## Welcome to the Project Final Reporting Template!

We know 11 pages might look like a lot at first glance but don’t worry! This document is simply an **outline of all possible questions** that may be asked in the final reporting form.

**This word document is the exact, word-for-word copy of the Project Final Reporting form** that your team will complete for each project submission. No surprises, what you see here is exactly what you’ll see online.

The final report is designed to maintain a **level playing field**, uphold **full transparency** and ensure a **fair and accurate representation** of each project’s impact and accomplishments. This is especially important for teams participating in the **Enactus Canada National Competition** — where accurate and credible reporting helps judges evaluate all projects on equal footing.

The online form uses **conditional logic**, meaning you’ll only be asked questions that apply to your project. For example:

* If you input a number **greater than zero**, you’ll be asked to explain how you calculated that number, how your project actually created the impact and how it can be verified.
* If you input **zero**, you won’t be asked to provide any additional explanation — keeping it simple and efficient!

Each section includes **clear prompts and guidance** to help you explain your impact clearly and confidently. This ensures your metrics and work is **credible and easy to understand** for judges, partners, Enactus and anyone reviewing your report.

If you're ever unsure about something, **reach out to your Program Manager**, we’re here to support you!

You got this!

— The Enactus Canada Programs Team

# First Page

## Hello, please read ALL of the following before completing your Project Final Reporting submission.

Final Reporting ensures transparency, tracks year-over-year progress and helps us report back to donors, partners, and stakeholders on the collective impact the Enactus Canada network achieved this year.

Additionally, Final Reporting is a requirement for participation in the Enactus Canada National Competition to ensure fair and accurate representation of impact and accomplishments.

This process replaces team.enactus.ca from previous years. Please note:

* You can only submit Final Reporting once for each of your team's projects.
* **Metrics cannot be changed after submission.**
* Any adjustments must be made by your Program Manager.

To maintain a level playing field, we’re refining our auditing process for 2025. Submissions must accurately reflect your work — misrepresentation may lead to disqualification from the National Competition.

Please write out your answers in a different platform and then copy them into the form to avoid any issues. To view all metrics being asked, [please click here](https://enactus.ca/wp-content/uploads/2025/01/24-25-Impact-Metrics.pdf).

If you have any questions, please contact your Program Manager before submitting.

# Creating a New Project

*Note: You should only create a new project if the project did not appear in the search field.*

|  |
| --- |
| **Project Name:** |
| **Please provide a description of your project:***Ensure that the project description explains the need you are addressing, the main goal of the project, the target audience and a short summary of the activities involved.**Note: Minimum 300 characters (~50 words)* |
| **Status: (New OR Continuing)***A "New" project is a project created AFTER May 1, 2024.**A "Continuing" project is any project created BEFORE May 1, 2024.* |  |
| **When did your team start the project?***We only require the accurate month and the year, you can select any date within the chosen month.* |  |

# Second Page

## Enactus Project Reporting Metrics

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| Number of Enactus students involved in the delivery of ***Project Name***: |  |
| Number of volunteer hours logged by Enactus students in the delivery of ***Project Name***: |  |

Which United Nations Sustainable Development Goals (SDGs) did ***Project Name*** primarily target? (Select all that apply.) **You must select at least one.**
*For more information about the SDGs, visit* [*https://sdgs.un.org/goals*](https://sdgs.un.org/goals)

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| Goal 1: No Poverty | Goal 7: Affordable and Clean Energy | Goal 13: Climate Action |
| Goal 2: Zero Hunger | Goal 8: Decent Work and Economic Growth | Goal 14: Life Below Water |
| Goal 3: Good Health and Well-being | Goal 9: Industry, Innovation and Infrastructure | Goal 15: Life on Land |
| Goal 4: Quality Education | Goal 10: Reduced Inequalities | Goal 16: Peace, Justice and Strong Institutions |
| Goal 5: Gender Equality | Goal 11: Sustainable Cities and Communities | Goal 17: Partnerships for the Goals |
| Goal 6: Clean Water and Sanitation | Goal 12: Responsible Consumption and Production |  |
| **Please explain how *Project Name* effectively contributed to the selected goal(s).***Note: Minimum 300 characters (~50 words)* |

**Please note: By clicking yes to one of these three questions below, you will be required to answer additional questions in the Project Final Reporting Submission.**

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| **Does your project tackle climate change?** (Yes/No) |  |
| **Does your project empower youth under the age of 25 as it relates to education, learning skills and lifelong success?** (Yes/No) |  |
| **Does your project teach relevant entrepreneurial skills, and/or empower aspiring or existing entrepreneurs?** (Yes/No) |  |
| **NOTE:** Please do not select “No” to avoid these questions, your Program Manager will know and you do NOT want to have to answer these questions during the Pre-Audit Meeting.If you’re unsure, the Program team would prefer you select “Yes” and input zeroes in the additional questions. |

For more information on the following questions, please review the "How We Define Impact" section in the [Enactus Canada Team Manual](https://enactus.ca/wp-content/uploads/2024/09/2024-2025-Enactus-Canada-Team-Manual.pdf).

For more information regarding Direct vs. Indirect Impact along with calculations. Please review our [Direct vs. Indirect Impact](https://enactus.ca/wp-content/uploads/2025/04/Direct-and-Indirect-Impact.pdf) document.

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| **Number of people DIRECTLY impacted:***Enactus students do NOT count as impacted individuals.* |  |
| ***(If number is greater than zero)* Please explain how you came up with X number of people directly impacted:**When explaining, please include;* Your calculation on how got this number
* **How** your project directly impacted them
* **How** the metric can be verified

Direct and indirect impact must be based on real and actual results — no averages, estimates, assumptions or projections.Think of it like this:* You wrote a textbook.
	+ If you teach the class using that textbook → Direct Impact
	+ If a school buys your textbook and teaches 1,000 students → Indirect Impact

Please reach out to your Program Manager if you are unsure or have any questions. |
| **Number of people INDIRECTLY impacted:***Enactus students do NOT count as impacted individuals.* |  |
| ***(If number is greater than zero)* Please explain how you came up with X number of people indirectly impacted:**When explaining, please include;* Your calculation on how got this number
* **How** your project indirectly impacted them
* **How** the metric can be verified

Direct and indirect impact must be based on real and actual results — no averages, estimates, assumptions or projections.Think of it like this:* You wrote a textbook.
	+ If you teach the class using that textbook → Direct Impact
	+ If a school buys your textbook and teaches 1,000 students → Indirect Impact

Please reach out to your Program Manager if you are unsure or have any questions. |
|  |
| **Number of part-time jobs created through Enactus programming:** |  |
| **Number of full-time jobs created through Enactus programming:** |  |
| ***(If either number is greater than zero)* Please explain how you came up with X number of jobs created through your project:**When explaining, please include;* Your calculation on how got this number
* **How** the metric can be verified

Please note, this is for **both** part-time and full-time jobs. These are not separate explanation boxes. |
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| **Number of new businesses started through your project:***If your project itself is a business, this does not count as a business started.* |  |
| ***(If number is greater than zero)* Please explain the new businesses that were started through your project:**When explaining, please include;* **How** your project help started those businesses
* **How** the metric can be verified
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| **Number of people receiving financial education support and/or training:***Enactus students do NOT count as impacted individuals.* |  |
| ***(If number is greater than zero)* Please explain how the X number of people received financial education support and/or training:**When explaining, please include;* Your calculation
* **How** they received the financial education support and/or training
* **How** the metric can be verified
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| **Did *Project Name* impact underserved populations?** (Yes/No) |  |
| **If yes, which underserved populations? (Select all that apply.)*** Racial and Ethnic Minorities
* Indigenous Peoples
* People with Disabilities
* Women
* Newcomers
* 2SLGBTQI+
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# Third Page

**If you selected “Yes” to “Does your project tackle climate change?”** Here are the additional metrics you will be required to answer below.

**If you selected “No”**, the form is conditionally logic these questions will not appear.

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| Environmental Sustainability Reporting Metrics |
| **Number of customers reached:***A customer reached is someone who actually used or received your product or service.**This could include:** *Someone who paid for a product or service (a paid transaction)*
* *Someone who received the product or service for free, but still used it*

*Key rule: They must have engaged with your product/service in a real, tangible way.****This does not include:****Seeing a flyer or social media post does not count — social media impressions do not equal customers reached.* |  |
| ***(If number is greater than zero)* Please explain how you came up with X number of customers reached:**When explaining, please include;* Your calculation
* **How** the metric can be verified
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| **Total metric tonnes of waste diverted:***Note: 1 Metric Tonne = 1000 Kilograms* |  |
| ***(If number is greater than zero)* Please state the type of waste diverted and how you came up with metric tonne(s) of waste diverted:**When explaining, please include;* The type of waste diverted
* Your calculation
* **How** your project diverted the waste
* **How** the metric can be verified
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| **Total Dollars ($CAD) saved through the reduction of waste:** |  |
| ***(If $ amount is greater than zero)* Please explain how you came up with $X saved through the reduction of waste:**When explaining, please include;* Your calculation and how you calculated it
* **How** the metric can be verified
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|  |  |
| **Total amount of water (in litres) conserved:***Note: 1 Litre = 1000 Milliliters* |  |
| ***(If number is greater than zero)* Please explain how you came up with X litres of water conserved:**When explaining, please include;* Your calculation and how you calculated it
* **How** your project conserved water
* **How** the metric can be verified
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|  |  |
| **Total metric tonnes of Greenhouse Gas (GHG) Emissions avoided:***Note: 1 Metric Tonne = 1000 Kilograms* |  |
| ***(If number is greater than zero)* Please explain which GHG emission was avoided and how you came up with X metric tonne(s) avoided:**When explaining, please include;* The type of GHG emission
* Your calculation and GHG calculator used
* **How** your project avoided the GHG emission
* **How** the metric can be verified
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| **Number of suppliers introduced to green business practices:** |  |
| **How did you introduce them to green business practices?**When explaining, please include;* **How** your project actually introduced them to green business practices
* **How** the metric can be verified
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**If you selected “Yes” to “Does your project empower youth under the age of 25 as it relates to education, learning skills and lifelong success?”** Here are the additional metrics you will be required to answer below.

**If you selected “No”**, the form is conditionally logic these questions will not appear.

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| Youth Empowerment Reporting Metrics |
| **Number of youth under the age of 25 directly impacted:***Enactus students do NOT count as impacted individuals.* |  |
| ***(If number is greater than zero)* Please explain how you came up with X number of youth under the age of 25 directly impacted:**When explaining, please include;* Your calculation
* **How** your project directly impacted youth under the age of 25
* **How** the metric can be verified

Direct impact must be based on real and actual results — no averages, estimates, assumptions or projections.Please reach out to your Program Manager if you are unsure or have any questions. |
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| **Number of youth under the age of 25 receiving skills development and/or workforce training:***Enactus students do NOT count as impacted individuals.* |  |
| ***(If number is greater than zero)* How did the X number of youth receive the skills and/or workforce training?**When explaining, please include;* Your calculation
* **How** they received the skills and/or workforce training
* **How** the metric can be verified
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| **Number of youth under the age of 25 exposed to entrepreneurship as a viable career path:***Enactus students do NOT count as impacted individuals.* |  |
| **(If number is greater than zero) How did you expose the X number of youth under the age of 25 to entrepreneurship as a viable career path?**When explaining, please include;* Your calculation
* **How** did your project expose them to entrepreneurship as a viable career path
* **How** the metric can be verified
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|  |  |
| **Number of youth under the age of 25 who started businesses:***If your project itself is a business, this does not count as a business started.* |  |
| **(If number is greater than zero) Please explain the businesses the youth under the age of 25 started:**When explaining, please include;* **How** your project help started those businesses
* **How** the metric can be verified
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|  |  |
| **Number of youth under the age of 25 who found employment:***Enactus students do NOT count as impacted individuals.* |  |
| **(If number is greater than zero) How did your project help them find employment?**When explaining, please include;* Your calculation
* **How** your project helped them find employment
* **How** the metric can be verified
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|  |  |
| **Number of youth under the age of 25 pursuing post-secondary education as a result of your project:***Enactus students do NOT count as impacted individuals.* |  |
| **(If number is greater than zero) How did your project help them pursue post-secondary education?**When explaining, please include;* Your calculation
* **How** your project helped them pursue post-secondary education
* **How** the metric can be verified
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| **Reduction of debt and/or increase in assets for youth participants under the age of 25 ($CAD):***Please enter a positive number only. If no change occurred, enter "0". Negative values are not accepted.**Enactus students do NOT count as impacted individuals.* |  |
| **(If number is greater than zero) Please explain how you came up with $X in reducing debt and/or increasing assets for youth under the age of 25:**When explaining, please include;* Your calculation
* **How** your project helped them reduce debt and/or increase their assets
* **How** the metric can be verified
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**If you selected “Yes” to “Does your project teach relevant entrepreneurial skills, and/or empower aspiring or existing entrepreneurs?”** Here are the additional metrics you will be required to answer below.

**If you selected “No”**, the form is conditionally logic these questions will not appear.

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| Entrepreneurship Reporting Metrics |
| **Number of people improving their employable and/or entrepreneurial skills:***Enactus students do NOT count as impacted individuals.* |  |
| **(If number is greater than zero) Please explain how your project improved their employable and/or entrepreneurial skills:**When explaining, please include;* Your calculation
* **How** your project helped improved their employable and/or entrepreneurial skills
* **How** the metric can be verified
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|  |  |
| **Number of people who secured a job:***This includes both part-time and full-time.**Enactus students do NOT count as impacted individuals.* |  |
| **(If number is greater than zero) Please explain how your project helped them secure a job:**When explaining, please include;* Your calculation
* **How** your project helped them secure a job
* **How** the metric can be verified
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|  |  |
| **Number of entrepreneurs stabilizing or expanding their business:***Enactus students do NOT count as impacted individuals.* |  |
| **(If number is greater than zero) Please explain how your project stabilized and/or expanded their business:**When explaining, please include;* Your calculation
* **How** your project helped stabilized and/or expanded their business
* **How** the metric can be verified
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|  |  |
| **Number of entrepreneurs building skills and/or making connections:***Enactus students do NOT count as impacted individuals.* |  |
| **(If number is greater than zero) Please explain how your project helped entrepreneurs build their skills and/or make connections:**When explaining, please include;* Your calculation
* **How** your project helped entrepreneurs build their skills and/or make connections
* **How** the metric can be verified
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| **Please add any additional metrics below that have not been covered in the questions answered thus far.***Note: Only project metrics submitted through Final Reporting can be included in your Nationals presentation scripts and Annual Report.**If no additional metrics, please just put "N/A"***For each additional metric written, please include:*** **How** the metric can be verified

Please note, for project partnerships, there must be a signed agreement. |