



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 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 Interim Report” (please use your business email address for any communication with us).

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

Recipient Information

Organization Name:

Project Title:

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.
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 current status and any changes to approved project activities. Please include the updated Project Plan (as an Excel file) when submitting the Interim Report.
3. Have any changes been made to the scope, schedule or description of the Project? For example, have new activities been introduced or do you anticipate not completing any of the planned activities 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. Do you have any concerns with completing the Project within one year of the effective date of the Circular Food Innovators Fund Agreement with the City of Toronto? If so, please explain the concerns you have.
5. If able to at this time, please fill out the table of required metrics below with the information you currently have available.

Note: Completion of these metrics as part of the **final report** is mandatory.

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. 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.

Budget Update

7. 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 thus far in the “Reporting Costs” columns.

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

8. 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.

Lessons Learned

9. 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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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 Interim 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.