Application form for

Illegal Wildlife Trade Challenge Fund

**Extra**

Round 10 – Stage 1

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 will be strictly enforced in Flexi-Grant. Please ensure you check all content when transferring across.

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 **22:59 GMT (23:59 BST) Monday 19th June 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 detailsNotification of results will be to the lead applicant. |  | |
| **Q2. Lead Partner** |  | |
| **Q3. Project Leader**  Please name Project Leader if different from lead applicant |  | |
| **Q4. Title (Max 10 words)** | | |
| **Q5a. Is this a resubmission of a previously unsuccessful application to any of the Biodiversity Challenge Funds?**  **If yes, please include a response to any previous feedback in your cover letter.** | | **Yes/No** |
| **Q5b. Year, stage and previous application number if known.** | |  |

## Q6. 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 |  |

## Q7. 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.

## Q8. 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.** |

## Q9. 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.

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| (Max 80 words) |

## Q10. 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.

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

## Q11. Project dates

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

## Q12. Budget summary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| IWTCF funding request (Apr – Mar) – not including any matched funding | **2024/25**  **£** | **2025/26**  **£** | **2026/27**  **£** | **2027/28**  **£** | **Total request**  **£** |
| **Q13. What matched funding arrangements are proposed? If none, please explain why.** (Max 100 words) | | | | | |

## 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.

Please **cite the evidence** you are using to support your assessment of the problem (references can be listed in your additional attached PDF document).

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| (Max 300 words) |

## Q15. Gap in existing approaches

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

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| (Max 200 words) |

## Q16. Methodology

Please summarise the evidence and activities you will use to achieve your intended Outcome and contribute towards your Impact.

**16a. How have you used evidence and lessons learnt from past and present activities** (carried out by project partners and others) **to give you confidence that you designed an effective project?** Please include reference to any ongoing or previous work within the same or related geographic/thematic area and detail how your project will build on or align with this.

|  |
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| (Max 200 words) |

**16b. Provide a description on what you are planning to do, and how will activities be delivered and managed?**

|  |
| --- |
| (Max 400 words) |

## Q17. 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 200 words) |

## Q18. Change Expected

Please set out 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 scalability of** the approach.

When talking about how people will benefit, please remember to give details of who will benefit, noting the GESI guidance provided, and the number of beneficiaries (people) 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 300 words) |

## Q19. 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, longer term, your expected Impact.

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| (Max 200 words) |

## Q20. 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 will 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 - these should be identical to your uploaded logframe.

## Q21. Project partners

Please list all the partners involved (including the Lead Partner) and provide a summary of their roles.

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| --- | --- |
| **Lead Partner name:** |  |
| **Other partners (name and country):** | (Max 75 words) |
| **Summary of roles and responsibilities of the partners in the project:** | (Max 150 words) |
| **Please confirm that all listed partners are aware of this application and have actively contributed to the development of the project.** | o |

## Q22. 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.

## If yes, please provide the name of your contact.

|  |
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| (Max 10 words) |

If you have not, please say why not.

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| (Max 50 words) |

## Certification

I certify that, to the best of my knowledge and belief, the statements made in this application are true and the information provided is correct and that I have the authority to submit an application on behalf of my organisation.

**Name (block capitals):**

**Position in organisation:**

**Signed:**

**Dated:**

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

## Checklist for submission

|  |  |
| --- | --- |
|  | Check |
| I have read the Guidance documents, including the “IWT Challenge Fund Guidance”, “Monitoring Evaluation and Learning Guidance”, “Standard Indicator 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 summary budget based on UK government financial years i.e. 1 April – 31 March and in GBP  N.B.: we do not require the budget spreadsheet at this stage. |  |
| I have uploaded a cover letter with my application. |  |
| I have attached my completed logframe as a PDF using the template provided, and using “Monitoring Evaluation and Learning Guidance” and “Standard Indicator Guidance”. |  |
| The application has been signed by a suitably authorised individual (clear electronic or scanned signatures are acceptable). |  |
| 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 [IWT Challenge Fund website](https://iwt.challengefund.org.uk/apply/). |  |
| 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. |  |
| Do not include letters of support or CVs with this application. |  |
| 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, not later than 22:59 GMT (23:59 BST) Monday 19th June 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).