

## Operating Grant Program 2022 Interim Report

**Deadline: February 28, 2022, 4:30pm MT**

Interim reports are reviewed by staff for completeness, accuracy, and risk according to the [Fair Notice Policy](#). Organizations who received a Fair Notice Policy flag in 2021 will be contacted by Calgary Arts Development staff with instructions on how to provide an update on their flag conditions. Once the interim report is approved, the Operating Grant funds will be issued starting in March, pending receipt of funding from The City of Calgary. Please note that there are 167 organizations in the Operating Grant Program, and timelines for staff review and follow-up will vary.

The interim report requirements vary depending on the average operating budget of your organization. If you are unsure which category to complete reporting for, please contact [grants@calgaryartsdevelopment.com](mailto:grants@calgaryartsdevelopment.com). Please review the [Investment Program FAQ](#) for information about frequent causes for follow-ups, definitions, and more.

**NEW:** Calgary Arts Development is now a CADAC member. Organizations who complete CADAC financial and statistical forms will simply be asked for their CADAC ID number, and will no longer be required to upload those forms. Organizations who do not complete annual CADAC forms will continue to upload the standard CADA templates.

**Please Note:** In addition to the mandatory reporting requirements outlined below, organizations will be asked to respond to questions related to pandemic recovery and economic impact. This information is invaluable to Calgary Arts Development as we develop our case for support to The City of Calgary for the 2023-2026 budget and future funding programs.

### Requirements

The interim report for 2022 is due Monday, February 28, 2022 at 4:30pm.

*Category A, B, C (As identified in 2020)*

- 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 D, E, F, G (As identified in 2020)*

- 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.

Please contact [grants@calgaryartsdevelopment.com](mailto:grants@calgaryartsdevelopment.com) with any questions about reporting requirements.