



City of Toronto Circular Food Innovators Fund Final Report

As mandated by the Municipal Freedom of Information and Protection of Privacy Act, section 2(2.1) and 2(2.2) information collected on this form is considered business identity information. Business identity information could be publicly available and/or disclosed upon request unless an exception applies.

Please do not provide any personal information about yourself or other individuals in your responses. Enter only information relevant to your organization/business/official capacity. Personal information refers to recorded information about an identifiable individual such as your private contact information, information related to the race, age, or religion of an individual or information related to the education or employment history of an individual. Personal information does not include information about an individual in a business, professional or official capacity, such as name, title, contact information or designation.

If you have any questions about this application or require accessibility accommodations, please call 416-454-7483 or email circulareconomy@toronto.ca using your business email account.

Please submit your report to circulareconomy@toronto.ca with subject line: “[Lead Organization Name] CFIF Final Report” (please use your business email address for any communication with us).

Please answer the questions in the space provided.

Grant Recipient Business Information

Organization Name:

Project Title:

Project Start Date (yyyy-mm-dd):

Final Report Date (yyyy-mm-dd):

Respondent Information

Please provide the following information about the person filling out this form:

Name (First, Last):

Position Title:

Business Telephone Number:

Business Email:

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Project Results

1. Provide a brief overview of what was accomplished by the project. What results did the project achieve? Were these the intended results? Why or why not?

Please do not include any personal information in your response - only enter information relevant to your business/professional/official capacity.

2. Please provide a final Project Plan by completing the “status” column for every project activity in the document provided. Please include the updated Project Plan (excel file) when submitting the Final Report.
3. Were any changes made to the scope of the project? For example, were new project activities introduced or were any activities not completed? Why were these changes made? Note: Any changes to the project required agreement with the City first. If you didn't receive agreement, please specify why.

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4. For collaborative projects, were there any changes to the roles and responsibilities of the organizations involved? Please describe any barriers or challenges faced by the organizations due to the collaboration.

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5. How successful was your organization's efforts in promoting participation in the reuse system? Were there any difficulties or challenges when promoting the project? If applicable, please provide any examples of promotional or educational materials used and how they were used to promote participation in the reuse system.

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6. Please fill out the table below with the required metrics under the Circular Food Innovators Fund. Please do not include any personal information in your response - only enter information relevant to your business/professional/official capacity.

Metric Required	Amount Before Project Start Date (if new reuse system, enter 0)	Current Number
Number of reusable foodservice ware items within reuse system		
Total number of times a reusable foodservice ware item was provided to a customer (per month)		
Average number of times a reusable foodservice ware item is reused in the reuse system (per month)		
Number of participants in reuse system (per month)		
Inventory lost (per month) by reason for loss:		
Breakage		
Regular wear down		
Not returned/Lost		
Other, please specify:		

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7. Were there any challenges in collecting the data required to report on the metrics provided in Question 5? If so, please describe the challenges faced.

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8. Does your organization have any other data collected as a part of the project that it wishes to share with the City of Toronto? If yes, please provide the data below.

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9. Was the project able to provide any community benefits beyond waste reduction? Community benefits could include addressing food insecurity, delivering equity impacts, delivering environmental outcomes, and/or supporting local economic development.

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Budget

10. Provide a final Project Budget with the actual amount of grant money spent on each project activity documented in the “spent” column of the Project Budget provided. Please include the updated Project Budget (excel file) when submitting the Final Report. When submitting the Final Report, please also include digital copies of all receipts for any funding money spent. Please number the receipts submitted and provide the corresponding receipt number for each expense claimed in the project budget template provided.

Lessons Learned

11. What key lessons has your organization learned from this project? What worked about the project? Were there any challenges or barriers and how were they overcome? Did anything surprise your organization about the project?

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12. What feedback did your organization receive from customers about the project, if any?

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Project Sustainment

13. Is your organization planning any additional work to maintain, upkeep, and/or fund the project in the future? If yes, who is doing this work and how is this additional work being funded?

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Fund Experience

14. Describe your organization's experience participating in the Circular Food Innovators Fund. Are there ways that the City of Toronto can improve the Circular Food Innovators Fund?

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15. What advice would your organization give to other organizations interested in implementing reuse systems to reduce single-use and takeaway items in Toronto?

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16. Does your organization have any other ideas on how the City of Toronto can further support business innovators in enabling the circular food system transformation in Toronto?

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Final Comments

17. Is there anything else your organization would like to share about this project?

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