Impact Report Questions Summary

TORONTO

Attention: This is not the PollinateTO Impact Report and Expense Summary Form.

The Impact Report Questions Summary is a reference document which lists all the Impact Report and Expense Summary questions exactly as they appear on the online PollinateTO Impact Report and Expense Summary Form. All questions with an asterisk (*) preceding them are required (i.e. mandatory) questions. You can use this document to help prepare, organize, and draft your responses. When you are ready to submit your final report, please ensure that you use the online PollinateTO Impact Report and Expense Summary Form.

A. Group and Project Information

*1. Please provide your PollinateTO group name, project name and Group Lead's information.

Group Name: _____
Project Name: _____
Group Lead's Full Name: _____
Group Lead's Email: _____
Group Lead's Phone Number: _____

[*short answer text; five fields*]

*2. Are you the Group Lead?

○ Yes
○ No (please provide your name, email and phone number)

[*single selection from radio button list with short answer text if applicable*]

*3. Moving forward, who will be maintaining the pollinator garden(s) created through your PollinateTO project? Please provide their name and contact information.

Full Name: _____
Email: _____
Phone Number: _____

[*short answer text; three fields*]

B. Pollinator Project Location

*4. Which City neighbourhood is your project located in?

Note: Toronto's neighbourhood boundaries have changed as of April 2022. Visit the City's Neighbourhood Profiles website to confirm your neighbourhood - search by address or the place name of your primary garden location and then select it from the drop-down list below.

If your project is spread over multiple neighbourhoods, please identify the neighbourhood of your primary garden location (i.e. largest pollinator garden).

[*selection from drop-down list; visit the website link provided for details*]

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*5. How many pollinator gardens were created as a part of your PollinateTO project?

- 1
- 2
- 3
- 4
- 5
- More than 5

[selection from drop-down list]

Garden Location(s) Summary:

*6. or *7. or *8. or *9. or *10. Please provide details about your pollinator garden(s). Refer to the instructions below to help you complete the table.

For Site Address/Name:
- Private property - provide street address
- School grounds - provide full name of school
- City park - provide the park name
- City boulevard - provide the nearest street address or closest intersection

For Property Owner:
- Private property - provide full name of property owner
- School grounds - provide school board name
- City park - type City of Toronto
- City boulevard - provide full name of the adjacent property owner

For Pollinator Garden Size:
- Please provide the garden area at each location, including the unit of measurement (square metres or square feet)

[question 6, 7, 8, 9 or 10 will be shown based on the number of gardens selected in question 5]

Garden Location #	Site Address / Name	Property Owner	Pollinator Garden Size
Garden #1			
Garden #2			
Garden #3			
Garden #4			
Garden #5			

[short answer table; visible table rows vary depending on whether question 6, 7, 8, 9 or 10 is shown]

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*11. If your project created more than five gardens, please complete this Garden Locations Summary (5+ Pollinator Gardens Only) document and upload it below.

[*question 11 will be shown if "More than 5 gardens" was selected in question 5*]

[Upload file…] Upload your completed Garden Locations Summary (5+ Pollinator Gardens Only)

[*file upload for completion*]

C. Garden Photos

Please submit before and after photos of your garden(s). Only submit original photos. Collages, articles and other media can be submitted at Question 22 in section F (Media and Communications).

Where possible, please name your files in a descriptive manner.
For example:
- Name before photos as: **Garden#-before.filetype**
- Name after photos as: **Garden#-after.filetype**
- (e.g. **Garden3-before.jpeg**)

Photos can be uploaded below OR emailed to pollinateTO@toronto.ca with your group name in the subject line. (e.g. "Group Name - Garden Photos").

12. Upload photos here:

Note: We may use these photos for promotional purposes. Please only upload photos in which you have the consent of all recognizable subjects. To obtain consent please use our multimedia consent form.

[Upload file…]

[Upload file…]

[Upload file…]

[Upload file…]

[Upload file…]

[Upload file…]

[Upload file…]

[Upload file…]

[Upload file…]

[Upload file…]

If you have more photos than can be uploaded here, please email them to pollinateTO@toronto.ca with your group name in the subject line (e.g. "Group Name - Garden Photos").

[*multiple file uploads or email submission for completion*]

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D. Pollinator Habitat Creation

Planting a pollinator garden not only beautifies our city and provides food and shelter for pollinators, but it also contributes to climate action. Plants are carbon sinks, meaning they absorb carbon dioxide, a common greenhouse gas.

*13. Native Flowers, Trees and Shrubs

We would like to know approximately how many flowering plants, shrubs, small trees and large trees were planted as part of your project. If you have multiple gardens, please provide the total numbers of each from all garden locations.

Provide your responses in digits (e.g. "4", not "four").

Number of herbaceous plants: ___
(Native flowering plants without woody stems)

Number of milkweed plants: ___

Number of shrubs: ___
(Native plants with woody stems)

Number of small trees: ___
(Less than 4.5 metres in height)

Number of large trees: ___
(Greater than 4.5 metres in height)

[*short answer numerical text; five fields*]

*14. Pollinator Habitat Features

Which of the following pollinator habitat features were incorporated into your garden(s)? Check all that apply.

□ Minimum of twelve plants in each garden
□ At least 75 percent of plants are native species
□ At least two different types of larval host plants
□ At least one species of milkweed
□ At least one species of goldenrod
□ At least 2 species that bloom in the spring
□ At least 2 species that bloom in the summer
□ At least 2 species that bloom in the fall
□ Dead wood, hollow stems or fallen leaves for nesting sites
□ Access to bare soil for ground nesting bees
□ Source of drinking water for pollinators (bird bath, dish with pebbles, etc.)
□ No invasive plant species
□ Other (please specify)

[*one or more selections from checkbox list with short answer text if applicable*]

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E. Community Engagement and Education

Please share details about how your project educated and engaged the community.

*15. What educational activities or initiatives were undertaken during the project? Please list and briefly describe them.

[long answer text]

*16. How many people were...

	Number of people (digits only)
a) directly involved in delivering your project? (e.g. group members and volunteers who helped deliver the project by preparing the site, planting, watering, weeding, organizing events, etc.)	
b) engaged through your project? (e.g. anyone who participated in, learned from or visited your garden(s); estimates are fine)	

[short answer table with numerical text only]

*17. Did your project engage individuals and/or communities from equity deserving or Indigenous groups? Check all groups that apply.

□ 2SLGBTQ+ (Two-Spirit, lesbian, gay, bisexual, transgender and queer communities)
□ Immigrants and refugees
□ Indigenous communities
□ Persons who are homeless or under-housed
□ Persons with disabilities
□ Persons with low income
□ Persons with low literacy
□ Racialized group(s)
□ Residents in Neighbourhood Improvement Areas
□ Seniors
□ Undocumented workers
□ Victims of violence
□ Women
□ Youth
□ None of the above

[one or more selections from checkbox list]

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*18. Did you receive additional support from community partners?

○ No
○ Yes (please specify who they are and how you were supported)

[single selection from radio button list with short answer text if applicable]

*19. Did your project contribute to any community science initiatives? (e.g. crowdsourced data on biodiversity like iNaturalist, BumblebeeWatch, research projects, etc.)

Community science, also known as citizen science, refers to collaboration between scientists and volunteers from various backgrounds, who actively participate in scientific research, often through data collection and analysis. This approach empowers individuals to contribute to scientific knowledge, and fosters public engagement, awareness, and understanding of scientific concepts, while generating valuable data for scientific research and decision-making.

○ Unsure
○ Yes (please specify)

[single selection from radio button list with short answer text if applicable]

*20. One of the goals of PollinateTO is to inspire others to create pollinator habitat in the city.

Do you know if your project inspired other pollinator gardens?

○ Unsure
○ Yes (please estimate how many)

[single selection from radio button list with short answer text if applicable]

F. Media and Communications

Please upload or provide web links to any relevant communications and media materials in this section.

For example:
- media coverage and articles
- flyers and newsletters
- garden signage
- photos from events
- social media handles and posts, etc.

21. Paste web links here:

[long answer text]

22. Upload photos and other files here:

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Upload file…

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Upload file…

If you have more photos or files than can be uploaded here, please email them to pollinateTO@toronto.ca with your group name in the subject line.

[multiple file uploads or email submission for completion]

G. Reflections and Learnings

Please answer the following questions about the experiences of participants to the best of your ability.

*23. What were the most rewarding and challenging parts of your project?

[long answer text]

*24. What new skills, experience or knowledge did participants gain? Check all that apply.

- □ Garden planning and design
- □ Garden maintenance
- □ Seed saving and seed starting
- □ Plant identification
- □ Pollinator identification
- □ An understanding of the difference between managed honey bees and native pollinators
- □ Knowledge of native plants
- □ Knowledge of how we can help pollinators
- □ Knowledge about Indigenous perspectives
- □ Community organizing experience
- □ Event organizing experience
- □ Engaging volunteers
- □ Collaboration / teamwork
- □ Problem solving
- □ Stakeholder engagement
- □ Communications development and design skills (e.g. designing signs, brochures, newsletters, etc.)
- □ Other (please specify)

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[one or more selections from checkbox list with short answer text if applicable]

*25. After participating in this PollinateTO project, do you feel that…

Connections between community members were strengthened
○ Strongly Disagree ○ Disagree ○ Neutral / Unsure ○ Agree ○ Strongly Agree

Knowledge about the importance of native pollinators was increased
○ Strongly Disagree ○ Disagree ○ Neutral / Unsure ○ Agree ○ Strongly Agree

Physical wellbeing was improved through the project
○ Strongly Disagree ○ Disagree ○ Neutral / Unsure ○ Agree ○ Strongly Agree

Mental wellbeing was improved through the project
○ Strongly Disagree ○ Disagree ○ Neutral / Unsure ○ Agree ○ Strongly Agree

Awareness of Indigenous perspectives was increased
○ Strongly Disagree ○ Disagree ○ Neutral / Unsure ○ Agree ○ Strongly Agree

The importance of milkweed and goldenrod were understood
○ Strongly Disagree ○ Disagree ○ Neutral / Unsure ○ Agree ○ Strongly Agree

Pollinator activity at your project location(s) has increased
○ Strongly Disagree ○ Disagree ○ Neutral / Unsure ○ Agree ○ Strongly Agree

[Likert scale using radio button list; five individual lists]

H. Help us Improve PollinateTO

*26. How likely are you to recommend PollinateTO to others?

Not at all likely										Extremely likely
0	1	2	3	4	5	6	7	8	9	10

[numerical rating scale from 0 to 10]

*27. Would you or anyone else from your group be interested in being a mentor to another PollinateTO group in the future?

○ No
○ Yes

[single selection from radio button list]

28. Is there anything else you would like to tell us about your PollinateTO experience? (e.g. What did you like? What could be changed?)

If you have any participant comments or observations that you would like to elaborate on, please share them here as well.

[long answer text]

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I. Expense Summary

30. Report the actual costs of your project. Use your approved budget spreadsheet (sent via email with your Approval Letter) to track costs by adding a column for actual funds spent.

    You can upload supporting receipts and invoices here. It is recommended that you keep original receipts and invoices on file for at least 7 years:

    Upload file…

    Upload file…

    Upload file…

    Upload file…

    Upload file…

    Upload file…

    Upload file…

    Upload file…

    Upload file…

    Upload file…

    [*multiple file uploads or email submission for completion*]

31. Do you have any unspent funds?

    ○ No
    ○ Yes

    [*single selection from radio button list*]

Ready to submit? **Please use the online PollinateTO Impact Report Form to submit your report.**

Questions? **Email pollinateTO@toronto.ca**