Annual Update Report (Core)

Canada Council for the Arts | Conseil des arts du Canada

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1. Overview

What is the Annual Update Report (Core)?

Key Terms and Concepts

What is the Annual Update Report?

If you've received a Core grant, the **Annual Update Report** is your way to update Council on your organization's activities, financial health, and plans for the year ahead. Council needs to review and approve your report before your next grant payment can be issued.

Note: your CADAC report will need to be completed separately in your CADAC portal.

The **Annual Update Report** needs to be completed for the following Funding types:

- Core Grant

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. Annual Update Report Form

Access the Annual Update Report Form
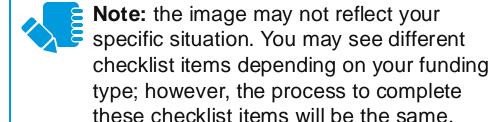
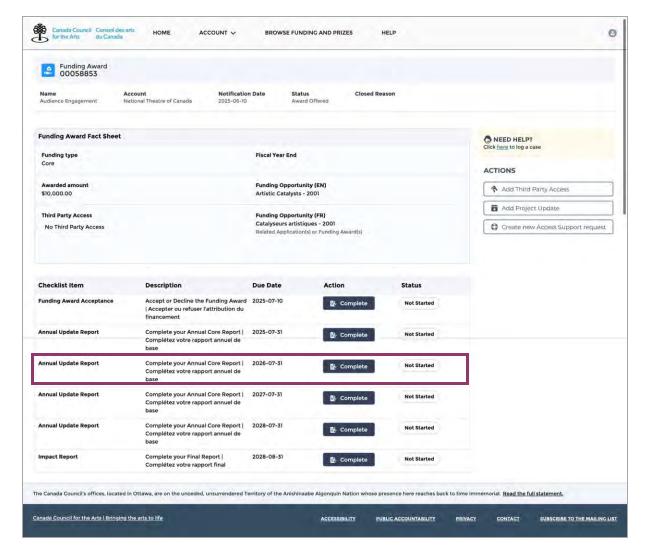Complete the Annual Update Report Form

Access the Annual Update Report Form

1. Log in to the **Portal**.

2. Navigate to your **Homepage**.

3. Select the relevant **Funding Award** in the Funding and Awards section.

Complete the Annual Update Report Form

4. View your Funding Award **Checklist**.

5. Select the **Complete Form** button to open the Annual Update Report form.

6. Follow the instructions provided in the form to complete and submit your Annual 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.

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Thank you!