



Canada Council  
for the Arts

Conseil des arts  
du Canada

# Funding Award Acceptance Form

**E-FAR-002**

**June 10, 2025**



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

# 1. Overview

What is the Funding Award Acceptance form?

Key Terms and Concepts



# What is the Funding Award Acceptance form?

The **Funding Award Acceptance Form** outlines the details and conditions of your grant or prize. You can choose to accept or decline the award after reviewing these terms. If you decide to accept, you'll need to provide your banking information so that we can process your payment.

Note: This form was previously called the Grant Acceptance Form.

The **Funding Award Acceptance form** needs to be completed for all Funding types:

- Project grant
- Composite grant
- Core grant
- Prize

# 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.

## 2. Funding Award Acceptance Form topics

Access the Funding Award Acceptance Form

Complete the Funding Award Acceptance Form





# Access the Funding Award Acceptance Form

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

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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-000186220			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

# Complete the Funding Award Acceptance Form

4. View your Funding Award **Checklist**.
5. Select the **Complete Form** button to open the Funding Award Acceptance form. You will be asked to accept or decline the funding award:
  - If you **accept**, follow the instructions to complete and submit your funding award acceptance. It includes a step to enter your bank account information in order to process your payment.
  - If you **decline**, there are no further steps.

The screenshot shows the Canada Council for the Arts website interface for a funding award. At the top, there's a navigation bar with the logo, 'HOME', 'ACCOUNT', 'BROWSE FUNDING AND PRIZES', and 'HELP'. Below this, a header section displays 'Funding Award 00058849'. A table provides key details: Name (Biography of Canadian Artists), Account (Nicholas Adams), Notification Date (2025-06-10), Status (Award Offered), and Closed Reason. The main content area is titled 'Funding Award Fact Sheet' and contains several sections: '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), and 'Related Application(s) or Funding Award(s)'. To the right, a 'NEED HELP?' section with a link to log a case and an 'ACTIONS' section with buttons for 'Add Third Party Access', 'Add Project Update', and 'Create new Access Support request' are visible. A checklist table is prominently displayed, with the first item, 'Funding Award Acceptance', highlighted by a red border. This item has a description in both English and French, a due date of 2025-07-10, a 'Complete' button, and a 'Not Started' status. The second item, 'Final Report', has a due date of 2026-03-04, a 'Complete' button, and a 'Not Started' status. At the bottom, a footer contains a statement about the Anishinaabe Algonquin Nation, the organization's name in both languages, and links for 'ACCESSIBILITY', 'PUBLIC ACCOUNTABILITY', 'PRIVACY', 'CONTACT', and 'SUBSCRIBE TO THE MAILING LIST'.

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



**Note:** the image may not reflect your specific situation. You may see different checklist items depending on your funding type; however, the process to complete these checklist items will be the same.



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# Thank you!

