



# City of Toronto Circular Food Innovators Fund Interim 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](mailto:circulareconomy@toronto.ca) using your business email account.

Please submit your report to [circulareconomy@toronto.ca](mailto: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 Information

Organization Name:

Project Title:

Project Start Date (yyyy-mm-dd):

Interim Report Date (yyyy-mm-dd):

## Respondent Business 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 Update

1. Provide a brief overview of the progress made towards completing the project thus far.

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

2. Please update the 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 Interim Report.
3. Describe the next steps that your organization plans to take to ensure this project is completed on the timeline stated in the Project Plan provided. Do you have any concerns with completing the project within one year of the start date of the Funding Agreement with the City of Toronto?

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# City of Toronto

## Circular Food Innovators Fund

### Interim Report

4. If able to at this time, please fill out the table of required metrics below with the information you currently have available.

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<b>Metric Required</b>	<b>Amount Before Project Start (if new reuse system, enter 0)</b>	<b>Current Amount</b>
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 (list individually):		

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## Budget Update

5. Provide an update on the Project Budget by providing the actual moneys spent in the “spent” column in the Project Budget provided. Please include the updated Project Budget (excel file) when submitting the Interim Report. When submitting the Interim Report, please also include digital copies of all receipts for any funding moneys spent. Please number the receipts submitted and provide the corresponding receipt number for each expense claimed in the Project Budget provided.

## Lessons Learned

6. Have there been any key lessons that your organization has learned during the implementation of your project thus far? Are there any successes or challenges your organization would like to share at this time?

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