

## **CADAC Instructions: (for OPERATING & PROJECT grant applicants ONLY)**

CADAC (Canadian Arts Data/Données sur les arts au Canada) is a web-based application that provides arts organizations with a single point of data entry for financial and statistical information that will be used by one or multiple public funders, including the City of Mississauga, the Ontario Arts Council and the Canada Council for the Arts.

All organizations applying for a City of Mississauga **OPERATING** and/or **PROJECT** grant must enter their Financial and Statistical information online at CADAC ([www.thecadac.ca](http://www.thecadac.ca)). There are two options for entering data. You can download the financial and statistical forms as Microsoft Excel files, complete them on your desktop, print a copy to enclose with your City of Mississauga application and upload the form to CADAC. Or you can complete the forms online, download the completed forms as Microsoft Excel files and print copies to enclose with your City of Mississauga application.

New users of CADAC must first **register** their organization at [www.thecadac.ca](http://www.thecadac.ca)

- Registration must be approved, so register well in advance of the City of Mississauga application deadline to ensure you have time to complete the financial and statistical forms.
- When your registration is approved you will receive your organization **CADAC ID**. You are required to submit your CADAC ID with your City of Mississauga application form. Your application will not be accepted without a CADAC ID.

If you are already registered, follow these steps:

1. **Log in** to your organization's account at [www.thecadac.ca](http://www.thecadac.ca)
2. (a) **Download** the Financial form and Statistical form from CADAC if you want to complete the forms on your desktop. *(When selecting the form year, choose the current fiscal year from the drop-down list in order to download a form with the current Request Year)*

**Upload** the Financial form and Statistical form to CADAC when you have completed the forms.

*(Note, only forms downloaded from CADAC can be uploaded to CADAC.)*

**Submit** the forms to complete the process. (The uploaded form has been saved as a *Draft* version only.) Go to the *Financial* or *Statistical Form Edit* page and click **Submit** to submit the form.

**OR**

(b) **Enter** the Financial and Statistical data directly online. Click **Save** to save as a *Draft* version only. This allows you to return later to complete it. Click **Submit** to submit the form when the data entry is finished in order to complete the process.

3. **Attach** signed financial statements. When signed financial statements are available for a financial year that has been *Submitted*, you will scan the signed statements in a format such as Acrobat PDF that can be uploaded to CADAC. For step-by-step instructions, see *Add an Attachment* under *Forms* in the **Help** section of CADAC. When the financial statements are uploaded, the CADAC Financial Data Controller will reconcile the submitted form with the statements. If there are discrepancies, the FDC will request an explanation.

### **Tips for first-time CADAC users:**

- CADAC will **timeout** after 60 minutes of "inactivity". Data entry does not register as activity. If you are entering data online, please click **Save** frequently to ensure you don't lose data!
- When you login, review the legend of icons on the *Forms* page and *Buttons and Icons* under *Forms* in the **Help** section of CADAC. Here you will find an explanation of *form status*, who can view your data and when you are able to edit your data, which will give you a better understanding of the overall CADAC process.
- When you click **Save**, data is saved in *Draft* mode only. You must click **Submit** to submit your form in order to complete the process. Forms that have been submitted can be viewed by the CADAC Financial Data Controller (FDC) and only by the funders that have your CADAC ID.
- **Help Desk** - In addition to online help, which includes video tutorials, CADAC staff are available to assist you Monday to Friday during business hours via a toll-free number (1-866-249-0296) or email.

## **STATISTICAL INFORMATION**

Only applies to **OPERATING** and **PROJECT** grant requests. Not a requirement for **CAPITAL** grant applicants.

Statistical data must be entered in CADAC (Canadian Arts Database/Données sur les arts au Canada) and you are required to include with your application printed copies of the Excel form that can be downloaded from CADAC. Enter/update statistical data for your last completed year, current year, and project data for the request year.