ANNUAL UPDATE REPORT FORM

**Overview**Organizations that receive core funding must complete an Annual Update Report Form as part of the terms and conditions of this grant. Payments will be processed upon an officer’s review and approval of the Annual Update Report Form, the updated appendices and CADAC updates (as required) as described below.

This form is intended to assist program staff in monitoring any relevant changes to the activities or the organization as was described in your last core grant application for example: important changes to the focus, the timelines of key activities or changes to key personnel. Any changes described in this form are still subject to approval by Council staff as indicated in the Grant Acknowledgement Form.

Please provide information for the current year and the most recently completed year. Some changes may have resulted from previous activity (such as a continuation of an activity due to a success). If this is the case, please describe.

**Requirements for the release of funds**

* submit your completed and signed Annual Update Report Form; please explain any relevant changes to your activities or organization from what was described in your last core grant application
* update your financial projections in CADAC for your upcoming fiscal year (except magazines and literary publishers)
* update and submit the Financial Summary Document for your current year (formagazines and literary publishers only)
* update and submit your appendices document: enter final information for the most recently completed year and updated information for the current year. Your appendices and this form should complement each other, with this form explaining any changes you made to your appendix.

The annual installment of your organization’s core grant can be requested at the beginning **of your fiscal year**. However, payments will be issued **after April 1st** to coincide with the beginning of Canada Council’s fiscal year.

Recipients of grants who are required to submit their financial information using the “CADAC Financial Form for Arts Organizations” should visit [www.thecadac.ca](http://www.thecadac.ca). You are responsible for ensuring that your CADAC reporting is up to date. If you have overdue reconciliation requests from previous fiscal years, the Council may withhold your payment.

The information you provide in your Annual Update Report Form is essential in helping your officer understand how your organization and its activities have developed and what it plans to do. Annual Update Reports will not be shared with Peer Assessment Committees.



GRANT HOLDER INFORMATION **\*required**

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| --- | --- |
| **Organization’s name\*** |  |
| **Name of representative\*** |  |
| **File Number\*** |  |
| **Current Fiscal Year\*** |  |

**As a reminder, if you have moved, or changed your contact information, please update your Canada Council portal account.**

**Submit your completed Annual Update Report Form and all required documents i.e. appendices to:**

Program Name  
Program Officer

Canada Council for the Arts  
150 Elgin Street, P.O. Box 1047   
Ottawa ON K1P 5V8

**OR**

[firstname.lastname@canadacouncil.ca](mailto:firstname.lastname@canadacouncil.ca)

I acknowledge that I have read, understand and agree with the above information. The information that I   
 will provide in the following form is to notify and update Council staff on my upcoming year. \*

I confirm that I am authorized to submit this Annual Update Report Form on behalf of my organization and that the statements in this Annual Update Report are complete and accurate, to the best of my knowledge. \*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name\*** |  | **Date\*** |  |

**Annual Update**

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| **Indicate the end date of your most recently completed fiscal year\*** |  |

The information you provide in this form is essential in helping Canada Council staff understand your organization and its activities and whatever significant changes have occurred since your original application was submitted.

Please provide information summarizing your **completed year** and any changes for the **current year**.

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| **Provide an update on your operations, planned activities and/or services for the recently completed year and the current year as described in your last core grant application or last report.** (750 words maximum) |
| * Any changes to the administration of your organization or its key personnel * Changes to your mandate or mission * Relevant changes to your planned activities or services as listed in the updated appendices, such as dropping a major activity, changes to the artistic direction, or changes to key artistic personnel |
|  |
| **Provide an update on your organization’s financial health.** (250 words maximum) |
| * Changes in your organization’s finances, such as successful grants or reduced expenses / revenues * If you have an accumulated deficit of 10% or more, please provide a rationale and indicate how it will be addressed * Risks of insolvency or bankruptcy |
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| **During the previous year, what was the main objective achieved by your organization through the provision of a core grant?** (250 words maximum) |
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| **Is there anything else you want to share? (Such as how increases will be used in the current year.)** (250 words maximum) |
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| **Appendices** |
| **Attach a completed, revised version of the appendices you completed with your last application.**  Any relevant changes to the appendices must be explained (250 words maximum). |

**Financial Information**

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| **Magazines and Literary Publishers Only** |
| **Attach a revised version of your Financial Summary document for the current year.** |
| **All other Organizations** |
| I have updated my financial projections in CADAC for the current fiscal year (except magazine and literary publishers).   |  |  | | --- | --- | | **Date submitted** |  | |