

Exhibit D
Deliverables Reporting Forms and Documents



Community Outreach Grant Deliverables (\$10K 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. The group of 25 attendees must be comprised of at least 3 Board Members. **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.

Deliverable 2: At least 20 of the participants (adults 18 years of age and older) in the initial meeting must participate in and complete the “Stop Food Waste (SFW) Challenge”.

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

(template available at the end of this document)

“Challenge” Start Date	“Challenge” End Date	Number Completed

In the space below, please type a brief reflection on the SFW Challenge including what went well, any significant challenges, and any suggestions for changes for future grantees.

Deliverable 3: Once the SFW Challenge is completed, the organization will schedule one culminating event that outlines the overall purpose of the organization’s partnership with StopWaste, and summarizes the results of the Challenge, along with participants’ experiences and lessons learned to share with the larger organization community.

Title and short description of culminating event	Date, time, and location of event	Number of attendees

In the space below, please type a brief reflection on the culminating event. How do you feel about the end result? What successes, surprises, and challenges did you encounter in planning and executing the event? Please be sure to include a short description of any organizations or individuals you partnered with to make the event happen.

Deliverable 4: Throughout the grant period, the organization will disseminate at least six reminders to practice food waste reduction behaviors to the larger organization community. This can take the form of social media posts, articles or reminders in a monthly newsletter/bulletin, integration into existing monthly meetings or events, or another method of the organization’s choosing with the guidance and approval of the COC.

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 outreach activities completed throughout this grant period. Do you feel that participation in this grant aligned to your work? Were you able to connect to more/new organizations or get more members through this process?

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 Challenge

Participant Tracking Sheet

	First Name	Last Name	Pre-Survey	Fridge Reality Check	Journal 1	Journal 2	Journal 3	Journal 4	Journal 5	Journal 6	Fridge Reality Check	Post-Survey	Attended Culminating Event
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Stop Food Waste Presentation

Sign-In

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