

Community Food Access and Literacy Fund

Final Report Template 2023-2024



A completed final report for the Community Food Access and Literacy (CFAL) Fund is complete once the following have been received:

- All questions have been answered to the best of your knowledge and ability. You may use a separate attachment to complete your answers if necessary.
- The financial report (Section 3) is complete and relevant documentation is attached.
- Where applicable, supporting documents such as testimonials, news articles, and photos are included.
- Copies of any project documents, reports, or participant feedback/evaluation results are included.

SECTION 1: ORGANIZATION OVERVIEW			
Name of Applicant Organization			
Project Title			
Contact E-Mail		Contact Phone #	
Application File Number (Found in Terms and Conditions letter)			
Project Theme (select all that apply)	<input type="checkbox"/> Community gardens and food access <input type="checkbox"/> Food literacy	Funding Tier	<input type="checkbox"/> Tier 1 (\$2,500 or less) <input type="checkbox"/> Tier 2 (\$2,501 to \$5,000)
Project Start Date		Project End Date	

SECTION ONE: Answer the following statements based on your level of agreement (circle one answer per statement):

Statement	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
This funding allowed my organization to provide improved food access to vulnerable Nova Scotians.					
This funding allowed my organization to build its capacity to improve participants' food literacy knowledge and skills.					
This funding helped my organization address a need within the community.					

Please comment here on any of the above statements

SECTION 2: PROJECT REVIEW – Please answer the following questions by filling in the blanks or selecting from one of the options provided. Use a separate sheet if necessary.

1) This project was about...

2) Were your intended project goals successfully achieved? Yes No

a) If yes, how do you know?

b) If not, what actions or activities are left to complete?

3) a) For this project, who did you serve? (check all that apply)	b) How many? (list number below)
<input type="checkbox"/> Families	
<input type="checkbox"/> Youth	
<input type="checkbox"/> Older adults	
<input type="checkbox"/> Seniors	
<input type="checkbox"/> Individuals	
<input type="checkbox"/> Other (please specify):	

4) What were the main activities organized for this project (check all that apply)?

- Workshops / Training
- Food delivery (e.g., fresh produce)
- Community gardening
- Other (please specify):

5) Provide a brief description of your experience with these activities. For example, if you organized workshops, would you plan them again or what would you do differently?

6) What geographic area(s) (i.e., town or community) participated in or benefited from the project?
7) Did you rely on volunteers to support your project? <input type="checkbox"/> Yes <input type="checkbox"/> No
8) If yes, how many? #
9) Provide a few comments on the roles and responsibilities of the volunteers involved in your project, if applicable.
10) How did you acknowledge the Department of Communities, Culture, Tourism and Heritage's financial contribution? (attach copies of any printed materials on which the logos were included).
11) Is there anything else you would like to share about the project? If so, please comment below.

SECTION 3: FINAL FINANCIAL INFORMATION

Note: Your expenses and revenues should be equal amounts (i.e., balanced). Provide detailed notes where possible. Attach a separate budget table if necessary.

FINAL PROJECT BUDGET EXPENDITURES

Budget Item	Total Cost of Item	Cash Spent (\$)	Provide Details
Administration			
Rentals and Purchases			
Travel			
Resources and Supplies			
Professional Fees			
Honouraria			
Marketing			
Other			
TOTAL EXPENSES			

FINAL PROJECT BUDGET REVENUES (this section is required for Tier 2 projects)

Sources of Funding	Cash (\$)	In-Kind (\$)	Provide Details
Organization			
List Other Sources:			
CCH Funding Total			
TOTAL REVENUES			

CONSENT

I consent to the sharing of information contained in this final report with other government departments, organizations or contractors that the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) has a data sharing agreement with.

I confirm that I am authorized to submit this final report on behalf of my organization or Mi'kmaw Band and that the statements in the report are complete and accurate, to the best of my knowledge.

I am aware that information I have provided in this final report is subject to the Freedom of Information and Protection of Privacy Act, and any request for my personal information requires my written consent before it can be shared with a third party.

By signing below, you accept all the consent statements above that are applicable to you as a representative of an organization or Mi'kmaw Band.

Signature	Title (if applicable):
Print Name	Date

Send or submit your completed final report by mail, email, or fax on or before its due date, which can be found in your Terms & Conditions

Mail:

Communities Nova Scotia Unit
Department of Communities, Culture, Tourism
and Heritage PO Box 456 STN Central
1741 Brunswick Street, 3rd Floor
Halifax, NS B3J 2R5

For questions, please call the phone
number below:

E-Mail:

CommunitiesNS@novascotia.ca
Include "Community Food Literacy & Access Fund"
in the subject line

(902) 424-5793

Fax:

(902) 424-0710