



Canada Council  
for the Arts

Conseil des arts  
du Canada

# Understanding the Application Review Process

**E-RES-001**

**Portal**

**24 April 2025**



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

# Overview

**This self-study guide will help you understand the application review process.**

It explains how to submit an application, what happens after submission, and the different statuses an application can have.

After reviewing this document, you will be able to:

- Understand the application review process
- Describe what each application status means

**Tip:** For more information on outcomes, we recommend reviewing:

E-RES-002 – Understand Application Outcomes

# Key Terms and Concepts

The following table explains key terms used in this document.

Key Term	Definition
Canceled Application	An application withdrawn by the applicant
Successful Application	An application that's closed and then is converted to a funding award
Unsuccessful Application	An application that does not meet the necessary criteria to receive funding
Funding Opportunity	Previously called Program Component, refers to a specific grant, prize, or financial resource made available by the Canada Council for the Arts to support projects, research, or initiatives.
Funding Award	A submitted application that is successful and receives funding

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# 1. Walkthrough of the Application Review Process

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# Process Overview

Once you submit your application, its status will change from “Draft” to “Submitted,” and we’ll start reviewing it.

**Please note:** You won’t receive an email confirmation after submitting.

First, we’ll check if your application meets the basic requirements. If it does, it will move to the “In Review” stage and be sent to our assessment committee.

At this stage, you won’t be able to withdraw your application. We’ll continue to check its eligibility throughout the process, and the system will update the status automatically if anything changes.

# Process Overview

After the application passes the eligibility review, it moves on to **assessment by a committee**. Assessors read and score applications based on the **published criteria**, then work together to **rank applications** or **select prize winners**.

Once the review is complete, you will receive an email with the results:

- **If successful:** You will get the scores and details about the funding award.
- **If unsuccessful:** You will receive a breakdown of the scores by criteria.
- **If ineligible:** You will receive an email explaining the reason for ineligibility.



# Submit Button

The **Submit** button officially records your application for funding consideration. Before clicking **Submit**, make sure all items in the checklist are complete and review your entries carefully. Submitting means your application is final and ready for review.

Once you have completed the application and are ready to send it.

- 1. Click the **Submit** button.

The screenshot shows the Canada Council for the Arts application portal. At the top, there is a navigation bar with links for HOME, ACCOUNT, BROWSE FUNDING AND PRIZES, ASSESSMENT, and HELP. Below this, the application details are displayed, including the Applicant (Nicholas Adams), Funding Opportunity (EN) (Artistic Creation - 1006), Funding Opportunity (FR) (Création artistique - 1006), Status (Draft), Closed Reason, and Date Submitted. The main section is titled 'Grant Fact Sheet' and contains information about the Purpose, Application limit, Deadline, Notification of Results, and Third Party Access. On the right side, there is a 'NEED HELP?' section with a link to log a case, and an 'ACTIONS' section with buttons for 'Cancel Application', 'View Assessment Criteria', and 'Create new Access Support request'. At the bottom, there is a 'Checklist Item' table with columns for Description, Action, and Status. The table lists three items: 'Account Information' (Status: Not Started), 'Applicant Profile' (Status: Not Started), and 'Application Form' (Status: Not Started). The 'Submit' button is highlighted with a red box and a red circle with the number 1.



**Note:** Make sure the application has an active status

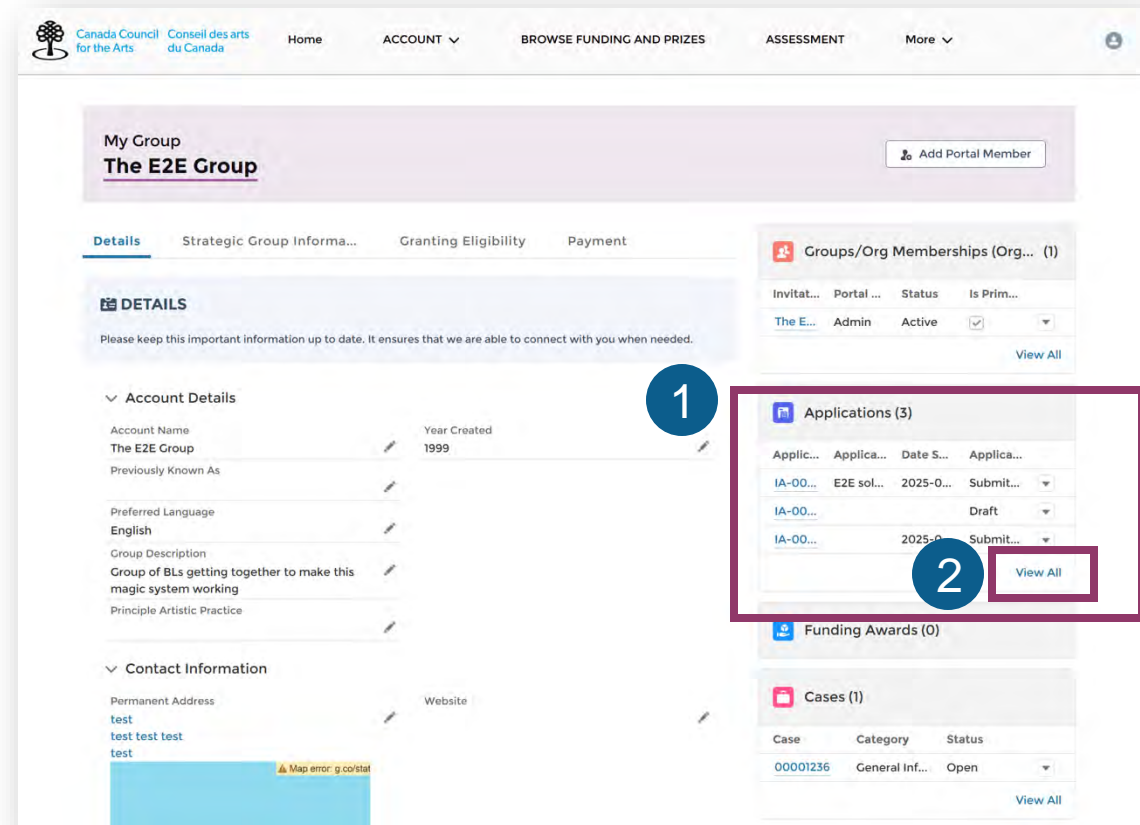


# Where to View Applications

You can access both your **draft and submitted applications** from the **Application list** on your **Homepage** or your **account screen** (Individual, Group, or Organization).

## To view your applications:

1. Select the application you want to open
2. Or, click **View All** to see a full list of applications you've worked on



# Where to View Applications

When you select an application, the application details will open.

If the application is still in **Draft** status, you can continue working on it or choose to **cancel** it.

The screenshot shows the 'Application Details' page for application IA-0000003932. The page is titled 'Application IA-0000003932' and includes a header with navigation links: HOME, ACCOUNT, BROWSE FUNDING AND PRIZES, ASSESSMENT, and HELP. The main content area displays the application details, including the applicant's name (Nicholas Adams), the funding opportunity (Artistic Creation - 1006), and the status (Draft). Below this, there is a 'Grant Fact Sheet' section with details about the purpose, application limit, deadline, and notification of results. To the right of the fact sheet, there is a 'NEED HELP?' section with a link to log a case, and an 'ACTIONS' section with buttons for 'Cancel Application', 'View Assessment Criteria', and 'Create new Access Support request'. At the bottom, there is a 'Checklist Item' table with three items: 'Account Information', 'Applicant Profile', and 'Application Form'. Each item has a description, an action button (Complete, Complete, or Complete), and a status (Not Started).

Applicant	Funding Opportunity (EN)	Funding Opportunity (FR)	Status	Closed Reason	Date Submitted
Nicholas Adams	Artistic Creation - 1006	Création artistique - 1006	Draft		

### Grant Fact Sheet

**Purpose**  
Artistic Creation supports artistic research, experimentation, creation, production and public sharing of artistic work. Canadian artists, groups and arts organizations can apply for project grants to develop, create and share artistic works at any or all

**Application limit**  
40 applications per year

**Deadline**  
Please note that applications must be submitted by 11:59 PM Eastern Time.  
**Application Deadline :**

**Notification of Results:**  
Usually within five months after submission

**Third Party Access**  
No Third Party Access

**Related Application(s) or Funding Award(s)**

### ACTIONS

- NEED HELP?  
Click [here](#) to log a case
- Cancel Application
- View Assessment Criteria
- Create new Access Support request

Checklist Item	Description	Action	Status
Account Information	Update Account Information / Mise à jour des informations du compte	Complete	Not Started
Applicant Profile	Applicant Profile	Complete	Not Started
Application Form	Complete Application Form / Remplir le formulaire de demande	Complete	Not Started

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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**Note:** This image is for reference only — your application details may look different.

# 3. Understanding the Different Application Statuses

## 2.1 Application Statuses



# Application Statuses

**Once submitted**, a reviewer will receive the application and begin working on it. **An application moves through several statuses as it's reviewed.**

Each status reflects a different stage in the review process:

- **Draft:** The application has been started but not submitted. You can still make changes.
- **Submitted:** The application has been sent for review. No further changes can be made.
- **In Review:** The application is being assessed. The evaluation process has started.
- **Closed - Ineligible:** The application is not eligible for the grant or prize. You will receive an email with details about the reasons for ineligibility.
- **Closed - Canceled:** The application has been withdrawn by the applicant and will no longer be reviewed. Once the application is "In Review," it can no longer be withdrawn.
- **Closed - Unsuccessful:** The application was evaluated by an assessment committee but was not selected to receive funding. You will receive an email with details about the reasons it was unsuccessful.
- **Closed - Successful:** The application has been approved, and a Funding Award will be created.

# Summary

This self-study guide gave you an overview of the application review process in the **Portal**. You learned how to submit an application, what happens after submission, and what the different application statuses mean.

For more details on outcomes, see:

**E-RES-002 – Understand Application Outcomes.**





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# Thank you!

