Application form for

Illegal Wildlife Trade (IWT) Challenge Fund

Evidence

Round 11

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 – [**bcfs.flexigrant.com**](https://bcfs.flexigrant.com/)

Submit on [Flexi-Grant](https://ltsi.flexigrant.com/) by **23:59 GMT Monday 28th October 2024**

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 Organisation contact details** |  |
| **Q3. Title (Max 10 words)** |
| **Q4a. Is this a resubmission of a previously unsuccessful application to any of the Biodiversity Challenge Funds? If yes, please provide a response to any feedback you received below.****You must explicitly set out how and where you have addressed all the comments/feedback in the application form: briefly restating the feedback point, then clearly setting out how you have responded to it in the application.** **(Max 1,000 words)** | **Yes/No** |
| **Q4b. Year, stage and previous application number if known.** |  |

## Q5. 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
 |  |

## 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.

|  |  |
| --- | --- |
| 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

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| --- | --- | --- | --- |
| IWTCF funding request (Apr – Mar)not including any matched funding | **2025/26****£** | **2026/27****£** | **Total request****£** |
| **Q11.** **Please ensure you clearly outline your matched funding arrangement in the budget. If none is proposed, please explain why?**(Max 150 words) |
| **Q12. 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) |
| **Q13. Have you received, applied for, or plan to apply for any other UK Government funding for your proposed project or a similar project?**If yes, give details. If you have received, applied for or plan to apply with similar projects, explain how your activities are distinct and complementary. Note that you cannot apply to OCEAN or any of the Biodiversity Challenge Funds (BCFs) with the same project.(Max 150 words) | **Yes/No** |

## Q14. 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.

Please note additional materials should not exceed a maximum of 5 sides of A4, and should be combined as a single PDF.

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| (Max 500 words) |

## Q15. Gap in existing approaches

What gap does your project fill in existing approaches? *Evidence* projects should describe how the improved evidence base will be used to design an intervention and the gap the intervention will fill.

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| (Max 200 words) |

## Q16. 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 250 words) |

## Q17. Methodology

Describe the methods and approach you will use to achieve your intended Outcome. 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 the **main activities** will be and where these will take place.
* How you will **manage the work** (governance, roles and responsibilities, project management tools, risks etc.).
* How you have engaged with partners or communities involved to design the project; if this has not been done please explain why.

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

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| (Max 750 words) |

## 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 and the post-project value to the country. Please ensure your response considers Gender Equality and Social Inclusion.

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| (Max 300 words) |

## Q19. Gender Equality and Social Inclusion (GESI)

All applicants must consider how their project will contribute to promoting equality between persons of different gender and social characteristics. Please include reference to the GESI context in which your project seeks to work in. **Explain your understanding** of how individuals may be excluded from equal participation within the context of your project, and **how you will seek to address this**. You should consider how your project will **proactively contribute** **to ensuring individuals achieve equitable outcomes** and how you will ensure meaningful participation for all those engaged.

You should also consider how project activities may have negative impacts on poverty or inequalities and how you will seek to address this.

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| (Max 500 words) |

## Q20. Change expected

Detail the expected changes to both IWT and poverty reduction this work will deliver. You should identify what evidence will be gathered and how it might be used to inform future interventions. Please include who will benefit from these interventions, 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 scalability** of 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.

You can find more information about how IWT Challenge Fund projects can address poverty reduction in the IWT & Poverty Information Note.

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| (Max 500 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, impacts on IWT and poverty reduction.

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| (Max 200 words) |

## Q22. Sustainable benefits and scaling potential

**Q22a. How will the project reach a sustainable point and continue to deliver benefits 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 **7 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, two Safeguarding, and one Delivery Chain Risk.

Projects should also draft their initial risk register, using the template provided, and be prepared to submit this when requested if recommended for funding. **Do not attach to your 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**: risk of sexual exploitation abuse and harassment (SEAH), or unintended harm to beneficiaries, the public, implementing partners, and staff.  |
| [50 words] |  |  |  | [50 words] |  |
| **Safeguarding**: risk to health, safety and security (HSS) of 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 5** |
| [50 words] |  |  |  | [50 words] |  |
| **Risk 6** |
| [50 words] |  |  |  | [50 words] |  |
| **Risk 7** |
| [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 to show 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.As a guide, we would normally expect to see M&E costs of between 5-10% of your total budget cost (see Finance Guidance).

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

## Q27a. Indicators of success

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.

In the table below please outline your Outcome and between 1-4 Outputs. Each statement should have between 2-3 SMART indicators and end target (figure/state/quality) including how you would evidence achievement – i.e. “Means of Verification”.

|  |  |  |
| --- | --- | --- |
|  | SMART Indicators | Means of Verification |
| Outcome (Max 30 words): |  |  |
| Output 1 (Max 30 words) |  |  |
| Output 2 (Max 30 words) |  |  |
| Output 3 (Max 30 words) |  |  |
| **Activities** (each activity is numbered according to the Output that it will contribute towards, for example 1.1, 1.2 and 1.3 are contributing to Output 1)1.11.21.3 |

**Important Assumptions:**

Please describe up to 6 key assumptions that, if held true, will enable you to deliver your Outputs and Outcome

|  |
| --- |
| (Max 100 words): |

## Q27b. Standard Indicators

In addition to your project indicators in your logframe, please outline which Standard Indicators you can report on including your expected targets by project end.

IWT Challenge Fund projects are required to report against a minimum of three Standard Indicators. If you can report against more than three Standard Indicators, this is strongly encouraged. Try to select indicators from as many groups as is feasible for your project and its context.

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| --- | --- | --- | --- |
| Standard Indicator Ref & Wording | Project Output or Outcome this links to | Target number by project end | Provide disaggregated targets here |
| *e.g. IWTCF-A01: Number of people reporting they are applying new capabilities (skills and knowledge) 6 (or more) months after training* | *e.g. Output indicator 3.4 / Output 3* | *e.g. 60* | *e.g. Kenya, 30 non-indigenous women; 30 non-indigenous men* |
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## Q28. Budget

Please complete the Excel spreadsheet (available on <https://bcfs.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, including any audit costs as outlined in the Finance Guidance.

**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 Organisations accounts (or other financial evidence – see Finance Guidance) 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**

This question aims to help us understand how familiar you are with other work in the geographic/thematic area, and how this proposed project will build on or align with this to avoid any risks of duplicating or conflicting activities.

**Q29a.** Is this new work or does it build on existing/past activities (delivered by anyone and funded through any source)? Please give details.

|  |
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| (Max 200 words): |

**Q29b.** Are you aware of any current or future plans for work in the geographic/thematic area to the proposed project? **Yes/No**

If yes, please give details explaining similarities and differences, and explaining how your work will be additional and what attempts have been/will be made to co-operate with and learn lessons from such work for mutual benefits.

|  |
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| (Max 200 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.

|  |
| --- |
| (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). Why is it the best feasible project for the amount of money to be spent? Please make sure you read the guidance documents, before answering this question.

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| --- |
| (Max 250 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.

|  |
| --- |
| (Max 150 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 operation.

For further information please see the Round 11 Guidance for Applicants.

Please upload the following required policies:

* **Safeguarding and/ or Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) Policy**: including a statement of commitment to safeguarding and a zero tolerance to inaction statement on bullying, harassment and sexual exploitation and abuse. Policy should include a commitment to either Core Humanitarian Standard (CHS), IASC minimum operating standards for PSEA MOS-PSEA or CAPSEAH minimum standards.
* **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, up to and including dismissal.

In addition, please share the following optional policy:

* **Health, Safety and/or Security policy of Security Plan**: that outlines a plan on how to mitigate and respond to potential health, safety and security threats.

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 your project will ensure:

1. beneficiaries, the public, implementing partners, and staff are made aware of your safeguarding commitment and how to confidentially raise a concern,
2. safeguarding issues are investigated, recorded and what disciplinary procedures are in place when allegations and complaints are upheld,
3. you will ensure project partners also meet these standards and policies.

Indicate which minimum standard protocol your project follows and how you meet those minimum standards, i.e. CAPSEAH, CHS, IASC MOS-PSEA. If your approach is currently limited or in the early stages of development, please clearly set out your plans to address this.

|  |
| --- |
| (Max 300 words) |

Defra recommend you appoint a safeguarding focal point to ensure the project's PSEAH work is taken forward. This can be a separate member of staff or a current member of staff who spends a proportionate amount of time for safeguarding and PSEAH activities. Please name this individual here - this person should also be included in your overall staff list at Q36 and in your budget.

|  |
| --- |
| (Max 100 words) |

## Q34. Ethics

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

|  |
| --- |
| (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. Please note that some embassies or high commissions may not be able to respond to you but your project will not be penalised for a lack of response.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 Organisation 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 ideally evidencing meaningful and early engagement in the co-design of your 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.

|  |  |
| --- | --- |
| Lead Organisation name: |  |
| Website address: |  |
| Why is this organisation the Lead Organisation, and what value to they 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/NoIf 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) |
| Explain how you have involved this partner within the development of the project and their expected role during its implementation. | (Max 150 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) |
| Explain how you have involved this partner within the development of the project and their expected role during its implementation. | (Max 150 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 Organisation 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 continue to Certification.

|  |  |  |
| --- | --- | --- |
| Reference No | Project Leader | Title  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

If no, please provide the below information on the Lead Organisation.

|  |  |
| --- | --- |
| What year was your organisation established/ incorporated/ registered? |  |
| What is the legal status of your organisation? | NGO Yes/NoGovernment Yes/NoUniversity Yes/NoOther (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 Organisation 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) |

|  |  |
| --- | --- |
| 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, Safeguarding and associated policies and project workplan.
* Our last two sets of signed audited/independently verified accounts and annual report (covering three years), or other evidence of financial capacity as set out in the Financial Guidance, are also enclosed.

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

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

## Checklist for submission

|  |  |
| --- | --- |
|  | Check |
| I have read the **Guidance** documents, including the “IWT Challenge Fund Guidance”, “Monitoring Evaluation and Learning Guidance”, “Standard Indicator Guidance”, “Risk 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 Organisation**.
 |  |
| * 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 Organisation, or other evidence of financial capacity as set out in the Financial Guidance, or provided an explanation if not.
 |  |
| * my completed **workplan** as a PDF using the template provided.
 |  |
| * a copy of the **Lead Organisation’s Safeguarding Policy, Whistleblowing Policy and Code of Conduct** (Question 33).
 |  |
| * **1 page CV or job description for all the Project Staff** identified at Question 35, including the Project Leader, or provided an explanation of why not, combined into a single PDF.
 |  |
| * a **letter of support** from the Lead Organisation and partner(s) identified at Question 37, 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/how-to-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/how-to-apply/). |  |
| Ensure you submit this application on [Flexi-Grant](https://bcfs.flexigrant.com/). |  |

**Once you have completed the checklist above, please submit via the** [**Flexi-Grant portal**](https://bcfs.flexigrant.com/)**, not later than** **23:59 GMT Monday 28th October 2024.**

## 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 organisation, 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)