



2020-2021 Group Mid-Year Report & Funding Renewal Guide

Important

THIS IS BOTH A MID-YEAR REPORT AND YOUR ORGANIZATION'S ANNUAL REAPPLICATION FOR FUNDING.

- If you are not the individual who usually submits reports for the group, the link can be shared with the relevant individuals.
- The reapplication/funding renewal section requires confirmation from the main contact or the individual who signs the agreement.
- Reporting period: September 1, 2020 to January 31, 2021.
- Due date for submitting the report/re-application is February 28, 2021
- If you are not the main contact for your group, or reports should be completed at the school level, please contact your **Club coordinator**.

Survey Questions

To help plan your answers, the complete list of questions in the report survey are included at the end of the guide.



2020-21 Mid-Year Report-Funding Renewal Questions: Group - District

Section 1: School Identification	1. Organization name 2. Organization Address 3. Organization Postal Code 4. Province
Section 2: Contact Information	5. Name 6. Email 7. Position
Section 3: Program Information	8. How many school breakfast programs are supported by your organization? 9. How many students are reached daily through your organization's breakfast programming? 10. How many days was breakfast provided in this reporting period? (Sept. 01 – January 31) 11. What forms of support do you offer your schools? (direct distribution of funding, meal preparation, food delivery or distribution, direct food service) 12. Which organization type are you? (drop down menu)
Section 4 & 5: Program Costs	13. What is the estimated annual total cost of your breakfast program? Please estimate the percentage allocated to each budget item below. 14. Food 15. Supplies and Equipment 16. Transportation 17. Administration 18. Project Coordination 19. Other budget items 20. Please specify other budget items: (total percentage of 14 – 19 should equal 100%)
Section 6: File Upload – School Program Information	School authorities and districts are required to attach a list of schools included in the Breakfast Club's partnership, including program participation of each school. If your organization is a school authority or district, please follow the link to access the template and upload your list of schools: https://deposit.breakfastclubcanada.org
Section 7: Organization Services and Needs	21. How has your organization adapted in breakfast programming to meet the needs of students this year? 22. Are there successes in your program that you would like to share? 23. In what areas would you require more support and resources to continue successfully supporting students? (selection available) 24. Please specify. 25. Will you be offering any nutrition supports or programming for students during the summer months? (July/August)
Section 8: Funding Renewal	26. Is your organization interested in receiving financial support in the 2021-22 school year? (yes/no) 27. Is the main contact/signing authority for this organization completing this report? (yes/no)
Section 9: Main Contact/Signing Authority information	28. Name 29. Email 30. Position

Section: Program Information

How many breakfast programs are supported by your organization:

Please indicate the number of school breakfast programs you oversee within the Breakfast Club of Canada partnership.

How many students are reached daily through your organization's breakfast programming?

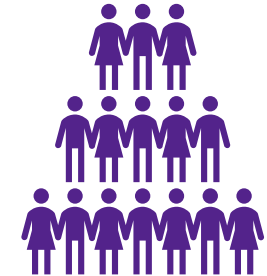
Indicate the estimated number of students that attend the breakfast program each day (combined number for all schools). This number can be an estimate.

How many days was breakfast provided in this reporting period?

From September 01, 2020 to January 31, 2021, how many days breakfast was provided? Exclude any holidays, PD days or days where the schools were closed and did not offer breakfast foods in a home learning kit.

What forms of support do you offer to your schools?

From the drop-down menu, choose if you support schools with food purchases, preparation, delivery, volunteer management etc. If you offer a type of support not listed, please indicate in the 'other' section with a brief description.



Section: Program Costs & File Upload

Please indicate the total cost of your breakfast program.

How much does it cost to run your breakfast program every year? Please indicate the annual amount needed to run your breakfast programs.

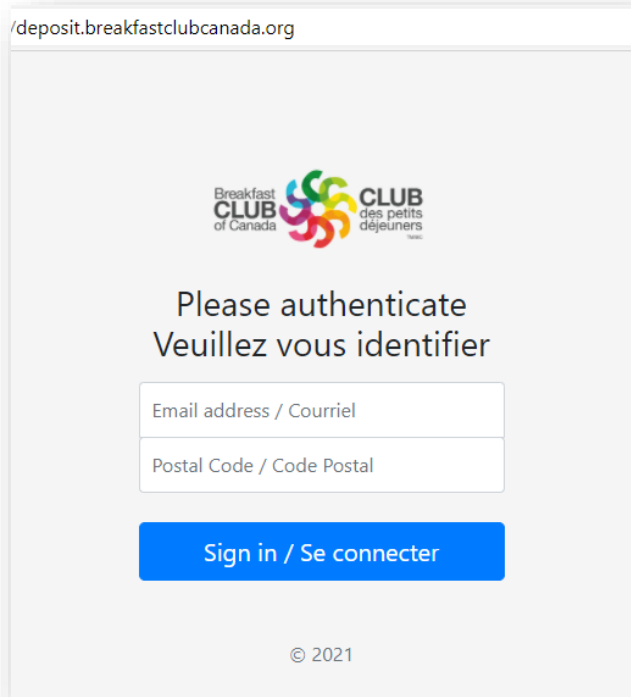


You are prompted to estimate how you allocate your funding for expenses including: food, supplies, equipment, transportation AND other expenses related to running your breakfast program.

The total combined percentages should equal 100% and your best estimate can be used in this section.

School Program information & File Upload

To ensure we have an accurate account of the schools supported in the group, please list them in this section with the estimated breakfast program attendance for each location. You will be directed to a file upload for this question. A template for your list of schools is provided after you log into the file upload section.



The screenshot shows a web browser window with the URL /deposit.breakfastclubcanada.org. The page features the Breakfast CLUB of Canada logo at the top, which includes the text 'Breakfast CLUB of Canada' and 'CLUB des petits déjeuners'. Below the logo, the text 'Please authenticate' and 'Veuillez vous identifier' is displayed. There are two input fields: 'Email address / Courriel' and 'Postal Code / Code Postal'. A blue button labeled 'Sign in / Se connecter' is positioned below the fields. At the bottom of the page, the copyright notice '© 2021' is visible.

Section: Attachments

Accessing the Attachment Portal

To upload a list of your schools supported under the Breakfast Club of Canada partnership, you will be directed to the following website: <https://deposit.breakfastclubcanada.org>. A template for the log of schools and attendance is available to you after you log in. You may also choose to submit a sample menu of items offered if you provide food directly to the schools within your group.

TO LOG IN:

1. You must use the email address of the individual who received the link to complete the report, and the postal code of your organization. If you experience any issues, please contact your Club coordinator or reporting-support@breakfastclubcanada.org

Section: Attachments

Uploading Attachments & Completing your Report

Page preview:

Select & deposit files

File Upload: Please ensure that you select the correct documents, as files will be uploaded automatically and cannot be accessed or deleted after submission.

Click here to select and upload your files Browse

Deposit history 2

GRAB-N-GO-Menu-Tracker-fillable.pdf Fri Feb 05 2021 17:39:55 GMT+0000 (Coordinated Universal Time)
MONTHLY-Menu-Tracker-fillable.pdf Fri Feb 05 2021 04:37:57 GMT+0000 (Coordinated Universal Time)

Please prepare your files beforehand, because you will not be able to view your submission after uploading.

1. Click on the Browse text box to select your files to upload.
2. Any files successfully uploaded will be listed in the deposit history.
3. If you want to replace an uploaded file, you can upload another file with the same name.
4. After uploading files **DO NOT STOP HERE!** You must return to the reporting survey page to complete the final questions and submit your report.

Section: Organization Services & Needs

The Club values the dedication to breakfast programs and we want to ensure we understand your needs accurately and can celebrate the successes of each program. Financials don't always tell the story and we ask you to use this section to share additional **challenges and successes** of your programs thus far. Feel free to include testimonials!

We also want to know how the Club can better support your programs and ask you to indicate those suggestions where prompted.

Summer programming: You will be prompted to indicate if your organization/group will run nutrition programs during the summer months. Please indicate Yes/No.

**A Club coordinator will reach out to learn more about your summer plans.

Section: Funding Renewal & Main Contact Details

This section is your annual reapplication indicating you'd like continued financial support from the Breakfast Club of Canada.



If you choose **yes**, your organization will be included in the grant renewal process.

If you choose **no**, your Club coordinator will contact you to confirm; there may be other supports offered that you may like to access in lieu of funding.

The annual renewal is to be completed or approved by the group's main contact or annual agreement signatory. You will be prompted to indicate the name, title and contact information for the signing authority for the group.



To all of our partners,
Thank you!

For questions or support, contact your Club Coordinator
or email reporting-support@breakfastclubcanada.org .





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