



Department
for Environment
Food & Rural Affairs



Foreign &
Commonwealth
Office



Department
for International
Development



DPLUS050

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)	Waste to warmth – cardboard into insulation boards and fuel bricks		
2. UK OT(s) involved	St Helena, Ascension and Tristan da Cunha	Letter of support from OT government attached?	Yes
3. Start Date:	01 April 2016		
4. End Date:	31 March 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	63,300	36,350	99,650
7. Total value of matched funding	67,000	67,000	134,000
8. Total Project Budget (all funders)	197,300	103,350	233,650
9. Names of Co-funders	St Helena Government		

10. Name, address and contact details of lead applicant organisation (responsible for delivering outputs, reporting and managing funds)*	St Helena Active Participation in Enterprise (SHAPE) Sandy Bay Centre
---	--

* 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	UK GOVT	UK NGO	Local NGO	X	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	Joshua		
Forename(s)	Martin		
Post held	Manager		
Institution (if different to above)	SHAPE		
Department	SHAPE		
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
DPLUS014	Martin Joshua	Building capacity to develop and provide long-term sustainability for St Helena's paper and card recycling unit. Darwin Grant value was £99,200.00 from July 2013 – July 2015

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?
Martin Joshua	Project Leader	SHAPE	30%	Yes
"To hire – funding required"	Project Facilitator	SHAPE	100%	Yes

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.

- Create insulation boards for the local construction industry from recycled cardboard;
- Mass produce fuel bricks from recycled paper and cardboard
- Divert commercial cardboard waste from landfill

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)

- SHAPE, provides training and work experience for 50% of disabled working age on island.
- This project will build on the achievements of the previous Darwin funded project.
- That project achieved the following: The procurement of equipment and machinery at the Recycling Centre, the employment of a supervisor, trainer and assistant trainer which allowed additional placements for disabled trainees. Successful overseas training for the supervisor enabling skills transfer to all staff and trainees. as well as reduction in paper and card being land filled
- This project will develop products such as insulation boards and fire bricks in commercial quantities for which there is a local market
- SHAPE has the capacity to develop this venture into a not for profit business. It has purchased machinery and equipment, establishing a recycling plant for the production of the above products. This project will allow for employment of disabled people, ensuring that the Centre has suitable equipment and will create and environmental awareness within the community as well as producing beneficial products that are extensively required by the community.
- This project will support the government's environmental objective: *"Improve and maintain environmental conditions through better management of solid waste"*

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)

The SHAPE Manager will resume management responsibility for the project, with the Project Manager leading on the intended outcomes and ensuring the project is delivered on time and within budget.

1. The SHAPE recycling centre has the equipment to make large quantities of paper/card pulp and press the pulp into boards and bricks. However the biggest obstacle to manufacturing more of these products is the time taken for them to dry.
2. By creating a drying room the manufacturing time from pulp to finished product will be reduced considerably
3. The heat for the drying room will come from the burning of fuel bricks which are manufactured at SHAPE
4. This will minimise the cost of heating
5. It will also provide a showcase for the utility of these fuel bricks
6. Partnering with a local construction company will ensure a market for insulation boards which would otherwise have to be imported
7. The research already conducted on making insulation boards includes ensuring that they meet fire regulations and are termite proof
8. A consultation process will take place with local businesses to discuss operational processes for collection of waste paper and card. In the first instance SHAPE will concentrate on working with the three largest retail businesses and St Helena Government as they are the main producers of paper and cardboard waste
9. SHAPE will also encourage the general public to recycle their paper and cardboard waste by working with the Waste Management Service to provide collection points
10. In addition to the drying room a show room will be built to display the products created by SHAPE. This will be an attraction for visitors to the island demonstrating the islands commitment to environmental sustainability
11. The recycling centre at SHAPE is an established venture and increasing the range and quantity of products will improve its financial sustainability
12. SHAPE's commitment to working with people with disabilities will be enhanced as 3 staff members will be recruited which will give opportunities for six people with disabilities to work on this project.
13. A robust monitoring process will be formed with the Environmental and Natural Resources Directorate to monitor the amount of waste paper and cardboard that is processed
14. The Project Manager will work proactively to ensure timely completion of the project, including delivery against targets, budget and quarterly reporting. Regular communications will be conducted between Project Manager, SHAPE board of Directors and all stakeholders. The

Project Manager will ensure the project is managed efficiently, cost effectively and in-line with SHG financial and contractual regulations.

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)

PRIORITY ISSUES

St Helena airport will be opening in February 2016. The catalyst for having an airport is to develop the Tourism Industry and it is anticipated there will be a large increase in the number of tourists. This undoubtedly will put increasing pressure on the existing landfill if alternative solutions are not found

SHAPE is in a unique position to proactively respond with positive solutions, having much of the infrastructure already in place. SHAPE has carried out initial research and trialed both products- fire bricks and insulation boards. In developing this project, there will be significant benefits to St Helena whilst supporting best environmental practices.

SHAPE contributes to all three pillars in St. Helena's Sustainable Development plan – environmental, economic and social development. The project contributes to a range of the island's strategic goals and hence supports all of the top three priority issues;

Environmental

This project will continue to contribute to the delivery of the 10 year Environmental Management Plan.

It will reduce waste paper and cardboard entering the landfill

It will reduce the need to deplete the National Forest for heating by substituting fuel bricks for wood as many people on island use solid wood stoves

It will improve the thermal efficiency of buildings as insulation is rarely used in construction due to the high cost of imported insulation products

Economic:

SHAPE supports the island's vision – a vibrant economy, providing opportunities for all, especially the disabled.

It contributes to economic growth through its production of locally produced niche products.

This project will enable SHAPE to continue to be the islands flagship green enterprise. It is adding value to waste.

Social:

SHAPE is the only organisation providing work for the disabled and vulnerable. Through SHAPE they are able to lead independent and fulfilling lives. This project provides structures for additional clients to work and gain new skills.

IMPACTS

SHAPE has a very strong relationship with SHG (St Helena Government) as well as being supported by the Island's Community. SHAPE has Service Legal Agreements in place with SHG to provide employment for disabled people who would otherwise be excluded from the workplace.

This project assists with the reduction of waste ending up in the landfill and as such is one of the few businesses on island that is involved in recycling. St Helena's isolation means that recycling opportunities are limited but focussing on products for the local market make this a viable enterprise.

TECHNICAL EXCELLENCE

The project will ensure that SHAPE takes a leading role in providing environmentally friendly and sustainable products. Research conducted by SHAPE is the only research being undertaken on island for making use of waste products on island.

SHAPE was awarded the Green Business award on Island in 2013 and prides itself on continuing to help the environment, island, and people.

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)

- **The Safe Guarding Directorate (SGD)** works in partnership with SHAPE through a Service Level Agreement to deliver a fully comprehensive support programme to meet the needs of the disabled and vulnerable members of the community. The Safeguarding Directorate has responsibility for referral of clients to SHAPE and for the monitoring and assessment of the clients' physiological, social and emotional wellbeing. Safeguarding is very supportive of the environmentally focused work being done at SHAPE involving disabled people. A representative from the Safeguarding Directorate sits on the SHAPE board
- **Environmental and Natural Resources Directorate (ENRD)** –provides advice and support for effective environmental monitoring purposes. SHAPE has a positive working relationship with all Divisions within the Directorate, particularly the Environmental Management Division (EMD) for monitoring the amount of paper and cardboard that is being land filled. A representative from ENRD sits on the SHAPE board
- **Dalco Ltd** – a private construction company which is committed to working with SHAPE to use insulation boards as part of their building works. Dalco is an innovative company introducing new construction processes for the local housing market.

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

SHAPE has been in operation for the past eleven years and has grown from developing opportunities for the disabled and disadvantaged members of our community, to a semi commercial business using recycled materials. SHAPE is governed by a Board of Directors (elected annually) and guided by Articles of Association. The current staffing establishment is 27 trainees (disabled), 10 staff and 1 apprentice.

Despite significant obstacles and operating in a very remote and limited market SHAPE has gone from strength to strength and it is an organisation that the people of St Helena are rightly proud of.

SHAPE has managed budgets and has delivered on outcomes of a number of projects including DPLUS014 - £99,200.00, OTEP – £94,460.00 and UNDP - £60,000.00

SHAPE has successfully established a recycling facility and currently produces products such as books, jewelry, bowls, vases and envelopes from recycled paper. It also makes outdoor pot plants from paper pulp and cement to supply the niche island market.

SHAPE has secured an overseas contract for 5000 high quality boxes, made from paper pulp, for locally distilled Napoleon Brandy that is sent to Switzerland. This has already increased our paper and card usage from 1 ton of pulp a week to 1.5 tone's per week

SHAPE is the only enterprise that makes a contribution to reducing the land filling of paper and cardboard on St Helena. This project will further reduce the amount of waste paper and cardboard that is buried.

Staff at SHAPE have had the opportunity of attending exposure visits to South Africa and European Countries to enhance their skills in recycling. The initiative to produce insulation boards is a result of one of the exposure visits. This project will therefore allow SHAPE to build on existing foundations and take recycling to a higher level.

SHAPE has a strong and healthy working relationship with all its stakeholders. The Governor is extremely supportive and proud of SHAPE and has visited regularly and ensured visiting dignitaries have a visit to SHAPE on their itinerary. Both the Education and Employment, and the Safeguarding Directorates have provided valuable financial and other related support.

Throughout the local community there is strong support for SHAPE, fundraising events are well attended and in 2014/15 SHAPE raised £10,110 on fundraising and donations which is a significant proportion of the funding required for SHAPE to operate.

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. 100% of the three largest merchant's waste cardboard diverted from the landfill site	0% of cardboard from merchants reaching the land fill	100% of cardboard disposed of at the land fill	Create a reporting system in collaboration with the Waste Management Service (ENRD)
2. 100% of the St Helena Government's waste cardboard and paper diverted from the landfill site	0% of cardboard and paper from SHG reaching the land fill	100% of cardboard and paper disposed of at the land fill	Create a reporting system in collaboration with the Waste Management Service (ENRD)
3. Employment opportunities for three additional full time staff, to be trained in recycling skills leading to work place opportunities for six disabled people	Three additional staff successfully recruited, 6 places for disabled people established	No new posts	SHAPE Employment statistics report SHAPE client register
4. Produce insulation boards from recycled cardboard	Using insulation boards in new build homes	Insulation boards are not used in construction projects on St Helena	SHAPE records DALCO (construction company) records
5. Increased production of fuel bricks	1000 fuel bricks produced each week	200 fuel bricks produced each week	SHAPE records
6. Increased amounts of paper and cardboard pulped creating greater amounts of pulp and reducing amount that is land filled	Average pulp – 1,500kg a week	Increase pulp production to 2,500kg a week	SHAPE records
7. A marketing campaign to promote new product lines	Marketing campaign launched by August 2016	No specific marketing strategy for insulation boards and fire bricks	Publicity in the local media Increased traffic on social media sites

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

Increased production of recycled products will create a greater demand for paper pulp which means that less paper and cardboard enters land fill. SHAPE will consolidate its position as the flagship green enterprise on island and for the first time will work with a private sector business to mainstream locally produced and environmentally friendly products. That this will be achieved by increasing employment opportunities for people with disabilities demonstrates a commitment responsible economic development. That some of the fuel bricks produced by SHAPE will be used in the production of recycled paper and cardboard products demonstrates a sustainable production process.

24. Main Activities

Output 1	100% of the three largest merchant's waste cardboard diverted from the landfill site
1.1	Meet with the merchants to discuss collection or delivery processes
1.2	Contractual arrangement between merchants and SHAPE for the delivery/collection of cardboard from their business sites
1.3	Create a collection/delivey schedule
1.4	Monitor collection/delivery service
1.5	Record amounts of paper and cardboard collected
Output 2	100% of the St Helena Government's waste cardboard and paper diverted from the landfill site
2.1	Meet with relevant government officials to discuss collection or delivery processes
2.2	Contractual arrangement between SHG and SHAPE for the delivery/collection of cardboard from their sites
2.3	Create a collection/delivery schedule
2.4	Monitor collection/delivery service
2.5	Record amounts of paper and cardboard collected
Output 3	Employment opportunities for three additional full time staff, thus creating an additional six placements for disabled clients
3.1	Recruit three additional staff
3.2	Design training course for disabled clients
3.3	Work with Safeguarding directorate to identify appropriate people
3.4	Provide placements for six additional disabled clients
3.5	Ensure that the recycling centre is adapted for the needs of these staff
3.6	Provide training to the disabled staff members
3.7	Monitor performance and work closely with Safeguarding to ensure that welfare as well as work issues are addressed

4	Produce insulation boards from recycled cardboard
4.1	Agree specifications with Dalco and the Building Inspector
4.2	Construct drying room
4.3	Finalise production process with the drying room
4.4	Agree quantities required by Dalco
4.5	Produce boards
4.6	Monitor demand and adjust production accordingly
5	Increased production of fuel brick
5.1	Finalise production process using the brick machine (now bricks are made individually using a hand press)
5.2	Construct drying room
5.3	Advertise in the local press to create demand for bricks. Use the drying room as a showcase for the heat producing properties of fuel bricks
5.4	Produce fire bricks
6	Increased amounts of paper and cardboard pulped creating greater amounts of pulp and reducing amount that is land filled
6.1	Finalise collection/delivery processes for transporting waste cardboard and paper to the SHAPE recycling centre
6.2	Finalise shredding and pulping process to take into account increased level of production
6.3	Ensure recording system to accurately monitor amount of cardboard pulped
7	A marketing campaign to promote new product lines
7.1	Marketing campaign launch
7.2	Promotional activities to include open days, poster, radio interviews, promoting new product lines.
7.3	Improved marketing strategies leading to better sales and increased revenue

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
Merchants do not fully cooperate and card not being recycled by businesses.	L	H	Create ongoing awareness, and highlight the benefits, provide a free cost service. Have in place contractual agreements with merchants to collect their cardboard.
The amount of waste paper and cardboard in landfill is not reduced.	L	M	Effective monitoring systems Robust management of the project Effective promotion to create increased demand for insulation boards and fire bricks
Revenue/sales low, therefore lack of capacity building for sustainability	M	M	Excellent marketing strategies deployed to include a marketing plan for key products. Pricing strategy to be implemented.
No staff employed	L	H	Provide attractive salaries and incentive schemes. Recruitment process to be conducted in a timely manner, allowing for advertising and interviewing to be completed.
Unable to engage contractor/s to use insulation boards in construction	L	H	One contractor has already expressed interest, once viability of boards demonstrated other contractors likely to come on board

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
•			
Outcome:			
Activities			

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)

Once the project has finished the sales of the products will ensure sustainability. In addition to the two new products, the Centre will continue to produce books, boxes, envelopes, vases and bowls and outdoor furniture which will contribute to the operational cost of the Enterprise.

Annual grants received through Service Level Agreements with SHG and fund raising events will allow SHAPE to continue to meet its social obligation of employing disabled people.

Environment sustainability is the driving force of this project with the aim to significantly reduce the levels of waste going to the landfill. With cooperation and support from local businesses and government SHAPE will continue to strive to remain the leading recycling enterprise on St Helena.

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)

SHAPE has a dedicated website and Facebook presence online. Regular output updates will be posted by the Project Leader on the progress of the project.

Other forms of media that SHAPE uses

- St Helena newspapers (The Independent and The Sentinel) both available online
- St Helena radio stations (St FM and SAMS Radio 1) both stream online
- Shape newsletter, linked to website and Facebook page

SHAPE will keep a spreadsheet daily of all products made and sold. This will guide us on progress and how to fulfil our objectives. Spreadsheets will be linked to the website or made available on request.

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)

- All statistical monitoring will be carried out by the Project Leader. SHAPE will provide quarterly statistics on the volume of cardboard received from merchants.
- A robust monitoring system will be set up with the Environmental Management Division to ascertain the levels of cardboard still received in the landfill. SHAPE will use this information to approach business to join the scheme and allow SHAPE to collect their cardboard.
- As part of the agreement with retailers and the government a monitoring system will implemented to ensure that waste cardboard and paper goes to SHAPE and not the land fill
- Annual targets for each product line will be set along and quarterly reports will be presented to the SHAPE Board of Directors.
- The Project Manager will keep regular monthly report on sales and associated accounts; this will be presented to the SHAPE Manager.
- All external monitoring of the project will be conducted by the SHAPE Board of Directors who will provide accountability for the project.

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?)

The project manager through the SHAPE Manager will maintain responsibility for budget control. The SHAPE Manager currently manages a budget in excess of £100,000 a year with support from the Treasurer who sits on the Board of Directors.

Accounts will be audited annually by an Independent Auditor.

All financial controls will be ultimately be covered by the SHAPE Board of Directors.

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)

- All budget requests are in line with SHAPE Business Planning and Strategic Planning processes.
- Procurement of all items will undergo a vigorous procurement process within a defined timeline.
- The project is very specific in manufacturing two different but complimentary products in order to focus the activity and minimise the risk of project drift. These products are a natural extension of the manufacturing processes already in operation at SHAPE
- The SHAPE manager and Board have considerable experience minimising costs and project management within tight budget restrictions. This project has been debated at length in Board meetings
- As the aim of the project is to manufacture products from recycled products there is at its core a commitment to financial sustainability through sales
- Retailers who currently transport waste to the landfill will be encouraged to transport this waste to SHAPE reducing the cost of sourcing the raw material for the boards and bricks
- The drying room will be built using two ex-shipping containers to minimise the cost of construction
- Heating for the drying room will be from the burning of SHAPE fire bricks minimising the production costs

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	100% of the three largest merchant's waste cardboard diverted from the landfill site																									
1.1	Meet with the merchants to discuss collection or delivery processes		■	■																						
1.2	Contractual arrangement between merchants and SHAPE for the delivery/collection of cardboard from their business sites			■	■																					
1.3	Create a collection/delivery schedule				■																					
1.4	Monitor collection/delivery service					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
1.5	Record amounts of paper and cardboard collected					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Output 2	100% of the St Helena Government's waste cardboard and paper diverted from the landfill site																									
2.1	Meet with relevant government officials to discuss collection or delivery processes		■	■																						
2.2	Contractual arrangement between SHG and SHAPE for the delivery/collection of cardboard and paper from their sites			■	■																					
2.3	Create a collection/delivery schedule				■																					
2.4	Monitor collection/delivery service					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■		
2.5	Record amounts of paper and cardboard collected					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■		
Output 3	Employment opportunities for three additional full time staff, thus creating an additional six placements for disabled clients																									
3.1	Recruit three additional staff members		■																							
3.2	Design training course for disabled clients			■																						
3.3	Work with Safeguarding directorate to identify		■	■																						

	appropriate people																			
3.4	Provide placements for six additional disabled clients																			
3.5	Ensure that the recycling centre is adapted for the needs of these staff																			
3.6	Provide training to the disabled staff members																			
3.7	Monitor performance and work closely with Safeguarding to ensure that welfare as well as work issues are addressed																			
Output 4	Produce insulation boards from recycled cardboard																			
4.1	Agree specifications with Dalco and the Building Inspector																			
4.2	Construct drying room																			
4.3	Finalise production process with the drying room																			
4.4	Agree quantities required by Dalco																			
4.5	Produce boards																			
4.6	Monitor demand and adjust production accordingly																			
Output 5	Increased production of fuel bricks																			
5.1	Finalise production process using the brick machine (now bricks are made individually using a hand press)																			
5.2	Construct drying room																			
5.3	Advertise in the local press to create demand for bricks. Use the drying room as a showcase for the heat producing properties of fuel bricks																			
5.4	Produce fire bricks																			
Output 6	Increased amounts of paper and cardboard pulped creating greater amounts of pulp and reducing amount that is land filled																			

6.1	Finalise collection/delivery processes for transporting waste cardboard and paper to the SHAPE recycling centre																						
6.2	Finalise shredding and pulping process to take into account increased level of production																						
6.3	Ensure recording system to accurately monitor amount of cardboard pulped																						
Output 7	A marketing campaign to promote new product lines																						
7.1	Marketing campaign launch																						
7.2	Promotional activities to include open days, poster, radio interviews, promoting new product lines.																						
7.3	Improved marketing strategies leading to better sales and increased revenue																						

CERTIFICATION

On behalf of the company of SHAPE
(*delete as appropriate)

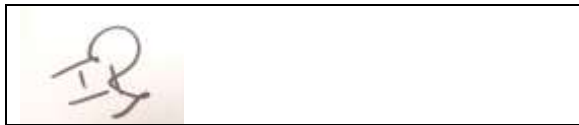
I apply for a grant of £99,650 in respect of **all expenditure** to be incurred during the lifetime of this project based on the activities and dates specified in the above application.

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)	Ian Rummery
Position in the organisation	Chairman – SHAPE Board of Directors

Signed



Date:

20/9/15

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.