

Darwin Initiative Main Annual Report

To be completed with reference to the “Project Reporting Information Note”:
(<https://www.darwininitiative.org.uk/resources-for-projects/information-notes-learning-notes-briefing-papers-and-reviews/>).

It is expected that this report will be a **maximum** of 20 pages in length, excluding annexes)

Submission Deadline: 30th April 2022

Darwin Initiative Project Information

Project reference	28-009
Project title	Enabling youths to lead lemur conservation in eastern Madagascar
Country/ies	Madagascar
Lead organisation	Madagasikara Voakajy
Partner institution(s)	<ul style="list-style-type: none"> - Association Mitsinjo (Mitsinjo) - Money for Madagascar (MfM) - Label CBD Consulting (LCBD) - Délégation de la Jeunesse Moramanga (DeJJS) - Circonscription de l’Agriculture, de l’Elevage Moramanga (CIRAE) - Circonscription de l’Environnement et des Forets Moramanga (CIREF)
Darwin grant value	£286,137.92
Start/end dates of project	01 st July 2021-30 th June 2024
Reporting period (e.g. Apr 2020 – Mar 2021) and number (e.g. Annual Report 1, 2, 3)	July 2021-March 2022 Annual report 1
Project Leader name	Voahirana Claudia Randriamamonjy
Project website/blog/social media	www.madagasikara-voakajy.org https://www.facebook.com/madagasikaravoakajy
Report author(s) and date	Voahirana Claudia Randriamamonjy, Harilefitra-Ratovo Andrianarisoa, Julie Hanta Razafimanahaka, Anna Rakotoarison, Rovaso Razanamazava, Rianahary Andrisoa, Tabitha Middleton, Youssef, Oumadi Fabrisse, Anja Rakotomanga, 30th April 2022

1. Project summary

The project « *Enabling youths to lead lemur conservation in eastern Madagascar* » tackles a key driver of Madagascar's accelerated biodiversity loss: the growing population's need to clear forests for agriculture. Around three Reserves in eastern Madagascar, we will equip 200 youths with the knowledge, skills, and experience needed to increase yields through sustainable farming, adopt aromatic and medicinal plants in their farming systems and market their products with ethical enterprises. Youths will share their knowledge, skills, and experience in their communities and will engage all members in lemur conservation stewardship.

Rice is the staple food in Madagascar. The average consumption per capita is 138kg per year, so a family of five members will need to yield or buy 690kg. The average yield with the traditional technique is 1 ton per hectare. Hence, to provide for their consumption, a family of five requires at least 0.69 hectares of arable land. Since the total area of arable land in Madagascar is decreasing, fewer people, especially youths, have sufficient land. To survive, young families convert forest areas into agricultural land. Consequently, initiatives to create protected areas to save Madagascar's unique biodiversity are considered a barrier for the poorest needing to access fertile soil and escape poverty.

This project will try to reconcile the needs of people and biodiversity around three protected areas in Moramanga district, Alaotra-Mangoro Region, eastern Madagascar: Analamazaotra, Ankeniheny (southern part of Ankeniheny-Zahamena Corridor) and Mangabe-Ranomena-Sahasarotra. All host Critically Endangered lemur species such as the indri (*Indri indri*) and the diademed sifaka (*Propithecus diadema*). Mangabe and Ankeniheny are difficult to reach and youths have poor access to education, markets, or technology. Subsistence agriculture is their main activity. They also rely on charcoal production, timber harvesting and wildlife hunting for their livelihoods. Analamazaotra is the most visited protected area in Madagascar. Although there are more job opportunities here, due to ecotourism and the operations of large mining company Ambatovy, poor education levels mean few youths from nearby villages gain employment. Most (90%) still depend on agriculture. In addition, when problems such as political instability or the current pandemic disrupt employment, even youths involved in ecotourism or mining resort to agriculture, timber harvesting, charcoal production and hunting to survive.

Multiple research and development projects around the project area demonstrated that yields can be doubled or tripled. However, adoption rates have been low. Farmers from the target villages report the following reasons: improved techniques are too expensive to maintain (time and money); produce rots due to lack of markets; farmers still need assistance, but technicians are no longer available (project ended).

Consequently, most households continue to produce less food than they need, and must rely on other activities, such as daily labour, charcoal production, logging or hunting, to survive. These households cannot afford to invest in technologies to increase yields on existing land. Therefore, to meet their basic needs, they continue clearing forests for agricultural land and harvesting wild products intensively, inadvertently destroying unique habitats and reducing biodiversity.

In Madagascar's 'Emergence Plan', a textile industry development is planned for Moramanga district (<https://bit.ly/3aRx33A>). This development represents both an opportunity and a risk for the targeted Reserves and the local population. In fact, with this industry, the number of people in Moramanga and thereby the demand for food and other agricultural products will increase. It will therefore represent a good market opportunity for the population. However, with this increasing population, the risk of more forest clearing will also increase. Strong local conservation stewardship will be key to stopping this threat.

2. Project stakeholders/ partners

Madagasikara Voakajy (MV) has worked in partnership with the following entities: Association Mitsinjo, Money for Madagascar (MFM), Label CBD Consulting (LCBD), Delegation de Jeunesse et Sport Moramanga (DELJS), Circonscription de l'Agriculture et de l'Elevage Moramanga (CIRAE), Circonscription de l'Environnement et des Forets Moramanga (CIREF).

- On 24th August, MV and Mitsinjo team held a meeting in Andasibe to review the project activities, timeline and budget.
- In September 2021, we attended the workshops organized by the Darwin Initiative on communications, monitoring and evaluation, common issues and complementarities.
- On 08th September 2021, we held the first full project team meeting virtually. We decided on the need to run project meeting monthly to monitor progress and take key decisions. These meetings will be held on the first Wednesday of each month.
- A monthly meeting has always been organized between MV, Mitsinjo Association, MFM and LCBD to strengthen communication and ensure consistency of activities between the partners since September 2021. The meeting is scheduled every Wednesday in the first week of the month from 11:00 am (GMT). The objectives of the meeting include reports on the progress of each partner, exchange and feedback to improve the partnership, and planning for the next fieldworks.
- The Darwin project was officially presented to the Minister of the Environment and Sustainable Development and the UK Ambassador in Madagascar during their trip in Mangabe on 25th October 2021. Youth teams demonstrated awareness-raising techniques and shared their experiences with the authorities present. Exchanges between the Minister, the Ambassador, the MV teams and the young people were made. The voice of these young people was even brought to COP26 in Glasgow by these authorities in November 2021.
- The Darwin project was officially launched to the relevant authorities in Moramanga on 03rd December 2021. At the end of the workshop, all the partners got to know each other, the participants gave their feedback, the necessary knowledge about the project and the roles of each partner were clear.
- Following the workshop, fieldwork, to launch the project at a local level in each target area, was undertaken in December 2021. MV and Mitsinjo are the main organisations responsible for project implementation. MFM provides recommendations on the objectives of the mission to obtain reliable and efficient indicators and means of verification. At the end of each mission, the MfM teams carried out monitoring and evaluation of each partner by referring to the logical framework.
- During the fieldwork in February 2022, the Mitsinjo team participated in MV's field visit to see the reality on the ground, in order to improve their interventions in Andasibe.
- LCBD teams ensured the training of youth groups in the handling products and sustainable harvesting during fieldwork from February-March 2022.
- The CIRAE teams were involved in the initial training sessions for youths, from the design of tools to on-the-job training.
- The DELJS teams were involved in the training of focal points in Moramanga, providing training on the role of focal points, leading groups, leadership and reporting activities.
- CIREF staff helped the teams to raise awareness about biodiversity conservation

The partnership is advantageous because each partner is a specialist in their field, so each meeting is enriching. In addition, MV and Mitsinjo Association know the study area very well, which facilitates interventions.

3. Project progress

3.1 Progress in carrying out project Activities

Activity	Progress
<u>Output 1:</u> 200 youths take steps to move towards sustainable farming techniques in Analamazaotra, Ankeniheny and Mangabe, including composting, agroforestry and crop diversification	
<u>Activity 1.1:</u> Launch the project at the villages	In December 2021, the project was launched in 21 villages in the rural municipalities of Ambohibary, Andasibe, Mangarivotra and Lakato. 21 community meetings were held to successfully create the 21 youth teams: 08 in Ambohibary, 04 in Andasibe, 04 in Mangarivotra, and 05 in Lakato. 21 focal points were elected by the local community (1 focal point per group) and 223 young people were interested.
<u>Activity 1.2:</u> Collect annual data on agricultural practices	Data on agricultural practices by village are currently being collected for the 21 villages from February 2022
<u>Activity 1.3:</u> Recruit and train focal points	On 23-25 th March 2022, an initial training meeting with the 21 focal points was held in Moramanga to strengthen their capacity and identify the final courses to be adopted by each youth group
<u>Activity 1.4:</u> Provide initial training for interested youths	Initial training on sustainable agricultural techniques which reflect the youths' preferences was carried out in the 21 target villages in February-March 2022
<u>Activity 1.5:</u> Register youths willing to continue in the project	The final list of young people who will continue the project was received during the meeting with the focal points in Moramanga
<u>Activity 1.6:</u> Locate and assess characteristics of youths' fields	During the practical training between February-March 2022, field trips to identify and characterize the demonstration plots were carried out
<u>Activity 1.7:</u> Develop a production plan for each field	After having identified the key products to be adopted by the youth teams, we began to design the production plans
<u>Activity 1.8:</u> Train, support and mentor youths in implementing the production plan	Not started
<u>Activity 1.9:</u> Monitor yields of youths and other community members	Not started
<u>Output 2:</u> Production of aromatic and medicinal plants becomes part of youths' farming system	
<u>Activity 2.1:</u> Identify appropriate aromatic and medicinal plants	<p>The pre-selected species are respectively:</p> <ul style="list-style-type: none"> • <i>Centella asiatica</i>, <i>Desmodium adscendens</i>, <i>Sigesbeckia orientalis</i> for the short term; • <i>Calophyllum inophyllum</i>, <i>Canarium madagascariensis</i>, <i>Cryptocaria aromatica</i> for the medium and long term (potential customers already existing); • <i>Harungana madagascariensis</i>, <i>Norhonia lanceolata</i>, <i>Pittasporum achrosiaefolium</i>, <i>Trema orientalis</i>, <i>Vernonia appendiculata</i>, <i>Tambourissa trichophylla</i> for the medium and long term (customers to be

	identified).
<u>Activity 2.2</u> : Assess feasibility of growing them in the fields and nurseries	Not started
<u>Activity 2.3</u> : Assess availability of each product annually	Not started
<u>Activity 2.4</u> : Train youths in handling the products	Training on hygiene, safety, sustainable collection, drying and storage was provided by LCBD teams to representatives of youth teams in February-March 2022
<u>Activity 2.5</u> : Assess fair price and develop a sustainable harvesting model	Not started
<u>Output 3</u> : Youth-led cooperatives are established to drive social and economic development and biodiversity stewardship in the villages	
<u>Activity 3.1</u> : Train youths on entrepreneurship, cooperative management and marketing	Not started
<u>Activity 3.2</u> : Establish and register youths' cooperatives	Group data has already been collected. The requirements for legalizing associations have already been shared with the youth teams
<u>Activity 3.3</u> : Develop simplified business plan	Not started
<u>Activity 3.4</u> : Monitor youth cooperatives' management and function	Not started
<u>Output 4</u> : Three private enterprises, engaged in sustainability, commit to sourcing products from the youth-led cooperatives and support their development as a business and biodiversity steward entity in the villages	
<u>Activity 4.1</u> : Identify potential partner enterprises	The enterprises Ravina and Jacarandas have already been contacted
<u>Activity 4.2</u> : Engage exchange and discussions between youths and enterprises	The conditions of the Ravina enterprise have already been communicated to the young people. Feedback from the 21 youth teams was also received by this enterprise. Both parties are now in the reflection phase
<u>Activity 4.3</u> : Develop and sign agreements between youths cooperatives and businesses	Not started
<u>Activity 4.4</u> : Support youths to implement their part of the agreement	Not started
<u>Output 5</u> : Youths engage other community members in sustainable farming, cooperatives and biodiversity stewardship	
<u>Activity 5.1</u> : Train youths on communication, leadership, social skills, and awareness techniques	Not started
<u>Activity 5.2</u> : Attend awareness campaigns run by youths	Not started
<u>Activity 5.3</u> : Review list of cooperative members	Not started
<u>Activity 5.4</u> : Support youths to develop and implement conservation and restoration plans	Not started
<u>Activity 5.5</u> : Household interviews to assess communities' engagement to the conservation	Not started

3.2 Progress towards project Outputs

Output 1: 200 youths take steps to move towards sustainable farming techniques in Analamazaotra, Ankeniheny and Mangabe, including composting, agroforestry and crop diversification

16 old groups were revitalized and 05 new groups created, 281 young people were registered in March 2022 (159 men and 122 women). Women representing 43.41% of members were able to receive initial training on sustainable agriculture. And the plots proposed by the young people as a demonstration plot have been characterized and approved by the agricultural technicians.

Output 2: Production of aromatic and medicinal plants becomes part of youths' farming system

171 young people, including 74 women and 97 men (43% women), were able to receive training sessions on good practices relating to the aromatic and medicinal plant sector.

Output 3: Youth-led cooperatives are established to drive social and economic development and biodiversity stewardship in the villages

Documents for legalizing associations have already been shared with the youth teams

Output 4: Three private enterprises, engaged in sustainability, commit to sourcing products from the youth-led cooperatives and support their development as a business and biodiversity steward entity in the villages

To date, 02 potential buyers for the aromatic and medicinal plants have been identified. Negotiations with these enterprises and research into other potential buyers (<https://www.naturemadagascar.com/pages/about-us>) is in progress.

Output 5: Youths engage other community members in sustainable farming, cooperatives and biodiversity stewardship

Not started

3.3 Progress towards the project Outcome

The project's expected outcome is to enable youths around Analamazaotra, Ankeniheny, and Mangabe Reserve to demonstrate effective local conservation stewardship while driving social and economic development through sustainable farming and collaboration with private sector.

To date, 281 young people (43.41% women) are registered in the project. We hope that the number of young people and the 40% percentage of women will not decrease below 200 by June 2024. The young people are divided into 21 teams and it is hoped that no group will be dissolved by 2023.

We expect to reach the target of 50% of villagers demonstrating an increase in their capacity in agricultural techniques because these 281 young people have already learnt the new techniques and will practice them and raise awareness of them in the local community. Monthly awareness raising activities, focused on the importance of agricultural practice, have been planned for all groups during the meeting with the focal points in March 2022.

3.4 Monitoring of assumptions

We designed this project with 16 assumptions at the outcome and output levels. At the end of the first year, they still held true.

Assumption	Comments
1. Potential political, economic, or social crisis will not have impacts on youths' ability to farm and sell their products in the markets.	Verified: the young people are for the moment very determined to succeed with the project despite any potential risks

2. Natural hazards will not totally damage crops in the project area.	Verified: the agricultural techniques shared during the initial training are intended to cope with natural hazards
3. The Global Forest Watch platform (https://www.globalforestwatch.org/) continues to operate and provide daily and weekly forest cover loss alerts.	Verified: the platform is still functional
4. No rush for gold or other gems happens in the project area.	Verified: reports from patrollers showed no gold rush in project areas
5. The Malagasy Government continues to highlight the need to conserve and restore biodiversity in Madagascar and will act accordingly.	The sustainable management of natural resources is still part of the 10th action plan of the Malagasy Government among the 16 existing action plans. The Ministry of the Environment continues to work with NGOs working in the field of the environment and strengthens environmental laws
6. Identification of field characteristics will not be hampered by rumours of land grabbing.	Verified: the challenges of the project and the interest of soil characterizations were well explained during community meetings with local authorities to avoid rumours
7. Yields are not damaged by natural hazards such as the weather, diseases, or pests.	Verified: the techniques shared during the initial training were designed to be resilient to the effects of climate change and hazards. Thus, it is hoped that these factors will not have significant effects on yield.
8. At least 3 useful aromatic and medicinal plants are identified as compatible with the farming system.	12 aromatic and medicinal plants have been identified as being compatible with the pedoclimatic and social conditions of the study areas
9. Production and harvesting of aromatic and medicinal plants are compliant with the protected area management rules.	potential buyers who will collect aromatic and medicinal plants require organic products, which is in accordance with the law governing Protected Areas
10. The process to register a cooperative remains simple and straightforward for communities.	Verified: Madagasikara Voakajy and The Mitsinjo Association collaborate with the Ministry of Youth and the Ministry of Agriculture and Livestock for the creation of cooperatives. The steps to follow have already been designed in a simple way.
11. We assume that youths will start and will continue to lead the cooperatives.	In collaboration with Ministry of Youth, training on the creation and management of cooperatives will be given to young people. Then, these young people will continue the initiative because being part of these cooperatives will be in their interest, helping them in market research and the sale of their products
12. No political, economic, or social crisis slows down or stops the development of aromatic and medicinal enterprises.	Verified: all partners will do their best to ensure the success of aromatic and medicinal plants. These factors are already taken into account
13. The current trend to prefer natural and organic products in Madagascar and worldwide continues and raises the value of the targeted plants.	Verified: the demand for organic products on the international and national market pushes companies to favour organic products
14. The government maintains the protection of the three targeted areas.	Verified: the government is becoming increasingly strict about conservation of biodiversity and is strengthening collaboration

	with NGOs for the effective management of Protected Areas
15. The local authorities will effectively respond in case of infractions reported by the communities.	'Control and Repression' missions are being carried out by relevant authorities in response to high levels of infraction
16. MV, Mitsinjo and CI will secure additional funds to match the cooperatives' income to support elaboration and implementation of the conservation stewardship activities.	Verified: MV has recruited a Grants Coordinator to ensure additional funds

3.5 Impact: achievement of positive impact on biodiversity and poverty alleviation

For this first year of the project, it is early to note positive impact. Instead, youths are willing to register to the project to conserve biodiversity and improve their livelihoods thanks to the practice of improved agriculture. In addition, training in 'climate smart' agricultural techniques will improve both production processes and yields by ensuring that youths practice new approaches which are resilient in the face of increased cycles of drought and flooding. The Cooperative system, linked with committed ethical buyers, will ensure that produce can be sold for a 'good' price. This will ensure improved income for the young people involved in the project and ultimately the wider community.

4. Project support to the Conventions, Treaties or Agreements

The project contributes to the Convention on Biological Diversity (CBD) thanks to its contribution to the NBSAP through youth initiatives to lead conservation in the East Coast of Madagascar and community awareness on the importance of lemurs and their habitats. This project will contribute to achieving four of the 20 objectives in this plan: #1 (by 2025, policymakers and 65% of the Malagasy people are aware of the value of biodiversity and the measures they can take to protect and use it sustainably), #2 (by 2025, biodiversity values, opportunities and benefits of conservation and sustainable use will be recognized and integrated into the country's socioeconomic development activities), #3 (by 2025, positive incentives for conservation and sustainable use of biodiversity and natural resources will be developed and applied), and #4 (by 2025, the extinction of endangered species is reduced, and their conservation status improved).

5. Project support to poverty reduction

The project aims first to improve the income of young professionals aged 14-30 who tend to depend on the forest because of poverty. Then, these young people will share new sustainable agricultural techniques with the community in the target areas so that the wider community ultimately turns to sustainable agriculture, increases production and improves incomes.

In addition, the project creates temporary jobs for households, especially during 'lean' periods thanks to teams' fieldworks including taxi-motorcycles, porters, cooks and other tasks requiring labour. In Madagascar, mainly in rural places, the lean periods are comprised between October-March which means the agricultural work peak for farmers.

The project contributes to long-term poverty reduction by providing training that will lead to significant behaviour change. Improving young people's capacity in important areas such as leadership, management and Production planning will help improve agricultural decision-making and natural resource management in the local community. This should result in more sustainable and productive practices..

6. Consideration of gender equality issues

Before project launch, meetings with local authorities were held to find effective ways to ensure that women would be enabled to get involved in the project. Home awareness raising visits were carried out by the local authorities to convince local households to enable women to become more involved in the project. At the start of the project, awareness raising sessions on gender equality were also carried out.

Thanks to these efforts, women represent 43.41% of the young people in the project. These women will receive all the appropriate training, and be facilitated to apply it, so that they can serve as role models for other women, encouraging them to feel able to take initiatives at the community level.

7. Monitoring and evaluation

After each mission, MfM takes care of the monitoring and evaluation for Madagasikara Voakajy, Mitsinjo and Label CBD, focusing on the evolution of activities in relation to the project objectives. All organisation teams share their documentation in dropbox folders prior to the monthly team meetings to ensure that everyone is up to date on progress. During the meetings, the team checks progress by referring to the logframe (impact, outcome, output, activities), to the ToC and to the project document. Progress is checked in relation to the allocated project timeframe. The evaluation consists of checking activities and outputs against the measurable indicators obtained. MfM makes sure that the means of verification comply with the identified indicators and checks that satisfactory progress is being made in relation to each activity.

8. Lessons learnt

Good communication between the partners has helped greatly in carrying out project activities effectively. Monthly meetings with all partners, in addition to phone calls and direct communications, are vital for ensuring effective communication between all project staff. Equally regular communication on progress and learning with the local community is essential for maintaining trust and avoiding rumours or misinformation.

At the local level, involvement of local authorities, especially the Mayors, really helped with the start-up phase of the project because it facilitated awareness-raising, especially in relation to increasing the involvement of women.

Innovative projects such as aromatic and medicinal plants are of great interest to the youth teams and the community, which makes it easier to capture their attention.

Next time, if possible, we should avoid starting a project during the lean season (December-March) because during this season many participants are occupied by daily labour, which prevents them attending meetings. Where there are no other possibilities, we should collect recommendations from the community on the time of meetings in advance to ensure that everyone can participate (for example, schedule meetings in the afternoon after fieldwork).

9. Actions taken in response to previous reviews (if applicable)

NA

10. Other comments on progress not covered elsewhere

NA

11. Sustainability and legacy

Our exit strategy is still valid. This project is designed to change people's habits and behaviour in a long term. The goal is to make conservation farming the new tradition. We will thus strengthen our partnership with Mitsinjo for the initiatives in Andasibe, and Conservation International for the initiatives in Ankeniheny in order to ensure sustainable conservation in the targeted areas. As has been done before, a search for additional funding will be carried out to ensure the continuity and sustainability of activities.

12. Darwin identity

During the visit of the Minister of the Environment to Mangabe on 25th October 2021, a presentation of the project and thanks for the British government was made in front of all the local authorities. The British Ambassador to Madagascar even took the floor to show his approval and encourage the audience to get involved in the conservation of biodiversity.

The Malagasy government represented by the Minister of the Environment recognized the initiative as special for various reasons: multitude of partnerships, scope of the study area and target, contribution to poverty reduction and conservation of biodiversity. The event was even published by the Minister concerned on the Ministry's Facebook page and on his personal Facebook page.

Whenever we made interventions, the Darwin logo was always present in the foreground: visit of the Minister to Mangabe, project launch workshop with all the partners in Moramanga, training of focal points in Moramanga. Darwin's acknowledgments were also made at each intervention.

Project developments have been published on Madagasikara Voakajy's website, Twitter and Facebook accounts.

The Malagasy government, all partners, young people and local communities recognize that the project and the impacts of the project are visible thanks to funding from Darwin Initiative.

13. Impact of COVID-19 on project delivery

In December 2021 and January 2022, despite the barrier measures against COVID-19 put in place, the majority of the team was affected by the pandemic and was unable to work. We then had a delay in the activities. But we were able to catch up thanks to the efforts of staff not affected by the pandemic. A vaccination has been planned for the team in order to deal with the probable next variants to come.

Barrier gestures such as respecting the 1m distance, wearing a face mask and using disinfectant gels were always carried out during the interventions.

The project aims to reduce poverty, which could improve the food self-sufficiency of the targets and strengthen their immune systems against COVID-19.

In the future, virtual meetings will be considered in the event of a peak of COVID-19 or travel restrictions in Madagascar to ensure the continuity of the project.

14. Safeguarding

NA

15. Project expenditure

Table 1: Project expenditure during the reporting period (1 April 2021 – 31 March 2022)

Project spend (indicative) since last Annual Report	2021/22 Grant (£)	2021/22 Total Darwin Costs (£)	Variance %	Comments (please explain significant variances)
Staff costs (see below)	██████████	██████████	█	
Consultancy costs				
Overhead Costs	██████████	██████████	█	
Travel and subsistence	██████████	██████████	█	
Operating Costs	██████████	██████████	█	
Capital items (see below)				
Monitoring & Evaluation (M&E)				
Others (see below)	██████████	██████████	█	
TOTAL	██████████	██████████	█	

- 16. OPTIONAL: Outstanding achievements of your project during the reporting period (300-400 words maximum). This section may be used for publicity purposes**

Optional, but we are looking for a theme or event to promote

Checklist for submission

	Check
Different reporting templates have different questions, and it is important you use the correct one. Have you checked you have used the correct template (checking fund, type of report (i.e. Annual or Final), and year) and deleted the blue guidance text before submission?	Yes
Is the report less than 10MB? If so, please email to Darwin-Projects@ltsi.co.uk putting the project number in the Subject line.	Yes
Is your report more than 10MB? If so, please discuss with Darwin-Projects@ltsi.co.uk about the best way to deliver the report, putting the project number in the Subject line.	No
Have you included means of verification? You should not submit every project document, but the main outputs and a selection of the others would strengthen the report.	Yes
Do you have hard copies of material you need to submit with the report? If so, please make this clear in the covering email and ensure all material is marked with the project number. However, we would expect that most material will now be electronic.	No
Have you involved your partners in preparation of the report and named the main contributors	Yes
Have you completed the Project Expenditure table fully?	Yes
Do not include claim forms or other communications with this report.	