**Circular Economy Grant: Final Reporting Template**

Please complete the Circular Economy Grant Final Report within 60 days of the completion of your project.

Disclaimer: Please do not include any personal information in this report

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| **Group/Organization** | |
| Legal Name of Organization | Project Title |
| Project Start Date (dd/mm/yy) | Report Date (dd/mm/yy) |
| **Business Contact Information** | |
| Name | Email Address |

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| ***Reporting Checklist*** |
| ***The following items are to be submitted with this report.***   * A final project budget template with supporting documentation (required). * A minimum of three high-resolution photos of your project (required), as well as completed release forms (X626 and/or X629), as necessary. * Links, snapshots of media, testimonials, and/or other examples of examples of community-partner collaboration (recommended). |

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| ***Outcomes and Impact*** |
| ***Qualitatively, did the project achieve its intended results? Why or why not?*** |
| ***Quantitatively, please provide measurement on the key parameters of the project.***   |  |  | | --- | --- | | ***Key parameter of the project (fill out the lines that are applicable to your project)*** | ***Total number*** | | ***Number of events*** |  | | ***Number of participants*** |  | | ***(add your own key evaluation parameter)*** |  | | ***(add your own key evaluation parameter)*** |  | | ***(add your own key evaluation parameter)*** |  |   ***Quantitatively, did the project achieve its intended results? Why or why not?*** |
| ***Provide a brief overview how this project helped move Calgary towards a circular economy in a positive way.*** |

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| ***Community Benefit and Engagement*** |
| ***Share some examples of community benefit that developed during the project from your organization’s perspective (e.g., community, people, geographic area). Please do not include personal details.*** |
| ***What has changed in your targeted communities/areas in Calgary as a direct result from the project?*** |

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| ***Access, Equity, Diversity*** |
| ***Share any examples of how your organization eliminated barriers around access, equity, and diversity (e.g., translation, childcare, honorariums, transportation, target specific neighborhoods).*** |
| ***Did you notice any challenges that prevented you from eliminating barriers around access, equity, and diversity? If yes, what were they?*** |

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| ***Organizational Benefit*** |
| ***Did this project contribute to advancing your organization’s goals? If yes, describe how.*** |

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| ***Budget*** |
| ***Did you complete the project on budget? If not, why not?*** |

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| ***Lessons Learned*** |
| ***What are the key lessons learned from this project for how to advance the project or how to improve the project in the future? (Please provide at least two lessons learned)*** |

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| ***Program Sustainability*** |
| ***Is there any additional work happening for future maintenance, upkeeping, and funding for the project? If yes, who is doing this work and how is this additional work being funded?*** |

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| ***Recommendation*** |
| ***Would you recommend the Circular Economy Grant program to other organizations? (Yes/No)*** |
| ***Why would you recommend/not recommend the Circular Economy Grant program?*** |

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| ***Final Comments*** |
| ***Is there anything else you would like to share about this project?*** |