

**Exhibit D**  
**Deliverables Reporting Forms and Documents**



Community Outreach Grant Deliverables

**Complete the documents on the following pages ONLY if your group has received grant funding**

Upon completion of the required five deliverables, the organization needs to compile the results of the outreach activities and provide information to StopWaste.

Filling out the worksheets on the following pages will ensure that your group meets all deliverables.

Name of Organization/Group: \_\_\_\_\_

Date the Grant Contract was signed: \_\_\_\_\_

Grant Contact: \_\_\_\_\_

Please use the following pages to compile the results of the outreach activities and provide the information to StopWaste upon completion. Completely filling out this document ensures that your organization meets the 6<sup>th</sup> and final deliverable.

**Deliverable 1:** Within six months of signing the contract host a meeting for at least 25 attendees for an interactive presentation by the StopWaste Community Outreach Associate. If less than 25 people attend the workshop it will NOT count towards meeting this deliverable. **Please include a copy of the event sign in sheet (found at end of document).**

Name of Location	City	Date	Number of people at the meeting	Number of pledges signed

In the space below please type a brief reflection on the presentation including what went well and any suggestions for changes to future presentations.

**Deliverable 2:** Invite the StopWaste COA to speak briefly about the recycling initiative at a Board meeting or equivalent (Organization's decision makers)

Name of Location	City	Date	Number of people at the meeting	Number of pledges signed

In the space below please type a brief reflection on the presentation including what went well and any suggestions for changes to future presentations.

**Deliverable 3:** Send: 60-second informational videos (videos to be provided by StopWaste) to community members promoting proper food scrap recycling and sorting. Organization must send a minimum of four videos, during the grant period. Outreach must reach at least 100 individuals. You may send each video in individual emails or in a set of two emails with two videos in each email. If you do not have the ability to send electronically or if you think written articles are more appropriate, you may request to use the articles (to be provided by StopWaste) in place of the videos. Please provide a screenshot of each newsletter as well as a screen shot of the number of people the newsletter was sent to. If you are distributing the articles as hard copies or are showing the videos in person have a discussion with the StopWaste COA on how you will document the completion of this deliverable.

Name of Video	Date sent out	Number of people video sent to	Number of people who opened the email with the video

In the space below please type a brief reflection on the videos. How were they received by your members and what, if any, of the content would you change?

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**Deliverable 4:** Deliver one unique outreach initiative of the organization's choosing that will be appropriate to the community served. For example, working with the StopWaste Community Outreach Associate to initiate a community pledge drive with a minimum of 100 pledges collected. If your organization chooses to engage in a pledge drive, please include a copy of the pledge collection data sheets (found on following page), as well as physical copies of the pledge receipts. If you like you may use an excel spreadsheet instead of the provided pledge collection data sheet to record the information on the pledges.

Unique outreach initiative chosen by group	Start Date	End Date	Number of people reached

In the space below please type a brief reflection on the outreach initiative. What went well, not so well, and what do you think should be modified?

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**Deliverable 5:** Post suggested and draft additional social media content through their social media platforms twice every week for two months. StopWaste must be tagged. Groups that wish to post their own content will need to indicate as such and receive training in StopWaste’s social media messaging protocol.

Examples of original posts could be pictures of community members pledging to use their greenbin, sorting tips, pictures/posts connecting compost to gardening, links to resources on ReadySetRecycle.org, promotion for the community workshop, pictures of the community workshop, sharing StopWaste posts that pertain to composting.

In each post please tag StopWaste. StopWaste’s usernames are:

Facebook: [StopWasteorg.org](http://StopWasteorg.org) Twitter: [@StopWasteorg](https://twitter.com/StopWasteorg) Instagram: [StopWaste](https://www.instagram.com/StopWaste)

For Facebook posts please include Reach, impressions, and engagements. Twitter: impressions and engagements. Instagram: engagements.

Platform Used	Post Date	Link to Post	Topic of Post	Reach (The number of people who have seen the post)	Impressions (The amount of times the post has been viewed)	Engagement (Likes, Favorites, Retweets, Shares)







In the space below please type a brief reflection on the outreach initiative. What went well, not so well, and what do you think should be modified?

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**Pledge Tracking Sheet:** Collections of at least 100 pledges over the course of the grant

(This sheet to be use only if your group chose to engage in a community pledge drive as a deliverable).

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## Meeting Sign in Sheet

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