



DEPARTMENT OF TOURISM, HERITAGE AND CULTURE

**CORE SUPPORT PROGRAM  
ANNUAL REPORT**

**CORE SUPPORT PROGRAM COMPONENTS "A, B, & C"**

**PRODUCTION & PRESENTATION/SERVICE /COMMUNITY CULTURAL ORGANIZATIONS**

**Deadline Friday, March 25, 2024**

**ANNUAL REPORTING REQUIREMENTS**

Organizations that are part of the 2019-2022 core funding program are required to report the information below prior to receiving the coming year's funding.

**Steps for submission:**

1. Complete financial and statistical reports for your most recently concluded fiscal year on the CADAC website: <https://www.thecadac.ca/login.aspx>; \*Note that you need only complete data lines relevant to your organization. Applicants are welcome to call their program officer for support.
2. Organizations with an annual budget above \$300,000: upload your most recently audited financial statement to CADAC; organizations with an annual budget below \$299,999: upload your board-signed financial statement to CADAC.
3. Complete this form and email to [culture@gnb.ca](mailto:culture@gnb.ca).

**PART 1 OF 4 – CONTACT INFORMATION**

Registered Name of Arts Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Title of contact person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address (head office): \_\_\_\_\_

Postal Code: \_\_\_\_\_



## PART 2 OF 4 – ACTIVITY

As is required, in the past 12 months, my organization has:

- Paid CARFAC standard artist fees
- Maintained an up-to-date web presence

Successes you have achieved:

- Fostered new creative partnerships
- Diversified revenue streams [new sponsors/funders/donors]
- Increased membership
- Strengthened volunteer base

- Championed New Brunswick artists/groups in a new way
- Toured works and/or performances outside of our community
- Engaged multi-generational audiences
- Became or maintained full accessibility
- Maintained an engaged staff, or hired new staff
- Hosted international artist(s) or organization(s)

- Worked to become more financially sustainable

If yes, please describe the step forward that made you most proud [maximum 750 characters]:

- Provided arts education opportunities for our community or region

If yes, please briefly describe your favourite example [maximum 750 characters]:

- Fostered inclusivity and engaged underserved segments of our community

If yes, please briefly outline how [maximum 750 characters]:

- Advocated for NB artists or NB arts sector

If so, please describe the instance that you feel was most effective [maximum 750 characters]:

If there is a success that you have achieved that is not listed above, please share it with us [maximum 1,000 characters]:

### PART 3 OF 4 - CHALLENGES

In the past 12 months, my organization experienced challenges with:

- |   |   |
|---|---|
| <input type="checkbox"/> Fundraising                | <input type="checkbox"/> Facility limitations     |
| <input type="checkbox"/> Attaining sponsorships     | <input type="checkbox"/> Advertising/Promotion    |
| <input type="checkbox"/> Human resources            | <input type="checkbox"/> Social media management  |
| <input type="checkbox"/> Board Management/Structure | <input type="checkbox"/> Audience diversification |
| <input type="checkbox"/> Cash flow                  |   |

If your organization is experiencing a specific challenge that you would like us to take into account when reviewing your report, please let us know [1,000 maximum characters]:

### FEEDBACK

Anything else that you feel is important for us to be aware regarding your organization's work in the last 12 months?

- No
- Yes, please elaborate in the box below:

### PART 4 OF 4 – LISTING OF UPCOMING ACTIVITIES FOR 2023-24

Name of Organisation	Event name	Artistic Discipline <i>Please specify the genre (e.g., literature, dance, visual art, theatre, etc.)</i>	Location :	Date :	Cost to participate:	Host organization's social media channel(s)

**CONTACT INFORMATION**

For questions or assistance, please contact Program Officers, Arts and Cultural Industries Branch  
Dept. of Tourism, Heritage and Culture.

- Email: [culture@gnb.ca](mailto:culture@gnb.ca)
- Phone: (506) 453-2555
- Website: [www.gnb.ca/culture](http://www.gnb.ca/culture)