

CADAC Questions and Answers

December 2008

Q: What is CADAC?

- CADAC stands for *Canadian Arts Data/Données sur les arts au Canada*. It is a common financial and statistical database for arts organizations which receive **operating** funding from federal, provincial and/or municipal arts funding agencies.

Q: Which arts funding agencies are participating in CADAC?

- The funding agencies that will be using CADAC for operating grant applications include: the Alberta Foundation for the Arts, the British Columbia Arts Council, the Canada Council for the Arts, the City of Vancouver, the Manitoba Arts Council, the New Brunswick Department of Wellness, Culture and Sport, the Ontario Arts Council, the Saskatchewan Arts Board and Toronto Arts Council.
- We are currently in discussion with other provincial and municipal arts funding agencies across Canada about harmonizing their processes with CADAC. Our goal is that all federal, provincial and municipal agencies that provide operating funding to arts organizations will join CADAC.
- Supporting partners include the Culture Division of the City of Toronto, the Department of Canadian Heritage, the Ontario Cultural Attractions Fund, the Ontario Ministry of Culture and the Ontario Trillium Foundation

Q: What are the benefits of CADAC?

- CADAC will lighten the administrative burden on arts organizations by allowing them to complete one set of financial forms, and in most cases, statistical forms, that is accepted by many federal, provincial and municipal arts funders.
- CADAC will provide essential information on the financial and statistical situation of arts organizations that is reliable and consistent across funding agencies. This data will allow funders to better track and report on arts funding based on valid, accurate information
- CADAC will provide significantly enhanced data for research, planning, policy development and program evaluation. Funders and arts organizations will be able to use CADAC to analyze data at the aggregate level, and go to a single data source to track trends. They will be able to compare their data to combined data through selected public reports. In the longer term, reports on trends will also be developed to assist specialized users such as national arts service organizations.

Q: Once CADAC is in place, what will arts organizations have to do differently when they submit their applications for operating funding?

- Instead of submitting financial data on paper, arts organizations will submit it electronically via CADAC. If an organization is applying for operating funding to more than one agency, the financial data could be submitted once or updated as needed.
- Arts organizations will have the option of submitting their financial data electronically one of two ways:
 - they can fill out the form on-line through the CADAC web site; or
 - they can download the template from the CADAC web site, fill it out off-line, then upload it to the web site.

Q: Will the information that is submitted to CADAC be secure?

- Yes. The CADAC web site and database will be located on a secure network. Access to CADAC will be restricted via user-IDs and passwords. The CADAC equipment is located in a secure data centre.
- Arts organizations will make available their detailed data for applications to specific arts funding agencies. Other arts funding agencies and organizations will not have access to each other's data.
- At the same time, the data will be aggregated to allow funders, cultural policy experts and members of the arts community to identify trends and monitor the overall health of arts organizations.

Q: Will all arts organizations applying for funding use CADAC?

- No. For now, CADAC will not be used by organizations seeking project funding, unless they apply for an operating grant to one of the CADAC partner funding agencies.
- CADAC will not be used by book or magazine publishers. Because of the nature of their business, they organize and report their financial information differently from other arts and cultural organizations, and will continue to submit their information the traditional way.

Q: Who is running CADAC?

- CADAC is governed by a board representing all the partner agencies, which determines CADAC policy and monitors the operations of the project.

- CADAC is housed at the Canada Council for the Arts, and its day-to-day operations are handled by two CADAC employees: a Financial Data Controller and an Administrator.

Q: When will CADAC be operational?

- CADAC will be phased in gradually over the next two years. As deadlines for competitions for operating funds approach in 2009-10, the various funding agencies will let organizations know when to post their information on CADAC. In the meantime, organizations should register and input data for 2006-07 and 2007-08 as soon as possible to reduce their workload closer to the deadline.

Q: How long will take me to register?

- It will take about five minutes to register.

Q: How long will it take to input the financial data?

- It will take anywhere from 30 minutes to 2 hours, based on the experience of the organizations who participated in the pilot.

Q: Is the financial form the same form that we have used in the past?

- The form has been revised to provide clearer definitions and to harmonize with requirements of all the member agencies. The form is still easy to use and there is support available for organizations that have questions.

Q: What about statistical information?

- Arts funding agencies currently require organizations applying for operating funding to submit such statistical information as audience numbers, number of tours, performances or exhibitions, etc. Applicants to most of the CADAC partner agencies will begin submitting that information through CADAC using a new statistical form.
- The Canada Council for the Arts, is in the process of determining what format will be used to capture statistical information from its applicants, and will not initially require applicants unique to the Council to submit statistical information via CADAC.

Q: How was the statistical form developed?

- The form is based on forms currently used by some of the member agencies. It will be revised in the coming year in order to meet the statistical needs of all member agencies.

Q: Will arts organizations be trained to use the system?

- CADAC provides organizations with a Quick Start and User's Guide and there is also an on-line tutorial.
- The CADAC staff serves as a Help Desk, and responds to questions from arts organizations and staff of the partner agencies. Telephone: 1-866-249-0296 or 613-566-4414 X4328. Email address: CADACinfo@thecadac.ca; cadacadministrator@thecadac.ca; FDC@thecadac.ca .
- Funding agency officers and program assistants who will be accessing data from CADAC will be fully trained in the use of the system.