

# Project Update Report

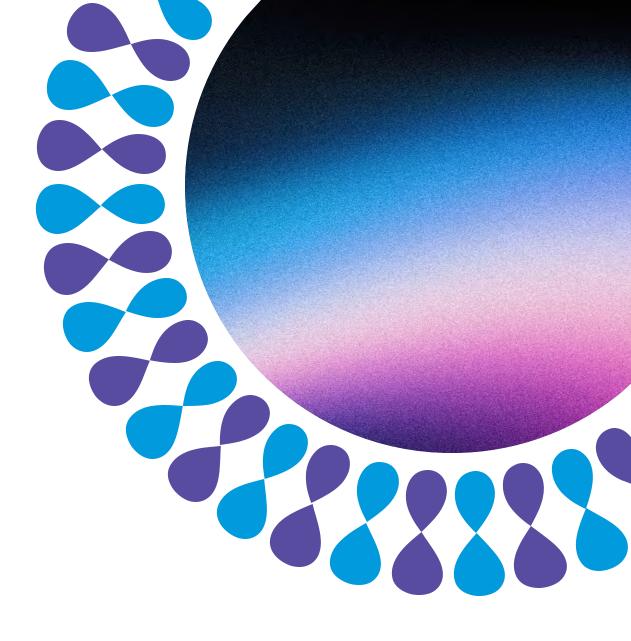
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#### 1. Overview

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

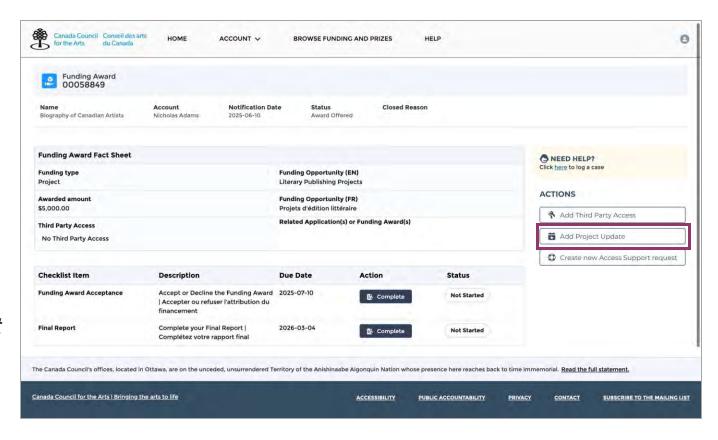
- 1. Log in to the portal.
- Navigate to the homepage.
- 3. Select the relevant funding award in the **Funding and Awards** section.



### Complete the Project Update Report (Project)

#### For Project grants:

- View your funding award checklist.
- 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*.



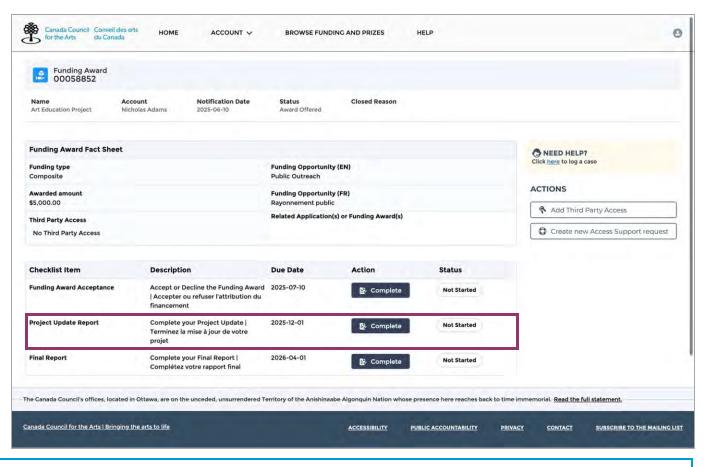


**Note:** the image may not reflect your specific situation. You may see different checklist items depending on your funding type; however, the process to complete these checklist items will be the same.

#### Complete the Project Update Report (Composite)

#### For Composite grants:

- View your funding award checklist.
- 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*.





**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.



# Thank you!

