Naming a Program List in CADAC

The Program List (PL) naming convention serves the purpose of easily identifying the agency, the application deadline year, the number of organizations, the funding cycle as well as any additional specifications.

This allows CADAC to know which program lists to prioritize during the reconciliation process and to easily identify information about Program Lists.

Please follow this structure when naming a program list:

- Funding Agency acronym;
- The application deadline year;
- The name of the program (including the program number if applicable);
- The number of organizations part of the list (to be confirmed before PL is approved);
- Either "A" for Annual or "MY" for Multiyear;
- Additional specifications (I.e., Forecast, Internal use, Research, etc…).

Agency acronym-YEAR-Program Name/Number of Orgs-A or MY
  Examples:
  CCA-2022-Theatre-4539-MY
  MAC-2022-Visual Arts-965-MY-Research
  TAC-2025-Dance-265-MY-Forecast

N.B. When an Agency Supervisor approves the Program List (PL), they should confirm that the number of organizations in the PL list is accurate before approving.

NEW

We request that each funder provides a unique **Master List that includes ALL organizations that require reconciliation for said application deadline year** including orgs with multi-year and annual funding.

For this Program List, we ask that you use the above convention and add the acronym "**ML**" at the beginning of the PL name.
  Example:
  ML-TestAgency-2024-9-MY

Important
Please follow this structure within the Program List for:

  Application Deadline: Use the last day of your organization's fiscal year

  Start Date: Use the first day of your organization's fiscal year

  End Date: Use the last day of your organization's fiscal year

                    Example;

Program List Name *

ML-TestAgency-2024-9-MY

Application Deadline *

1/31/2024

Reconciliation Deadline

2/29/2024

Program List Discipline

Select

Start Date

31/03/2024

End Date

31/03/2025

Naming a Program List in CADAC

See table below for the list of acronyms.

Funding agency	Acronym
Alberta Foundation for the Arts	AFA
British Columbia Arts Council	BCAC
City of Greater Sudbury	CofSud
City of Kingston Arts Fund	CKAF
City of Saskatoon	CofSask
City of Vancouver	CofVanc
Edmonton Arts Council	EAC
Halifax Regional Municipality	HRM
Manitoba Arts Council	MAC
New Brunswick Arts Development Branch/Department of Tourism, Heritage and Culture	NB
Newfoundland and Labrador Arts Council	NLAC
Nova Scotia	NS
Ontario Arts Council	OAC
Saskatchewan Arts Board	SAB
Toronto Arts Council	TAC
Canada Council for the Arts	CCA