



Canada Council
for the Arts

Conseil des arts
du Canada

Final Report

E-FAR-003

June 10, 2025



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

1. Overview

What is the Project Final Report?
Key terms and concepts



What is the Final Report?

After your project wraps up, the **Final Report** is your opportunity to reflect on what you created and share your experience. It helps the Council understand the impact of your work on the arts community and shows how funding supports artistic growth. Your insights also help shape future programs for fellow artists.

The Final Report must be completed for the following funding types:

- Project grant
- Composite grant

Key terms and concepts

The following table explains key terms used in this guide.

Key Term	Definition
Funding awards	Grants and funding that have been approved and awarded.
Funding award requirement	Group of forms that must be completed in order to fulfil the requirements of your funding award.

2. Final Report form topics

Access the final report
Complete the final report



Access the final report

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

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
National Theatre of Canada	Organization	Active
Nicholas Adams	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
Art Education Project	00058852	Nicholas Adams	Award Offered
Audience Engagement	00058853	National Theatre of Canada	Award Offered
Biography of Canadian Artists	00058849	Nicholas Adams	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 final report

4. View your funding award checklist.
5. Select the **Complete Form** button to open the Project Final Report form.
6. Follow the instructions provided in the form to complete and submit your project final report.

The screenshot shows the Canada Council for the Arts website interface. 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 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, there's 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'. Below the fact sheet is a checklist table with columns: Checklist Item, Description, Due Date, Action, and Status. The 'Final Report' item is highlighted with a red border. It has a due date of 2026-03-04 and a 'Complete' button. The 'Funding Award Acceptance' item is also visible with a due date of 2025-07-10. At the bottom, there's a footer with the Canada Council's statement on the unceded, unsundered Territory of the Anishinaabe Algonquin Nation, a link to 'Read the full statement', and a dark blue bar with the organization's name 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	Complete	Not Started
Final Report	Complete your Final Report Complétez votre rapport final	2026-03-04	Complete	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!

