strategy for Ascension Island. AIG will establish a new waste handling and recycling facility, with the project officer overseeing the project and producing the necessary operational framework including protocols and regulations. The strategy will focus on the following key areas: waste minimization, waste storage, collection, transport, and transfer, waste treatment, recycling and reuse, landfill disposal, environmental considerations and education and training. Where necessary this may also include the development of legislation.

Training

The project will build local and regional capacity in waste management through interactions with UK consultants and other SAOT's. Local waste operatives will be trained to ensure long-term sustainability though interactions both on island and via teleconference with UK experts and at an inter-island workshop on waste management. Training will involve aspects of reducing food waste (and hence cost) within the messing facilities on island. Support will be provided from WRAP experts over the project lifespan to develop the plan for sustainable recycling and waste management including facilitating introductions with other UK bodies who handle waste post processing.

Reuse and Recycle – feasibility study

A feasibility study will be conducted into exporting off island waste streams post processing and recouping costs of shipping through sale of waste materials. The study will examine the logistics, possibly linking in with other OT's (especially Falklands), and the ability to feed into already established waste markets already developed in the UK. AIG's on island waste team will work closely with WRAP technical experts to determine viability and initiate feasible recycling options. WRAP will also facilitate engagement of other technical experts in specialised areas eg dealing with hazardous waste.

A report will also be produced on the viability and practicality of utilising any of the waste streams on island (eg sand from glass crushing) and any feasible uses will be instigated.

Waste Segregation/Recycling and Reduction – Education and action

AIG with technical advice from WRAP will develop and enact a successful waste segregation policy. Utilising WRAP's successful "Recycle now" promotional/educational campaign AIG will instigate its own consumer campaign to raise awareness regarding waste segregation and, as has been done successfully in the UK, use the branding in both communications and on site logistics to establish good recycling practise within the Ascension population. The project will establish a waste wheel to examine current composition of waste which enters the landfill site. This will form the baseline of current volumes of waste disposal (at start of project) and this will be continued throughout the life of the project to determine the success and scale of reduction in waste entering landfill and quantities being recycled.

19. 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) Priority issues:

- Priority areas: This project falls into the priority area: "developing or improving waste management strategies". It will also assist with the priority area "dealing with invasive alien species through informed control measures" as better waste management will directly impact rat control.
- Contribution to multilateral environmental agreements. AIG has ratified the CBD and this project will contribute directly to Aichi Targets 4 (plans for sustainable production and consumption) and 8 (pollution reduction).
- Contribution to national commitments. The project will help AIG to meet commitments under the Ascension Island Strategic Development Plan i.e. a main objective is "to repair, improve and modernise key island infrastructure (including waste) " and in detail " to develop a new waste management facility and an associated policy to ensure efficient refuse collection and appropriate disposal systems, including for hazardous waste"
- Contribution to delivery of priority as identified in the Joint Ministerial Council Communiqué 2014 "We will also support Territories, through the Waste & Resources Action Programme, to develop waste management strategies, where these are not already in place."
- Local ownership This project contributes to a direct policy need identified by the host country and has been developed by AIG with expert input from WRAP. Locally, it will establish a strategic framework for waste processing, as well as leaving a legacy of waste management capacity within Ascension Island and other SAOTs.

b) Technical excellence

- Clear goal and achievable. The project will address a significant need and develop the strategic framework for waste handling and management for Ascension. The island will benefit through reduction of waste both through recycling efforts and reuse of processed waste. It will also provide the systems to inform the public leading to less waste produced and train on island staff to ensure project sustainability. The objectives are clearly defined utilising UK experts who have successfully conducted similar projects in the UK. Full stakeholder engagement on island reduces any risks to the project.

- Monitoring and evaluation. See Section 29
- Project planning and value for money. The high levels of AIG investment in capital equipment for core waste recycling and development of the waste management site demonstrates commitment of AIG and extreme value for money - see Section 31. The initial waste management site plan is based on a 2013 consultant report and this project will develop the strategic framework necessary to progress successful waste management beyond the creation of a new site by initiating the requisite procedures and ensuring market development post waste processing.

c) Impact:

- Institutional capacity. This project brings together a partnership of on island personnel with vast local knowledge from a variety of employers (AIG, MOD, local businesses) with technical experts from overseas as well as bringing in waste management teams from other SAOT's. See also Section 21.
- Anticipated outcomes. Improving the waste management service to a high standard will be of benefit to all island personnel and the local environment, leaving a new permanent functional facility reducing the waste legacy to future generations.
- Sustainability. See Section 27

20. 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)**

All Island users generate waste and will therefore benefit from this project. Ascension Island Government and the main employing organisations have an environmental responsibility to ensure good waste management and reduce the impact they have on Ascension.

Babcocks (operational support for the BBC World service) currently separate waste into various streams with no systems for post sorting and they purely store waste. They are in full support of this project and development of a system that can process and recycle waste (see LoS).

Defence Infrastructure Organisation (DIO) is responsible for delivering the UK Ministry of Defence's strategic aim of sustainable development, which includes environmental commitment to reduce waste throughout its Estates including Ascension. DIO would welcome any initiative from AIG that would help contribute towards this strategic aim and in principle would support any project aiming to reduce waste.

The US military dispose of their own waste through segregation, recycling, incineration, landfill and dumping of fresh produce at sea. They currently accumulate scrap metal and have expressed an interest in using the new waste management facility to deal with this.

WRAP will offer training on the reduction of food waste, specifically targeted at the larger catering facilities on both military bases which will in turn have an economic benefit to them.

Falklands and St Helena Governments are also direct beneficiaries of the project through training opportunities and access to technical expertise. A 3-5 day workshop on Ascension will help develop and share the necessary knowledge to establish good waste management.

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

Ascension Island Government

The Operations Department is a multidisciplinary department directed by AIG project lead Steve Brown who has previously managed Antarctic research stations including oversight of their waste management. Operations is responsible for maintaining the government's infrastructure and comprises various teams, these include Building & Civils, Mechanical & Electrical, Stores & Procurement, Transport & Plant, cargo handling and the pierhead and Facilities and waste management. The three AIG staff of the Facilities

and waste management team will be key in implementing this project and insuring its daily long-term sustainability on the ground. The teams have a wealth of experience from small scale projects such as house refurbishments to large multi-skilled projects including the successful completion of a £756,000 two year EDF10 roads upgrade project.

Waste & Resources Action Programme

Waste and Resources Action Programme (WRAP) was set up in 2000 to help recycling take off in the UK. Over the last 15 years, their role has broadened and they are now the lead UK organisation for resource efficiency, funded by all four UK Governments, the European Commission and others. Their vision is a world where resources are used sustainably. They are a not-for-profit charity recognised internationally for their expertise in resource efficiency, leading-edge research, skills and knowledge and, most of all, for their ability to bring the right people together to solve environmental problems by finding the thing that drives change and then making it happen.

WRAP works with a wide range of partners, from major businesses, trade bodies and local authorities through to individuals looking for practical advice. For more information, see www.wrap.org.uk

APPLICANTS SEEKING £100,000 OR OVER SHOULD PROCEED TO QUESTION 26

22. 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>)
1. Develop and implement a strategic framework for waste management on Ascension Island	Project manager appointed to co-ordinate project deliverables. Strategic framework document produced and disseminated to all stakeholders. Protocols in place for handling of different waste streams	No framework or management plans for waste management site or protocols for waste recycling	AIG employment records; Strategic framework available on AIG website; protocols in place on AIG public shared drive.
2. Training and capacity building both on island, with other OT's and with technical experts in UK.	3 staff from Ascension waste team trained. 3-5 day workshop help on waste management on Ascension and attended by at least 1 UK expert and 2 other SAOT's as well as 3 on island stakeholders.	No people on island have any technical expertise in waste management.	Workshop report available on AIG website and widely disseminated amongst stakeholders; workshop summary; project updates published in Islander newspaper. Endorsement of training received documented in staff job appraisals.
3. Reuse and recycle – conduct a feasibility report and action plan for post processing	Feasibility report and action plan produced. Contacts established with UK experts and organisations engaged	No post processing plans on island – currently no waste management on island. No contacts with UK	Report distributed around island stakeholders and shared with other SAOT's.

	in post processing in UK.	organisations and little interaction with other OT's regarding waste management	
4. Waste Segregation/Recycling and Reduction – Education and action	<p>Report produced from waste wheel data (waste wheel conducted throughout life of project). Data shows a reduction in the proportion of waste sent to landfill.</p> <p>Education action plan produced. Social media activity on project deliverables both on AIG and WRAP website. Articles published in Islander newspaper on Ascension.</p>	<p>No baseline data on amount or types of waste produced.</p> <p>No waste segregation occurs on island.</p> <p>No waste recycling occurs on island.</p> <p>No literature available to general public on waste reduction/recycling on Ascension.</p>	AIG and WRAP website, Islander newspaper, signage at main waste management site and also around Island at work places, waste collection sites etc.

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

Each output has a critical role in the successful delivery of the project and ensuring its sustainability post project. Output 1 will deliver the main outcome of the project in developing a waste management strategic framework and its sustainability will be ensured by outputs 2 and 4. Outputs 1, 2 and 4 are fundamental in ensuring Ascension Island has the systems in place and that these are delivered effectively resulting in high standards of waste management on Ascension. Feasibility of further extending waste management to post processing use of waste will be conducted in output 3.

24. Main Activities

Output 1	Develop and implement a strategic framework for waste management on Ascension Island
1.1	Appointment of a Project Manager
1.2	Draft waste management plan produced. Protocols developed for waste management equipment
1.3	Liaison with technical experts, feedback on draft framework incorporated
1.4	Final waste management plan published
Output 2	Training and capacity building both on island, with other OT's and with technical experts in UK.
2.1	Agree scope and content for training workshop, develop materials, complete logistical arrangements and invitations
2.2	Attendance of Ascension waste team, on island stakeholders, UK technical experts and 2 other SAOT's at 3-5 day waste workshop
2.3	Training of on island staff in waste management techniques and collaboration with other OTs, including information and expertise sharing

2.4	Post workshop review, feedback and follow up actions
Output 3	Reuse and recycle – conduct a feasibility report and action plan for post processing
3.1	Links established with UK recycling market and additional technical experts
3.2	Liaison & data gathering with AIG and technical experts
3.3	Desk based research on options for post processing
3.4	Draft feasibility study for review & comment by all stakeholders, feedback incorporated
3.5	Feasibility report and action plan for post processing produced and published
Output 4	Waste Segregation/Recycling and Reduction – Education of the public
4.1	Establish waste wheel to determine baseline for current waste disposal (at start of project) and continue throughout life of project to determine if successful reduction in main waste of recyclable items. Report of waste wheel data produced.
4.2	Develop and agree action plan for communications
4.3	Establish education package using “Recycle Now” materials (licence agreed with WRAP)
4.4	Engage with WRAP to transfer materials and implement education action plan
4.5	Campaign posters, leaflets and signage produced and displayed/distributed at waste management site and throughout island.
4.6	Public talks held on Ascension Island

25. 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
Unable to recruit suitable project officer	L	M	AIG have an experienced HR team in getting people to work on small remote islands Detailed job and person specifications and terms of reference combined with appropriate timescale to recruit. Job advert will be widely disseminated in appropriate media.
Project partners not able to fulfil commitments	L	M	Letters of support from all the project partners indicate there strong will for this project and commitment to achieving the outputs. UK waste consultant WRAP have excellent delivery track records and are a reputable organisation of international standing.

APPLICANTS SEEKING LESS THAN £100,000 YOU MAY SKIP QUESTION 26

26. LOGICAL FRAMEWORK

Darwin Plus projects will be required to report against their progress towards their expected outputs and outcome if funded. This section sets out the expected outputs and outcome of your project, how you expect to measure progress against these and how we can verify this.

Project summary	Measurable Indicators	Means of verification	Important Assumptions
Impact: (Max 30 words)			
Outcome: (Max 30 words)	0.1 0.2 etc	0.1 0.2 etc	
Outputs: 1.	1.1 1.2 etc	1.1 1.2 etc	
2.			
3.			
4.			
Activities (each activity is numbered according to the output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1) 1.1 1.2 1.3 etc			

27. 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)

There are numerous benefits for the wider community, long after the project is over, including a more visually agreeable site, reduction in rodents in the area, decrease in waste pollution from the new facility. There is also the potential that on island uses will be identified for certain waste streams (eg green waste as compost, glass waste as sand) which will save the island in shipping costs of bringing these goods to the island and provide financial incentive to continue with the recycling procedures.

Ascension Island Government has highlighted waste management as a key objective within its Strategic plan for the island for the next 5 years and as such has employed 2 waste operatives to its core staff. This project will provide a lasting legacy for the island both in training of these on the ground staff in waste management techniques as well as developing a long term strategic plan for the waste site. In addition, the development of technical skills both within on island employing organisations and within the South Atlantic UKOTs will help to ensure that a network of experience is established and links for future collaborations are founded.

28. Open access: All outputs from Darwin Plus projects should be made available on-line and free to users whenever possible. Please outline how you will achieve this. (200 words max)

This project involves strong collaboration with on island users in particular the main stakeholders detailed in section 20 as well as other SAOT's and throughout the project there will be sharing of policies and procedures as well as the feasibility report and action plan. Also a small amount of funding has been requested as part of the project to fund signage at the waste management site, waste collection sites and at work places. Leaflets detailing information on waste reduction and recycling will be produced and made freely available to the general public as well as electronic versions online. The AIG has an active website and facebook account where the appropriate project outputs will be disseminated. WRAP also has a website and social media activity and will post information on project initiation and publication. WRAP has links to UK trade press and will raise awareness of the project through this forum. AIG has a shared drive which all Government users have access to and the waste management plan and associated policies and procedures will be stored here as well as in hard copies at the site and in the facilities and waste management team office.

29. 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 waste project manager who is responsible for the day to day running of the project will report weekly to the Director of Operations who in turn will report progress to the Island Administrator. The Budget Consultation Forum (representatives of Ascension's main employing organisations) meets quarterly and project updates will be given to this group at each meeting during the project lifespan. A steering group will be established of the main Ascension Island users (and hence waste generators) who will assess progress of the project and ensure it is meeting the necessary deliverables.

The project will be implemented as a partnership between the main project partners with technical input from WRAP. There will be regular on island meetings of all stakeholders and teleconferences and regular email contact with overseas partners. WRAP will critically review the strategic framework and protocols ensuring they are fit for purpose. Strategic framework and policies will be reviewed on island by the AIG Policy officer, Government officials and Council prior to adoption.

The project completion report is after the project is over and is linked to the final payment.

30. Financial controls: Please demonstrate your capacity to manage the level of funds you are requesting. (Who is responsible for managing the funds? What experience do they have? What arrangements are in place for auditing expenditure?)

Grant payments will be administered through Ascension Island Government's bank account, with project expenditures tracked by the AIG Finance Department. AIG has a fully dedicated financial accounting and management team, headed by a UK qualified Chartered accountant. The Government currently manages capital and reserves of £20 million. The Finance and Conservation Departments have jointly managed many biodiversity conservation projects large and small over the last 10 years, including those funded by RSPB, OTEP, JNCC and the Darwin Initiative. AIG's accounts are also subject to an annual, independent financial audit by Wilkins Kennedy LLP, based in London.

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. If you are requesting over £100,000 from Darwin Plus, you must complete the full spreadsheet.

31. 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. (200 words max)

The waste project already has a significant amount of match funding provided by Ascension Island Government in the form of investment for development of the waste site and finances for capital purchases, this demonstrates AIG's interest and commitment in the project and the desire for it to succeed.

AIG have already funded a permanent facilities and waste management team who will have a majority of their time attached to this project as in kind support and who will be responsible for the post project future of running the waste management site.

As part of budget planning, WRAP has provided a breakdown of their costs for the services that they will be providing as part of the project. Costs for flights and accommodation for attending the proposed workshop are known values and accounted for in the budget.

Non salary costs associated with the project officer's employment on Ascension Island (flights, insurance medical and accommodation, utilities will be offered in kind by AIG.

32. 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

	Activity	No of Months	Year 1												Year 2											
			A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M
Output 1	Develop and implement a strategic framework for waste management on Ascension Island																									
1.1	Appointment of a Project Manager	1	X																							
1.2	Draft waste management plan produced. Protocols developed for waste management equipment	5										X	X				X	X	X							
1.3	Liaison with technical experts, feedback on draft framework incorporated	4				X						X						X								
1.4	Final waste management plan published	1																					X			
Output 2	Training and capacity building both on island, with other OT's and with technical experts in UK.																									
2.1	Agree scope and content for training workshop, develop materials, complete logistical arrangements and invitations	3					X	X	X																	
2.2	Attendance of Ascension waste team, on island stakeholders, UK technical experts and 2 other SAOT's at 3-5 day waste workshop	1								X																
2.3	Training of on island staff in waste management techniques and collaboration with other OTs, including information and expertise sharing	1								X																
2.4	Post workshop review, feedback and follow up actions	1									X															
Output 3	Reuse and recycle – conduct a feasibility report and action plan for post processing																									
3.1	Links established with UK recycling market and additional technical experts	2			X							X														
3.2	Liaison & data gathering with AIG and technical experts	3	X	X	X																					
3.3	Desk based research on options for post processing	4		X	X	X	X																			
3.4	Draft feasibility study for review & comment by all stakeholders, feedback incorporated	3						X	X	X																
3.5	Feasibility report and action plan for post processing produced and published	2									X	X														
Output	Waste Segregation/Recycling and Reduction –																									

CERTIFICATION

On behalf of the company* of Ascension Island Government
(*delete as appropriate)

I apply for a grant of £99,993 in respect of **all expenditure** to be incurred during the lifetime of this project based on the activities and dates specified in the above application.

I certify that, to the best of our knowledge and belief, the statements made by us in this application are true and the information provided is correct. I am aware that this application form will form the basis of the project schedule should this application be successful. (*This form should be signed by an individual authorised by the lead institution to submit applications and sign contracts on their behalf.*)

- I enclose CVs for key project personnel and letters of support.
- I enclose the most recent 2 years of signed and audited/independently verified accounts.

Name (block capitals)	MR STEVEN BROWN
Position in the organisation	DIRECTOR OF OPERATIONS

Signed



Date:

21/09/2015

If this section is incomplete the entire application will be rejected. You must provide a real (not typed) signature. You may include a pdf of the signature page for security reasons if you wish. Please write PDF in the signature section above if you do so.

Application Checklist for submission

	Check
Have you read the Guidance Notes ?	yes
Have you checked the Darwin Plus website immediately prior to submission to ensure there are no late updates?	yes
Have you provided actual start and end dates for your project?	yes
Have you provided your budget based on UK government financial years i.e. 1 April – 31 March and in GBP?	yes
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?	yes
Has your application been signed by a suitably authorised individual ? (clear electronic or scanned signatures are acceptable in the email)	yes
Have you included a 1 page CV for all the key project personnel ?	yes
Have you included a letter of support from the applicant organisation, main partner(s) organisations and the relevant OT Government ?	yes
Have you included a copy of the last 2 years' annual report and accounts for the lead organisation?	yes

Once you have answered the questions above, please submit the application, not later than midnight **2359 GMT Monday 21 September 2015** 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.