

Operating Grant Program 2020 Interim Report

Deadline: March 30, 2020, 4:30pm MST

Instructions for submitting the 2020 interim report through the online granting interface has been sent to all Operating Grant organizations by email. Interim reports are reviewed by staff for completeness, accuracy, and risk according to the [Fair Notice Policy](#).

Once approved, the base grant will be issued, pending receipt of funding from The City of Calgary. Please note that there are 169 organizations in the Operating Grant Program, and timelines for staff review and follow-up will vary.

Organizations who do not submit their 2020 interim report by March 30, 2020 will not be eligible to apply for increased funding. If organizations receive an extension through the [Deadline Extension Policy](#), the interim report must be received by the funding increase application deadline of May 18, 2020.

Please review the [Interim Report FAQ](#) for information about frequent causes for follow-ups, definitions, and more. Please contact grants@calgaryartsdevelopment.com with questions.

Please Note: [The interim report requirements will change for 2021/22.](#)

Interim Report Checklist

The 2020 interim report will only be accepted through the online granting interface. Late submissions will not be accepted.

- [2020 Financial Form](#) (Standard CADA template or CADAC) for fiscal years beginning in 2018, 2019, 2020
- [2020 Statistical Form](#) (Standard CADA template or CADAC) for fiscal years beginning in 2018, 2019, 2020
- [2020 Programming Form](#) (Standard CADA template) for fiscal years beginning in 2018, 2019 (mandatory fields), 2020 (optional field)
- Financial Statements:** Must include a statement of operations and balance sheet for the last two most recent completed fiscal years. Unaudited statements must be signed by two board members not involved in their creation.
- Contact Information:** Updated contact information for primary and secondary organizational contact for grants.

Organizations who received an Assessor Flag in 2018, or a Financial Flag in 2019 will be contacted by Calgary Arts Development staff directly to discuss their current state. The [Fair Notice Policy](#) has been updated for 2020 through to 2022.

Interim Reporting 2021/22

Category A, B (Budgets up to \$100,000)

- Describe two successes (artistic, community, or capacity) in the past year.
- Describe two challenges (artistic, community, or capacity) in the past year.
- Financial Form (Standard CADA template or CADAC) for the last completed fiscal year (actuals) and current fiscal year (projections).
- Statistical Form (Standard CADA template or CADAC) for the last completed fiscal year (actuals) and current fiscal year (projections).
- Programming Form (Standard CADA template) for the last completed fiscal year (actuals) and current fiscal year (projections).
- Financial Statements: Must include a statement of operations and Balance sheet for the last completed fiscal year. Unaudited statements must be signed by two board members not involved in their creation.
- Contact Information: Updated contact information for primary and secondary organizational contact.
- List of Board Members (Optional)
- Organizational Structure (Optional)
- Mandatory participation in equity, diversity, inclusion, and accessibility surveys.
- Optional participation in other surveys, research, and peer-to-peer learning opportunities.

Category C, D (Budgets between \$100,000 - \$500,000)

- Describe one artistic success, one community success, and one organizational capacity success in the past year.
- Describe three challenges (artistic, community, or capacity) in the past year.
- Describe your primary aspiration for the upcoming year.
- Financial Form (Standard CADA template or CADAC) for the last completed fiscal year (actuals), current fiscal year (projections), and upcoming fiscal year (projections)
- Statistical Form (Standard CADA template or CADAC) for the last completed fiscal year (actuals) and current fiscal year (projections), and upcoming fiscal year (projections)
- Programming Form (Standard CADA template) for the last completed fiscal year (actuals) and current fiscal year (projections)

- Financial Statements: Must include a statement of operations and balance sheet for the last completed fiscal year. Unaudited statements must be signed by two board members not involved in their creation.
- Contact Information: Updated contact information for primary and secondary organizational contact.
- List of Board Members (Optional)
- Organizational Structure (Optional)
- Mandatory participation in equity, diversity, inclusion, and accessibility surveys.
- Optional participation in other surveys, research, and peer-to-peer learning opportunities.

Category E, F, G (Budgets over \$500,000)

- Reporting questions will be unique to each organization, aligned to their goals, stated success measurements, and strategic plan.
- Financial Form (Standard CADA template or CADAC) for the last completed fiscal year (actuals) and current fiscal year (projections), and upcoming fiscal year (projections)
- Statistical Form (Standard CADA template or CADAC) for the last completed fiscal year (actuals) and current fiscal year (projections), and upcoming fiscal year (projections)
- Programming Form (Standard CADA template) for the last completed fiscal year (actuals) and current fiscal year (projections)
- Audited Financial Statements: Must include a statement of operations and balance sheet for the last completed fiscal year.
- Contact Information: Updated contact information for primary and secondary organizational contact.
- List of Board Members (Optional)
- Organizational Structure (Optional)
- Mandatory participation in equity, diversity, inclusion, and accessibility surveys.
- Optional participation in other surveys, research, and peer-to-peer learning opportunities.

Please contact grants@calgaryartsdevelopment.com with any questions about reporting requirements.