



Canada Council
for the Arts

Conseil des arts
du Canada

Project Update Report

E-FAR-004

June 13, 2025



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

1. Overview

What is the *Project Update Report*?

Key terms and concepts



What is the *Project Update Report*?

The *Project Update Report for Project Grants* is used to signal major changes to your project or activities. This form is not mandatory. It should, however, be completed in the following situations:

- The scope of your project changes
- The budget of your project changes
- The dates of your project change significantly

The *Project Update Report for Composite Grants* is a mandatory step used to keep the Council informed of your progress.

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 to fulfil the requirements of a funding award.

2. *Project Update Report form topics*

Access the *Project Update Report*

Complete the *Project Update Report* (Project)

Complete the *Project Update Report* (Composite)



Access the *Project Update 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.](#)

Canada Council for the Arts | [Bringing the arts to life](#)

[ACCESSIBILITY](#) [PUBLIC ACCOUNTABILITY](#) [PRIVACY](#) [CONTACT](#) [SUBSCRIBE TO THE MAILING LIST](#)

Complete the *Project Update Report (Project)*

For Project grants:

4. View your funding award checklist.
5. Select the **Add Project Update** button in the side panel. A *Project Update* form will be added to your checklist.
6. Select the **Complete Form** button to open the *Project Update Report* form.
7. Follow the instructions provided in the form to complete and submit your *Project Update Report*.

The screenshot shows the Canada Council for the Arts website interface for a specific funding award. At the top, there's a navigation bar with the logo and links for HOME, ACCOUNT, BROWSE FUNDING AND PRIZES, and HELP. Below this, the funding award details are displayed: Name (Biography of Canadian Artists), Account (Nicholas Adams), Notification Date (2025-06-10), Status (Award Offered), and Closed Reason. A 'Funding Award Fact Sheet' section provides details about the funding type (Project), awarded amount (\$5,000.00), third party access (No Third Party Access), funding opportunity (EN: Literary Publishing Projects, FR: Projets d'édition littéraire), and related application(s) or funding award(s). To the right of the fact sheet, 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' (highlighted with a red box), and 'Create new Access Support request'. Below the fact sheet, a checklist table lists items to be completed:

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

At the bottom of the page, there's a footer with the Canada Council's statement on the unceded, unsurrendered Territory of the Anishinaabe Algonquin Nation, a link to read the full statement, and a navigation bar with links for ACCESSIBILITY, PUBLIC ACCOUNTABILITY, PRIVACY, CONTACT, and SUBSCRIBE TO THE MAILING LIST.



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.

Complete the *Project Update Report (Composite)*

For Composite grants:

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

The screenshot displays the Canada Council for the Arts website interface. At the top, the header includes the organization's name in English and French, along with navigation links for HOME, ACCOUNT, BROWSE FUNDING AND PRIZES, and HELP. The main content area is titled 'Funding Award 00058852' and provides details about the award, including the name 'Art Education Project', the account holder 'Nicholas Adams', the notification date '2025-06-10', and the status 'Award Offered'. Below this, a 'Funding Award Fact Sheet' section contains information about the funding type (Composite), awarded amount (\$5,000.00), and third-party access (No Third Party Access). To the right of the fact sheet, there are links for 'NEED HELP?' and 'ACTIONS' such as 'Add Third Party Access' and 'Create new Access Support request'. The bottom section of the page features a checklist table with three items: 'Funding Award Acceptance', 'Project Update Report' (highlighted with a red border), and 'Final Report'. Each item includes a description, a due date, and buttons for 'Complete' and 'Not Started'.

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
Project Update Report	Complete your Project Update Terminez la mise à jour de votre projet	2025-12-01	Complete	Not Started
Final Report	Complete your Final Report Complétez votre rapport final	2026-04-01	Complete	Not Started



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



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Thank you!

