Application form for

Illegal Wildlife Trade Challenge Fund

**Extra**

Round 10 – Stage 2

This Word version of the application form is for drafting purposes, and has been developed to help applicants collaborate on their applications. Word limits must be respected and strictly enforced in Flexi-Grant. Please ensure you check all content when transferring across.

*Please consider all personal information you are sharing with your application and remove if not necessary - this includes content of additional materials submitted in supported of your application, such as CVs.*

NOTE THAT APPLICATIONS SUBMITTED ON THIS FORM WILL BE DEEMED INELIGIBLE. SUBMISSION MUST BE VIA FLEXI-GRANT [– **ltsi.flexigrant.com**](https://ltsi.flexigrant.com/)

Submit on [Flexi-Grant](https://ltsi.flexigrant.com/) by **23:59 GMT Monday 30th October 2023**

Please read the guidance available on the [IWT Challenge Fund website](https://iwt.challengefund.org.uk/apply/) before completing this form.

|  |  |
| --- | --- |
| **Q1. Lead applicant contact details**  Notification of results will be to the lead applicant.  Please also add contact details for the Project Leader if this is different from the lead applicant. | Lead Applicant: |
| Project Leader (if different): |
| **Q2. Lead Partner contact details** |  |
| **Q3. Title (Max 10 words)** | |

## Q4. Which of the four key IWT Challenge Fund themes will your project address?

Put an X in all that apply. Note: projects supporting more than one will not achieve a higher score, and ticking themes that your project does not address may negatively affect project scores.

|  |  |
| --- | --- |
| 1. Reducing demand for IWT products |  |
| 1. Ensuring effective legal frameworks and deterrents |  |
| 1. Strengthening law enforcement |  |
| 1. Developing sustainable livelihoods to benefit people directly affected by IWT |  |

## Q5. Key Ecosystems, Approaches and Threats

Select up to 3 conservation actions that characterise your approach, and up to 3 threats to biodiversity you intend to address, from dropdown lists.

## Q6. Species project is focusing on

Please include both the common name and scientific name. Where there are more than four species that will benefit from the project’s work, please add more boxes.

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| --- | --- |
| 1. | 2. |
| 3. | 4. |

## Q7. Summary of project

Please provide a brief non-technical summary of your project: the problem/need it is trying to address, its aims, and the key activities you plan on undertaking. Please note that this wording may be published and used to promote your project.

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| (Max 80 words) |

## Q8. Country(ies)

Which eligible country(ies) will your project be working in? You may add more rows if you need to provide details of more than four countries.

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| --- | --- |
| Country 1: | Country 2: |
| Country 3: | Country 4: |

## Q9. Project dates

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| --- | --- | --- |
| **Start date:** | **End date:** | **Duration (e.g. 2 years, 3 months):** |

## Q10. Budget summary

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| IWTCF funding request  (Apr – Mar)  not including any matched funding | **2024/25**  **£** | **2025/26**  **£** | **2026/27**  **£** | **2027/28**  **£** | | **Total request**  **£** |
| **Q10.** **Please ensure you clearly outline your matched funding arrangement in the budget. If none is proposed, please explain why?**  (Max 150 words) | | | | | | |
| **Q11. If you have a significant amount of unconfirmed matched funding, please clarify how you will deliver the project if you don’t manage to secure this?**  (Max 100 words) | | | | | | |
| **Q12. Have you received, applied for or plan to apply for any other UK Government funding for the proposed project or similar?** If yes, please give details (100 words): | | | | | **Yes/No** | | |

## Q13. Problem the project is trying to address

Please describe the problem your project is trying to address in terms of illegal wildlife trade and its relationship with poverty. What is the need, challenge or opportunity? Please describe the level of threat to the species concerned. You should also explain which communities are affected by this issue, and how this aspect of the illegal trade in wildlife relates to poverty or efforts of people and/or states to reduce poverty. Please cite the evidence you are using to support your assessment of the problem (references can be listed in your additional attached PDF document) and outline whether there have been any specific requests for this work.

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| (Max 500 words) |

## Q14. Gap in existing approaches

What gap does your project fill in existing approaches? *Extra* projects should also provide evidence of the intervention’s success at a smaller scale.

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| (Max 200 words) |

## Q15. Which national and international objectives and commitments does this project contribute towards?

Consider national plans such as NBSAPs and commitments such as London Conference Declarations and the Kasane and Hanoi Statements. Please provide the number(s) of the relevant commitments and some brief information on how your project will contribute to them. There is no need to include the text from the relevant commitment.

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| (Max 500 words) |

**Q16. Evidence for Scaling**

IWT Challenge Fund Extra projects should utilise and build on evidence from past activities (from IWT Challenge Fund and beyond) to demonstrate why the approach will deliver. Please provide evidence on how your proposed project will do this.

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| (Max 200 words): |

## Q17. Methodology

Describe the methods and approach you will use to achieve your intended Outcome and contribute towards your Impact. Provide information on:

* How you have reflected on and incorporated **evidence and lessons learnt** from past and present activities and projects in the design of this project.
* The specific approach you are using, supported by **evidence** that it will be effective and **justifying why you expect it will be successful** in this context.
* How you will undertake the work (activities, materials and methods).
* What will be the **main activities** and where will these take place?
* How you will **manage the work** (governance, roles and responsibilities, project management tools, risks etc.).

Please make sure you read the guidance documents, before answering this question.

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| (Max 1,000 words – this may be a repeat from Stage 1, but please review and strengthen as necessary) |

## Q18. Capability and Capacity

How will the project support the strengthening of capability and capacity of identified local and national partners, and stakeholders during its lifetime organisational or individual levels? Please provide details of what form this will take, who will benefit (noting GESI considerations), and the post-project value to the country.

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| (Max 500 words) |

## Q19. Gender equality and social inclusion

All applicants must consider whether and how their project will contribute to promoting equality between persons of different gender and social characteristics. **Explain your understanding** of how individuals may be excluded from equal participation within the context of your project, and **how you seek to address this**. You should consider how your project will **proactively contribute** **to ensuring individuals achieve equitable outcomes** and how you will engage participants in a meaningful way.

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| (Max 500 words) |

## Q20. Change expected

Detail the expected changes to both illegal wildlife trade and poverty reduction this work will deliver. You should identify what will change and who will benefit, considering **both** **people** and **species of focus** a) in the **short-term** (i.e. during the life of the project) and b) in the **long-term** (after the project has ended) and the **potential to scale** the approach.

When talking about how people will benefit, please remember to give details of who will benefit, differences in benefits by gender or other layers of diversity within stakeholders, and the number of beneficiaries expected. The number of communities is insufficient detail – number of households should be the largest unit used.

Demand reduction projects should demonstrate their indirect links to poverty reduction.

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| (Max 750 words) |

## Q21. Pathway to change

Please outline your project’s expected pathway to change. This should be an overview of the overall project logic and outline **why and** **how** you expect your Outputs to contribute towards your overall Outcome and, in the longer term, your expected Impact.

This should directly relate to your overall project’s **Theory of Change** which must be uploaded alongside your application in Flexi-Grant.

**See the separate Monitoring, Evaluation and Learning Guidance for further information on your Theory of Change.**

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| (Max 300 words) |

## Q22. Sustainable benefits and scaling potential

**Q22a. How will the project reach a point where benefits can be sustained post-funding?** How will the required knowledge and skills **remain available** to sustain the benefits? How will you ensure your data and evidence will be accessible to others?

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| (Max 150 words) |

**Q22b.** If your approach works, what potential is there for scaling the approach further? What might prevent scaling, and how could this be addressed?

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| (Max 150 words) |

## Q23. Risk Management

Please outline the **6 key risks** to achievement of your Project Outcome and how these risks will be managed and mitigated, referring to the Risk Guidance. This should include at least one Fiduciary, one Safeguarding, and one Delivery Chain Risk.

Projects should also draft and submit their initial risk register, using the template provided, with their application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk Description | Impact | Probability[[1]](#footnote-2) | Inherent Risk | Mitigation | Residual Risk |
| **Fiduciary (financial)**: funds not used for intended purposes or not accounted for (fraud, corruption, mishandling or misappropriated). | | | | | |
| [50 words] |  |  |  | [50 words] |  |
| **Safeguarding**: ‘doing harm’ incl. sexual exploitation abuse and harassment, safety and welfare, or unintended harm to beneficiaries, the public, implementing partners, and staff. | | | | | |
| [50 words] |  |  |  | [50 words] |  |
| **Delivery Chain:** the overall risk associated with your delivery model. | | | | | |
| [50 words] |  |  |  | [50 words] |  |
| **Risk 4** | | | | | |
| [50 words] |  |  |  | [50 words] |  |
| **Risk 5** | | | | | |
| [50 words] |  |  |  | [50 words] |  |
| **Risk 6** | | | | | |
| [50 words] |  |  |  | [50 words] |  |

## Q24. Project sensitivities

Please indicate whether there are sensitivities associated with this project that need to be considered if details are published (detailed species location data that would increase threats, political sensitivities, prosecutions for illegal activities, security of staff etc.). Please note your response to this question won’t influence the outcome of your application.

Yes/No

If yes, please provide brief details

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| (Max 100 words) |

## Q25. Workplan

Provide a project workplan that shows the key milestones in project activities. Complete the Word template as appropriate to describe the intended workplan for your project ready for upload on Flexi-Grant.

Please add/remove columns to reflect the length of your project. For each activity (add/remove rows as appropriate) indicate the number of months it will last, and fill/shade only the quarters in which an activity will be carried out.

## Q26. Monitoring and evaluation (M&E)

Describe how the progress of the project will be monitored and evaluated, making reference to who is responsible for the project’s M&E.

IWT Challenge Fund projects are expected to be adaptive and you should detail how the monitoring and evaluation will feed into the delivery of the project including its management. M&E is expected to be built into the project and not an ‘add’ on. It is as important to measure for negative impacts as it is for positive impact. Additionally, please indicate an approximate budget and level of effort (person days) to be spent on M&E (see Finance Guidance).

IWT Challenge Fund Extra Projects are required to commission an **Independent Final Evaluation** to report by the time that the project completes. The cost of this should be included in the project budget, and within the total project cost for M&E.

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| --- | --- |
| (Max 500 words) | |
| Independent Final Evaluation | £ and % |
| Total project budget for M&E (this may include Staff and Travel and Subsistence Costs) | £ and % |
| Number of days planned for M&E |  |

## Q27. Logical Framework (logframe)

IWT Challenge Fund projects will be required to monitor and report against their progress towards their Outputs and Outcome. 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.

Refer to the Monitoring, Evaluation and Learning Guidance and the Standard Indicators Guidance when developing your logframe. You are required to use at least five ‘Core Indicators’ from the Standard Indicators menu.

The **logframe template** (N.B. there is a different template for Stage 1 and Stage 2) needs to be downloaded from Flexi-Grant, completed and uploaded as a PDF within your Flexi-Grant application – **please do not edit the logframe template structure (other than adding additional Outputs if needed) as this may make your application ineligible**. In the application form, you will be asked to copy the Impact, Outcome and Output statements and activities - these should be identical to your uploaded logframe.

## Q28. Budget

Please complete the appropriate Excel spreadsheet (available on [Flexi-Grant](https://ltsi.flexigrant.com/)), which provides the Budget for this application and ensure the Summary page is fully completed. Some of the questions earlier and below refer to the information in this spreadsheet.

Please refer to the Finance guidance for more information.

Please ensure you include any matched funding figures in the Budget spreadsheet to clarify the full budget required to deliver this project.

**NB: Please state all costs by financial year (1 April to 31 March) and in GBP.** The IWT Challenge Fund cannot agree any increase in grants once awarded.

Please upload the Lead Partner’s accounts at the certification page at the end of the application form. **Please note the next section is about the financial aspects of your project, rather than technical elements.**

**Q29. Alignment with other funding and activities**

We expect projects to clearly demonstrate that they are **additional** and **complementary** to other activities and funding in the same geographic/thematic area or region.

Are you aware of any other organisations/projects carrying out or planning activities, or applying for funding for similar work in this geography or sector?

If yes, please give details explaining similarities and differences, and explaining how your work will be additional, avoiding duplicating and conflicting activities and what attempts have been/will be made to co-operate with and share lessons learnt for mutual benefit.

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| (Max 300 words): |

## Q30. Balance of budget spend

Defra are keen to see as much IWT Challenge Fund funding as possible directly benefiting communities and economies. While it is appreciated that this is not always possible every effort should be made for funds to remain in-country.

Explain the thinking behind your budget in terms of where IWT Challenge Fund funds will be spent. What benefits will the country/ies see from your budget? What level of the award do you expect will be spent locally? Please explain the decisions behind any IWT Challenge Fund funding that will not be spent locally and how those costs are important for the project.

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| (Max 200 words) |

## Q31. Value for Money

Please demonstrate why your project is good value for money in terms of impact and cost-effectiveness of each pound spend (economy, efficiency, effectiveness and equity). Please make sure you read the guidance documents, before answering this question.

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| (Max 500 words) |

## Q32. Capital items

If you plan to purchase capital items with IWT Challenge Fund funding, please indicate what you anticipate will happen to the items following project end. If you are requesting more than 10% capital costs, please provide your justification here.

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| (Max 300 words) |

## Q33. Safeguarding

All projects funded under the Biodiversity Challenge Funds must ensure proactive action is taken to promote the welfare and protect all individuals involved in the project (staff, implementing partners, the public and beneficiaries) from harm. In order to provide assurance of this, projects are required to have specific procedures and policies in place.

Please upload the following required policies:

* **Safeguarding Policy**: including a statement of commitment to safeguarding and a zero tolerance statement on bullying, harassment and sexual exploitation and abuse.
* **Whistleblowing Policy**: which details a clear process for dealing with concerns raised and protects whistle blowers from reprisals.
* **Code of Conduct**: which sets out clear expectations of behaviours – inside and outside the workplace – for all involved in the project and makes clear what will happen in the event of non-compliance or breach of these standards, including compliance with IASC 6 Principles.

If any of these policies are integrated into a broader policy document or handbook, please upload just the relevant or equivalent sub-sections to the above policies, with (unofficial) English translations where needed.

Please outline how (a) beneficiaries, the public, implementing partners, and staff are made aware of your safeguarding commitment and how to confidentially raise a concern, (b) safeguarding issues are investigated, recorded and what disciplinary procedures are in place when allegations and complaints are upheld, (c) you will ensure project partners uphold these policies.

If your approach is currently limited or in the early stages of development, please clearly set out your plans address this.

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| (Max 200 words) |

## Q34. Ethics

Outline your approach to meeting the **key principles of good ethical practice**, as outlined in the guidance.

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| (Max 200 words) |

## Q35. British embassy or high commission engagement

It is important for UK Government representatives to understand if UK funding might be spent in the project country/ies. Please indicate if you have contacted the relevant British embassy or high commission to discuss the project and attach details of any advice you have received from them.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes (please attach evidence of request or advice if received) |  | No |  |
| If no, why not? (Max 50 words) | | | |

## Q36. Project staff

**Please identify the core staff (identified in the budget), their role and what % of their time they will be working on the project.** Please provide 1-page CVs or job description, further information on who is considered core staff can be found in the Finance Guidance.

Please include up to 12 rows if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Name (First name, surname) | Role | % time on project | 1 page CV or job description attached?**\*** |
|  | Project Leader |  | Yes/No |
|  |  |  | Yes/No |
|  |  |  | Yes/No |
| **\***If you cannot provide a CV or job description, please explain why not. | | | |

## Q37. Project Partners

Please list all the Project Partners (including the Lead Partner who will administer the grant and coordinate the delivery of the project), clearly setting out their roles and responsibilities in the project including **the extent of their engagement so far.**

This section should demonstrate the capability and capacity of the Project Partners to successfully deliver the project. **Please provide Letters of Support for all project partners or explain why this has not been included. The order of the letters must be the same as the order they are presented in below.**

Please copy/delete boxes for more or fewer partnerships.

The partners listed here should correspond to the **Delivery Chain Risk Map** (within the Risk Register template)you should upload alongside your application in Flexi-Grant.

|  |  |
| --- | --- |
| Lead Partner name: |  |
| Website address: |  |
| Why is this organisation the Lead Partner, and what value to they bring to the project? (including roles, responsibilities and capabilities and capacity): | (Max 300 words) |
| International/In-country Partner | International/In-country |
| Allocated budget: | (proportion or value) |
| Representation on the Project Board (or other management structure): | Yes/No |
| Have you included a Letter of Support from this organisation? | Yes/No  If no, please provide details (Max 50 words) |
| Have you provided a cover letter to address your Stage 1 feedback? | Yes/No |

|  |  |
| --- | --- |
| Partner Name: |  |
| Website address: |  |
| What value does this Partner bring to the project? (including roles, responsibilities and capabilities and capacity): | (Max 200 words) |
| International/In-country Partner | International/In-country |
| Allocated budget: | (proportion or value) |
| Representation on the Project Board (or other management structure): | Yes/No |
| Have you included a Letter of Support from this organisation? | Yes/No  If no, please provide details (Max 50 words) |

|  |  |
| --- | --- |
| Partner Name: |  |
| Website address: |  |
| What value does this Partner bring to the project? (including roles, responsibilities and capabilities and capacity): | (Max 200 words) |
| International/In-country Partner | International/In-country |
| Allocated budget: | (proportion or value) |
| Representation on the Project Board (or other management structure): | Yes/No |
| Have you included a Letter of Support from this partner? | Yes/No  If no, please provide details (Max 50 words) |

## Q38. Lead Partner Capability and Capacity

Has your organisation been awarded Biodiversity Challenge Funds (Darwin Initiative, Darwin Plus or Illegal Wildlife Trade Challenge Fund) funding before (for the purposes of this question, being a partner does not count)?

**Yes/No**

If yes, please provide details of the most recent awards (up to 6 examples) and go to Q34b.

|  |  |  |
| --- | --- | --- |
| Reference No | Project Leader | Title |
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If no, please provide the below information on the Lead Partner.

|  |  |
| --- | --- |
| What year was your organisation established/ incorporated/ registered? |  |
| What is the legal status of your organisation? | NGO Yes/No  Government Yes/No  University Yes/No  Other (explain, max 25 words) |
| How is your organisation currently funded? | (Max 100 words) |

Describe briefly the aims, activities and achievements of your organisation. Large organisations please note that this should describe your unit or department.

|  |
| --- |
| Aims (50 words) |
| Activities (50 words) |
| Achievements (50 words) |

Provide detail of 3 contracts/projects held by the Lead Partner that demonstrate your credibility as an organisation and provide track record relevant to the project proposed. These contracts/awards should have been held in the last 5 years and be of a similar size to the grant requested in your application.

|  |  |
| --- | --- |
| Contract/Project 1 Title |  |
| Contract Value/Project budget (include currency) |  |
| Duration (e.g. 2 years 3 months) |  |
| Role of organisation in project | (Max 50 words) |
| Brief summary of the aims, objectives and outcomes of the project | (Max 100 words) |
| Client/independent reference contact details (Name, e-mail) | (Max 25 words) |

|  |  |
| --- | --- |
| Contract/Project 2 Title |  |
| Contract Value/Project budget (include currency) |  |
| Duration (e.g. 2 years 3 months) |  |
| Role of organisation in project | (Max 50 words) |
| Brief summary of the aims, objectives and outcomes of the project | (Max 100 words) |
| Client/independent reference contact details (Name, e-mail) | (Max 25 words) |

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| --- | --- |
| Contract/Project 3 Title |  |
| Contract Value/Project budget (include currency) |  |
| Duration (e.g. 2 years 3 months) |  |
| Role of organisation in project | (Max 50 words) |
| Brief summary of the aims, objectives and outcomes of the project | (Max 100 words) |
| Client/independent reference contact details (Name, e-mail) | (Max 25 words) |

## Certification

|  |  |
| --- | --- |
| On behalf of the trustees/company\* of  (\*delete as appropriate) |  |
| I apply for a grant of £ in respect of **all IWT Challenge Fund 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 applicant institution to submit applications and sign contracts on their behalf.)*

* I have enclosed CVs for key project personnel, a cover letter, letters of support, a budget, risk register (inclusive of delivery chain risk map), logframe, theory of change, Safeguarding and associated policies, and project workplan (uploaded at appropriate points in the application).
* Our last two sets of signed audited/independently verified accounts and annual report (covering three years) are also enclosed.

|  |  |
| --- | --- |
| Name (block capitals) |  |
| Position in the organisation |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date: |  |

## Checklist for submission

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| --- | --- |
|  | Check |
| I have **read the Guidance**, including the “IWT Challenge Fund Guidance”, “Monitoring Evaluation and Learning Guidance”, “Standard Indicator Guidance”, “Risk Guidance”, “Theory of Change Guidance” and “Finance Guidance”. |  |
| I have read, and can meet, the current **Terms and Conditions** for this fund. |  |
| I have provided **actual start and end dates** for my project. |  |
| I have provided my **budget based on UK government financial years** i.e. 1 April – 31 March and in GBP. |  |
| I have checked that the **budget is complete**, correctly adds up and I have included the correct final total at the start of the application. |  |
| The application has been **signed by a suitably authorised individual** (clear electronic or scanned signatures are acceptable). |  |
| I have attached the below documents to my application:   * a **cover letter** from the Lead Partner. |  |
| * my **risk register,** including **delivery chain risk map,** as an Excel file using the template provided |  |
| * my **completed logframe** as a PDF using the template provided and using “Monitoring Evaluation and Learning Guidance” and “Standard Indicator Guidance”. |  |
| * my **1 page Theory of Change** as a PDF which includes the key elements listed in the guidance |  |
| * my **budget** (which meets the requirements above) using the template provided. |  |
| * a signed **copy of the last 2 annual report and accounts (covering three years)** for the Lead Partner, or provided an explanation if not. |  |
| * my completed **workplan** as a PDF using the template provided. |  |
| * a copy of the **Lead Partner’s Safeguarding Policy, Whistleblowing Policy and Code of Conduct** (Question 34). |  |
| * **1 page CV or job description for all the Project Staff** identified at Question 37, including the Project Leader, or provided an explanation of why not, combined into a single PDF. |  |
| * a **letter of support** from the Lead Partner and partner(s) identified at Question 38, or an explanation of why not, as a single PDF. |  |
| I have **been in contact with the FCDO** in the project country(ies) and have included any evidence of this. If not, I have provided an explanation of why not. |  |
| My additional supporting evidence is in line with the requested evidence, amounts to a maximum of 5 sides of A4, and is combined as a single PDF. |  |
| (If copying and pasting into Flexi-Grant) I have checked that all my responses have been successfully copied into the online application form. |  |
| I have checked the [IWT Challenge Fund website](https://iwt.challengefund.org.uk/apply/) immediately prior to submission to ensure there are no late updates. |  |
| I have read and understood the Privacy Notice on the [IWT Challenge Fund website](https://iwt.challengefund.org.uk/apply/). |  |
| Ensure you submit this application on [Flexi-Grant](https://ltsi.flexigrant.com/). |  |

**Once you have completed the checklist above, please submit via the** [**Flexi-Grant portal**](https://ltsi.flexigrant.com/)**, not later than 23:59 GMT Monday 30th October 2023**

## Data protection and use of personal data

Information supplied in the application form, including personal data, will be used by Defra as set out in the **Privacy Notice**, available from the [Forms and Guidance Portal](https://iwt.challengefund.org.uk/apply/).

This **Privacy Notice must be provided to all individuals** whose personal data is supplied in the application form. Some information may be used when publicising the IWT Challenge Fund including project details (usually title, lead partner, project leader, location, and total grant value).

1. Likelihood: Almost certain (>80%), Likely (>50%<80%), Possible (>20%<50%), Unlikely (>5%<20%), Rare (<5%) [↑](#footnote-ref-2)