



Canada Council  
for the Arts

Conseil des arts  
du Canada

# Overview of the Funding and Awards page

**E-FAR-001**

**June 13, 2025**



Bringing the arts to life  
L'art au cœur de nos vies

# 1. Overview and navigation topics

What is the Funding and awards page?

Key terms and concepts

Access the Funding and Awards page

Funding and Awards page layout



# What is the Funding and Awards page?

The **Funding and Awards** page provides a centralized dashboard for grant and prize recipients to manage their funding awards. On this page, you can:

- review the details of your funding award
- accept or decline your funding award
- check the requirements and deadlines associated with your funding award
- submit reports regarding the use of your awarded funding

You can access the **Funding and Awards** page from an email, the homepage or your **My Account** page.

# Key Terms and Concepts

The following table explains key terms used in this guide.

Key Term	Definition
Funding Awards	Grants and funds that have been approved and awarded.
Funding Award Requirement	Group of forms that need to be completed to fulfill the requirements of your Funding Award.

# Access the Funding and Awards page (via email)

If you are the recipient of a funding award, you will receive an email notifying you that you have been awarded funding.

1. Follow the instructions in the email to navigate to the **Funding and Awards** page on the portal.
2. The system displays the **Funding and Awards** page.

The screenshot shows the 'Funding Award' page for award 00058849. The page is titled 'Funding Award 00058849' and includes a table with the following information:

Name	Account	Notification Date	Status	Closed Reason
Biography of Canadian Artists	Nicholas Adams	2025-06-10	Award Offered	

Below the table is a 'Funding Award Fact Sheet' with the following details:

- Funding type:** Project
- Awarded amount:** \$5,000.00
- Third Party Access:** No Third Party Access
- Funding Opportunity (EN):** Literary Publishing Projects
- Funding Opportunity (FR):** Projets d'édition littéraire
- Related Application(s) or Funding Award(s):**

On the right side, there is a 'NEED HELP?' section with a link to 'Click here to log a case' and an 'ACTIONS' section with three buttons: 'Add Third Party Access', 'Add Project Update', and 'Create new Access Support request'.

At the bottom, there is a 'Checklist Item' table with the following items:

Checklist Item	Description	Due Date	Action	Status
Funding Award Acceptance	Accept or Decline the Funding Award   Accepter ou refuser l'attribution du financement	2025-07-10	<a href="#">Complete</a>	Not Started
Final Report	Complete your Final Report   Complétez votre rapport final	2026-03-04	<a href="#">Complete</a>	Not Started

The footer of the page includes the Canada Council for the Arts logo and the text 'Canada Council for the Arts | Bringing the arts to life'. There are also links for 'ACCESSIBILITY', 'PUBLIC ACCOUNTABILITY', 'PRIVACY', 'CONTACT', and 'SUBSCRIBE TO THE MAILING LIST'.



# Access the Funding and Awards page (via the Home page)

You may also navigate to the Funding and Awards page from the portal homepage:

1. Log in to the portal.
2. Navigate to the **Home** page.
3. Select the relevant funding award in the **Funding and Awards** page.

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HOME ACCOUNT BROWSE FUNDING AND PRIZES HELP

WELCOME TO OUR PORTAL!

The Canada Council for the Arts is proud to be Canada's public arts funder. The Council contributes to the vibrancy of a creative and diverse arts and literary scene.

**FUNDING OPPORTUNITIES**  
Search our available funding and awards.  
[Browse Funding opportunities](#)

**ASSESSOR SELF-NOMINATION**  
Use your expertise and experience to assess applications and nominations.  
[Learn more about being an assessor](#)

**HELP**  
Find help at any point in your journey.  
[Get help](#)

**ACCOUNTS**  
Create and manage accounts for yourself, your groups and your organizations.  
To add a new group or organization to your account, [click here](#) and follow the instructions.

**INVITATIONS**  
View and accept your invitations to:  
• become a member of a group or an organization  
• help write an application, a nomination, or a report.

**ACTIVE ACCOUNTS | COMPTES ACTIFS**

Name	Type	Account Status
<a href="#">National Theatre of Canada</a>	Organization	Active
<a href="#">Nicholas Adams</a>	Individual	Active

[View All](#)

**APPLICATIONS AND NOMINATIONS**  
Submit, manage and track your applications and nominations.  
View your most recent drafts. To see your complete list of drafts, click [View All](#). You can find all active submissions and application history in your account, or in the relevant group or organization account.

**MY ACCOUNTS | MES COMPTES**

Application ID	Application Name	Applicant	Status
IA-0000186220			Draft

[View All](#)

**FUNDING AND AWARDS**  
Accept, decline and report on your awarded funds.  
View your offers and active awards. To see your complete list of offers and active awards, click [View All](#). You can find all active awards and award history in your account, or in the relevant group or organization account.

**MY ACCOUNTS | MES COMPTES**

Name	Award Number	Account	Status
<a href="#">Art Education Project</a>	00058852	<a href="#">Nicholas Adams</a>	Award Offered
<a href="#">Audience Engagement</a>	00058853	<a href="#">National Theatre of Canada</a>	Award Offered
<a href="#">Biography of Canadian Artists</a>	00058849	<a href="#">Nicholas Adams</a>	Award Offered

[View All](#)

**CASES**  
Manage and track a case with our support team. A case is used to interact with the Council to ask questions, resolve issues or complete tasks.  
View your active cases. To see your complete list of active cases, click [View All](#). You can find all active and resolved cases in your account, or in the relevant group or organization account.

The Canada Council's offices, located in Ottawa, are on the unceded, unsurrendered Territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial. [Read the full statement.](#)

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ACCESSIBILITY PUBLIC ACCOUNTABILITY PRIVACY CONTACT SUBSCRIBE TO THE MAILING LIST

# Access Funding and Awards page (via My Account)

You may also navigate to the Funding and Awards page from you're **My Account** page:

1. Log in to the **portal**.
2. Navigate to **My Account**.
3. Select the relevant funding award from the **Funding Awards** list in the side panel.



**Note:** to view the Funding Awards related to your groups or organizations, navigate to your **My Group** or **My Organization** page and select the relevant Funding Award in the Funding Awards list on the side panel.

The screenshot shows the 'My Account' page for Nicholas Adams. The main content area displays account details, citizenship information, contact information, and social media links. The side panel on the right contains several sections: 'Groups/Org Memberships (1)', 'Applications (3)', and 'Funding Awards (2)'. The 'Funding Awards (2)' section is highlighted with a red box and contains a table with the following data:

Name	Notification...	Status	Closed Re...
Biograph...		Award Off...	
Art Educ...		Award Off...	


Below the table, there are links for 'Cases' and 'Third Party Access'.

# Funding and Awards page layout

# Welcome to the **Funding Award Page!**

Explore the page layout to efficiently navigate and utilize all the functionalities available to you.


- a) **Funding Award Details**
- b) **Funding Award Fact Sheet**
- c) **Checklist**
- d) **Side Panel**



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[HELP](#)



Funding Award  
00058849

Name	Account	Notification Date	Status	Closed Reason
Biography of Canadian Artists	Nicholas Adams	2025-06-10	Award Offered	


Funding Award Fact Sheet


<div>Funding type</div> <div>Project</div>	<div>Funding Opportunity (EN)</div> <div>Literary Publishing Projects</div>
<div>Awarded amount</div> <div>\$5,000.00</div>	<div>Funding Opportunity (FR)</div> <div>Projets d'édition littéraire</div>
<div>Third Party Access</div> <div>No Third Party Access</div>	<div>Related Application(s) or Funding Award(s)</div>


NEED HELP?



Click [here](#) to log a case

ACTIONS


Add Third Party Access


Add Project Update


Create new Access Support request

Checklist Item	Description	Due Date	Action	Status
Funding Award Acceptance	Accept or Decline the Funding Award   Accepter ou refuser l'attribution du financement	2025-07-10	 Complete	Not Started
Final Report	Complete your Final Report   Complétez votre rapport final	2026-03-04	 Complete	Not Started

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## 2. Funding and Awards page layout

Funding Award Details

Funding Award Fact Sheet

Checklist


Side panel



# Funding Award Details

The **Funding Award Details** section displays the following information:

- Funding award ID
- Name of your funding award
- Name of your account
- Date of the funding award notification
- Status of the funding award
- Closed reason: When the funding award status is "Closed," the reason for the closure is displayed.

 Funding Award 00058849				
Name	Account	Notification Date	Status	Closed Reason
Biography of Canadian Artists	Nicholas Adams	2025-06-10	Award Offered	

# Funding Award Fact Sheet

Funding Award Fact Sheet	
<b>Funding type</b> Project	<b>Funding Opportunity (EN)</b> Literary Publishing Projects
<b>Awarded amount</b> \$5,000.00	<b>Funding Opportunity (FR)</b> Projets d'édition littéraire
<b>Third Party Access</b> No Third Party Access	<b>Related Application(s) or Funding Award(s)</b>



**Note:** Third parties will not be given access to accept or decline a funding award.

## **Funding type:**

The funding type of your funding award

## **Awarded amount:**

Amount of your funding award

## **Third-Party Access:**

Name of a third-party who has been granted access to assist with completing the funding award acceptance process

## **Funding opportunity (EN):**

Name of the funding opportunity in English

## **Funding opportunity (FR):**

Name of the funding opportunity in French

## **Related application(s) or funding award(s):**

List of related applications or funding awards

# Checklist

Checklist Item	Description	Due Date	Action	Status
Funding Award Acceptance	Accept or Decline the Funding Award   Accepter ou refuser l'attribution du financement	2025-07-10	 Complete	Not Started
Final Report	Complete your Final Report   Complétez votre rapport final	2026-03-04	 Complete	Not Started

**Checklist item:**

List of different funding award requirements that need to be completed as part of your funding award

**Description:**

Description of funding award requirement

**Due Date:**

Due date of the funding award requirement



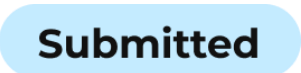

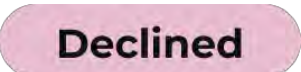

**Action:**

Displays the following buttons:

- Complete form: To complete and submit the checklist item
- View form: To access a read only version of your completed checklist item
- Status of each checklist item

# Checklist (Status)

The following table explains the meaning of the status pills in the Checklist.

Status Pill	Status Name	
	<b>Not Started</b>	Checklist item needs to be completed
	<b>In Progress</b>	Checklist item completion is in progress
	<b>Submitted</b>	Checklist item has been submitted
	<b>Confirmed</b>	Checklist item has been approved by the program officer
	<b>Declined</b>	Checklist item has been declined by the program officer
	<b>Overdue</b>	Checklist item is overdue



# Checklist (Status)

## Declined Funding Award Requirement

- The "Declined" status is final. If your report is declined, a new funding award requirement will be added to your checklist for completion.
- An employee will reach out to discuss the reason for the decision.

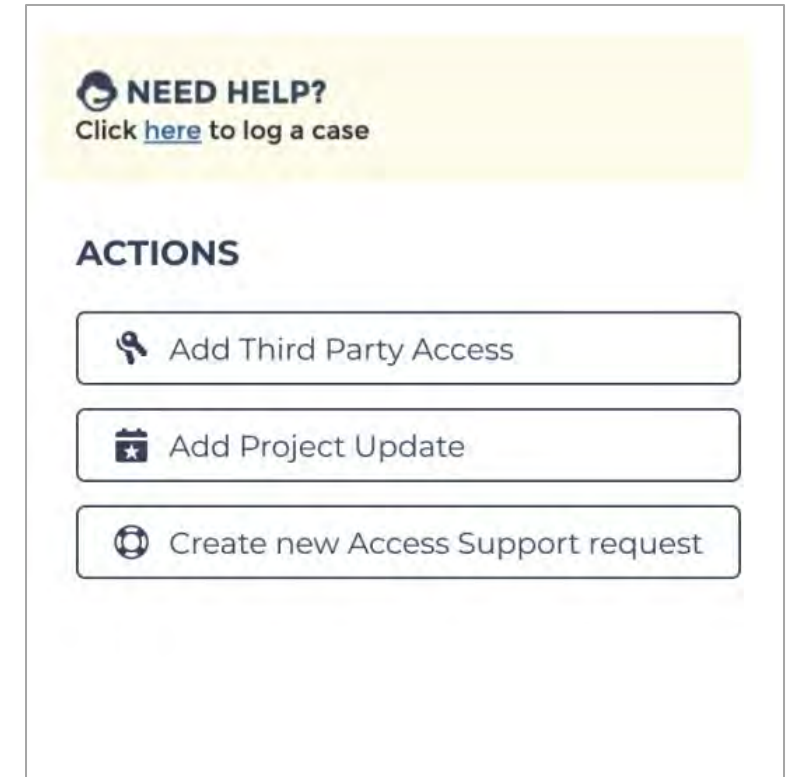
## Overdue Funding Award Requirement

- "Overdue" funding acceptance forms may result in the cancellation of your funding.
- "Overdue" final reports and core annual update reports may affect all future payments, including payments on other funding awards.

# Side Panel

From the side panel, you can access:

- A link to access the **Help** page and log a case
- Add a **Third-Party Access** button to grant a third-party collaborator permission to access the funding award page. You will be able to add a third party to your funding award after you submit your funding award acceptance and when your funding award status is "Award accepted."
- Add project update button to submit project updates during the funding cycle. Select the **Add Project Update** to add the project update to your checklist items.
- Create a **New Access Support Request** button to apply for a supplementary grant available for individual applicants who self-identify as Deaf, having disabilities or living with mental illness, or as someone from groups or organizations that dedicate the majority of their resources to supporting these communities



# 3. Funding award requirements topics

Project grant

Composite grant

Core grant

Prize



# Project grant

The following funding award requirements must be completed for a Project grant:

- Funding award acceptance
- project update report (if applicable)
- Final report

# Composite grant

The following funding award requirements must be completed for a Composite grant:

- Funding award acceptance
- Project update report
- Final report



# Core grant

The following funding award requirements must be completed for a Core grant:

- Funding award acceptance
- Annual update report
- Impact report

# Prize

The following Funding Award Requirements must be completed for a Prize:

- Funding award acceptance

Note: There may be additional funding award requirements, depending on the prize.



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# Thank you!

