



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 made publicly available by the City and/or disclosed by the City 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 report template or require accessibility accommodations, please contact the Project Lead, Environment, Climate and Forestry Division (416-396-4699; leah.leon@toronto.ca) using your business email account.

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

Please answer the questions in the space provided for your Project.

Recipient Business Information

Organization Name:

Project Title:

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 were achieved? Were these the intended results? Why or why not?
2. Please update the Project Plan, set out in Schedule B of the Circular Food Innovators Fund Agreement and as amended by written approval of the City, to reflect the final status and any changes to approved project activities. Please include the final Project Plan (as an Excel file) when submitting the Final Report.
3. Were any changes made to the scope, schedule or description of the Project? For example, were new activities introduced or were any activities not completed that are set out in Schedule B of the Circular Food Innovators Fund Agreement and as amended by written approval of the City? Why were these changes made?

Note: Any changes to the Project required approval from the City. If you did not receive approval, please specify why.

4. 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.
5. Please fill out the table of required metrics below.

Metric	Periodic (i.e., monthly, per event, etc.)	Overall Project Total
Return rate (%)		
Amount of single-use and takeaway items avoided (# and/or kg)		
Total waste reduction (%)		

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6. 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.

7. Does your organization have any other data collected as a part of the Project that it wishes to share with the City of Toronto? For example, data on greenhouse gas emissions avoided (kg CO₂e), cost savings from reducing purchasing of single-use and takeaway items (\$), client growth (#, %), etc. If yes, please provide the data below.

8. Was the Project able to provide any community benefits beyond waste reduction? Community benefits could include addressing food insecurity, advancing equity (e.g., providing senior-focused co-benefits such as age-friendly container design, accessible drop-off infrastructure or targeted outreach for older adults), delivering environmental outcomes, and/or supporting local economic development.

Budget

9. Please update the Project Budget, set out in Schedule C of the Circular Food Innovators Fund Agreement and as amended by written approval of the City, to reflect the actual amount of grant money spent in total in the “Reporting Costs” columns.

Please include the final Project Budget (as an 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, other than individual paystubs. Please number the receipts submitted and provide the corresponding receipt number for each expense claimed in the final Project Budget.

10. If claiming any Direct Staff Costs as an Eligible Cost for the Project, complete the attached Declaration and submit it with your report to the City certifying the information submitted to the City with regards to the amount of the Grant spent on direct staff costs.

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Lessons Learned

11. What key lessons has your organization learned from your 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?

12. What feedback did your organization receive from customers and/or participants about the Project, if any?

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?

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?

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?

Final Comments

17. Is there anything else your organization would like to share about the Project?

18. If the Circular Food Innovators Fund program is renewed in future years, would you be willing to be connected with recipients to share your knowledge and insights? If so, please indicate your preferred method of being contacted (phone number, email, etc.).

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Declaration of Direct Staff Cost Expenses

Instructions: Individual paystubs are not required as supporting documentation for expenses under the Direct Staff Cost category of Eligible Costs for the Project. If you are submitting expenses under the Direct Staff Costs category of Eligible Costs for your Project, please complete the following statement to document total monies spent on this expense category and submit it to the City with your Interim and/or Final Report(s).

By completing and signing this statement, you declare that the information provided is accurate and true and you acknowledge that the City of Toronto is relying on this declaration:

As per the amount reported under the Direct Staff Costs category of the Project Budget submitted with the Final Report, a total number of _____ hours for a total cost of \$_____ has been spent on direct staff costs for the delivery, implementation, monitoring, and evaluation of the Project.

[LEGAL NAME OF RECIPIENT]

By: _____

[Name]
[Title]

Date: _____

I/We have authority to bind the Recipient.