

**Darwin Initiative**  
**18<sup>th</sup> Round of Funding**

**Guidance Note for Applicants to the Darwin Initiative**  
**Stage 1 and Stage 2 Main Round Projects**



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## Acronyms

CBD	Convention on Biological Diversity
CEPA	Communication, Education and Public Awareness
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CMS	Convention on the Conservation of Migratory Species of Wild Animals
DEC	Darwin Advisory Expert Committee
Defra	Department for Environment, Food and Rural Affairs
DFID	Department for International Development
DI	Darwin Initiative
FCO	Foreign and Commonwealth Office
LTS	LTS International
MAT	Mutually Agreed Terms
MoU	Memorandum of Understanding
UKOTs	UK Overseas Territories

# 1. Background

The Darwin Initiative seeks to help safeguard the world's biodiversity by drawing on UK biodiversity expertise to work with local partners in countries that are rich in biodiversity but poor in financial resources.

Further information on the Initiative can be found on the Darwin website at <http://darwin.defra.gov.uk>. The website also includes successful application forms from previous rounds – these are available on the pages for individual projects.

Applicants should be aware that Defra has contracted LTS International (LTS) to manage the administration of the applications process and that all queries about the application process should be addressed to Darwin Applications at LTS.

Applications are assessed by the Darwin Expert Committee (DEC), which consists of experts from the government, academic, science and private sectors. The DEC advises officials and the Defra Chief Scientific Adviser on the development of the Initiative and makes recommendations on applications for funding. For a list of current DEC members see <http://darwin.defra.gov.uk/dec/>

**This guidance is intended for those applying for funding for new Main Round Darwin Initiative projects and should also be read before applying for any other Darwin funding schemes.** The Post Project, Fellowship, Scoping and Challenge Fund schemes have separate guidance notes and details about these schemes are available on the website. For further guidance on which category of funding is most suited to you see Annex 6 (for OTs) and Annex 7 (for all other countries).

Main round project applications are in two stages: Stage 1 is open to all eligible applicants; Stage 2 is by invitation only following a successful Stage 1 application. Full details of the application process appear in Section 11 of this guidance note.

**Please ensure you read this guidance carefully, particularly noting the application deadlines, and complete the forms accordingly.**

## 2. Objective

The key objective of the Darwin Initiative is to draw on expertise relevant to the conservation of biodiversity from within the United Kingdom to work with local partners to assist countries (including the UK's Overseas Territories) rich in biodiversity but with limited human and financial capacity to meet their obligations under one or more of the three major biodiversity Conventions: the Convention on Biological Diversity (CBD); the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); and the Convention on the Conservation of Migratory Species of Wild Animals (CMS).

In addition, projects should take account of the ecosystem approach (for more information see <http://www.cbd.int/programmes/cross-cutting/ecosystem/>). It is recommended that projects consider development and sustainable livelihoods and be Overseas Development Assistance compliant (for more information see: <http://www.oecd.org/dataoecd/21/21/34086975.pdf>)

### 3. Priority funding areas

Within the overall context of contributing to the implementation of the Conventions, the DEC has highlighted five priority areas (set out below) for Darwin funding. Defra is seeking to fund a range of projects across these areas, as well as to seek projects which demonstrate an ecosystem approach to conservation with consideration to development aspects of that country. Applications for projects in the UK's Overseas Territories will be particularly welcomed and need not have a metropolitan UK partner.

Particular attention must be given to the dissemination of project results, and it is anticipated that most projects will also include wider communications, public awareness raising and public education components.

**Applicants need not address all five priority areas if one or more is not appropriate:**

**Research** Projects should develop tools [for research] for securing conservation, and sustainable use and benefit-sharing outcomes for biodiversity. The research carried out within a project should aim to strengthen the current evidence base for the conservation of biodiversity – this is one of the Darwin Initiative's principal objectives. All of the biodiversity conventions require objective information describing the current status of components of biodiversity and evidence of the benefits derived from conservation interventions. For sustainability of results, in many DI projects it is appropriate to combine biophysical research with socio-economic or policy-focused approaches. The integration of indigenous or traditional knowledge and research approaches are encouraged where appropriate. Research includes technical or scientific investigation, and might involve the use of other relevant expertise under the CBD, CMS or CITES such as legal, anthropological/sociological or economic expertise.

**Capacity building** – Providing assistance to those institutions and individuals in need of support to be able to carry out practical conservation, sustainable use and benefit-sharing activities for biodiversity, either because of insufficient financial resources or a lack of expertise. In some projects, it may be appropriate to work with particular government departments and to promote co-operation between departments. Projects may also help to prepare strategic frameworks for biodiversity conservation, sustainable use and trade (including the non-detriment findings required by CITES), access and benefit-sharing with respect to genetic resources, the conservation of migratory species of wild animals, or licensing and/or enforcement under regimes applying to the trade in endangered species.

**Training** - Focusing on long term development of in-country training in skills related to conservation, sustainable use and benefit-sharing for biodiversity, or meeting more immediate needs using the UK's training infrastructure. Training may be formal (e.g. a university module) or informal (e.g. on-the-job training, a workshop or a series of seminars in the community). Support may be given for short courses in the UK on conservation, sustainable use and trade (including the non-detriment findings required by CITES), access and benefit-sharing, the conservation of migratory species of wild animals or licensing and/or enforcement under regimes applying to the trade in endangered species. To broaden the long-term impact of short training courses, you are encouraged to involve trainees who will have the opportunity to educate/train others. Alternatively, projects could develop short training programmes which also enable the trainees to subsequently deliver the training to other staff. Training programmes should include ways of measuring both the quality and quantity of training and its effects on the key themes of the three Conventions.

**Environmental education and public awareness** - Setting up programmes to increase engagement with biodiversity issues by increasing the awareness of biodiversity (including biodiversity as a resource with economic, social and cultural value), and its importance in the provision of ecosystem services. Key biodiversity issues are: trade in biodiversity; importance of conservation of migratory species, licensing and/or enforcement under regimes applying to the trade in endangered species; and to engender action to address biodiversity loss. Projects may focus on one or more sectors of society including the public (including local communities or particular groups within communities), business, and decision-makers at all levels.

**Development** – Setting up projects that consider the livelihoods and development of those host countries involved. Often the very driving forces of biodiversity loss is poverty and a lack of capacity therefore greater integration of poverty alleviation with biodiversity conservation approaches may need to be addressed. As a means of addressing these issues projects may be strengthened by involving local people in designing and implementing any conservation strategy. Projects may also look to develop appropriate benefits and incentives for local people for biodiversity conservation and may be based on a socio-economic context (for further information on Darwin and sustainable livelihoods see: [http://darwin.defra.gov.uk/reports/briefing\\_note.livelihoods.pdf](http://darwin.defra.gov.uk/reports/briefing_note.livelihoods.pdf)).

## 4. Eligibility

### 4.1 Applicant institution or organisation

Grants may be given to organisations or institutions **in the UK** (including the Crown Dependencies) with expertise and knowledge relevant to one or more of the three Conventions. Please note that applicant organisations or institutions in UK Overseas Territories are eligible in their own right and need not have a metropolitan UK partner where projects are intended to benefit the UK Overseas Territories.

Applications are invited from the public sector, the private sector and civil society.

In cases of multiple applications from one institution, the institution may be asked to give an assessment of the relative merits of the applications.

### 4.2 UK expertise

For the purposes of the Darwin Initiative, UK expertise is defined as:

*Suitably qualified individuals, of any nationality, who are based in, or employed by, a UK institution (such individuals need not necessarily be based in the UK). Where organisations have multiple geographically distinct components, only those individuals employed by the UK-based branch will be eligible to contribute to UK expertise.*

Expertise is typically expected to be of the equivalent of postdoctoral quality (particularly relevant for the proposed Project Leader), and to have demonstrated experience and a track record relevant to the work intended. Lead institutions should have executed projects of **high quality and excellence** within their field. Important components of UK expertise are the ability and skills to be an effective project partner with host country institutions in a wide range of project contexts and incorporating two-way learning.

Applicants for work in the UK Overseas Territories, need not necessarily include a UK metropolitan institution (including Crown Dependencies), but should include appropriate expertise of individuals employed in Territories.

### 4.3 Host country eligibility

Eligible host countries are as follows:

- Developing countries as defined by the World Bank as either low or middle income countries<sup>1</sup> ([www.worldbank.org/data/countryclass/classgroups.htm](http://www.worldbank.org/data/countryclass/classgroups.htm)).
- Non EU Member States within Europe, which are in transition to a market economy.
- UK Overseas Territories (NB – see Section 5 below).

The Darwin Initiative cannot fund projects in any EU Member State, including those who became new members recently or who are likely to become members before the financial year in which this project would start (i.e. before 1 April 2012).

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<sup>1</sup> Countries which do not meet these criteria may be included as a collaborative partner where it can be demonstrated that the main contribution would make a significant difference to the main host country.

Please note that applications from Overseas Territories need not have a metropolitan UK (including Crown Dependencies) partner in order to apply for Darwin funding. UKOTs are in the unique position of being eligible as both the applicant and the host country. However applications may be strengthened by inclusion of other partners.

There may be conditions on the use of Darwin Initiative funding in some countries where there are human rights issues (e.g. Myanmar/Burma, Zimbabwe, Iran) and applicants considering a project in such a country should contact Darwin Applications for advice before preparing their proposal.

Your chosen host country need not necessarily be a signatory to the Convention you wish to contribute to, but, if it is not, you must be able to demonstrate how your support will contribute to enabling the country to become a signatory some time in the future.

## 4.4 PhD studies

Funding will not normally be given for individual PhD studies, although, in exceptional circumstances, the Committee is willing to consider such applications if the need and benefits are clearly demonstrated for a host country individual.<sup>2</sup> While fees are not available for UK students to work on PhDs, there is no restriction on a PhD candidate working on a Darwin project in addition to their PhD studies and even using data generated through the Darwin project, as long as their role in the Darwin project supports its delivery. (In other words, the fact that a student gains a PhD partly as a result of their work on a Darwin project can be an additional benefit of the Darwin project, but cannot be a principal objective of the project.)

## 4.5 Funding

The Darwin Initiative seeks to fund projects which would not otherwise secure funding from alternative sources and which can also demonstrate reasonable matched funding (see also **Section 8. Funding**).

Applications will be considered on their merits in the light of available resources. There are limited funds available in each financial year for new and continuing projects, subject to the monies being voted by Parliament. On the basis of previous experience, it is unlikely that Defra will be able to fund all eligible applications. Defra will give priority to projects with matched funding from other sources. Where appropriate, mechanisms for long-term funding should be identified to ensure that the project is sustainable once Darwin funding ceases.

## 4.6 Resubmission of applications

A resubmitted application will only be accepted on one occasion, unless there is prior agreement owing to exceptional circumstances. Applicants should re-submit according to the prevailing guidelines.

## 4.7 Conditions of the Grant

Applicants should note that the grant award letter for successful projects will set out various conditions applying to the particular grant, covering the grant purpose, value, period, and reporting and financial arrangements. The full schedule of terms and conditions currently in use can be found at <http://darwin.defra.gov.uk/apply/main> and you should read this before making an application. Defra retains the right to amend the conditions at any time.

## 4.8 Management of Previous Projects

Applicants should be aware that consideration will be given to the conduct and performance of Darwin project leaders and lead institutions on previous projects, where appropriate, in deciding whether to award Darwin funding. Examples of previous good performance typically include prompt submission of project reports and claims and timely notification of any changes in the project's proposed approach in any respect which may concern the Darwin programme.

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<sup>2</sup> Please note that Section 19 of the Stage 2 form records 'number of PhD submitted'. This is retained for completeness and relates to PhDs gained by host country staff. See 4.4 above.

## 5. Overseas Territories

A certain proportion of Darwin funding is earmarked for UK Overseas Territories projects which are specifically devoted to activities relating to the priorities listed in Section 3 above. In addition, applications from UK Overseas Territories need not have a metropolitan UK-based partner. However we do advise that projects from UK Overseas Territories do, where possible and appropriate, try to develop proposals with metropolitan UK institutions to enable the benefits of capacity building to be fully realised. For the purposes of this guidance, where a UK institution is mentioned, and reference made to metropolitan UK, it is to be understood as including the UK Crown Dependencies.

The Darwin Initiative has also established a UK Overseas Territories Challenge Fund, which is intended for scoping awards in the OTs. Applications for this Fund will run at the same time as those for Scoping awards. Revised guidance for the Challenge Fund will be issued later in the year, but the information from the previous round will remain largely relevant.

Examples of Darwin Initiative funded projects in UKOTs can be found in the briefing note The Darwin Initiative: Achievements in Overseas Territories at [http://darwin.defra.gov.uk/reports/briefing\\_note.Overseas\\_Territories.pdf](http://darwin.defra.gov.uk/reports/briefing_note.Overseas_Territories.pdf)

## 6. What you need to make clear in your application

**Contribution to CBD, CITES, or CMS.** All applications are expected to demonstrate how the project would contribute towards implementation of the objectives of one or more of the conventions: CBD, CMS or CITES. While you are expected to work towards the objectives of one or more of these Conventions, projects are likely to focus on a particular aspect. Reference should be made to at least one priority article or issue of the Conventions' own programmes and issues.

**Demonstrating an ecosystem approach to conservation.** Projects should demonstrate an ecosystem approach to conservation, where it is relevant and applicable. See: <http://www.cbd.int/ecosystem/>.

**Demonstrate, where relevant, consideration and inclusion of sustainable livelihoods and development.** Projects should demonstrate how their approach considers the livelihoods of the host countries local people or strengthens a country's natural resources.

**UK Overseas Territories.** If the project will be supporting any work in any of the UK's Overseas Territories, this should be made clear in the application. Even if the Territory only plays a minor role in the project or is a beneficiary in any way, this should be clearly identified in the application.

**Demonstrating good practice.** Projects must carry out work that is in line with current good practice and may, based on experience, provide improved good practice for others to follow. In addition to proposals that apply tried and tested methods, we welcome novel and innovative proposals which will help host countries in their biodiversity work.

**Partnerships and capacity building.** Darwin Initiative projects are partnerships between host country and UK institutions meeting host county biodiversity objectives. Ideally projects should be demand driven, meet the needs of host country partners and based on strong and respectful project partnerships.



**Problem, analysis and strategy.** It is important that the specific problem the project will tackle is clearly defined, noting that reviewers may not be totally familiar with the detailed situation on the ground. Applicants must present a succinct problem analysis followed by a short description of the project strategy selected and the justification for choosing this strategy as opposed to alternatives, if any. The strategy should be described in sufficient detail to show how the problem will be addressed and also include a synopsis of the expected end point. The situation post project should include information on how project partnerships and outcomes will improve national capability to deliver obligations under one or more of the Conventions.

There are a number of resources available on the Darwin website, which might aid project design, on issues such as Climate Change and Communication, Education and Public Awareness (CEPA). These are available at <http://darwin.defra.gov.uk/reports>.

**Address the key criteria.** Annex 1 contains a list of key criteria against which applications will be assessed in considering whether they are likely to achieve the objectives of the Darwin Initiative. It is important to ensure your application addresses these criteria where appropriate, in both Stage 1 and Stage 2 applications.

**Access/rights to property and the requirement to share benefits:** Where relevant, applicants should show how they will have regard to the CBD (in particular Articles 15, 8(j) and the Bonn Guidelines adopted under the Convention) on access to genetic resources and traditional knowledge and benefit-sharing. If it is necessary or appropriate to project goals to propose removal from the host country of any genetic resources and traditional knowledge, it will be necessary to obtain Prior Informed Consent (PIC) from the provider and to agree Mutually Agreed Terms (MAT) with the provider, in line with the Convention, the Bonn Guidelines and with any national legislation in effect in the host country. MAT will *inter alia* determine the need to share, either on a non-monetary and/or monetary basis, any benefits arising from the utilisation of genetic resources, including participation of host country nationals in the research. Where no such requirements apply, applicants should note that Defra would nonetheless encourage partners' involvement in research and the sharing of any benefits arising from research, whether the sharing of research results or the benefits of innovation or discovery obtained through the grant activity to be shared by the participating bodies in accordance with Article 15 of the CBD and the Bonn Guidelines adopted under the Convention.

Defra may seek repayment of a share of any such income, profit or receipt up to the total amount of grant paid in respect of that project.

**Darwin Identity.** Profile is important to the future of the Darwin Initiative, so all promotional material and press releases should display the Darwin logo prominently and identify the Darwin Initiative as a source of funding.

Applications should identify how the project would be badged/identified as a UK Department for the Environment Food and Rural Affairs (Defra) funded Darwin project, and how the project will reference its funding by Darwin. All promotional material and press releases should display the Darwin logo and identify the Darwin Initiative as a source of funding. Where part of a larger programme, a Darwin project should be clearly labeled and easily identifiable.

In addition, Project Leaders are expected to advise the Defra press office about any UK media/news stories before they are published (via [Darwin@defra.gsi.gov.uk](mailto:Darwin@defra.gsi.gov.uk)). More information can be found on the website at <http://darwin.defra.gov.uk/resources/publicity-materials/>.

## 7. Security considerations and political sensitivities

Applicants should consult the Foreign and Commonwealth Office (FCO) travel advice website before submitting a proposal. If the FCO have issued any advice which restricts travel in the country/ies in which you are applying to work, you should aim to discuss your proposal with the **relevant British Embassy or High Commission**, before submitting it.

Applicants should be aware that Defra are obliged to consult the FCO on all potential Darwin Initiative projects for advice on any security or diplomatic concerns. We may not be able to approve a project where they advise against travel to a particular country or region. Any decisions will be made on a case-by-case basis. Applications are also sent to other areas in Defra as well as other Government departments (e.g. Defra Fisheries, the Department for International Development), Devolved Administrations and, where relevant, the Governments and Governors of Overseas Territories for their information and advice.

We only consult the FCO and other Government departments on applications which are invited to apply at Stage 2. Any responses from these departments are included with the information provided to the DEC for their assessment of Stage 2 applications. Any funding recommendations to the Minister may depend on security concerns being met.

Some projects operate in countries or with organisations for which political (or other) sensitivities should be taken into account in project planning and implementation. Applicants should also be aware that we support efforts to publicise projects both in the UK and in the host country/ies. Our Embassies and High Commissions may therefore seek publicity for the announcement of a new award in order to raise awareness of the Darwin Initiative, the UK's role and of biodiversity issues generally. If you feel you may need advice on any such sensitivities, or the relevant Embassy needs to be aware of sensitivities before making any announcement, please tick the relevant box on the application form.

We would encourage you to discuss your proposal with the relevant British Embassy or High Commission (or Governor's Office in an Overseas Territory), since they may be able to provide information and assistance to applicants, for example on visas, relationships between different institutions as well as practical issues such as accessibility.

## 8. Start date and length of projects

We recommend that applicants applying for projects in Round 18 should plan for projects to start on 1 April 2012. However, you may wish to begin your project start up process earlier, and funding is available from 1 February 2012. You may wish to include an inception workshop with your partners which would allow full project activities to begin from 1 April. Please note Defra's financial year runs from 1 April to 31 March and therefore finances for each year need to take this into consideration. It is recommended that your project runs to the same financial years.

Applicants intending to submit a proposal with a start date later than 1 November 2012 should contact the Darwin Applications Unit for advice in advance of submitting their proposal.

Applications for projects starting later than January 2013 will not be accepted and should be submitted to the next round (Round 19).

We cannot guarantee to approve a change in start date after the grant is awarded so it is important that your planned start date is as realistic as possible.

While grants may be given for projects of any length, Defra would not normally expect to fund projects for longer than three years (or 36 months). Projects lasting for more than one year will be expected to provide progress reports which will be reviewed each year. The continuation of finances for your project will be dependent on the timely submission of satisfactory project reports and claims for funds being submitted promptly to deadlines.

Experience from previous Darwin Initiative projects has shown that, when working with local communities, speed of progress may be constrained by the need to build understanding and consensus before engaging in new approaches. Therefore, projects working with communities should be realistic about timeframes and rates of progress.

## **9. Project funding**

Detailed guidance on financial issues is provided in Annex 2. Please ensure that you read and follow this guidance carefully.

Applicants should note that all budgets and funding must be costed in line with Defra's financial year (i.e. 1 April to 31 March) and your budgets should be accounted for across this period and submitted in a timely manner. You may work with an organisation that has a different financial year, but all Darwin financial reporting will be required on an April to March basis, so this should be considered in planning your project budget.

Grants are renewable annually for those projects exceeding one year in duration. This means that, if your application is successful, you will receive a letter of intention to fund the whole project, but confirmation of the first year funds only. Thereafter, you will receive a letter confirming each year's budget, in April or shortly afterwards in each relevant year.

Grants are not usually approved for the total cost of the project - priority will be given to projects which have matched funding from other sources which may include such things as donated staff time or waived fees which can be quantified.

All projects are regularly monitored and reviewed by Defra, and regular reporting by the Project Leader is required. If reporting dates are not met, Defra retains the right to withhold payment of claims until the report has been received and accepted. See the Schedule of Terms and Conditions for further information.

In recent rounds, Darwin project awards have ranged from a total of £80,000 to around £300,000, with an average project award of about £230,000. Applicants should note that all costs are rigorously examined during the assessment process and that all final decisions are based on a realistic budget for the workplan alongside the value for money shown in the application. The amount of matched funding will also be relevant. Defra will give priority to projects with matched funding from other sources. The budget requested should be clearly justified and you should be aware that final awards may be subject to negotiation with Defra.

## **10. Roles and responsibilities of project team**

### **10.1 Contact details**

The Project Leader will be the first point of contact for all aspects of project management (including financial management), and will be responsible for the overall management of the project and accountability of the award, on behalf of the institution they represent. The award is made to the institution, not to an individual.

The Project Leader may delegate day to day responsibility for running the project to a Project Co-ordinator/Manager, but the Project Leader will remain accountable for all project management.

Contact details will be required for a nominated individual from the finance section of the institution to whom the award is made and who is normally office based. This is to ensure effective financial communications between the project and Defra. This person may be identified once the grant has been offered.

Where there are multiple host-country partners, your application should clearly identify how they will be managed and consider including a host country co-ordinator, who will co-ordinate the inputs from the different host-country partners and who could be an additional contact for the project.

## 10.2 Reporting

The Project Leader will be responsible for providing the required reports to meet the published deadlines. **Failure to do so will delay payments, which may be suspended until a satisfactory report is received.**

## 10.3 Arrangements between partners

Project partnerships are the main delivery mechanism of Darwin Initiative projects, with the aim of capacity building within the host country institutions and meeting host country biodiversity objectives; the nature and operation of project partnerships are therefore of critical importance to projects.

Many projects have benefited from the establishment of an MoU (Memorandum of Understanding) clearly setting out institutional values, roles and responsibilities of UK and host-country partners and the details of any financial arrangements. Although this is not a formal requirement to secure Darwin Initiative funding, you are strongly encouraged to establish MoUs or appropriate alternative agreements with project partners at an early stage in the project, or even at application stage.

Effective communications, clarity, transparency and equity in decision making can all assist in strengthening project partnerships, as well as procedures for the settlement of disputes. Participation of all partners in the design and development of the project log frame is highly recommended. If a project cannot hold a stakeholder meeting during proposal development we recommend you include plans to hold an inception workshop, with key partners, in the early stages of implementation, to review the project design, establish monitoring protocols and develop MoUs where appropriate.

## 10.4 Information management, ownership and sharing

Darwin projects are likely to generate significant datasets on biodiversity. In order to enhance the legacy of such datasets to the conservation and sustainable use of biodiversity in the host country and beyond, we strongly recommend that some simple principles are followed when planning projects and in making agreements with partners. Such issues include establishing who will own the information and how this will be managed after the project is completed. Some simple guiding principles are suggested below.

- Store the data set in a well structured, widely accessible well documented electronic format that is appropriately backed up, using appropriate standards where possible for the representation of individual parameters
- Provide with the dataset good information on the original objectives for collecting the data, the methods used, quality checks employed and any likely problems or limits of interpretation.
- Recognise that all dataset creation needs two types of quality control – validation, using simple often automated techniques to check that the parameters collected are properly converted into electronic values, and verification – applying statistical or other techniques to determine if the data values are representative of what is being sampled.

- Decide at the project outset a data access policy that will promote legacy and re-use such that the ownership is clear but re-use is enabled provided the source is credited/acknowledged (includes ensuring there are sufficient resources to transfer datasets to an appropriate archive(s) that ensures their availability within the host country).
- Decide how the content of the dataset either reduces or increases the risk of environmental damage, and create versions of the dataset if necessary that can be openly available and useful but which avoid any risk.

There is a strong expectation that Darwin projects which create spatially referenced datasets should share such data with national, regional or international networks (such as the Global Biodiversity Information Facility [www.gbif.org](http://www.gbif.org)).

## 11. The application process

Please note that the Round 18 application process for new projects will be carried out in **two stages**. Only those applicants successful in Stage 1 will be invited to continue to Stage 2.

The timeframe between notification of success in Stage 1 and submission date for the full application is relatively short. Therefore you are advised to ensure that your proposal's development is sufficiently mature and that you are aware of the proposed deadlines and what is required at Stage 2 before submitting your proposal at Stage 1. Applicants should check against the tick box on the application forms to ensure that the application is complete and accurate before submitting them.

### 11.1 Stage 1

Stage 1 applications must be received electronically **by midnight GMT on Monday 20 June 2011**. A paper copy of the application should be sent, with a postmark not later than Tuesday **21 June 2011**. You will receive an acknowledgement that your application has been received not later than midday on Thursday 23 June 2011. If you do not receive an acknowledgement by this date, please call 0131 440 5180.

The application form should be completed in full and must be submitted in Microsoft Word format. The font size should be not less than Arial 11pt (unless otherwise specified). Please observe word limits where specified, as applications which exceed word limits will be automatically rejected. All relevant parts of the form must be fully completed.

It is expected that the completed Stage 1 form will not exceed 6 pages in total and would include:

- Contact information (one page)
- Concept Note (max 1,000 words)
- Logframe excluding activities (max two pages)
- Other information including signature, but excluding data protection text (one page).  
The signature at Stage 1 can be anyone who can verify the contents of the application form as correct – we do not require a formal authorised signature at this stage.

The Darwin Advisory Committee will assess all Stage 1 applications and decide which should continue to the next stage. Letters will be issued during the week of 15 August 2011 to all applicants. Successful applicants will be invited to prepare a Stage 2 application and feedback may also be provided from the DEC on your Stage 1 application. Feedback for unsuccessful applicants will be issued by Friday 19 August 2011.

## 11.2 Stage 2

Applications for Stage 2 will be considered only by invitation, following success at Stage 1. However, this in no way guarantees their eventual success in securing funding.

Stage 2 applications must be received electronically by midnight GMT on **Monday 24 October 2011**. A paper copy of the application should be sent, with a postmark not later than **Tuesday 25 October 2011**. You will receive an acknowledgement that your application has been received not later than Thursday 27 October 2011. If you do not receive an acknowledgement by this date, please call 0131 440 5180.

The full project application should be submitted on the prescribed forms in Microsoft Word and Excel formats, in font size no less than Arial 11pt (unless otherwise specified). **Please observe word limits (and page limits) where specified. Applications which exceed word limits will be automatically rejected. This will be strictly enforced.** If you wish to send a PDF version (to overcome any layout concerns), please also include the Word/Excel versions as information will be automatically extracted from these documents into the Darwin Management database and some of this information will be made available through the Darwin website if your application is successful.

Your Stage 2 application must also include:

- (If appropriate) A brief covering letter with details of your response to feedback on your Stage 1 application, if it is not possible to incorporate this into the application form;
- **One page CVs** for the project principals named in question 5;
- The **Logical Framework** submitted at Stage 1 with any amendments highlighted, and with the inclusion of a set of activities for each output (max 3 pages);
- **Letters of support** from UK and host-country prospective partners, endorsing the partnership and value of the project to the host country/ies. These should be in English or with an English translation. Letters of support from any other organisation to be involved in the project may also assist your application. The letters of support are required: as evidence of your relationship with partners and contacts within the host country; to support the demand for the work; and to show the applicant's ability to meet deadlines and to be able to achieve results with local contacts. Without these letters, the application will still be assessed, but may be considered less favourably;
- A copy of your organisation's **most recent, audited accounts and annual report**. These may be submitted by electronic link to your website, if appropriate. If sending a hard copy, please only send one copy per organisation, irrespective of how many Stage 2 applications are being submitted;
- **Details of any dialogue** with the relevant Embassy or High Commission in the host country/ies.

Additional documents or annexes will not be passed to the Committee for their consideration unless they have been specifically requested.

In most cases, Committee members will review those applications that they reviewed and which were successful at Stage 1.

## 11.3 Submission of your application

All applications must be made on the prescribed forms found on the Darwin website at <http://darwin.defra.gov.uk/apply/main> (marked "Round 18"). If you have any problems downloading the forms, please contact Darwin Applications on 0131-440-5180 or at [darwin-applications@ltsi.co.uk](mailto:darwin-applications@ltsi.co.uk)

Please send completed applications to Darwin Applications by email to [darwin-applications@ltsi.co.uk](mailto:darwin-applications@ltsi.co.uk). The title of the proposed project should be in the subject line of the email. A hard copy of the Stage 1 application or the signature page (only) of the Stage 2 application should also be sent to Darwin Applications, LTS International Ltd, Pentlands Science Park, Bush Loan, Penicuik, Edinburgh EH26 0PL. These should be postmarked no later than the day after the closing date.

## 12. Data protection and use of data

Information from parts of the application form will be extracted into the Darwin Management database which is used by LTS and the Darwin Secretariat to administer the Darwin Initiative fund. The extracted information contains contact information for both individuals and institutions. In addition, information included in certain sections (which are marked clearly in the application forms) will be made publicly available through the website if your application is successful. You should be aware that this will be in the public domain shortly after the final agreement and acceptance of project funding, although you will have the opportunity to revise the material as appropriate.

Applicants for Darwin Initiative funding must agree to any disclosure or exchange of information supplied on the application form (including the content of a declaration or undertaking) which Defra considers necessary for the administration, evaluation, monitoring and publicising of the Darwin Initiative. A completed application form signifies agreement to place certain details (i.e. name of the project and location of project work) on the Darwin Initiative and Defra websites, a Darwin Initiative circulation list, and to send data to British Embassies and High Commissions outside the UK and Governor's offices in Overseas Territories, including those outside the European Economic Area.

Application form data will also be held by contractors dealing with Darwin Initiative monitoring and evaluation (working with relevant data protection rules). Information (including personal data) may also 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. Details relating to financial awards may be withheld at the outset, subject to any order to disclose, if this is specifically requested by the grant/award recipient. Personal details (emails, phone numbers, personal salaries) will be withheld, although the total award will normally be made public.

Date of publication April 2011



# Annex 1 Assessment Criteria

Projects will be assessed against the following criteria, although some will be more relevant at Stage 1 than others:

- The Initiative works to assist developing countries and UK Overseas Territories to implement three conventions: CBD, CMS and CITES. All projects should demonstrate how they will **contribute to one or more of these conventions**. Where the project includes work in the **UK Overseas Territories**, this should be clearly identified.
- The Initiative will draw on **UK expertise** in the field of biodiversity. Such expertise is typically expected to be of at least postdoctoral quality or equivalent professional standard. (see **Section 4b. UK expertise**)
- Projects funded under the Initiative will be demonstrably **collaborative**, involving local institutions or communities in the host country/ies in a dual partnership at all project stages (including development). Applications should provide written evidence of this dual partnership. The scope of consultation, collaboration and co-operation envisaged with local stakeholders will also be considered.
- Projects will be of real **value** to the biodiversity of the host country/ies by meeting a clearly identifiable need within that country or region.
- Where it is appropriate, the project should demonstrate an **ecosystem approach** to its delivery. (See: <http://www.cbd.int/ecosystem/>)
- **Impact** may be achieved either directly through work to support particular needs relating to biodiversity policy/initiatives in recipient countries, or through enhancing the capacity of the recipient country/ies to meet its biodiversity obligations in the future. Projects should demonstrate how outputs and outcomes would be disseminated and put into effect.
- Funding will raise awareness of the potential worth of natural resources and encourage their sustainable use to help **eliminate poverty** and develop **sustainable livelihoods** in those countries. This could be achieved indirectly, for example through enhancing benefits to the wider community through civic empowerment and resource management, and partnerships with research institutes and the public and private sector. (For guidance, see the Darwin Initiative Toolkits for SMEs at <http://darwin.defra.gov.uk/reports/sme/>)
- Projects will be of high **quality** and **excellence** within their field. This will be judged by the Committee and other referees. They will be looking for experts, with a proven track record and at the forefront of their discipline(s). The collaborating partners should be appropriate bodies within their country or region to carry out the work and to implement any recommendations or proposals resulting from the project. They should indicate the relative importance of the different strands of the project. The project should be a significant piece of work in its own right and should not be a piece of on-going research. Nor should it be carried out primarily by a research assistant with only token oversight by an appropriate expert. A multi-disciplinary approach is encouraged.
- Projects will leave a **legacy**, through a real and lasting impact on the capacity of the recipient country/ies to meet its obligations under one or more of the three biodiversity conventions. They should be catalysts for helping developing countries beyond the project term - in both the short and long term. They will be expected in their own right to have a positive impact on the capacity of a host country/ies to conserve, manage and sustainably utilise their biodiversity now and in the future; and to help the host country/ies to continue work begun through the Darwin funding whenever possible. Projects should also demonstrate the expectation of **ongoing work** after funding ceases.



- Whenever possible, Darwin funding will be used to **lever** additional funding for project work. This could be achieved through matched funding from the private sector, charitable organisations or other public sector schemes, in order to carry out additional work (during or beyond the project lifetime) and engage more stakeholders. Collaborating host country institutions will be expected, whenever possible, to contribute to the project costs. This may be in kind, for example through provision of staff time or facilities. Applicants should take care, however, that their choice of partner does not compromise biodiversity objectives.
- To enhance legacy, projects should also have a well-defined **exit strategy** in place from the start of funding to encourage sustainability. This may include a commitment on the part of all the collaborative partners in the work. It should also include one or more of the following:
  - Mechanisms or strategies for the host country/ies to maintain continuing work, including funding to support this;
  - establishing structures to support the host country partners or individuals;
  - building local capacity during the course of the project; and
  - improving the skills of individuals, particularly to help them bid for future funding.
- The outputs and outcomes from projects funded under the Initiative should be **additional**, and will not cut across work being funded through other mainstream environmental or research programmes. Research projects, in particular, must tackle work in an area of biodiversity that has previously been neglected or undervalued. Funding will also only be provided where biodiversity work would otherwise not be carried out.
- Projects should be, wherever possible, **innovative and distinctive**. They should show a new approach to a problem or issue and not cover old ground - although tested methodology may be used for a new area or issue. To ensure projects are distinctive, applications should identify how the project would be badged and in what ways the Darwin name and logo would be used to help raise the Darwin profile. Where part of a larger programme, a Darwin project should be easily identifiable.
- Projects should generally include some **training** of recipient country personnel either within that country or in the United Kingdom. Some projects may additionally provide training for trainers to ensure continuing development.
- Projects funded under the Initiative will demonstrate good **value for money**. This should be shown by the likely results from the project set against the amount of funding needed. Both what the project can deliver in terms of results and the effects of the work on the host country/ies will be taken into account. A successful application will point to tangible evidence of value for money in the delivery of the project's results.

## Annex 2 Guidance on Financial Issues

Applicants should ensure they read and follow this guidance carefully. Any further queries on financial issues should be directed to the Darwin Applications.

### Budget requirements at Stage 1 and Stage 2

The Stage 1 application only requires you to provide the requested budget totals per financial year. You may find it helpful to work this out using the spreadsheet, but we do not require the detail at Stage 1.

At Stage 2 you should provide the completed spreadsheet and be sure that you include all confirmed and unconfirmed matched funding as requested otherwise the figures created on the Summary page, which is used in the assessment process, will not reflect the true financial situation and may negatively influence decisions on your application.

You may vary the requested budget between Stage 1 and Stage 2, although you should give a clear indication of any substantial changes within the text.

You should also note that Defra is only able to reimburse costs within the year in which they are incurred so you should take account of this in planning your project budget, particularly if there are likely to be significant costs in March/April, to ensure that you have adequate budget in the appropriate financial year.

### Matched funding

Defra will give priority to projects with matched funding from other sources. The DEC will take a view on whether appropriate levels of matched funding have been secured by the project in question. You will be asked to confirm matched funding if your application is successful.

The level of matched funding secured by Darwin Initiative projects tends to vary between 30% - 50%, but this is simply an indication of an average project. It is expected that levels will vary according to the institutions that are involved in a project and the type of project work.

### Balance of funding for UK and Host country institutions

Applicants should ensure that an appropriate balance of funding between UK and host country costs is presented, including salary costs. Applicants are strongly advised to seek clear agreements with host country partners (included in an MoU as appropriate) on levels of funding required by respective partners and how funding will be routed.

### Overheads

Defra will decide whether the level of Overheads charged to the Darwin Initiative is reasonable. More detailed guidance for those working with Full Economic Costs is below.

#### Inflation on UK and host country salaries

Costs declared for salaries should include expected salary increments along with a projection of likely annual inflation during the course of the project, up to a maximum of 3% per annum. Defra may ask for salary charges to be reduced if levels are considered too high.

#### Capital costs

Support for capital costs should be no more than 10% of the Darwin grant, except in particular cases where additional expenditure is essential to ensure the main project work is carried out. In such cases it would be expected that capital equipment would remain with the host country partners after the project has ceased. If any capital item is sold, a share of the proceeds in the same ratio as the grant contribution to the total set cost should be refunded to Defra or offset against any further approved expenditure. You may be asked for further information on this during the applications process and will be asked to provide information about capital costs during and at the end of the project, if your application is successful.

## Audit costs

An audit of project expenditure is required at the end of the project. A total of up to £1,500 can be allocated from your budget for these costs, but this amount will be ring-fenced and any under spend cannot be reallocated elsewhere. The audit must be carried out by a certified and independent auditor.

## Full Economic Costs

For those institutions working on the basis of Full Economic Costs, the above provisions will all apply. This section offers additional guidance to institutions applying for grants who need to include costs calculated by the Full Economic Costing method.

This guidance informs applicants to which budget lines they should attribute various aspects of FEC costs. Where applicable, the maximum levels of FEC costs which can be claimed from the Darwin Initiative are also stated. In all cases, applicants should ensure an appropriate balance between matched funding and costs requested from the Darwin Initiative.

Although applicants are not asked for a breakdown of costs at Stage 1, you should use the following principles in calculating the total budget requested for the Stage 1 form, as well as in submission of detailed information for Stage 2.

### - Directly incurred costs

Costs for Staff, travel, and equipment should be declared in the corresponding budget lines in the Salaries and UK Costs tables of the Stage 2 Excel spreadsheet.

Other directly incurred costs should be specified and clearly described in the 'Other costs' budget line of the UK Costs table of the Excel spreadsheet.

### - Directly Allocated costs

Estate and other directly allocated costs should be entered and clearly identified in the 'Overheads' column of the UK Costs table in the Stage 2 Excel spreadsheet.

### - Indirect Costs

It is anticipated that indirect costs will be charged mainly in relation to salaried staff from UK institutions working on Darwin Initiative projects. In such cases, the Darwin Initiative will pay indirect costs at a rate of up to 40% of the proportion of the full time salary, national insurance and superannuation that is being charged to the Darwin Initiative for the respective UK staff member. The Darwin Initiative will not pay indirect costs on any proportion of a salary that has matched funded. A worked example on this basis is included below.

Defra may ask to see details of FEC calculations on grant applications and reserves the right to request adjustments before grants are awarded.

Example calculation of indirect costs attributable to Darwin on a UK salary

UK team member annual salary (including national insurance and superannuation) = £26,000

UK team member time on project = 25%

Maximum Indirect costs on full time salary, national insurance and superannuation (at maximum Darwin rate)  $0.4$  (ie 40%)  $\times$  £26000 = £10,400

Indirect costs on 25% of the full time salary, national insurance and superannuation = £2,600

Maximum indirect costs attributable to Darwin in respect of this team member = £2,600

N.B. If matched funding for this salary was provided then we would expect the indirect costs to be further apportioned according to the level of funding for the salary being requested from the Darwin Initiative.

# Annex 3 Logical Framework Analysis

## Preparation of a Logical Framework

The Logical Framework is a management tool that aims to promote good project design and execution by clearly stating the key components, how the project is expected to work, and how success will be measured. It ensures that the whole project process is considered before the work begins thereby avoiding problems that may be costly and difficult to address at a later stage. Project design should start with a formulation of the logframe most preferably in a participatory process with project partners, and other host country participants.

The logical framework defines a project in terms of goal - purpose - outputs - activities. These are a series of connected propositions:

- if the activities are implemented and the assumptions hold true, then the outputs will be delivered;
- if the outputs are delivered and the assumptions hold true, then the purpose will be achieved.

All Darwin Initiative projects therefore contribute to the goal of the Darwin Initiative.

For ease of reference the framework is presented as a matrix with concise information.

Project Summary	Measurable indicators	Means of Verification	Important Assumptions
<b>Goal:</b> Highest level objective that the project will help to address. In this case, this is the Darwin Initiative objective, so this box and the others on this row should not be completed by applicants.	The evidence (quantitative / qualitative) which will be used to judge achievements of the goal.  Do not complete.	The specific sources of data necessary to verify the indicators of the goal.  Do not complete.	External factors necessary to sustain objectives in the long term.  Do not complete.
Project Sub-Goal: The proposal should articulate the geographically and taxa specific element of biodiversity goal that the project will contribute to.	Impact indicators of reduced loss of biodiversity, sustained use or equitable benefit/cost sharing, or proximate	The specific sources of data necessary to verify the indicators of the purpose (project or non project sources)	Do not complete
<b>Purpose:</b> Immediate impact and outcomes accomplished by the end of the Project  (ie the change or benefit to be achieved by the project)	The evidence (quantitative / qualitative) which will be used to judge achievements of the purpose (ie outcome indicators)	The specific sources of data necessary to verify the indicators of the purpose (project or non project sources)	External factors necessary for project purpose to contribute to the project sub-goal that are beyond the influence of the project
<b>Outputs:</b> Specific,(3-4) deliverable results that the project leader can guarantee (and are expected from the project to obtain the purpose)	The evidence (quantitative / qualitative) which will be used to judge achievements of the outputs	The specific sources of data necessary to verify the indicators of the outputs (project and non project sources)	External factors necessary for project outputs to achieve the purpose of the project that are beyond the influence of the project
<b>Activities:</b> Tasks to be undertaken by the research team to produce the outputs, with specific outputs related to (numbered against) specific outputs. Activities should be designed in a way that they their completion should be sufficient and indicators should not be necessary. Any risks and assumptions should also be taken into account during project design.			

## Procedure for constructing the Logical Framework

There are a variety of different resources available on preparation of logical frameworks. Below we give guidance on the agreed method for constructing a Darwin logical framework. A worked example is available below.

In order to construct the framework it is necessary to first identify the problem the project will address and then work down each column, from left to right, starting with Column 1 - the Project Summary so that the inputs required for the activities are considered last. However, each level should be necessary for achieving the one above and it is therefore important to plan downwards and work upwards.

1. **Define the overall goal.** This is the overall rationale for the project and is already defined by the **Darwin Initiative objective**, i.e. 'to draw on expertise relevant to biodiversity from within the United Kingdom to work with local partners in countries rich in biodiversity but poor in resources to achieve the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits arising out of the utilisation of genetic resources'. The top level of the logical framework should therefore not be completed by applicants.
2. **Project specific sub-goal.** The sub-goal should be the aim of the project, and it should be clear how this will contribute to the overall Darwin Initiative goal. The sub-goal describes the long term development impact that the activity contributes to, at a national or sectoral level. Sub-goal indicators will ideally be related to the change in the state of biodiversity, or communities benefiting from it or a reduction in threat to biodiversity. National biodiversity indicators may be of help. The JNCC has developed a set of 18 indicators to help measure progress towards the 2010 targets (<http://www.jncc.gov.uk/page-1824>),
3. **Define the purpose.** The purpose describes the why the project is being carried out. This should be **one** clear action-orientated statement of the outcome the project hopes to generate from the delivery of the outputs. The purpose statement should therefore state the change expected as a result of the project. It is important that the stated purpose be realistically achievable by the end of the Darwin support. Purpose/outcome level indicators should be selected that measure progress toward the projects purpose.
4. **Define outputs.** The outputs are a summary of the **three** or **four** main intended accomplishments that the project commits to delivering. Their achievement by the end of the project should be necessary and sufficient (with the output level assumptions) to accomplish the purpose of the project. Outputs should describe what the project accomplishes rather what the project does (activities). The output level indicators should not be a rewording of activities but capture quality as well as quantity, for example what was the outcome of training not simply that it was carried out.
5. **Define the Activities.** These are the actions needed to accomplish the outputs and are carried out by the project participants during the lifetime of the project. Only summarised main activities are required, but these should be numbered against the output that they relate to.
6. The purpose, outputs and activities of the proposal should demonstrate a **clear link** to the project sub-goal which is a specific articulation of the Darwin Initiative goal.
7. **Check the logic.** Go through the left column (project summary) using the IF, THEN or use the question "how" moving down the hierarchy, and "why" moving up the column.
8. **Identify important assumptions.** It will be clear when checking this logic that achievements are also dependent on external conditions which are either outside the control of the project or where the project chooses not to exert control. Objective levels considered with the important assumptions should produce the necessary and sufficient conditions for achieving the next level up (see above). Assumptions should be aspects that are out with your control therefore it is important to maintain an understanding of these factors to ensure your project in its current format is still achievable.
9. **Define the measurable indicators.** Ask the question "when and how and on what basis will we know when we have achieved what we set out to do?". Indicators measure the success of the project in terms of achieving its purpose. They are not simply management records of inputs made nor of numbers. As far as possible, the indicators chosen should be explicit and selected to clearly demonstrate a change at Purpose, Output and Activity levels. Best practice indicators are conventionally seen as SMART Indicators. That is **Specific, Measurable, Achievable, Realistic and Timely**. They should be quantifiable and project leaders should consider ways of measuring quality and performance as well as quantity. These indicators are important for monitoring and evaluating the project both internally and externally. Indicators at Purpose level should reflect intended achievements and outcomes leading to impacts at the sub-goal level. The indicators

should ideally cover not only environmental aspects, but also social, economic and institutional elements of intended change.

10. **Define the means of verification.** Sources of information used to verify the indicators. These are generally recorded details such as publications, surveys, project notes, reports, tapes, videos etc. It is important to remember these sources will be used by the project team to verify progress, but also by outside reviewers.

The Logical Framework (Logframe) is required for all Darwin applications and shall form the basis of reporting on Darwin projects. It is a working tool to be used throughout the project and where changes are necessary, should be modified accordingly. Any significant changes in the framework of the project should first meet with the approval of Defra, through LTS. It is expected, for example, that there will be some changes to project activities and that project outputs may need some reorientation. However, project purpose should not need to change. Changes to the project purpose and significant changes in project outputs need the approval of Defra, through LTS.

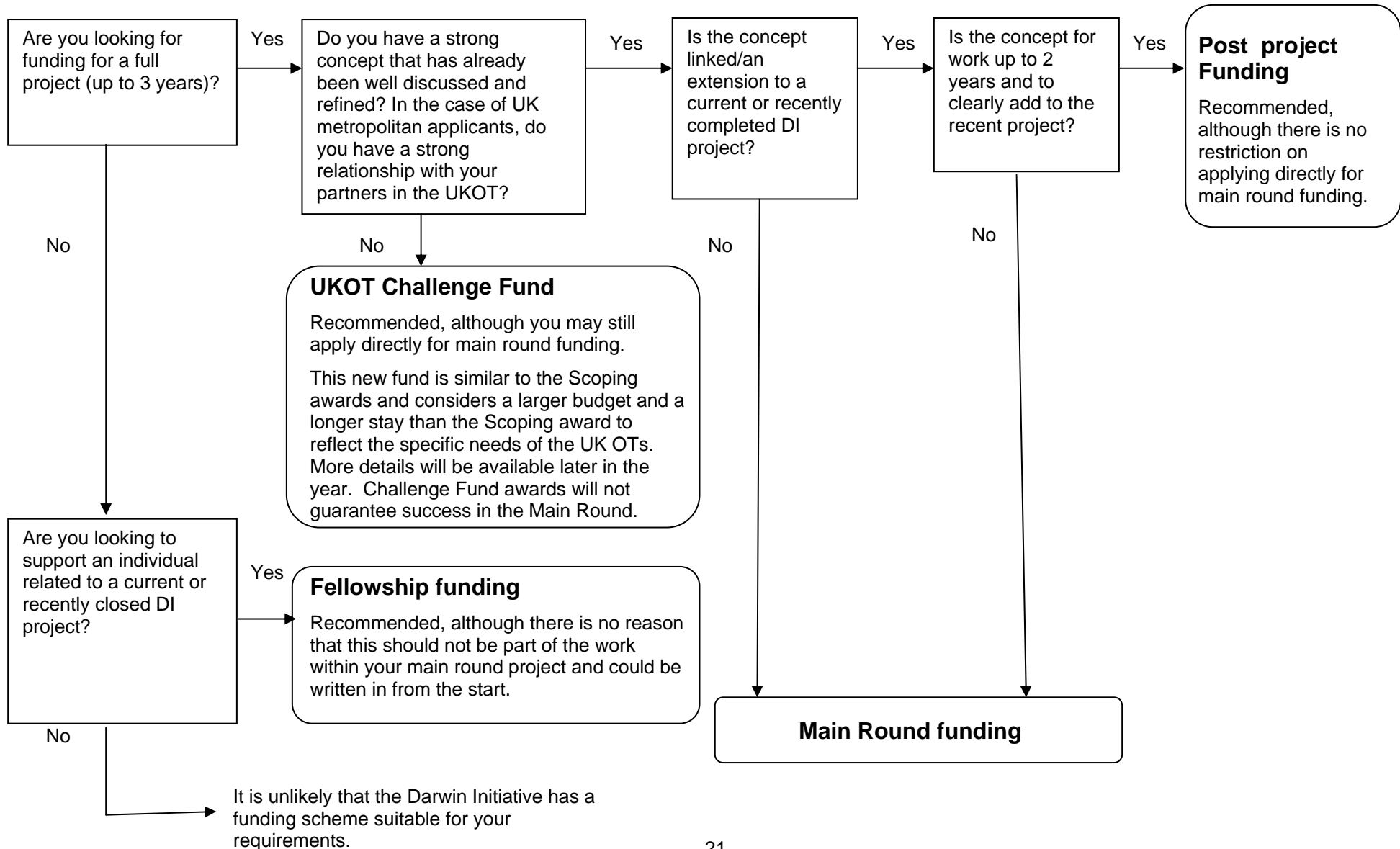
## Worked Example (fictional)

The Log frame below illustrates a fictional example of a Darwin project and is provided for guidance only. Logframes vary considerably depending on project design, funders' requirements, and the personal judgment of what should be included (there is certainly no such thing as a perfect Log frame!). We would prefer a one page summary sheet. Do not extend the form beyond three A4 pages, in font size not less than 10.

Project Summary	Indicators	Means of Assessment	Critical factors
<b>Goal:</b> Effective contribution in support of the implementation of the objectives of the Convention on Biological Diversity (CBD), the Convention on Trade in Endangered Species (CITES), and the Convention on the Conservation of Migratory Species (CMS), as well as related targets set by countries rich in biodiversity but constrained in resources.			
<b>Sub-Goal:</b> Sylvania's montane forests are well conserved, regenerating and providing sustained and equitable flows of forest products to local communities and beyond	Satellite and ground surveys show clear evidence of reduced forest loss and recovery in size class within 5 years of end of project.	Data from the department of lands and survey five yearly national surveys	Do not complete
<b>Purpose:</b> Improved national and local capabilities applied to sustainable and equitable management and use of montane forests in Sylvania	Management plan formally accepted by Dept of Forest and Wildlife. Management plan being implemented by management authority in collaboration with communities. Majority of villages in project area report improved use of forest products by EoP.	Endorsed management plan Annual district forestry report by Dept of Forests and Wildlife Annual socio-economic survey	Government policies (esp. forestry, land resettlement, and trade) remain supportive. Inter-ethnic relations in montane areas remain peaceful

Project Summary	Indicators	Means of Assessment	Critical factors
<p><b>Outputs:</b></p> <p>1. MoEF and local community institutions capacity for sustainable forest management and resource use improved</p>	<p>1.a 30 MoEF staff trained in technical and social aspects of participatory forest mgmt by yr 2 [at least 30% female]</p> <p>1b. 120 representatives [50/50 M/F] of 20 village forest committees trained in sustainable harvesting, processing, marketing, and accounting by year 3.</p>	<p>1.a MoEF training workshop reports</p> <p>1b Report and evaluation summary by Village Training Co-ordinator</p>	<p>Trainees remain active in relevant positions in MoEF and village committees</p> <p>Forest neighbours maintain the goodwill required for local co-operation and for co-operation with MoEF.</p> <p>Adequate numbers of trainees are available to represent disadvantaged categories (women, ethnic minorities)</p> <p>Co-operative relations between villagers and MoEF can be developed to ensure effective and equitable partnership</p>
<p>2. Management plans and stewardship agreements at provincial and village levels in place and functioning</p>	<p>2. Draft stewardship agreements and management plans for 3 Provinces and 20 local forest areas by year 1, revised by year 2</p>	<p>2. Agreements and management plans checked, approved, and analysed by MoEF</p>	
<p>3. Research information on biodiversity, sustainable harvesting, and socioeconomic context produced and disseminated</p>	<p>3.a Baseline data on indicator species, habitat assessments and FP marketing by year 1</p> <p>3b. Guidance document on sustainable harvesting of 3 FPs produced and disseminated by year 2</p>	<p>3. Annual reports, plus occasional academic and public media articles and presentations</p>	
<p><b>Activities</b> [details in workplan]</p> <p>1.1 Training in participatory management planning at national and provincial levels</p> <p>1.2 Training in participatory community level forest inventories</p> <p>1.3 Establish links and working relationships with FSC certification agencies</p> <p>2.1 Wide stakeholder consultation on forest management, at community and district levels</p> <p>2.2 Participatory planning workshops (2 national and 5 provincial per year) plus consultation</p> <p>2.3 Signing of community level stewardship agreements</p> <p>2.4 Public awareness and dissemination activities in support of community based management</p> <p>3.1 Research (3-year national research on indicator species; local research needs assessment; mini-research projects in 5 provinces)</p>			

# Annex 4 For work in the UK Overseas Territories: Which Darwin Initiative funding scheme should I apply to?





# Annex 5 All other countries: Which Darwin Initiative funding scheme should I apply to?

