

**Darwin Initiative
16th Round of Funding**

Guidance Note for Applicants for Scoping Awards



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Acronyms

CBD	Convention on Biological Diversity
CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CMS	Convention on the Conservation of Migratory Species of Wild Animals
DAC	Darwin Advisory Committee
Defra	Department for Environment, Food and Rural Affairs
DI	Darwin Initiative
ECTF	Edinburgh Centre for Tropical Forests
FCO	Foreign and Commonwealth Office
MoU	Memorandum of Understanding
EOI	Expression of Interest

1. Background

The Darwin Initiative seeks to help safeguard the world's biodiversity by drawing on UK biodiversity expertise to work with local partners in countries that are rich in biodiversity but poor in financial resources.

Further information on the Initiative can be found on the Darwin website at <http://darwin.defra.gov.uk>

Applicants should be aware that Defra has contracted the Edinburgh Centre for Tropical Forests (ECTF) to manage the administration of the applications process and that all queries about the application process should be addressed to the Darwin Application Unit.

Applications are assessed by the Darwin Advisory Committee (DAC), which consists of experts from the government, academic, science and private sectors. The DAC advises Ministers on the development of the Initiative and makes recommendations on applications for funding. For a list of current DAC members see <http://darwin.defra.gov.uk>

The Guidance for Main Round applications contains overall application guidance for all Darwin projects and should be read in conjunction with this document. **This guidance is intended for those applying for Scoping funding for Darwin Initiative projects and contains specific additional guidance.**

Please ensure you read this guidance carefully, particularly noting the application deadlines, and complete the forms accordingly.

2. Scoping Awards

Scoping awards were introduced as part of a new phase of the Darwin Initiative aiming to increase the legacy and impact of the Initiative and to enhance collaboration with host country partners.

The Darwin Initiative requires organisations applying for main project funding to submit full proposals developed in partnership with host country partners. Defra recognises that this development phase can be costly, particularly for smaller UK organisations without strong institutional backing. This scheme offers one-off funding for travel costs to a host country to enable UK institutions to make contact and collaboratively develop a full Darwin project application in consultation with host country partners. It is intended that activities carried out with the help of scoping awards will strengthen collaboration and host country ownership from the beginning of projects, should the resultant applications be successful.

Whilst there is no limit on the size of organisation eligible, scoping awards should give more UK organisations with expertise in biodiversity (or related fields) the chance to apply for Darwin project funding, in particular, by enabling less well-resourced organisations to develop project applications.

In its review of the earlier 'Pre-Project' funding scheme in 2005, the Darwin Advisory Committee noted reports from some applicants concerning disappointment among collaborating organisations in host countries if the award did not lead to success in the subsequent competition for main project grants. The name of the scheme has been changed to avoid any implication that subsequent main project funding would be automatic. But it is the responsibility of the applicant to make clear to all partners that the purpose of a scoping award is to help develop an application which will be considered competitively.

3. Eligibility for Scoping funding

Scoping awards may be given to organisations or institutions in the UK with expertise in the sustainable use or conservation of biodiversity, or in disciplines that are biodiversity-related and whose work has an impact on the sustainable use and conservation of biodiversity. Applications are invited from the public and private sectors.

Applicants must be planning to submit a full Darwin project application in one (or both) of the next two funding rounds (ie Round 17 or Round 18). The scoping award is provided for collaboration to produce a Stage 1 proposal.

Applicants must demonstrate that alternative funding – including financial support from their own organisation – is not available to develop the Darwin project proposal in consultation with the host country. Scoping award funding should not be seen as an alternative to seeking matched funding from other sources.

Funding will cover the travel and subsistence costs for 1-2 members of the applicant organisation who would be **directly** involved in the proposed Darwin project, should the resultant application be successful.

Defra will seek to recover Scoping award funding from the applicant organisation if a full application to the Darwin Initiative is not submitted within two funding Rounds of receiving the Scoping award and an adequate explanation is not received. **However, the provision of a Scoping award will not guarantee Darwin funding for the resultant full project proposal.** It is important that applicants manage the expectation of collaborating organisations in this respect.

4. Scoping Criteria

Applications for Scoping awards will be assessed against the following criteria:

- The intended project should draw on **UK expertise** in the field of biodiversity. Such expertise should be of at least postdoctoral quality or equivalent professional standard.
- Evidence that the resulting project would be of value to the biodiversity of host countries by meeting a clearly identifiable need within that country or region.
- Evidence that the award will support more collaborative development of a full-project application and that the proposal has the support of local institutional partner(s).
- A demonstrated need for funding.
- Applications relating to all countries eligible for Darwin Main Round funding may be submitted

5. Applications for travel to the UK Overseas Territories

Defra recognises the particular resource and logistical constraints which may be faced by applicants planning a Darwin Initiative project in the UK Overseas territories. In view of this, applications for scoping awards in the UK Overseas Territories will be particularly welcome.

6. Reporting

Successful applicants will be required to report on the Scoping award when making their resultant Stage 1 application for full Darwin project funding. The report format is available on the Darwin website.

7. Funding

Funding up to a total maximum of **£3,000** will be provided for the **actual** travel and subsistence costs for one or two people. You should be prepared to provide receipts for your flight and accommodation, on request, but are not required to provide receipts for meals.

If you are applying for more than one person to travel, you must clearly justify the need for both individuals.

Funding will be paid on receipt of a claim, which may be made in advance of travel (eg in the case of flight tickets) but must be in arrears of expenditure. This is available to cover the following costs:

- one return airfare for up to two people from the UK to the proposed host country. Where sea travel is a significant component of the journey this can also be included.
- the cost of any visas or other necessary travel documents (including travel/medical insurance).
- daily subsistence costs for a maximum of **10 days** per person to cover reasonable accommodation and food costs for the visit. These costs should be realistic and should be in line with any rates applied within your own organisation. If the rates quoted appear to be high, then you may be asked to justify them, but they will not, in themselves, lead to your application being unsuccessful.

In most cases, travel should commence after 1 July 2009 and, at the latest, by 20 March 2010. However, it may be possible to travel earlier, but you should be realistic about travel costs and ticket availability given that you will not hear the outcome of your application until the end of April 2009.

For those trips falling close to the end date, confirmation that travel has commenced and ended must be notified to the Darwin Initiative by 31 March 2010 and claims must be submitted by the 30 April 2010.

Claims submitted for travel that commenced on or after 21 March 2010 and/or miss the 30 April 2010 deadline will be ineligible and will not be paid.

8. The application process

8.1 Applications

Scoping applications must be received electronically by 2359h GMT on **Friday 20 February 2009**. A paper copy of the application should be sent, with a postmark not later than **Monday 23 February 2009**. You will receive an email acknowledgement that your application has been received not later than **midday on Wednesday 25 February 2009**. If you do not receive an acknowledgement by this date, please call 0131 440 5180.

The application should be submitted on the prescribed forms in Microsoft Word in font size no less than Arial 11pt (unless otherwise specified). **Please observe word limits (and page limits) where specified. Applications which exceed word limits will be automatically rejected. This will be strictly enforced for this Round.** If you wish to send a PDF version (to overcome any layout concerns), please also include the Word/Excel versions as information will be automatically extracted from these documents into the Darwin Management database and some of this information will be made available through the Darwin website if your application is successful.

Your application must also include:

- **CVs (maximum two pages)** for each individual travelling to the host country;
- **Letters of support** from the prospective host country partners expressing their intention to collaborate and endorsement of the proposed partnership, and the value of the proposed Darwin project to the biodiversity of the host country. These should be provided in English, or with an English translation.

Additional documents or annexes will not be passed to the Committee for their consideration unless they have been specifically requested.

8.2 Submission of your application

All applications must be made on the prescribed forms found on the Darwin website at <http://darwin.defra.gov.uk/apply> (marked "Round 16"). If you have any problems downloading the forms, please contact Helen Beech on 0131-440-5180 or at darwin-applications@ltsi.co.uk

Please send completed applications to the Darwin Applications Unit by email to darwin-applications@ltsi.co.uk. The title of the proposed project should be in the subject line of the email. A hard copy of the full application plus any documents not available electronically should also be sent to Darwin Applications Unit, Pentlands Science Park, Bush Loan, Penicuik, Edinburgh EH26 0PL. These should be postmarked no later than Monday 23 February 2009.

8.3 Application Results

The Darwin Advisory Committee will assess all written applications. Defra expects to announce the successful Scoping awards by the end of April 2009. No correspondence concerning the result of the evaluation is possible prior to the official announcement.