



# 2026/2027 Application Questions Summary

## Attention: This is not the Circular Food Innovators Fund Application Form.

The 2026/2027 Application Questions Summary is a reference document which lists all the application questions for the 2026/2027 intake of the Circular Food Innovators Fund, as they will appear on the online application portal that will be open from January 5, 2026 to March 1, 2026. All questions with an asterisk (\*) preceding them are mandatory questions. You can use this document to help prepare, organize, and draft your responses. If you would prefer a Microsoft Word version of the document, please request a copy by emailing [circulareconomy@toronto.ca](mailto:circulareconomy@toronto.ca) from your business email account. **When you are ready to submit your application, please use the online portal to submit your answers.**

Prior to starting your application, it is recommended that you review the program website and application guidelines, and download copies of the Project Plan Template and Project Budget template, available on the [Circular Food Innovators Fund website](#).

## Section 1. Applicant Business Information

### \*1 Please provide the following information

- a. Organization Legal Name: \_\_\_\_\_
- b. Organization Operating Name: \_\_\_\_\_

*[short answer text; two fields]*

### 2. If available, please provide link(s) to your organization's online presence. Please do not include any personal information in your response - only enter information relevant to your business/professional/official capacity.

- a. Website: \_\_\_\_\_
- b. Instagram: \_\_\_\_\_
- c. Facebook: \_\_\_\_\_
- d. LinkedIn: \_\_\_\_\_
- e. BlueSky: \_\_\_\_\_
- f. Other: \_\_\_\_\_

*[short answer text; six fields]*

### \*3. Organization Operating Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code).

*This must be located within the boundaries of Toronto.*

- a. Street Number: \_\_\_\_\_
- b. Street Name: \_\_\_\_\_
- c. Apartment/Suite Number (N/A if not applicable): \_\_\_\_\_
- d. City: \_\_\_\_\_
- e. Province: \_\_\_\_\_
- f. Postal Code: \_\_\_\_\_

*[short answer text; six fields]*

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\*4. Is your Organization's corporate address different than the operating address?

- Yes
- No

[multiple choice; select one]

\*5. Organization Corporate Address (Street Number, Street Name, Suite/Unit Number, City/Town, Province, Postal Code).

*If your project is selected for funding and your organization was incorporated outside of Toronto, written declaration to the City that the funding will be used to support a project implemented within the boundaries of Toronto will be required.*

- a. Street Number: \_\_\_\_\_
- b. Street Name: \_\_\_\_\_
- c. Apartment/Suite Number (N/A if not applicable): \_\_\_\_\_
- d. City: \_\_\_\_\_
- e. Province: \_\_\_\_\_
- f. Postal Code: \_\_\_\_\_

[short answer text; six fields]

[Question 5 only appears if you select "Yes" in Question 4]

\*6. Provide the following contact information for the organization's primary representative for the proposed CFIF Project (and Green Workforce Project, if applicable):

- a. Name (First, Last): \_\_\_\_\_
- b. Single Name (N/A if not applicable): \_\_\_\_\_
- c. Position Title: \_\_\_\_\_
- d. Business Telephone Number: \_\_\_\_\_
- e. Business Email: \_\_\_\_\_

[short answer text; five fields]

7. If applicable, provide the following contact information for the organization's primary representative for the proposed CFIF Project (and Green Workforce Project, if applicable):

- a. Name (First & Last or Single): \_\_\_\_\_
- b. Single Name (N/A if not applicable): \_\_\_\_\_
- c. Position Title: \_\_\_\_\_
- d. Business Telephone Number: \_\_\_\_\_
- e. Business Email: \_\_\_\_\_

[short answer text; five fields]

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\*8. Please provide the following information for the person with official signing authority at your organization. If your project is selected for funding, this is the person at your organization who would sign the Fund Agreement with the City of Toronto:

- a. Name (First & Last or Single): \_\_\_\_\_
- b. Single Name (N/A if not applicable): \_\_\_\_\_
- c. Position Title: \_\_\_\_\_
- d. Business Email: \_\_\_\_\_

[short answer text; four fields]

\*9. What type of organization best describes your operations?

*The following applicants are not eligible for this grant: for-profit educational institutions; owners of a business franchise; building managers and property owners; individuals; resident, neighbourhood and business associations; community groups including youth and school groups, service clubs and parent councils; school boards; grant-making organizations; organizations allied with political parties; chambers of commerce.*

- For-profit Business (including business-to-business and business-to-consumer organization)
- Charitable Organization
- Business Improvement Area
- Academic Institution
- Other Not-for-profit Organization, please describe: \_\_\_\_\_
- None of the above (answering “None of the above” will take you to the end of the application form)

[multiple choice with short answer text if needed; select one]

\*10. How many full-time employees does your for-profit business employ? Only small businesses (i.e., less than 99 full-time employees) are eligible to apply.

- 1 employee
- Between 2 and 9 employees (micro)
- Between 10 and 99 employees (small)
- Greater than 100 (answering “Greater than 100” will take you to the end of the application form)

[multiple choice; select one]

[Question 10 only appears if you select “For-profit Business” in Question 9]

\*11. Which of the following options best describes the service that your organization provides? Select all that apply.

- ☐ Provides food and beverage products for takeaway consumption, which may include food distributed by vendors at public markets and events
- ☐ Provides food and beverage products for delivery, which may include catering services

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- ☐ Provides reuse system infrastructure to food businesses
- ☐ Business Improvement Area or Academic Institution that is working with a business that provides at least one of the three services described above.
- ☐ Not applicable (answering “Not applicable” will take you to the end of the application form)

[select all that apply from the list]

12. Please indicate if your organization is majority owned and/or operated by one or more of the following groups: Select all that apply.

- ☐ Women
- ☐ Indigenous Peoples
- ☐ Members of official language minority community
- ☐ 2SLGBTQ+
- ☐ Youth (under 29)
- ☐ Persons with disabilities
- ☐ Newcomers to Canada
- ☐ Visible minorities
- ☐ None of the above
- ☐ Prefer not to disclose

[select all that apply from the list]

\*13. Please provide an overview of your organization. This can include what services you provide, a brief history of your organization, and any other relevant information you want the City of Toronto to know. (maximum 2,000 characters)

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

\*14. Will you be working with any collaborators to deliver the proposed CFIF Project and/or Green Workforce Project, if applicable?

*A collaborator means an organization or individual that will work with you to plan and deliver the project(s).*

- Yes
- No (answering “No” will not impact your evaluation)

[multiple choice; select one]

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15. Complete the following table to provide the name(s) of the organization(s) and the role that each organization will play on the proposed project(s).

	Organization Name	Role of Organization in the Proposed Project(s)
Organization #1		
Organization #2		
Organization #3		

[table with short answer fields]

[Question 15 will only appear if you selected “Yes” to Question 14]

## Section 2: CFIF Project Information

This section of the application is about describing the proposed project that your organization would like to be funded through the Circular Food Innovators Fund (i.e., CFIF Project). You will be asked to complete and upload a project plan using the **Project Plan Template** available on the [Circular Food Innovators Fund website](#). Enter only information relevant to your organization, business, and/or official capacity. Do not include any personal or sensitive business information.

\*16. What is the title of your proposed CFIF Project?

[short answer text; one field]

\*17. Will your proposed CFIF Project:

- Implement a new reuse system
- Demonstratively enhance an existing reuse system

[multiple choice; select one]

\*18. Provide a description of your proposed CFIF Project. (maximum 4,000 characters)

Your submission must:

- Describe the current problem or opportunity that this project will address.
- Describe the new reuse system, or significant enhancement to an existing reuse system, that you are proposing.

In your response, please be sure to include specific details on:

- How reusable foodservice ware in the proposed reuse system will be returned to your business for reuse.
- How current business practices will be changed, if at all
- If you are enhancing an existing reuse system, how the existing reuse system will be significantly improved by your proposed project
- The overall impact that City of Toronto funding could make in terms of reducing the use of single-use and takeaway items through your proposed project.

Please do not include any personal information or sensitive business information in your response.

[long answer text]

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\*19. Has your organization previously received funding through the Circular Food Innovators Fund?

- Yes
- No

[multiple choice; select one]

\*20. Please describe how your proposed CFIF Project differs from the project that was previously funded through the Circular Food Innovators Fund. (maximum 2,000 characters)

*Previous CFIF recipients are eligible to apply for the second round of funding, provided that the proposed CFIF Project is demonstrably different from the project that was initially funded, either in its objectives, goals, and/or anticipated impacts. For example, by targeting a new geographic area of Toronto or an equity-deserving group, or by introducing new methods, technologies or approaches.*

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

[Question 20 will only appear if you selected "Yes" to Question 19]

\*21. How will your organization promote your proposed CFIF Project to both existing and new customers to encourage participation? If engagement is low, what strategies will your organization use to increase involvement or uptake? (maximum 2,000 characters)

*Please provide concrete examples and project-specific details rather than general statements.*

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

\*22. Please describe how your proposed CFIF Project aligns with and advances the City of Toronto's strategic priorities, including but not limited to [Circular Toronto: A 10-Year Circular Economy Road Map](#) and [Sidewalks to Skylines: A 10-Year Action Plan for Toronto's Economy](#) (2025-2035) (maximum 2,000 characters)

*In your response, please be sure to include the specific directions or actions in these strategies that your proposed CFIF Project supports and explain how it supports them.*

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

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- \*23. In addition to waste avoidance and reduction, what other community benefits does your proposed CFIF Project or organization provide? (maximum 2,000 characters)

*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.*

*Please provide concrete examples and organization-specific details rather than general statements.*

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

- \*24. Please describe how your organization will plan, deliver and monitor the proposed CFIF Project (maximum 4,000 characters)

Your submission should include:

- specific roles and responsibilities of team members and decision-makers in project development, implementation and evaluation;
- the approach you will use to procure the goods or services required to implement the CFIF Project, including the criteria you will use to select vendors and products and how those choices align with your project goals; and
- a clear explanation of your monitoring and evaluation strategy, including the processes you will use to measure success during implementation.

*Please provide concrete examples and organization-specific details rather than general statements.*

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

- \*25. Has your organization completed any projects in the past that show your ability to undertake the proposed CFIF Project? Please describe the project and the outcomes. What challenges did you encounter, and how were these resolved? How did you measure success? (maximum 2,000 characters)

*Please provide concrete examples and organization-specific details rather than general statements.*

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

- \*26. Please provide the address(es) for the location(s) where the reuse system will be implemented and describe the venue(s) where the proposed CFIF Project will take place.

*The services provided through the proposed CFIF Project must take place within the boundaries of Toronto, unless services are being delivered by urban off-reserve Indigenous-led organizations which may provide culturally-based programming outside the boundaries of Toronto.*

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

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- \*27. Describe any potential risks to your proposed CFIF Project, for example that would prevent you from completing it. What risk management strategies and contingency plans will you have in place to mitigate these risks? (*maximum 2,000 characters*)

*Please provide concrete examples and organization-specific details rather than general statements.*

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

- \*28. Will your organization continue to operate the reuse system after it has received the City funding through the Circular Food Innovators Fund? How will the reuse system be sustained in the long term after the City of Toronto has provided the funding? (*maximum 2,000 characters*)

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

- \*29. Are you applying for consideration for additional funding for a green workforce development project that will build workforce capacity in Toronto's green and circular food economy (i.e., Green Workforce Project)?

*Funding for a Green Workforce Project is only available to those applicants who are successful in receiving funding for their proposed CFIF Project.*

- Yes
- No

[multiple choice; select one]

- \*30. Submit a completed Project Plan that outlines the 12-month workplan for your proposed CFIF Project, including project activities as well as the timeline by which the activities will be completed. You must use the **Project Plan Template** provided on the [Circular Food Innovators Fund website](#).

Upload file...

Click on "Upload file ..." to attach your Project Plan.

[file upload]

[Question 30 will only appear if you selected "No" to Question 29]



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### Section 3: Green Workforce Project Information [This section will only appear if you selected “Yes” to Question 29]

This section of the application is about describing the proposed project that your organization would like to be funded through the Circular Food Innovators Fund for green workforce development activities (i.e., Green Workforce Project). You will be asked to complete and upload a project plan using the **Project Plan Template** provided on the [Circular Food Innovators Fund website](#). Enter only information relevant to your organization, business, and/or official capacity. Do not include any personal or sensitive business information.

A Green Workforce Project must build skills or employment pathways related to reuse systems or sustainable practices in Toronto’s food and beverage sector at large and does not need to be explicitly tied to the delivery of the proposed CFIF Project.

\*31. What is the title of your proposed Green Workforce Project?

[short answer text; one field]

\*32. Provide a description of your proposed Green Workforce Project. (maximum 4,000 characters)

Your submission must:

- Describe the workforce development project goals
- Describe how your Green Workforce Project will achieve one (or more) of the following objectives:
  - Deliver targeted training and upskilling initiatives for people (including staff) in the field of circular food practices and innovation.
  - Develop comprehensive, high-quality training resources to advance knowledge and application of circular food practices and innovation.
  - Facilitate structured work-based learning opportunities that promote practical experience in circular food innovation.
  - Establish sustainable career pathways to support future workforce development in the circular food innovation sector.

*For the purposes of the Circular Food Innovators Fund, green workforce development refers to activities that build worker skills, develop training resources and strengthen employment pathways needed to support Toronto’s green and circular food economy. This includes efforts that help train staff to adapt to reuse systems and initiatives that enable circular innovators to design and scale training programs, curricula or workforce collaborations for broader green and circular food sector benefits.*

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

\*33. Describe how the proposed Green Workforce Project aligns with the Circular Food Innovators Fund’s goal of achieving a more circular food system in Toronto. (maximum 2,000 characters)

*For the purposes of the Circular Food Innovators Fund, a circular food system provides healthy and culturally appropriate food for all while eliminating food waste, maximizing resource use and protecting and restoring natural ecosystems. In a circular food system, food and beverage products*

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*are sourced as locally as possible and produced, processed, packaged and distributed as sustainably as possible. A circular food system includes making sustainable consumption choices related to the production, processing, distribution, sale and preparation of food and beverage products, such as taking less, using better, wasting less, using what is left over and giving back to the planet, at any stage of the food value chain.*

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

\*34. Please describe how your organization will plan, deliver and monitor the proposed Green Workforce Project. (maximum 4,000 characters)

Your submission should include:

- specific roles and responsibilities of team members and decision-makers in project development, implementation and evaluation;
- the approach you will use to procure the goods or services required to implement the project, including the criteria you will use to select vendors and products and how those choices align with your project goals; and
- a clear explanation of your monitoring and evaluation strategy, including the processes you will use to measure success during implementation.

*Please provide concrete examples and organization-specific details rather than general statements.*

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

\*35. Submit a completed Project Plan that outlines the 12-month workplan for both your proposed CFIF Project and proposed Green Workforce Project, including project activities as well as the timeline by which the activities will be completed. You must use the **Project Plan Template** provided on the [Circular Food Innovators Fund website](#).

Upload file...

Click on "Upload file ..." to attach your Project Plan.

[file upload]

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## Section 4: Project Funding and Reporting

This section of the application covers key components of your proposed CFIF Project (and proposed Green Workforce Project, if applicable). You will be asked to complete and upload a project budget using the **Project Budget Template** provided on the [Circular Food Innovators Fund website](#). Enter only information relevant to your organization, business, and/or official capacity. Do not include any personal or sensitive business information.

- \*36. How much funding are you requesting from the City of Toronto for your proposed CFIF Project? \_\_\_\_\_

*For-profit applicants can only request up to 75% of total costs of the proposed CFIF Project from the City of Toronto under the Circular Food Innovators Fund to a maximum of \$35,000. Not-for-profit applicants can request up to 100% of total costs of the proposed CFIF Project from the City of Toronto under the Circular Food Innovators Fund to a maximum of \$35,000.*

[short answer text; one field]

- \*37. How much funding are you requesting from the City of Toronto for your proposed Green Workforce Project? \_\_\_\_\_

*For-profit and not-for-profit applicants can request up to 100% of total costs of the proposed Green Workforce Project from the City of Toronto to a maximum of \$5,000.*

[short answer text; one field]

[Question 37 will only appear if you selected "Yes" to Question 29]

- \*38. Submit a completed Project Budget that provides a detailed description of how funding from the Circular Food Innovators Fund will be allocated during the 12-month timeframe of the proposed CFIF Project (and Green Workforce Project, if applicable). You must use the **Project Budget Template** provided on the [Circular Food Innovators Fund website](#).

*If your application is successful, your organization will be required to submit receipts to verify money spent in alignment with your project budget. The City of Toronto will not disburse funding for any ineligible expenses or project costs not previously approved. The total funding being requested in the submitted Project Budget must be consistent with the information provided in response to the previous question.*

*Please do not include any personal information or sensitive business information in your response.*

Upload file...

Click on "Upload file ..." to attach your Project Budget.

[file upload]

- \*39. Applicants that are successful in obtain funding through the Circular Food Innovators Fund will be required to submit reports to the City of Toronto on the following metrics:

- Return rate (%)
- Amount of single-use and takeaway items avoided (# and/or kg)
- Total waste reduction (%)

Will your organization be able to collect and report on these required metrics as part of your proposed CFIF Project? If not, please describe why you are unable to do so.

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*Please do not include any personal information or sensitive business information in your response.*

- Yes
- No, please describe why: \_\_\_\_\_

*[multiple choice with short answer text if needed; select one]*

\*40. In addition to the collection of the five required metrics in the previous question, do you plan to collect any other data to measure the impact of your proposed CFIF Project? If yes, please describe those metrics.

*For example, additional metrics could include:*

- Greenhouse gas emissions avoided (kg CO<sub>2</sub>e)
- Cost savings from not buying single-use and takeaway items (\$)
- Client growth (# or %)
- No (answering "No" will not impact your application evaluation)
- Yes, please describe: \_\_\_\_\_

*[multiple choice with short answer text if needed; select one]*

41. If you are collecting additional metrics, are you willing to share this data with the City? If no, please explain why.

*Please do not include any personal information or sensitive business information in your response.*

- Yes
- Not applicable (not collecting additional metrics)
- No, please explain why: \_\_\_\_\_  
(answering "No" will not impact your application evaluation)

*[multiple choice with short answer text if needed; select one]*

\*42. Applicants that are successful in obtaining additional funding for a Green Workforce Project will be required to submit reports to the City of Toronto, including metrics to evaluate project success. Recognizing the broad range of workforce development activities that may be funded, is your organization willing to work with the City of Toronto to determine the specific metrics that you will be required to collect and report on as part of your proposed Green Workforce Project?

*For example, metrics for a Green Workforce Project could include:*

- Hours of targeted training delivered (e.g., workshops, training, classes) (hrs)
- Number of training resources developed (and examples of post-development use/application) (#)
- Hours of work-based learning opportunities facilitated (e.g. internships) (hrs)
- Number of participants engaged in workforce development activities (#)
- Feedback forms completed by people participating in the workforce development activities
- Number (and type) of partnerships formed as a result of workforce development activities (#)
- Yes
- No (Answering "No" will take you to the end of the application form)

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[multiple choice; select one]

[[Question 42 will only appear if you selected "Yes" to Question 29]

## Section 5: Approvals and Documents

This section of the application enables you to upload documentation relevant to your proposed CFIF Project (and Green Workforce Project, if applicable).

\*43. If accepted into the Circular Food Innovators Fund, the proposed CFIF Project (and Green Workforce Project, if applicable) will be completed within one year of signing the Fund Agreement with the City of Toronto.

- Agree
- Disagree (answering "Disagree" will take you to the end of the application form)

[multiple choice; select one]

\*44. I acknowledge that my organization is not or has not been indebted to the City of Toronto or in default of the terms and conditions of any agreement (including any previous funding agreement) with any division, agency, board or commission of the City of Toronto)

- Agree
- Disagree (answering "Disagree" will take you to the end of the application form)

[multiple choice; select one]

\*45. I acknowledge that the project(s) described in this application has/have not been approved for funding from another City of Toronto grant/funding program in the same funding year (2026).

- Agree
- Disagree (answering "Disagree" will take you to the end of the application form)

[multiple choice; select one]

\*46. If Artificial Intelligence (AI) tools were used in the development of this Circular Food Innovators Fund Application, I acknowledge that the information included in this application is accurate, true and reflects my organization's project and capacity to complete the project, as described in this application.

- Agree
- Disagree (answering "Disagree" will take you to the end of the application form)
- Not applicable (No AI tools were used in the development of the application)

[multiple choice; select one]

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\*47. Please upload relevant documentation to confirm the legal name of your organization and to confirm your organization is currently active.

*If you are a for-profit applicant, please upload Corporate Profile (or other document showing proof of legal business name).*

*If you are a not-for-profit applicant, please upload proof of registered non-for-profit status to confirm the legal name of your organization and to confirm your organization is currently active.*

*If you are a Business Improvement Area (BIA) applicant, please upload documents providing your BIA bylaw number and the link to the bylaw your BIA is established under to confirm the legal name of your organization and to confirm your organization is currently active.*

Upload file...

Click on "Upload file ..." to attach the relevant documentation.

[file upload]

\*48. If applicable, I acknowledge that my organization received a "Pass" notice at its last inspection from the City of Toronto's [DineSafe](#) program.

- Yes
- No (answering "No" will take you to the end of the application form)
- Not applicable

[multiple choice; select one]

\*49. My organization has obtained the necessary approvals and permits required to implement the proposed project(s) described in this application form.

- Yes
- No (answering "No" will take you to the end of the application form)
- My organization has not yet obtained the necessary approvals and permits required for my project; however, if my project is successful, I acknowledge that I must obtain any applicable approvals and permits before the City of Toronto provides any funds
- Not Applicable (my project does not require any approvals or permits)

[multiple choice; select one]

\*50. Please provide the list of the permits and approvals that your organization will obtain:

*Please do not include any personal information or sensitive business information in your response.*

[long answer text]

*[Question 50 will only appear if you selected "My organization has not yet obtained the necessary approvals and permits required for my project; however, if my project is successful, I acknowledge that I must obtain any applicable approvals and permits before the City of Toronto provides any funds" to Question 49]*

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\*51. Please upload copies of permits and approvals that your organization has obtained.

Upload file...

Click on "Upload file ..." to attach your permits and approvals.

[file upload]

[Question 51 will only appear if you selected "Yes" to Question 49]

\*52. Please verify the following acknowledgements below to complete your application. Please review the Fund Agreement (either for CFIF Project funding only or for both CFIF and Green Workforce Project funding) provided on the [Circular Food Innovators Fund website](#).

- I attest and verify that all the information I have included in this application is true.
  - Agree
  - Disagree (answering "Disagree" will take you to the end of the application form)
- I have read the CFIF Fund Agreement and acknowledge that my organization will be required to enter into this Agreement with the City of Toronto in order to obtain funding for the project.
  - Agree
  - Disagree (answering "Disagree" will take you to the end of the application form)
- I am authorized to submit the Circular Food Innovators Fund Application on behalf of my organization.
  - Agree
  - Disagree (answering "Disagree" will take you to the end of the application form)

[table; multiple choice, select one answer per row]

\*53. How did you hear about the Circular Food Innovators Fund program?

- toronto.ca
- Social Media (Facebook, Instagram, LinkedIn, Twitter/X)
- Circular Economy E-Updates Newsletter
- Live Green Toronto Newsletter
- BusinessTO Newsletter
- Community Event
- Media
- Partner Organization
- Word of Mouth
- Other (please describe): \_\_\_\_\_

[multiple choice with short answer text if needed; select one]

**Ready to submit?** Please apply through the online Circular Food Innovators Fund Application Portal that will be available on the [Circular Food Innovators Fund website](#) between January 5, 2026 and March 1, 2026.

**Questions?** Email [circulareconomy@toronto.ca](mailto:circulareconomy@toronto.ca) or call 416-396-4699