

	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>		
	<b>April - June 2021</b>	<b>July - September 2021</b>	<b>October - December 2021</b>	<b>January - March 2022</b>		
<b>GRANTING</b>	Ongoing management of Operating and Project grant programs.	Ongoing management of Operating and Project grant programs.	Ongoing management of Operating and Project grant programs.	Ongoing management of Operating and Project grant programs.		
	Processing and payment of Operating grants in the following programs: Publishing Organizations; Dance Organizations; Visual Arts Artist-Run Centres and Organizations; Media Arts Organizations; Multi and Inter-Arts Organizations; Music Organizations and Theatre Organizations	Processing and payment of Operating grants in the following programs: Literary Organizations; Arts visuels, arts médiatiques et métiers d'art : organismes et centres d'artistes autogérés francophones; Diffusion francophone; Édition francophone; Organismes francophones de service aux arts; Théâtre francophone; Arts Organizations in Communities and Schools; Public Art Galleries; Publishing Organizations		Processing and payment of Operating grants in the following programs: Theatre Organizations; Music Organizations		
		Design program changes for 2022-23; synthesize existing feedback on programs and plan improvements and re-design including any potential new programs	Develop funding framework for 2022-23; Finalize and post new application forms for 2022-23 programs reflecting program changes as well as any change in policy and process			
<b>COMMUNICATIONS</b>						
	Showcase impact stories that express the responses from artists and arts organizations to connecting with audiences, in the context of COVID-19; amplify OAC efforts to support the arts community through the pandemic; if possible, integrate the short shareable videos that were created prior to the pandemic that demonstrate how the arts contribute to strong communities	Continue to showcase impact stories that express the responses from artists and arts organizations to connecting with audiences, in the context of COVID-19; amplify OAC efforts to support the arts community through the pandemic; if possible, integrate the short shareable videos that were created prior to the pandemic that demonstrate how the arts contribute to strong communities	Continue to showcase impact stories that express the responses from artists and arts organizations to connecting with audiences, in the context of COVID-19; amplify OAC efforts to support the arts community through the pandemic; if possible, integrate the short shareable videos that were created prior to the pandemic that demonstrate how the arts contribute to strong communities	Continue to showcase impact stories that express the responses from artists and arts organizations to connecting with audiences, in the context of COVID-19; amplify OAC efforts to support the arts community through the pandemic; if possible, integrate the short shareable videos that were created prior to the pandemic that demonstrate how the arts contribute to strong communities		
		MPP riding roll-ups - grants per riding for 2019-20	Support the CEO and OAC Board in arts advocacy efforts, including building and strengthening OAC's relationship with MPPs	MPP mailing of new deadlines brochure		
	Based on the results of the previous impact story project (The Ripple Effect) start working on the project to create follow up stories if budget allows	Pending budget, continue to work on Phase II of The Ripple Effect	Pending budget, finalize work on Phase II of The Ripple Effect.	Finish release of next iteration of Ripple Effect project if budget allows		
	Work on developing next strategic plan	Work on developing next strategic plan	Work towards launch of next strategic plan	Support to Outreach activities/Awards		
	Explore opportunities for MPP engagement and OAC-funded arts activities aside from grant	Enhance existing MPP strategy with new activities that connect the arts in each riding with the MPP	Roll-out OAC/ gov't funding acknowledgment strategies to OAC funded organizations	Provide ongoing Communications support to programs/initiatives		
	Provide Communications/event support to Awards	Create new ways for grant recipients to recognize OAC funding, including a social media toolkit	Produce events, eblasts, news releases, advertising, publications and other communications products (videos, webinars) as needed	Develop new social media templates		
	Continue to provide communications support to Nova related changes in granting	Produce events, eblasts, news releases, advertising, publications and other communications products as needed	Develop deadlines brochure			
	Begin work on Annual Report	Finalize, produce and submit Annual Report	Provide Communications support to Outreach activities/Awards			
<b>FINANCE &amp; ADMINISTRATION</b>						
	Establish financial structure to support the implementation of 2021-22 budget	Review OAC investment performance	Conduct mid-year financial reviews	Develop 2022-23 OAC budget		
	Support and complete 2021-22 agency attestation process	File CRA annual tax returns	Complete Ministry multi-year plan process	Complete financial year-end activities		
	Complete 2020-21 year end audit and finalize OAC year end audited financial statements	Review IT security and update the procedures as needed	Develop financial plan for 2022-23 OAC Business Plan			
	Prepare the financial section of Quarterly Governance Package, for submission	Prepare the financial section of Quarterly Governance Package, for submission	Prepare the financial section of Quarterly Governance Package, for submission	Prepare the financial section of Quarterly Governance Package, for submission		
	Submit ministry public account reporting	Complete quarterly reporting package	Review and test the business continuity plan	Submit quarterly expense reports to the Integrity Commissioner and respond to follow up questions		
	Complete the upgrade of the financial system	Submit quarterly expense reports to the Integrity Commissioner and respond to follow up questions		Provide training on IT security and record management		
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