

How to Find Draft and Submitted Applications

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Step 1: Navigate to My Organization (2 Routes)

Route 1: Once you have logged in your account (after creating an account) on the Canadian Heritage Funding Portal page, click the second hyperlink “My Applications”

Quick Actions



[My Organizations](#)

Create or edit an Applicant Profile. Share your organization with collaborators.



[Funding Opportunities](#)

View funding opportunities available on the portal. Apply for funding.



[My Applications](#)

View, edit, or copy your funding applications. Submit reports.



[Help Centre](#)

Contact us or submit a service request.



[Canadian Heritage Funding](#)

View a complete list of Canadian Heritage funding programs.



[Update User Profile](#)

Edit your personal contact information.



Route 2: Once you have logged in your account (after creating an account) on the Canadian Heritage Funding Portal page, click the first hyperlink “My Organizations” which is where any pre-existing organizations you created will be.

Quick Actions



[My Organizations](#)

Create or edit an Applicant Profile. Share your organization with collaborators.



[Funding Opportunities](#)

View funding opportunities available on the portal. Apply for funding.



[My Applications](#)

View, edit, or copy your funding applications. Submit reports.



[Help Centre](#)

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[Canadian Heritage Funding](#)

View a complete list of Canadian Heritage funding programs.




[Update User Profile](#)

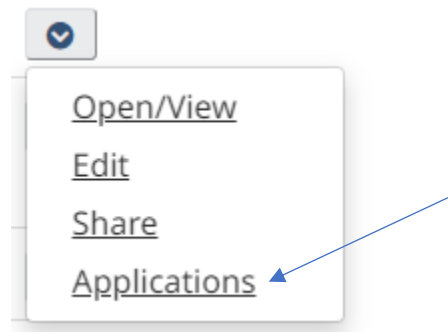
Edit your personal contact information.



Once you have clicked “My Organizations” you will see a list of all the organizations you have created. When you have located the one you would like to deal with, click the button with the small arrow pointing downwards at the end of the row.

Legal Name ↑↓	Role ↑↓	State ↑↓	Portal Id ↑ ↓	Last Update ↑↓	
Test Org	Administrator	Registered	P002235	2024-08-05 11:23 AM	

When clicked, a dropdown menu should appear. Click “Applications”



Step 2: Access list of applications associated with your organization

A list of all applications for your organization will appear:

My Applications



You have a report to complete!

Case File: PCH-2023-02380

Case File: PCH-2023-02381

Case File: PCH-2024-03320

You can complete and submit your report by locating the "Final Report" that corresponds to the case file number in the table below. Then select the open icon under the "Actions" column.

Below is a list of the applications linked to your User Profile. To view an already submitted application or edit a draft application, find the application in the list below and select the open icon under the "Actions" column.

If you are reapplying for funding, you can reuse answers from a previous application by selecting the copy icon beside the application you wish to reference (only available for some funding opportunities).

[New Application](#)

Search: Show **10** entries

Date Created	Name	Version	Organization	Status	Actions
PCH-2024-03615					
Draft					
Celebrate Canada 2023					
2024-08-06	TEST PRO	1	Test Org	Draft	
PCH-2024-03612					
Draft					
Celebrate Canada					
2024-08-06	NIPD	1	Test Org	Draft	

Showing 1 to 2 of 2 entries |

You can open, edit, or delete applications by clicking the button with the small arrow pointing downwards at the end of the row for the application you would like to deal with.

A dropdown menu is shown, triggered by clicking the small arrow icon in the Actions column of the table. The menu contains two options: "Open" and "Delete". A blue arrow points from the text above to the "Open" option.