

Exhibit D
Deliverables Reporting Forms and Documents



Community Outreach Grant Deliverables (\$5K Mini-Grant)

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

Upon completion of the required four 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 5th and final deliverable.

Deliverable 1: Host a meeting with at least 25 attendees participating in an interactive food waste presentation by the StopWaste Community Outreach Coordinator (COC). The group of 25 attendees must be comprised of at least 3 Board Members, Staff, or other primary decision makers. **Please attach a copy of the event sign in sheet(s).** *(template available at the end of this document)*

Name of Location	City	Date	Number of people at the meeting

In the space below, please type a brief reflection on the presentation including what went well and any suggestions for changes to future presentations. Were you able to connect with any new organizations or members through this event?

Deliverable 2: Have at least 15 community members complete a preliminary survey looking at behaviors around shopping, cooking, and food waste awareness in their household, as well as a “10-Minute Fridge Reality Check” to assess and record the amount and types of food waste generated in their household.

Please attach a copy of the Participant Tracking Sheet sheet(s).

(template available at the end of this document)

Survey Format	
Online Surveys	
Paper Surveys	
Total Number Completed	

In the space below please type a brief reflection on the pre-survey and Fridge Reality Check including what went well, any significant challenges, and any suggestions for changes for future grantees.

Deliverable 3: The organization will disseminate a minimum of 6 reminders to practice food waste reduction behaviors to the larger organization community. These can take the form of social media posts, articles or reminders in a monthly newsletter/bulletin, or another method of the organization’s choosing with the guidance and approval of the COC. *At least 2 of these posts must be original content.

Title or short description of post/article/blurb <i>(include a link if possible)</i>	Date sent out and platform used	Number of people reached

In the space below, please type a brief reflection on the various outreach activities. What successes, surprises, and challenges did you encounter while creating and disseminating these materials/posts?

Deliverable 4: Electronically send short informational videos (to be provided by StopWaste) to community members promoting the use of tips and tools to reduce wasted food at home. Organization to send a minimum of 4 videos during the grant period. Outreach must reach at least 100 individuals.

Title of video <i>(include a link to share location if possible)</i>	Date sent out and platform used	Number of people reached

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

General Feedback:

Please rate the level of support you feel that you received from StopWaste Staff throughout the grant process.

	1 Lacked Support	2	3	4	5	6 Very Supported
Application Process						
Grant Deliverables						
Logistical Support						

Please provide any additional feedback on the grant process overall. Were there areas that you feel were very simple and clear and others that could use some improvement? Any specific examples would be greatly appreciated.

Stop Food Waste Activities

Participant Tracking



	First Name	Last Name	Email	Phone	Pre-Survey Completed	Fridge Reality Check Completed
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Stop Food Waste Presentation

Sign-In

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