



Canada Council
for the Arts

Conseil des arts
du Canada

Annual Update Report (Core)

E-FAR-006

CGMS

10 June 2025

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

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.

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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.

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-000186220			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 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.

The screenshot displays the Canada Council for the Arts website interface. At the top, there is a navigation bar with the logo, 'HOME', 'ACCOUNT', 'BROWSE FUNDING AND PRIZES', and 'HELP'. Below this, a header section shows the 'Funding Award' number '00058853' and a table with columns: Name (Audience Engagement), Account (National Theatre of Canada), Notification Date (2025-06-10), Status (Award Offered), and Closed Reason.

The main content area is titled 'Funding Award Fact Sheet' and contains several key-value pairs: Funding type (Core), Fiscal Year End, Awarded amount (\$10,000.00), Funding Opportunity (EN) (Artistic Catalysts - 2001), Third Party Access (No Third Party Access), and Funding Opportunity (FR) (Catalyseurs artistiques - 2001). To the right of this section, there is a 'NEED HELP?' link and an 'ACTIONS' sidebar with buttons for 'Add Third Party Access', 'Add Project Update', and 'Create new Access Support request'.

Below the fact sheet is a 'Checklist Item' table with the following data:

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
Annual Update Report	Complete your Annual Core Report Complétez votre rapport annuel de base	2025-07-31	Complete	Not Started
Annual Update Report	Complete your Annual Core Report Complétez votre rapport annuel de base	2026-07-31	Complete	Not Started
Annual Update Report	Complete your Annual Core Report Complétez votre rapport annuel de base	2027-07-31	Complete	Not Started
Annual Update Report	Complete your Annual Core Report Complétez votre rapport annuel de base	2028-07-31	Complete	Not Started
Impact Report	Complete your Final Report Complétez votre rapport final	2028-08-31	Complete	Not Started

At the bottom of the page, there is a footer with the Canada Council's address and a link to 'Read the full statement'. The footer also includes links for 'ACCESSIBILITY', 'PUBLIC ACCOUNTABILITY', 'PRIVACY', 'CONTACT', and 'SUBSCRIBE TO THE MAILING LIST'.



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Thank you!

