COMMUNITY GRANT FINAL REPORT

All grant recipients are required to submit a final report outlining the outcomes and impacts of their project. This report helps us understand the outcomes and impacts of your project and identify future opportunities to support community-based waste reduction.

Please follow the structure below when preparing your final report:

CONTACT INFORMATION

Applicant/Organization Name: (as it should appear on the cheque)	
Project Title:	
Project Lead:	

SECTION 1: PROJECT OUTCOMES AND ALIGNMENT WITH CRD WASTE REDUCTION GOALS

Please provide a brief overview of your project. Clearly outline measurable outcomes and demonstrate the connection between project activities and waste reduction results.

a. Main Goals and Objectives

What were the main goals and objectives of the project?

1._____

2._____

3._____

b. Contribution to Waste Reduction in the Capital Regional District

How did the project contribute to waste reduction in the capital region? Please describe how your project reduced and/or diverted waste.

Key activities included:

1._____

2. _____

3. _____

c. Waste Reduction, Diversion, and Reuse Results
How much waste did the project reduce, divert, or reuse?

If applicable, provide an estimate of the amount of waste reduced, reused, repaired or diverted from landfill.

Measure	Result
Waste reduced	Kg
Waste diverted/reused	Kg
Number of items reused/repaired	
Other measurable outcomes	

d. Material Streams Targeted
What material stream(s) did your project target? *Please check all that apply.*

- ☐ Paper and cardboard
- ☐ Glass
- ☐ Metals
- ☐ Plastics
- ☐ Organics
- ☐ Wood and wood products
- ☐ Construction & demolition (C&D) – non-wood
- ☐ Textiles
- ☐ Furniture
- ☐ Electronics
- ☐ Other: _____

SECTION 2: COMMUNITY ENGAGEMENT AND KNOWLEDGE SHARING

a. Target audience
Describe who benefited from the project, including participants and/or target audiences. Please describe how they were engaged throughout the project.

b. Please provide an estimate of the number of participants engaged.

Metric	Total
People engaged	
Organizations engaged	
Volunteers involved	

SECTION 3: INNOVATION, TESTING NEW IDEAS OR ADDRESSING A GAP

a. Did your innovative approach, new idea, pilot, or adapted approach achieve its intended objectives? Please explain why or why not.

SECTION 4: NEXT STEPS AND IMPACT BEYOND GRANT FUNDING

a. How will the project's outcomes continue to contribute to waste reduction after the grant period ends? Please describe any ongoing activities, practices, programs, or behaviours that will continue as a result of the project.

b. What are the next steps for your project following the completion of grant funding? Please describe any plans to continue, expand, improve, or build on the project.

SECTION 5: PARTNERSHIPS AND COLLABORATION

a. How did partnerships or collaborations contribute to the success of the project? Please elaborate on any sharing of knowledge, resources, expertise, facilities, networks or other supports from partners and collaborators working towards waste reduction.

SECTION 6: BUDGET AND USE OF GRANT FUNDS

a. Please provide details on how grant funds were used. You can refer to your application for your approved expenses.

Note: items that were not approved in your original budget will not be reimbursed, unless previously discussed with CRD staff.

Items	Description	Amount	Contribution to Waste Reduction
Example: materials	Gloves, bags, signage	$150	Supplies needed for multi-stream collection and sorting

Total Funding Request			

SECTION 7: EVALUATION AND FEEDBACK

a. Please reflect on your experience delivering the project. What worked well? What challenges did you encounter? How did you respond or adapt? What would you do differently?

SECTION 8: PHOTOS AND MEDIA COVERAGE

Please include any available visuals or coverage related to your project:
a. Photos of events, participants, signage, or project results
b. Media coverage, testimonials, data visualizations, or public recognition

Note: We welcome well-lit, clear photos showing people taking part in your project or the results of your work. When taking photos, try to include:

a. At least one horizontal (landscape) photo
b. At least one vertical (portrait) photo
c. To help us share and celebrate your project on CRD platforms, signed photo release forms are required for anyone who can be clearly identified in the images:
Adult [PDF/124KB]
Minor [PDF/125KB]

Please return this completed report and any supporting materials to: rethinkwaste@crd.bc.ca