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# **CV19RR\1047**

## **Responding to livelihood impacts of COVID-19 in the Northern Philippines**

This project will introduce mushroom and quail egg production livelihoods to three Community Managed Savings and Credit Associations (CoMSCA), in two communities negatively impacted by COVID-19. Both are associated with Freshwater Sanctuaries (FS) established in our current Darwin-funded project (24-016) and have suffered drastically from reduced tourism and service industries. The project endeavours to understand COVID-19 impacts on beneficiaries' behaviour pre- and post-intervention, using established socio-economic and biological data to determine the effects on both community well-being and FS biodiversity.

## PRIMARY APPLICANT DETAILS

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**Name** Matthew  
**Surname** Gollock  
**Organisation** Zoological Society of London  
**Tel** [REDACTED]  
**Email (Work)** [REDACTED]  
**Address** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

## CONTACT DETAILS

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**Title** Ms  
**Name** Laura  
**Surname** Darcy  
**Organisation** Zoological Society of London  
**Website (Work)** [REDACTED]  
**Tel (Work)** [REDACTED]  
**Email (Work)** [REDACTED]  
**Address** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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## Section 1 - Contact Details

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### PRIMARY APPLICANT DETAILS

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**Name** Matthew  
**Surname** Gollock  
**Organisation** Zoological Society of London  
**Tel** [REDACTED]  
**Email (Work)** [REDACTED]  
**Address** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### CONTACT DETAILS

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**Title** Ms  
**Name** Laura  
**Surname** Darcy  
**Organisation** Zoological Society of London  
**Website (Work)** [www.zsl.org](http://www.zsl.org)  
**Tel (Work)** [REDACTED]  
**Email (Work)** [REDACTED]  
**Address** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

### GMS ORGANISATION

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**Type** **Charity/ trusts**  
**Name** Zoological Society of London  
**Phone (Mobile)** [REDACTED]  
**Email** [REDACTED]  
**Address** [REDACTED]  
[REDACTED]  
[REDACTED]

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## Section 2 - Project Title & Previous Applications

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### Q3. Project Title:

Responding to livelihood impacts of COVID-19 in the Northern Philippines

## Q4. Existing project

**Q4a. Does your organisation have an existing (or recently finished) project under either Darwin Initiative, Darwin Plus or Illegal Wildlife Trade Challenge Fund?**

Yes

**If yes, please list the project reference and title of relevant projects (e.g. 25-001, DPLUS090, IWT099).**

Reference of current/recent project:	Title of current/recent project:
24-016	Sustainable community-based stewardship of freshwater resources in the Northern Philippines

**Q4b. Is this proposal directly relevant to one of the projects listed above?**

Yes

**If yes, please list the relevant project reference and title.**

24-016 - Sustainable community-based stewardship of freshwater resources...

## Section 3 - Countries, Dates & Budget Summary

**Q5. Which Fund's objectives will your project most directly address? (please only select one)**

Darwin Initiative

## Q6. Country(ies)

**Which eligible country(ies) will your project be working in?**

<b>Country 1</b>	Philippines	<b>Country 2</b>	No Response
<b>Country 3</b>	No Response	<b>Country 4</b>	No Response

**Do you require more fields?**

Yes

No

## Q7. Project dates

<b>Start Date:</b>	<b>End date:</b>
04 January 2021	31 March 2021

## Q8. Budget summary

Darwin/IWT Funding Request

Total request 2020/21:

23,976.15

***Please note all spending must fall between 1st January 2021 - 31st March 2021***

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### Q8a. If any matched funding arrangements are proposed, please detail them here.

We have a provisional agreement with the municipalities (LGUs) to provide materials for construction of infrastructure associated with project activities e.g. mushroom houses.

Office space is currently provided in-kind by the Department of Environment and Natural Resources.

Partner staff time will be given in-kind.

## Section 4 - Project Outcome and Summary

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### Q9. Outcome

#### What is the expected Outcome of this project?

Increased livelihood resilience within two communities through the introduction of mushroom farming and quail egg production facilities resulting in greater food production and security, with augmented income and household savings.

### Q10. Summary of project

**Please provide a brief summary of your project, its aims, and the key activities you plan on undertaking. Please note that if you are successful, this wording may be used by Defra in communications e.g. as a short description of the project on GOV.UK.**

This project will introduce mushroom and quail egg production livelihoods to three Community Managed Savings and Credit Associations (CoMSCA), in two communities negatively impacted by COVID-19. Both are associated with Freshwater Sanctuaries (FS) established in our current Darwin-funded project (24-016) and have suffered drastically from reduced tourism and service industries. The project endeavours to understand COVID-19 impacts on beneficiaries' behaviour pre- and post-intervention, using established socio-economic and biological data to determine the effects on both community well-being and FS biodiversity.

## Section 5 - Project Partners

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### Q11. Project partners

**Please list all the partners involved (including the Lead Organisation) and provide a summary of their roles. Please upload letters, emails or other confirmation of support from any new partners.**

**Lead Organisation name:** Zoological Society of London

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**Other partners involved:**

Department of Agriculture – Southern Cagayan Research Centre (DA-SCRC) is the lead research centre in mushroom production in the Cagayan Valley region.  
Central Philippines State University – Research, Extension and Community Services (CSU-RECS) pioneered the community approach to quail egg production as an agricultural extension project.

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**Summary of roles and responsibilities in project:**

ZSL – Will lead the consultation meetings with CoMSCAs, carry out community surveys and focus group discussions (FGDs), facilitate livelihood skills training and supervise the establishment of livelihood programs. As the project lead ZSL will also provide - day to day project management and delivery; stakeholder co-ordination and engagement; M+E.

DA-SCRC will provide online and in-person training, planting materials, development of starter kit, and conduct joint monitoring of mushroom production.

CSU-RECS will provide training delivered online, assist in development of the starter kit tailored-fit to the needs of the region, development of learning materials, and conduct joint monitoring of quail egg production.

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**If you have not provided evidence of support from the Lead Organisation or partners above, please explain why:**


Partner letters were requested, however due to a Philippine national holiday on the day of submission, on-going delays due to Covid-19 and the disruption caused by Typhoon Goni which made landfall in the past two days, it was not possible to secure these in time to include with the proposal.

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**Please provide a combined PDF of letters of support from the lead organisation and partner(s) as relevant.**

 [ZSL RRG Supporting letter - Philippines](#)

 02/11/2020

 15:44:39

 pdf 855.08 KB

## Section 6 - Project Staff

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### Q12. Project staff

**Please identify the core staff on this project, their role and what % of their time they will be working on the project. Further information on who should be classified as core staff can be found in the guidance. Please provide a 1 page CV for the proposed Project Leader and any co-Project Leader if relevant.**

Name (First name, surname)	Role	% time on project	1 page CV attached?
Matthew Gollock	<b>Project Leader</b>	10	Checked
Surshti Patel	M+E officer	20	Unchecked
Alejandro Belen	Philippines Project Technical Lead	30	
Luz Bayani	Junior Biologist	40	

**Do you require more fields?**


Yes


Name (First name, surname)	Role	% time on project
Franklin Paid Jr.	Philippines Social Technical Specialist	60
Reynor Aquino	Community Organizer	100
Bryan Villanueva	Senior Biologist	30
<i>No Response</i>	<i>No Response</i>	0
<i>No Response</i>	<i>No Response</i>	0
<i>No Response</i>	<i>No Response</i>	0
<i>No Response</i>	<i>No Response</i>	0
<i>No Response</i>	<i>No Response</i>	0

**Please provide 1 page CVs for the proposed Project Leader and any co-Project Leader listed above as a combined PDF.**

**Ensure the file is named clearly, consistent with the named individual and role above.**

 [Project Lead - Matthew Gollock CV 2020](#)

 02/11/2020

 16:06:56

 pdf 386.89 KB

## Section 7 - Problem, Method and Change Expected

### Q13. Problem the project is trying to address

**Please describe the problem your project is trying to address in terms of Covid-19 and its impact on biodiversity or IWT and sustainable livelihoods. For example, what are the drivers of loss of biodiversity that the project will attempt to address? Why are they relevant, for whom? How did you identify these problems? Please cite the evidence you are using to support your assessment of the problem (references can be listed in an additional attached PDF document).**

Enhanced Community Quarantine (ECQ), established in the Philippines in response to COVID-19 has included measures such as closing all but essential shops and businesses, ceasing public transportation and gatherings, and requiring permits and health certificates to cross borders. This has impacted people's movement, access to goods and services, and markets for income, with the Department of Labour reporting over three million jobs being lost nationally. In recent months there has been some easing of these regulations on a regional/municipal basis, but restrictions remain in place within our project area. The two communities (Siitan and Maddela) in our Darwin-funded project (24-016) are highly dependent on tourism and service sectors. They have been impacted by restrictions, with no tourists visiting, access to food limited and stable alternative sources of income unavailable. Through the ongoing project monitoring (24-106), we have identified financial resilience is also being eroded with reduced contributions to the CoMSCA this year - from Php1.35M in March to Php1.11M in September. A decrease of 18% compared to the same months last year. Further, CoMSCA loans have also declined to Php 1.10M this year compared to Php1.32M the previous year, as people refrain from borrowing due to their inability to pay off loans. In response, we will establish new livelihood and food opportunities linked to CoMSCAs in the two identified communities.

This reduction in tourists may benefit the FS associated with these communities by decreasing the pressures on natural resources. Conversely, it is possible that communities are increasingly relying on fisheries as a source of protein and nutrition. This project will examine existing metrics - CoMSCA reports; fish-catch monitoring; river warden arrests/fines - to understand the pandemic situation, the effects of our interventions and develop recommendations for government bodies relating to the impact of Covid-19 on both livelihoods and biodiversity.

## **Q14. Methodology**

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

- How you have analysed historical and existing initiatives and are building on or taking work already done into account in project design. Please cite evidence where appropriate.
- The rationale for carrying out this work and a justification of your proposed methodology.
- If relevant, how this project links to an ongoing Darwin/IWT project.
- How you will undertake the work (materials and methods).
- How you will manage the work (roles and responsibilities, project management tools etc.).

**Projects should also consider how best they can address inequality, especially gender inequality, as per the existing guidance for each fund.**

**Please make sure you read the Guidance Notes, particularly Section 3, before answering this question.**

When the pandemic hit, lockdown conditions severely impacted the domestic tourism and service industry. Data collected during 24-016 found many people in the two communities worked in tourism as tour guides, transportation, or small businesses such as vest rental, coffee and food shops, all reliant on the tourists



visiting the area. Thus, the proposed project aims to provide access to livelihood options that boost food production, augment income, and increase household savings for 64 CoMSCA members from 64 households in two LGUs. The proposed livelihood program will be delivered through three established CoMSCA groups with 14% female representation (see covering letter).

Mushroom is a high-value crop endorsed by the Philippine Department of Agriculture and quail eggs are popular in local cuisine. There are few local producers of these commodities and a demand has been identified through our community engagement and the research of our partners. The technology is available and will be developed into a starter kit which includes materials necessary to establish low-cost sustainable livelihoods. This, combined with relevant training, can mean communities can begin production in just seven days. Pilot studies by our partners indicate that both kits are expected to achieve an income in less than ten days, aligning to the limited funding period well.

It is expected that there will be transfer of technology and capacity building from partner agencies to the CoMSCA-beneficiaries including but not limited to mushroom grain spawn and fruiting bag production, book-keeping, marketing, post-production practices, incubator and production of quail birds, feed formulation using locally available materials, vermi-casting, and meat processing. Training will be mostly online in adherence to health protocols. A staff member will be assigned as the lead implementor of the project in each community in order to provide continuity and also allow for work to continue should stricter ECQ measures come in to force. Where possible, our central team will visit communities, but activities are being developed in a pandemic-proof approach such that remote/virtual support will still allow delivery. Project monitoring will commence a week after the implementation and will continue until after the project, albeit at longer intervals.

In order to measure the impact of COVID-19 on freshwater biodiversity, governance and wellbeing, the project will implement desk-based comparative analysis of fisheries data, key informant interviews and participatory scoping FGDs with CoMSCA members to inform baselines and the end line evaluation. These will use tried and tested methods which inform existing project M&E and be done using COVID-safe techniques and virtual platforms where necessary.

The proposed project will enable LGUs to establish carrying capacity studies of the FS and assist in the conceptualisation, crafting, and adoption of an ecotourism development plan – including contingencies for significant impacts, such as COVID-19. Recommendations will be submitted to the LGUs relating to this in light of our examination of existing data and the results of our project.

## Q15. Change expected

**Detail the expected changes this work will deliver. You should identify what will change and who will benefit a) in the short-term (i.e. during the life of the project) and b) in the long-term (after the project has ended). Please describe the changes for biodiversity/environment and for people in developing countries, and how they are linked. If you are proposing building on a current or past project, be clear how additional benefits will be delivered through this project.**

**When talking about people, please remember to give details of who will benefit and the number of beneficiaries expected. The number of communities is insufficient detail – number of households should be the largest unit used. If possible, indicate the number of women who will be impacted.**


In the short term, the expected change in the three focal CoMSCAs members (n=64: M(55):F(9)), and two associated communities will be to 1) boost food production; 2) broaden access to animal and plant-based protein sources for consumption, as well as sale; 3) increase household income; 4) grow savings; and 5) facilitate entry to start-up businesses brought by post-production opportunities to establish producer associations (see Q17). In the longer term, it is expected that direct CoMSCA beneficiary households are more resilient to socio-economic pressures due to diversified sources of food and income. Our partners will use the project results to inform scaling of successful interventions, for other communities' benefit. These

interventions are low impact in the context of other agricultural practices in the region and present a more sustainable option for food production. Due to the rapid start-up of this methodology, we will also use these learnings to inform the final stages and associated exit strategy of project 24-016.


In the context of freshwater biodiversity, this intervention aims to reduce any increased reliance on natural resources due to lost livelihood opportunities in the two focal communities. Across the 12 sites in project 24-106, there have been varying degrees of impact of COVID-19 on communities and the associated FS – in one instance, a reduced no-take area due to the concerns of fisherfolks and others who had turned to fishing in order to meet household food needs. Through the monitoring and analysis of specific metrics for the two focal communities – fisheries data and enforcement logs - during the project, recommendations will be developed and submitted to LGUs and FS Management Boards, such that associated local ordinances and FS Management Plans can be amended. These learnings will inform engagement with other focal communities and FS more broadly through implementation of project 24-106.

**If necessary, please provide supporting documentation e.g. maps, diagrams, references etc., as a PDF using the File Upload below:**

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 [ZSL RRG covering letter - Philippines](#)

 02/11/2020

 16:07:21

 pdf 676.88 KB

## **Section 8 - Aims, Objectives and Exit Strategy**

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### **Q16. Aims and objectives**

**Clearly outline the aim and objectives of the project and how the achievement will be measured. Use SMART objectives if possible.**

Aim: To implement two new livelihood interventions in three CoMSCAs, totalling 64 members, in two communities, in the context of changing use of, and access to, natural resources.

Objective 1: Assess the change of status of the focal communities through the establishment of socio-economic baselines using surveys, FGDs and post-intervention evaluation of existing CoMSCA members (n=64) in key sites.

The pre-and post-intervention questionnaire will be used to determine the impact of the project on the beneficiaries. Data relating to local food production will be examined in collaboration with the Municipal Agriculture Office that tracks this metric in the municipality.

Objective 2: Analyse fisheries and enforcement data prior to, and during ECQ to date, and assess the impact of COVID-19 on FS management and natural resource use.

This will allow us to support/reject anecdotal evidence of increases in both legal and illegal fisheries by community members, and target interventions appropriately, in the present proposal and in project 24-016. This will also be used to advise FS Management Boards, LGUs and other provincial/regional governing bodies.

Objective 3: Collaboratively develop starter kits for two sustainable, low impact and rapidly established livelihood interventions for roll-out in key communities.

The creation of such starter kits will facilitate implementation of this intervention in the present project, but as per the longer-term goals of our partners, more broadly in the region. Progress will be monitored by embedded staff members.

Objective 4: Train 64 CoMSCA members to establish quail egg and/or mushroom production using starter kits.

Using COVID-safe methods, embedded staff members will train communities to establish these small-scale farms, as well as build capacity in associated soft-skills to ensure long-term sustainability of the intervention. Production will be monitored on an-going basis during the project-life to assess impact.

## Q17. Exit strategy

**State how the project will reach a stable and sustainable end point, and explain how the outcomes will be sustained, either through a continuation of activities, funding and support from other sources or because the activities will be mainstreamed in to “business as usual”.**

The livelihoods are expected to generate income within ten days of communities receiving relevant kits and completing associated training, as the production cycles of both quail eggs and mushrooms are rapid. Succeeding costs required for on-going production of these commodities will be covered from the income generated by the first cycle. This will yield a sustainable model for food production and/or income generation.

The CoMSCA groups will be supported to form a mushroom producer/quail egg producers’ association and register with the Securities and Exchange Commission. This will enable the association to access the Department of Trade and Industry’s fund to expand production and post-harvest facilities, and/or buy machinery and equipment. This will provide further security and peer-group support for these livelihood options.

Monitoring will continue after the three-month project life, through the presence of our team in the region. Results will be analysed by partners for replicability of the project to other regions with a view to publish these in a peer-reviewed journal.

We will produce recommendations to relevant municipal, provincial and regional government organisations in relation to the review of all data relating to the project – this will include suggestions related to fisheries, tourism and biodiversity.

## Section 9 - Budget

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### Q18. Budget

**Provide a detailed breakdown of costs to be funded by the Darwin Initiative/Darwin Plus/IWT Challenge Fund in GBP.**

See [Finance for Darwin/IWT](#) for which costs sit under which budget line.

Budget Line	Cost in £ (GBP)
Staff costs	██████████

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<b>Consultancy costs</b>	█
<b>Overhead costs</b>	█
<b>Travel and subsistence</b>	█
<b>Operating costs</b>	█
<b>Capital equipment*</b>	█
<b>Other costs</b>	█
<b>Total (Must be less than or equal to £60,000)</b>	23,976.00

**\*If you are proposing to purchase any capital items over £1,000 please detail these here and provide justification below** *No Response*

## Q19. Financial Risk Management

**This question considers the financial risks to the project. Explain how you have considered the risks and threats that may be relevant to the successful financial delivery of this project. This includes risks such as fraud or bribery, but may also include the risk of fluctuating foreign exchange and internal financial processes such as storage of financial data.**

ZSL has worked in the Philippines for 20 years, developing robust processes to minimise risk. We have worked in the target communities for over seven years, building strong relationships, and gain community and political buy-in for this project.

ZSL has extensive experience of delivering international projects and understands the importance of excellent financial practices in delivering a project. ZSL has mandatory online training modules for staff and offers ongoing support to project teams and partners. ZSL implements robust policies and procedures to mitigate financial risk including a Fraud, Corruption and Anti-Bribery Policy and a Global Whistleblowing Policy. All staff and partners are made aware of, and required to abide by, ZSL policies, with no incidences of fraud or bribery, to date.

The effects of Brexit on the Pound have been monitored and we are confident that the conservative exchange rate for the Philippine Peso - £=60PhP; the lowest rate during the past 12 months being 59.26PhP - used to develop our budget is up to date and will protect the proposed work from further fluctuations. Provisions are in place so work will be led by embedded staff in each community, with remote/virtual support, so additional lockdown will not impact delivery.

## Q20. Capital items

**If you plan to purchase capital items with Darwin/IWT 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.**

Two tablets will be procured for enumerators to use for data collection/storage while embedded in communities. These will be retained by ZSL for use in further project activities in the region, as part of 24-016.

## Q21. Value for Money

**Please describe why you consider your application to be good value for money including justification of why the measures you will adopt will secure value for money.**

As this project is building on the efforts of our existing DI-funded programme of work, we are minimising run-in time for the intervention. We will also be using two consultant enumerators we have worked with previously to embed in the focal communities, again allowing activities to be implemented almost immediately. By using existing CoMSCAs as the basis for establishing these livelihoods, community members are already organised in a functional group and orientation will be minimal.

We are working with two partners who are leading the efforts in the region to develop the two interventions we are proposing. The majority of the initial research and development required to operationalise the pilot livelihoods has been carried out by our partners, such that, beyond the task of creating the physical mushroom / quail egg farming kits, we will be able to rapidly establish the community farms and roll-out the associated trainings.

These are relatively high value, low-cost commodities, that are both in demand, and can yield product within ten days once established. This means that within the period of the project these interventions will yield produce that can be consumed and/or sold by the beneficiaries. Further, this rapid results cycle will allow us to troubleshoot and deal with any issues early on, significantly increasing the probability that the intervention will be sustainable in the longer term.

As this project nests into an existing programme of work, ZSL has reduced institutional overheads from 15% to 7%.

## Section 10 - Ethics and Safeguarding

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### Q22. Ethics

**Outline your approach to meeting Darwin/IWT's key principles for ethics as outlined in the guidance note. Additionally, are there any human rights and/or international humanitarian law risks in relation to your project? If there are, have you carried out an assessment of the impact of those risks, and of measures that may be taken in order to mitigate them?**

These activities build on existing work in these communities and we do not envisage any ethical risks. We know the permitting and ethical requirements of conducting research within the Philippines. Prior to the collection of any personal information, the aims of the research, and confidentiality arrangements of resulting data will be explained, and respondents will be given the opportunity to opt out, thus ensuring Free, Prior and Informed Consent.

ZSL is developing a system to address any negative impacts on women and marginalised groups in line with international protocols such as the Gender Equality Act throughout the project management cycle.

### Q23. Safeguarding

**Projects funded through the Darwin Initiative/IWT Challenge Fund must fully protect vulnerable people all of the time, wherever they work. In order to provide assurance of this, projects are required to have appropriate safeguarding policies in place. The award Terms and Conditions set out clear requirements on safeguarding. Please confirm you have read and understand these and that you comply with them all.**

Checked

## Section 11 - Key Milestones

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### Q24. Provide an overview of your proposed project, outlining key milestones.

**N.B. This should cover the period of your requested project only and the start/end dates should match with those provided in Question 7.**

<b>Date</b>	<b>Key Milestone</b>
04 January 2021	START
11 January 2021	Project orientation in communities and informal pre-implementation data gathering from target beneficiaries.  Fisheries and enforcement data consolidation/analysis initiated.
18 January 2021	Online planning workshops with partner agencies on development of the livelihood starter kits are completed.  FGDs and baseline socio-economic surveys of CoMSCA members are initiated.
25 January 2021	Fisheries and enforcement data consolidation/analysis completed.  FGDs and baseline socio-economic surveys of CoMSCA members are completed.  Socio-economic data analysis carried out.
08 February 2021	Webinars/in-person training of beneficiaries in quail egg and mushroom production; record and book-keeping; marketing; and post-project sustainability are carried out.
15 February 2021	Establishment and operationalisation of mushroom and quail egg production in communities.
22 February 2021	Monitoring of project operations, and weekly records of production and sales is initiated.  On-going consultation with partner agencies to address identified knowledge gaps/issues.
15 March 2021	Evaluation of intervention is initiated in CoMSCA groups.

22 March 2021	Preparation of policy and management recommendations.  Preparation of final report.
31 March 2021	Submission of policy/management recommendations.  Submission of final report.
No Response	No Response
No Response	No Response
31 March 2021	FINISH

## Section 12 - Certification

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### Q25. FCDO notifications

**Please check the box if you think that there are sensitivities that the Foreign, Commonwealth and Development Office will need to be aware of should they want to publicise the project's success in the Darwin/IWT competition in the host country.**

Unchecked

**Please indicate whether you have contacted your Foreign Ministry or the local embassy or High Commission (or equivalent) directly to discuss security issues (see Guidance Notes) and attach details of any advice you have received from them.**

No

### Q26. Certification

**On behalf of the**

trustees

**of**

Zoological Society of London

**I apply for a grant of**





£23,976.15

**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 a CV for the Project Leader/co-PL and letters or confirmation of support (uploaded at appropriate points in application)

Checked

<b>Name</b>	Andrew Terry
<b>Position in the organisation</b>	Director of Conservation and Policy
<b>Signature (please upload e-signature)</b>	 <a href="#">ATsig_tran</a>  02/11/2020  18:18:10  png 129.74 KB
<b>Date</b>	02 November 2020

## Section 13 - Submission Checklist

### Checklist for submission

	<b>Check</b>
<b>I have read the Guidance, including the "Guidance Notes for Applicants" and "Finance for Darwin and IWT Challenge Fund".</b>	Checked
<b>I have read, and can meet, the current Terms and Conditions for the relevant fund.</b>	Checked
<b>I have provided actual start and end dates for my project.</b>	Checked
<b>I have provided my budget in GBP.</b>	Checked
<b>The application has been signed by a suitably authorised individual (clear electronic or scanned signatures are acceptable).</b>	Checked
<b>(If copying and pasting into Flexi-Grant) I have checked that all my responses have been successfully copied into the online application form.</b>	Checked
<b>I have included a 1 page CV for the Project Leader (and co-Project Leader if relevant).</b>	Checked
<b>I have included a letter or electronic confirmation of support from the lead organisation and main partner organisation(s) identified at Question 11, or an explanation of why not.</b>	Checked



**I have checked the website on GOV.UK immediately prior to submission to ensure there are no late updates.** Checked

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**I have read and understood the Privacy Notice on GOV.UK.** Checked

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## **Data protection and use of personal data**

Information supplied in this application form, including personal data, will be used by Defra as set out in the latest copy of the Privacy Notice for Darwin, Darwin Plus and the Illegal Wildlife Trade Challenge Fund available [here](#). 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 Darwin Initiative including project details (usually title, lead organisation, location, and total grant value) on the GOV.UK and other websites.

Information relating to the project or its results may also be released on request, including under the 2004 Environmental Information Regulations and the Freedom of Information Act 2000. However, Defra will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the General Data Protection Regulation (Regulation (EU) 2016/679).