



Canada Council for the Arts

Reporting COVID-19 Impact in CADAC
(Canadian Arts Data /
Données sur les arts au Canada)

Frequently Asked Questions



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Frequently Asked Questions

1. Why is the Canada Council for the Arts (the Council) asking your organization to update their CADAC information?

The Council is collecting information from organizations receiving core funding to better understand how the Government of Canada's recently announced emergency measures address the challenges and needs of the professional arts sector during COVID-19.

Updated CADAC data will enable the Council to evaluate the immediate and short-range impact of the disruption caused by COVID-19 on the operations of organizations and provide insights into what other initiatives may help the arts sector in this time of crisis.

A. Emergency programs

1. Where can I find information about available federal measures for my organization?

- Visit the Government of Canada's [COVID-19 Economic Response Plan website](#) for information on support for your employees and your business. This website is updated regularly as the COVID-19 crisis evolves.
- Contact your local financial institution. The Government of Canada is working with the financial sector to increase their lending capability to support you in this challenging time.
- Consult the [Canadian Business Resilience Network](#) and Canadian Chamber of Commerce's [Pandemic Preparedness guide](#) to help sustain your operations through the disruption.
- Visit the Council [COVID-19: Information and support for the arts sector](#) page, which is updated regularly.

Please note that the Council cannot provide any guidance on applying for external programs.

2. How do I record emergency funding our organization has received from federal, provincial and municipal or private entities in CADAC?

The guide *Reporting COVID-19 Impact in CADAC* provides you with instructions on how emergency funds can be recorded in CADAC. The guide is available under the [Help](#) menu on the CADAC website.

3. If I or my organization's employee(s) receive the Canada Emergency Relief Benefit (CERB), should it be reported in the CADAC financial form?

No, the CERB is an individual benefit and should only be reported to the Canada Revenue Agency when filing your income taxes.



4. As part of my annual reporting requirements, I need to update the actuals for my most recent fiscal year for my organization but there might be delays in receiving my financial statements this year. What should I do?

We recognize that organizations may experience delays in completing their financial statements. If this is the case, please contact your program officer.

B. Update CADAC financial and statistical data

1. What CADAC financial and statistical data do I have to update for my organization?

Based on your fiscal year period, update your organization's **financial and statistical forms** as part of your regular updates.

Update your financial and statistical forms (if applicable) and record any variances in projections due to COVID-19 that might **affect annual projections**, in particular:

- **Financial** (i.e., revenues and expenses) **and statistical** data with regards to the artistic programming activities produced and presented in your city, and circulated and/or toured nationally and internationally;
- Increases or decreases in **earned, private, and public revenues**;
- **Salaries, number of artists** and **number of full-time equivalent (FTE)** staff;
- **Artists' fees** and **number of artists**;
- **Facility Operating** and **Administrative Expenses**; and
- Any other financial and statistical figures that are relevant to the current impact of COVID-19 on your organization.

Only update the impacts that you know (e.g., cancellations that are confirmed) versus impacts that you think are likely (e.g., touring possible cancellation in the fall).

Use the space provided for details in the CADAC financial and statistical forms to record relevant information related to these variances in projections.

2. How many years of projections do I have to submit regarding the impacts of COVID-19 for my organization?

The update might cover one or two year(s), i.e. 2019-20 and/or 2020-21, depending on your fiscal year end. Please update your CADAC data for the year(s) that contain the months of March, April, May and June 2020 and any additional months that you know will be impacted by COVID-19 (e.g., confirmed cancellations).

3. What is the deadline to submit these projections?

The Council asks organizations that receive core funding from Council to provide updated financial projections in CADAC by July 19.

If you expect that you will not be able to meet this deadline, please contact your program officer.



4. I have applied or am planning to apply for one of the emergency measures for my organization, but I have not received or do not expect to receive a response in time for the July 19 update deadline. What should I do?

Please use the notes section in the Financial form for the appropriate line. Indicate beside emergency measures that you cannot confirm the funding.

5. Can I change our projections after July 19 if we have new information about the impact of COVID-19 on my organization?

Yes, you can make any changes you consider important at any time.

6. What is the maximum amount of text I can enter in the details for the financial lines in CADAC? Will the website inform me if I have exceeded the allowable amount of text?

You can type up to 200 characters. A pop-up window will appear if you exceed the number of allowable characters.

7. My organization is not affected by COVID-19. Should I still update its CADAC projections?

No, your organization does not need to update its financial and/or statistical projections at this time if its revenues, expenses and activities have not been impacted by COVID-19. Please contact your program officer if it is the case.

8. I am scheduled to submit my Annual Update Report in order to receive my remaining core grant installment, and I am required to update my projections, which will include adjustments not attributable to COVID-19 only. Will this update be accepted as my annual update?

Update your financial and statistical forms (if applicable) and record any variances in projections due to COVID-19 and to other situations that might affect annual projections by July 19. This update will be accepted as your annual update in order to receive your remaining core grant installment.

For all questions regarding this update, please send an email to

cadacinfo@thecadac.ca