

Circular Food Innovators Fund

Information Meeting

January 25, 2024



Land Acknowledgement

We acknowledge the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

Housekeeping

- This webinar is being recorded and will be published on the Circular Food Innovators Fund web page along with this slide deck and a list of Question and Answers.
- The City will attempt to answer all questions asked during this session, however if we are unable to do so, the answers will be posted on the website.
- Attendees will be muted by the hosts and will be unable to mute themselves.

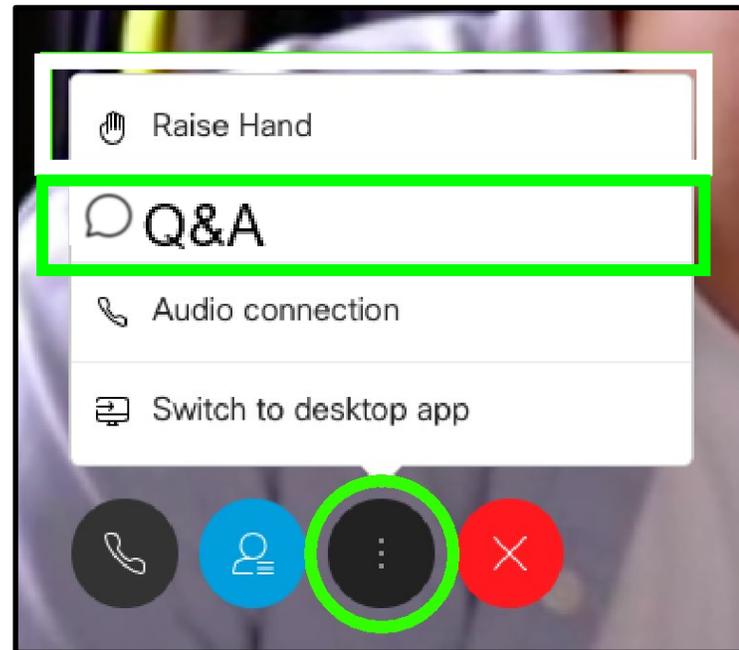
Housekeeping

If you would like to submit a question to the hosts, please use Webex's Q&A function.



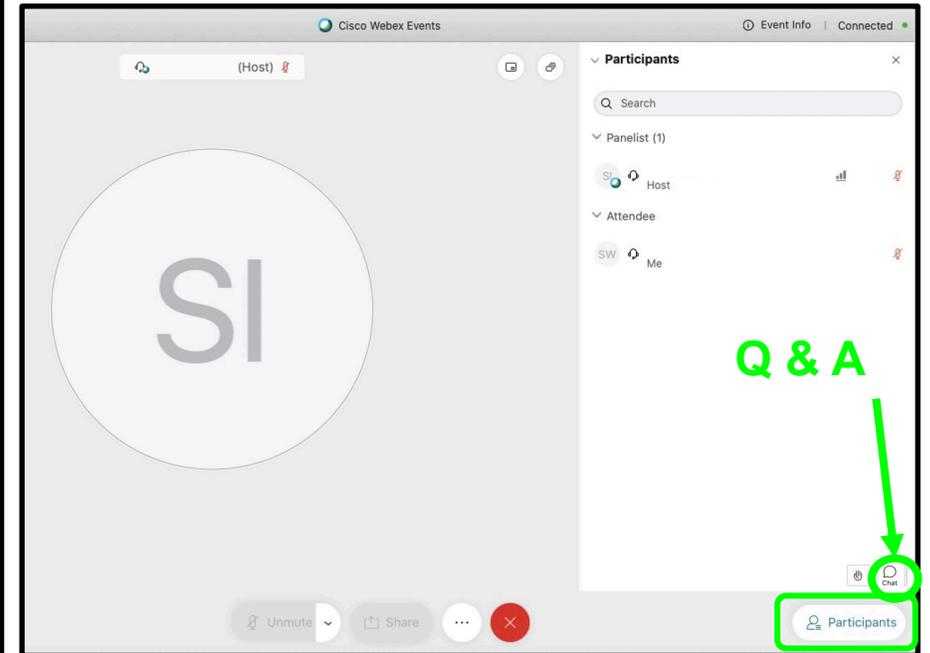
Via the internet browser

Click the “...” button at the bottom of the video window and select “Q&A”.



Via the Webex App

Click the Participants button at the bottom of the video (the Participants panel will open to the right). Then click the “Q&A” button at the bottom right.



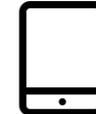
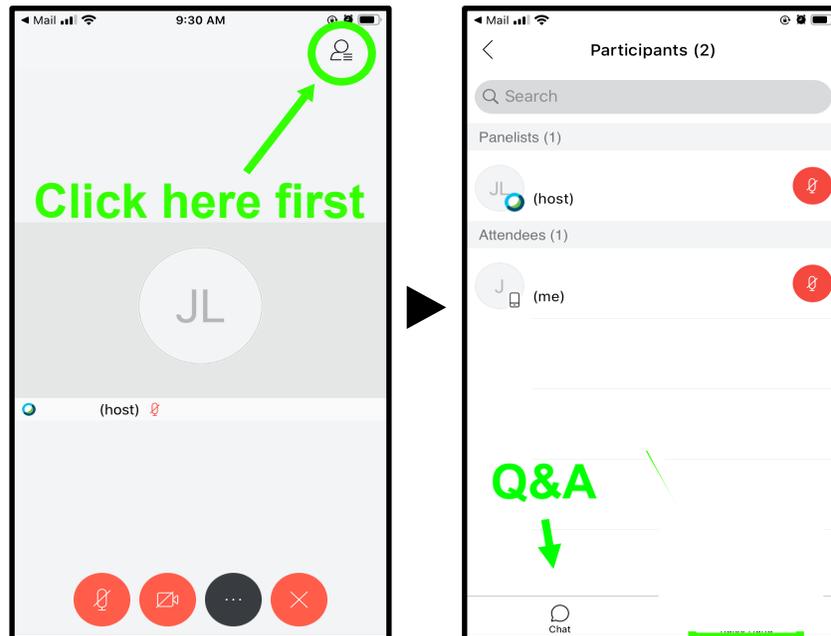
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For smartphones

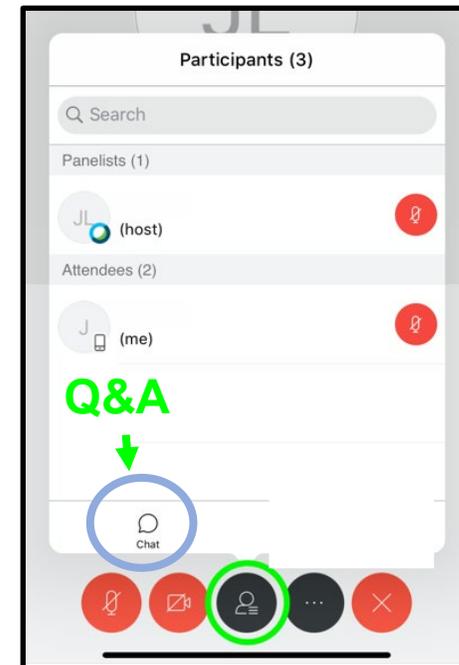
Click the Participants panel button at the top right corner of the screen. Then click “Q&A” at the bottom right of the screen.

If you would like to submit a question to the hosts, please use Webex’s Q&A function.



For tablets

Click the Participants panel button at the bottom of the screen. Then click the “Q&A” button at the bottom right.



Presentation Outline

- Fund Overview
- Eligibility
- Application Process
- Evaluation
- Obligations of Fund Recipients
- Question and Answer

More information can be found here:

<https://www.toronto.ca/working-toward-a-circular-economy>



Fund Overview

Key Dates

Stage	Key Dates (2024-2025)
Information sessions hosted by the City of Toronto (online)	January 25, 2024 February 13, 2024
Application submission deadline	February 27, 2024 at 11:59 p.m.
Notification to applicants	April 2024
Funding Agreement signing and project initiation	May 2024
Not-for-profits receive initial 50% of funding	Following completion of Funding Agreement
Interim report deadline	Six months after project starts
Projects complete	12 months after project starts
Final report deadline	13 months after project starts
Final payment for both for-profits and not-for-profits	Before December 31, 2025

Fund Objective

- The Circular Food Innovators Fund (the Fund) **supports local small businesses** (both for-profit and not-for-profit) in the delivery of projects that will make progress toward eliminating single-use and takeaway items in Toronto and achieving a more circular food system.
- Phase One of the Fund will support businesses in **implementing reuse systems** that replace single-use and takeaway items with reusable foodservice ware that is collected and redistributed for further use in a circular system.

Reuse System Definition

A reuse system is:

A business model in which reusable foodservice ware, provided to customers by a business for the delivery or takeaway consumption of food, is collected, cleaned and redistributed back for reuse by the business.

- Reusable foodservice ware includes **plates, bowls, cups, trays, glasses, straws, stirrers, condiment cups and utensils** that are made of durable materials to stand up to frequent washing and reuse.
- A reuse system can be operated by a **service provider** or can be operated by a **business selling food** for delivery or takeaway consumption.
- A reuse system may include not only the reusable foodservice ware itself, but also the **infrastructure**, such as collection bins and cleaning facilities, and support technology, such as mobile applications to coordinate reverse logistics of reusable foodservice ware or barcode tracking systems for the reusable foodservice ware.

Funding

- A maximum of \$250,000 of total grant funding is available.
- The City will consider grant funding requests **starting at \$5,000 and up to a maximum of \$35,000.**
- Funds will be allocated for activities taking place within a **term of 1 year**, starting in 2024 and ending no later than December 31, 2025.
- The Fund is **one-time** project-specific funding and must not be considered an annual source of funding.
- The **City will not guarantee** that the total amount requested by a successful applicant will be granted.
- Grant recipients will be required to **provide receipts and/or other financial information** to verify moneys spent. Grant funding will only be provided for eligible costs.

Funding

For-profit applicants

- May be funded up to 75 per cent of the total costs of the proposed project to a maximum grant of \$35,000.
- Applicants must demonstrate an ability to contribute at least 25 per cent of the total project costs through a combination of financial and in-kind contributions.
- Funding will be disbursed at the conclusion of the project when a final report is submitted and accepted as complete by the City.

Not-for-profit applicants

- May be funded up to 100 per cent of the total costs of the proposed project to a maximum grant of \$35,000.
- 50 per cent of the total grant will be awarded at the outset of the project. The final 50 per cent will be disbursed at the conclusion of the project when a final report is submitted and accepted as complete by the City.



Eligibility

Project Eligibility

- ✓ Proposed projects must **implement a new reuse system OR demonstrably enhance an existing reuse system**
- ✓ Eligible projects may deploy reuse systems:
 - where food or beverages are being provided for takeaway consumption, which may include food distributed by vendors at public markets and events;
 - where food or beverages are being provided for delivery, which may include catering services
- ✓ Projects are eligible if they deploy market-ready solutions, or solutions that are already in-market.

Eligible Applicants

- ✓ The following applicants are eligible for funding:
 - **For-profit businesses**, including business-to-business and business-to-consumer models
 - **Registered charitable and not-for-profit organizations**, including Business Improvement Areas and academic institutions
- ✓ Applicants must be a business that provides at least one of the following services, or be a Business Improvement Area or academic institution that is working with a business that provides at least one of the following services:
 - **food and beverage products for takeaway consumption**, which may include food distributed by vendors at public markets and events; or
 - **food and beverage products for delivery**, which may include catering services; or
 - **reuse system infrastructure for food businesses.**

The City Encourages:

- collaborations between multiple organizations
- Submissions from businesses owned by women, visible minorities, Indigenous peoples and people with disabilities

Eligible Expenses

Eligible Cost	Description	Maximum Grant Use
Direct Staff Costs	Direct staff costs for the delivery, implementation, monitoring, and evaluation of the project (e.g. salaries)	Up to a maximum of 50 per cent
Purchased Services	Direct non-staff costs for purchased services from contractors and consultants to provide services such as web design, translation, communications and/or marketing campaign services for the Project	Up to a maximum of 15 per cent
Fees/Honoraria	Direct non-staff costs for fees/honoraria for professional skills instructors that are directly tied to the Project implementation	Up to a maximum of 15 per cent
Overhead Costs	Overhead costs directly tied to the Project (e.g., room/facility and event rental fees, utilities)	Up to a maximum of 15 per cent
Capital Costs	Capital costs for renovations required as part of the Project	Up to a maximum of 50 per cent

Eligible Expenses

Eligible Cost	Description	Maximum Grant Use
Marketing Costs	Marketing costs directly tied to promoting the Project, including advertising and communication tools and materials (e.g., website, printing and distribution of marketing materials). Excludes “Subscription services”.	Up to a maximum of 15 per cent
Project materials and supplies	Project materials and supplies, including product inventory (e.g., reusable containers) and equipment rental or purchase (e.g., washing stations)	Up to a maximum of 100 per cent
Subscription Services	Project-specific subscription services (e.g., licensing an app to support use of reusable containers)	Up to a maximum of 100 per cent
Public Transportation	Stipends and local public transportation costs incurred by volunteers directly related to implementing the Project	Up to a maximum of 15 per cent



Application Process

Application Process

- The Application form is available on the Circular Food Innovators Fund web page in a survey format.
- A Word document version of the application form is provided as a workbook to plan responses before making your official submission. **Word documents or submissions in any other form will not be accepted.**
- Applicants must submit a completed application form and confirm that all information provided in the application form and related attachments is true, correct and complete, as verified by an authorized official of the organization.
- **Incomplete applications will be disqualified.**
- Applicants can only submit **one application per funding round/year**. If more than one application is submitted by the same applicant (i.e., two or more different project proposals), only the application submitted first will be reviewed.

Application Process

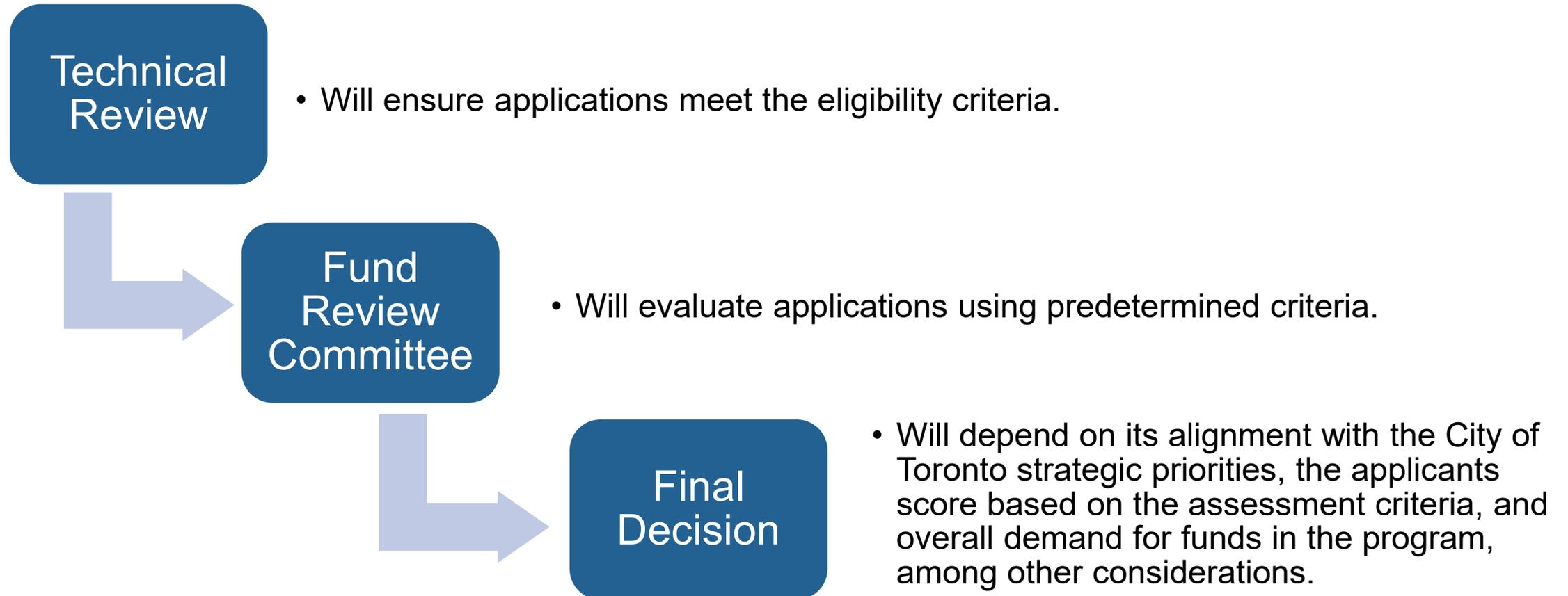
Applications will require the following information:

- ✓ Contact information for the applicant(s) and the organization(s) applying for funding
- ✓ Description of the proposed project, including a project plan (using template provided)
- ✓ Information about the impact your project will make and how your project will be funded, including a project budget (using template provided)
- ✓ Documentation to confirm the legal name of your organization, copies of any permits required, and declarations that your organization is eligible for funding

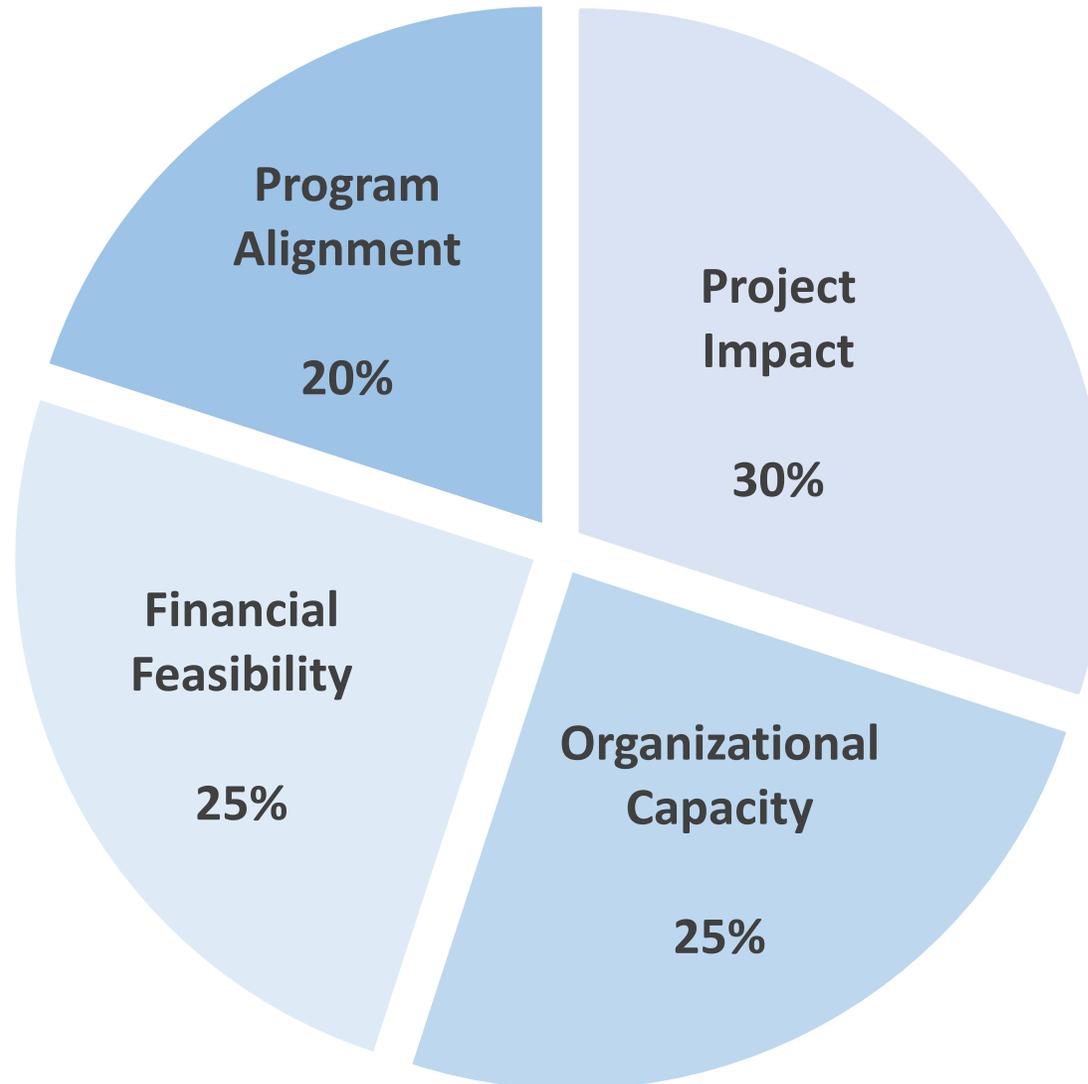


Evaluation

Evaluation Process



Evaluation Criteria





Obligations of Fund Recipients and Project Implementation

Funding Agreement

- Grant recipients will be required to enter into a Funding Agreement with the City of Toronto that sets out the applicable terms and conditions that will govern use of the funds and establish requirements and expectations of the grant recipients.
- **The terms of the Funding Agreement are non-negotiable.**
- A template Funding Agreement is publicly available on the Circular Food Innovators Fund web page.
- Recipients must acknowledge the financial assistance provided by the City of Toronto in all public communications about the program.
- If you have any questions about the Funding Agreement, please ask City staff prior to the application closing period.

Receiving Funding

- Grant recipients will be required to **provide receipts and/or other financial information** to verify moneys spent.
- Funding can only be used for eligible costs.
- Recipients have to keep all financial records (including receipts and invoices) and non-financial documents relating to the fund or the project for seven years, in case of audit.

Reporting

- Funded organizations are required to submit an **interim and final report** to the City to receive the balance of funds.
- Reports will be used to document interim progress and final progress that the recipient has made on their project with the funds provided, including any lessons learned. Where possible, lessons learned will be shared with relevant stakeholders, including other grant recipients.
- Recipients will be required to report on specific metrics and will be provided with **standardized reporting templates**, publicly available on the Circular Food Innovators Fund web page. In addition, if required, the City may interview funded organizations to support information/data collection.
- To maintain transparency and accountability, the City will **publicly disclose the names of organizations that received funds, recipient Ward and funded amounts.**

Site Visits & Photos

- If applicable, site visits will be scheduled with each of the fund recipients shortly after the interim reports are reviewed by the City.
- Site visits are an opportunity for fund recipients to showcase their solution and demonstrate the progress made.
- The City may take photos/videos of the funded projects throughout the funding term, in particular during the site visits.
- Recipients will also be asked to provide photos or video documentation of their project activities.
- For the City to be able to use any photograph(s)/video(s), careful attention is paid to concerns of copyright and consent. To address this, recipients will be required to complete the City's Multimedia Consent Form.

Repayment of Funds

The City of Toronto may request the return of funding if:

- the project is not complete within the allowable timeframe
- funds were not used for the stated purpose of the approved project
- funds were not used for eligible expenses
- an organization fails to submit their interim or final report



Thank you!

- Implementing innovative, zero-waste business models is an important part of building a more circular food system.
- Thank you for your interest and we look forward to receiving your inspiring ideas to push Toronto's circular economy transformation forward!

Questions?

For additional questions, comments or concerns regarding the Circular Food Innovators Fund, contact circulareconomy@toronto.ca

