



Welcome to the Project Final Reporting Template!

We know 9 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

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 achieved by the Enactus Canada network this year.

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

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, the Impact and Final Reporting Review (IFRR) process for 2026 has been refined. Please ensure you are familiar with the definitions and distinctions between Direct Impact, Indirect Impact, and Reach by reviewing the Impact Evaluation and Reporting Guide [here](#). Submissions must accurately reflect your work. Misrepresentation will result in disqualification from the National Competition.

Please write out your answers in a separate document before copying them into the form to avoid any issues.

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

Deadline to Submit: Sunday, April 12, 11:59pm ET

The form will automatically close on this date & time, new submissions beyond the deadline will not be possible.

Please note this document is to support your project work. All submissions need to be completed through the Enactus CACTUS platform. Email submissions will not be accepted.



Creating a New Project

Note: You should only create a new project if the project did not appear in the search field. To create a new project, you must have CACTUS Admin access to add new projects.

Project Name:	
Please provide a description of your project: <i>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.</i> <i>Note: Minimum 300 characters (~50 words)</i>	
Status: (New OR Continuing) <i>A "New" project is a project created AFTER May 1, 2025.</i> <i>A "Continuing" project is any project created BEFORE May 1, 2025.</i>	
When did your team start the project? <i>We only require the accurate month and the year, please select the first day within the chosen month.</i>	
Which United Nations Sustainable Development Goals (SDGs) did your project primarily target? (Select all that apply.) <i>For more information about the SDGs, visit https://sdgs.un.org/goals.</i>	
Please explain how your project effectively contributed to the selected goal(s). <i>Note: Minimum 300 characters (~50 words)</i>	

Second Page

Enactus Project Reporting Metrics

Number of Enactus students involved in the delivery of Project Name: <i>This number must not exceed your team's registered student count in CACTUS.</i>	
Number of volunteer hours logged by Enactus students in the delivery of Project Name: <i>This number must not exceed the total volunteer hours submitted through CACTUS.</i>	

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>

Goal 1: No Poverty	Goal 7: Affordable and Clean Energy	Goal 13: Climate Action
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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	
<p>Please explain how <i>Project Name</i> effectively contributed to the selected goal(s). <i>Note: Minimum 300 characters (~50 words)</i></p>		

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.

Does your project tackle climate change? (Yes/No)	
Does your project empower individuals or communities as it relates to skills development, knowledge, and long-term well-being? (Yes/No)	
Does your project teach relevant entrepreneurial skills, and/or empower aspiring or existing entrepreneurs? (Yes/No)	
<p>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 IFRR Meeting.</p> <p>If you’re unsure, the Program team would prefer you select “Yes” and input zeroes in the additional questions.</p>	

For more information on the following questions, please review the [Impact Reporting & Evaluation Guide](#).

<p>Number of people DIRECTLY impacted: <i>Enactus students do NOT count as impacted individuals.</i></p>	
<p>(If number is greater than zero) Please explain how you came up with X number of people directly impacted:</p> <p>When explaining, please include;</p> <ul style="list-style-type: none"> Your calculation on how you got this number How your project directly impacted them How the metric can be verified <p>Direct and indirect impact must be based on real and actual results — no averages, estimates, assumptions or projections.</p> <p>Please reach out to your Program Manager if you are unsure or have any questions.</p>	



Number of people INDIRECTLY impacted: <i>Enactus students do NOT count as impacted individuals.</i>	
(If number is greater than zero) Please explain how you came up with X number of people indirectly impacted:	
<p>When explaining, please include;</p> <ul style="list-style-type: none"> Your calculation on how you got this number How your project indirectly impacted them How the metric can be verified <p>Direct and indirect impact must be based on real and actual results — no averages, estimates, assumptions or projections.</p> <p>Please reach out to your Program Manager if you are unsure or have any questions.</p>	
Number of people reached: <i>Enactus students do NOT count as reached individuals.</i>	
(If number is greater than zero) Please explain and breakdown how you came up with X number of people reached:	
<p>When explaining, please include;</p> <ul style="list-style-type: none"> Your calculation on how you got this number A breakdown of where this reach came from (e.g. social media, events, campaigns, downloads, etc.) How this metric can be verified (e.g. platform analytics, event attendance, website data, etc.) <p>Please reach out to your Program Manager if you are unsure or have any questions.</p>	
Total Revenue generated: <i>All values in CAD</i>	
(If number is greater than zero) Please explain and breakdown how you came up with \$X number of total revenue generated:	
<p>When explaining, please include;</p> <ul style="list-style-type: none"> Your calculation on how you got this number A breakdown of revenue generated (e.g. sales, grants, sponsorships, donations, etc.) How this metric can be verified <p>Please reach out to your Program Manager if you are unsure or have any questions.</p>	
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:	
<p>When explaining, please include;</p> <ul style="list-style-type: none"> 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.

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

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

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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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.

Environmental Sustainability Reporting Metrics

Number of unique paid customers acquired:

Enactus students do NOT count as unique paid customers acquired.



(If number is greater than zero) Please explain how you came up with X number of customers acquired:

When explaining, please include;

- Your calculation on how you got this number
- **How** you defined and tracked unique paying customers
- **How** this metric can be verified

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

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

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

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



<ul style="list-style-type: none"> Your calculation and GHG calculator used How your project avoided the GHG emission How the metric can be verified 	
Number of suppliers introduced to green business practices: How did you introduce them to green business practices?	
When explaining, please include; <ul style="list-style-type: none"> How your project actually introduced them to green business practices How the metric can be verified 	

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.

Entrepreneurship Reporting Metrics	
Number of people improving their employable and/or entrepreneurial skills: <i>Enactus students do NOT count as impacted individuals.</i>	
(If number is greater than zero) Please explain how your project improved their employable and/or entrepreneurial skills:	
When explaining, please include; <ul style="list-style-type: none"> Your calculation How your project helped improved their employable and/or entrepreneurial skills How the metric can be verified 	

Number of people who secured a job: <i>This includes both part-time and full-time.</i> <i>Enactus students do NOT count as impacted individuals.</i>	
(If number is greater than zero) Please explain how your project helped them secure a job:	
When explaining, please include; <ul style="list-style-type: none"> Your calculation How your project helped them secure a job How the metric can be verified 	

Number of entrepreneurs stabilizing or expanding their business: <i>Enactus students do NOT count as impacted individuals.</i>	
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(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

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

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.