



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.

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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.

### 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](#)

### 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.

### 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-0000186270			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.](#)

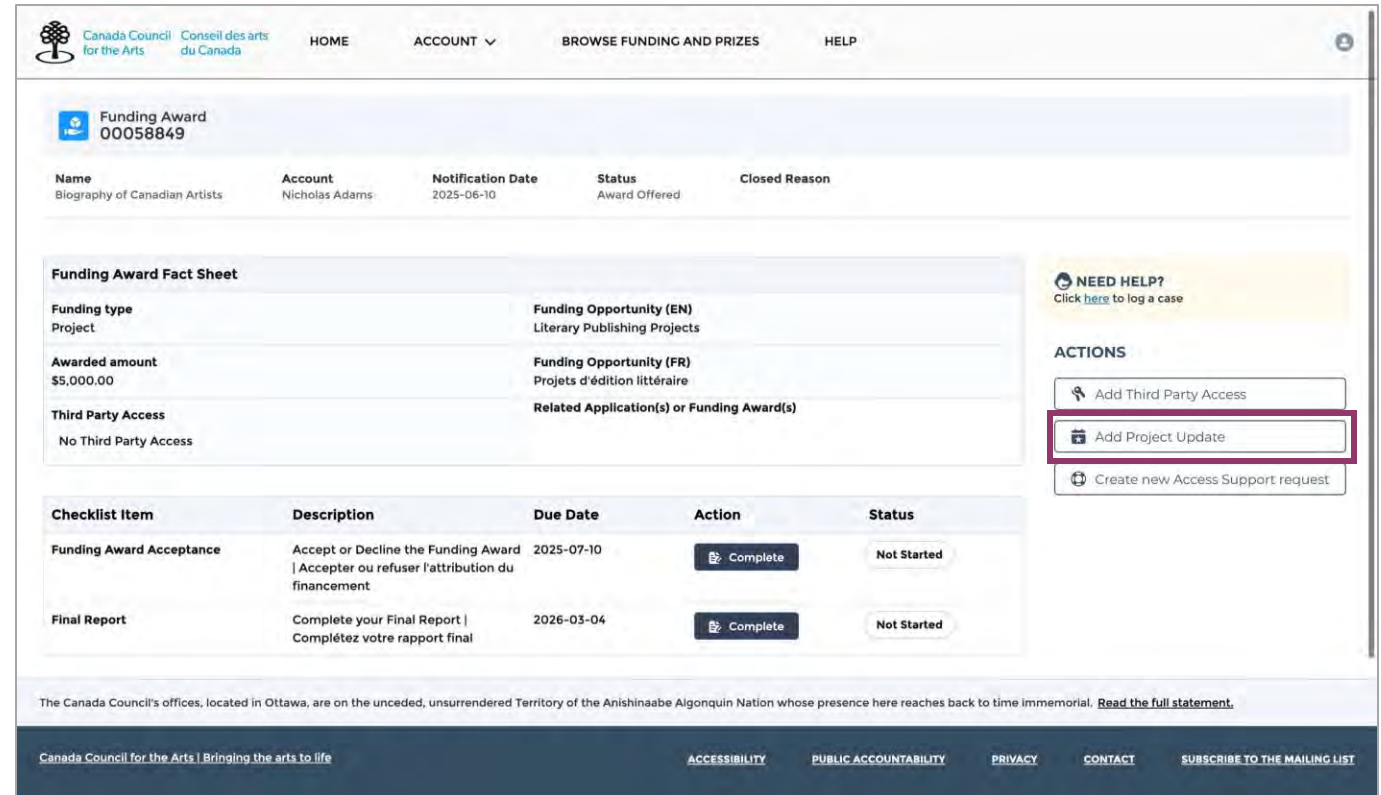
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[ACCESSIBILITY](#) [PUBLIC ACCOUNTABILITY](#) [PRIVACY](#) [CONTACT](#) [SUBSCRIBE TO THE MAILING LIST](#)

# Complete the 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 displays the Canada Council for the Arts website interface for a funding award. The top navigation bar includes the logo, 'HOME', 'ACCOUNT', 'BROWSE FUNDING AND PRIZES', and 'HELP'. The main content area shows a 'Funding Award 00058849' for 'Biography of Canadian Artists' with a notification date of 2025-06-10 and a status of 'Award Offered'. Below this is a 'Funding Award Fact Sheet' with details on funding type, amount, and access. A 'Checklist Item' table lists 'Funding Award Acceptance' and 'Final Report' with 'Complete' buttons. A side panel on the right contains a 'NEED HELP?' section and an 'ACTIONS' section where the 'Add Project Update' button is highlighted with a red box.

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

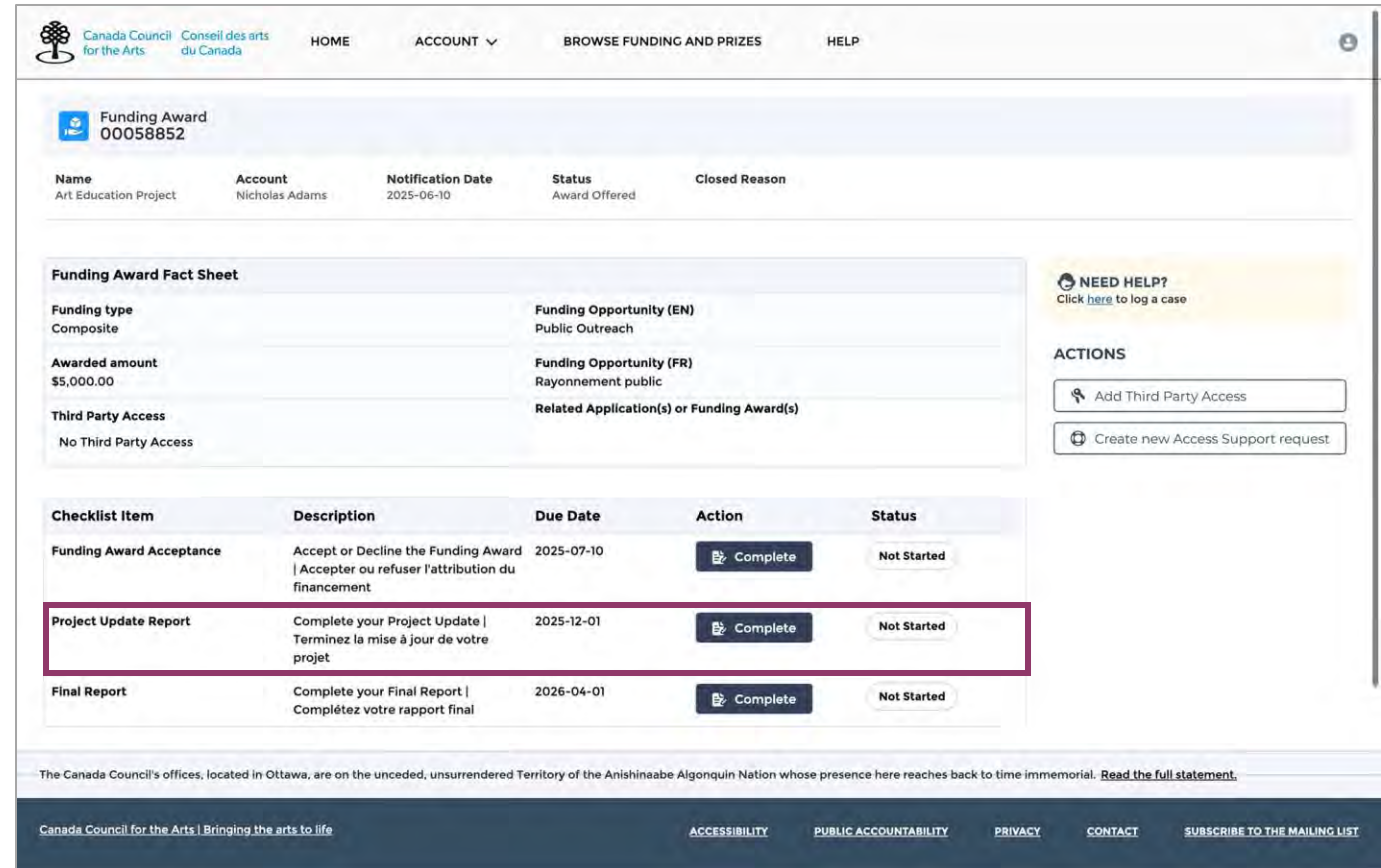
Checklist Item	Description	Due Date	Action	Status
Funding Award Acceptance	Accept or Decline the Funding Award   Accepter ou refuser l'attribution du financement	2025-07-10	Complete	Not Started
Final Report	Complete your Final Report   Complétez votre rapport final	2026-03-04	Complete	Not Started

 **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.

# 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 for a funding award. At the top, the navigation bar includes the logo, "HOME", "ACCOUNT", "BROWSE FUNDING AND PRIZES", and "HELP". The main content area shows the "Funding Award 00058852" details, including the name "Art Education Project", account "Nicholas Adams", notification date "2025-06-10", status "Award Offered", and a closed reason. Below this is a "Funding Award Fact Sheet" with fields for funding type (Composite), awarded amount (\$5,000.00), third party access (No Third Party Access), funding opportunity (EN: Public Outreach, FR: Rayonnement public), and related applications. To the right, there is a "NEED HELP?" section and "ACTIONS" buttons for "Add Third Party Access" and "Create new Access Support request". The bottom section 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, due date, and "Complete" and "Not Started" buttons.

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
<b>Project Update Report</b>	<b>Complete your Project Update   Terminez la mise à jour de votre projet</b>	2025-12-01	<a href="#">Complete</a>	Not Started
Final Report	Complete your Final Report   Complétez votre rapport final	2026-04-01	<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 or the length of your grant; however, the process to complete these checklist items will be the same.





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# Thank you!

