**Circular Economy Grant: Final Reporting Template**

Please complete the Circular Economy Grant Final Report within 30 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 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, what results did the project achieve? Were these the intended results? Why or why not? How many people did your project engage?*** |
| ***Describe how this project helped move Calgary towards a circular economy in a positive way.*** |

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| ***Community Benefit*** |
| ***Share some examples of community benefit that developed during the project from your organization’s perspective (e.g., community, people, geographic area, etc.) 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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| ***Organizational Benefit*** |
| ***Describe how this project contributed to advancing your organization’s goals.*** |

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

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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 neighbourhoods)*** |
| ***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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| ***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, upkeep 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? (Y/N)*** |
| ***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?*** |