Artist & Education On-Line Application

Completing the on-line application should be done in <u>one uninterrupted continuous session</u> to avoid being timed out and losing information. It may take up to one hour to complete the on-line application. Follow the step by step, screen by screen instructions in this Guide.

There are two sections to complete and save, the Applicant Profile Section and Application Section. Both sections are contained within the on-line application.

<u>DO NOT START UNTIL</u>:

Prior to commencing the on-line application, schools <u>MUST</u> have already prepared and completed the following three separate documents and have them ready to attach to their on-line application:

> **1. Artist Fee Confirmation Form – find under "Helpful resources" section in program guidelines**
> **2. Residency Project Description – see "How to apply" section in program guidelines**
> **3. Artist Resume or Arts Organization Profile**

Applications missing completed attachments will be made ineligible

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<u>STEP 1</u>:

If you have not already done so, obtain a GATE user ID and password, by sending an e-mail request to <u>registrationAFA@gov.ab.ca</u> at least five business days prior to the program deadline.

The e-mail request must contain the following information:

1. The legal name of the school as listed by Alberta Education found at
   http://education.alberta.ca/apps/schoolsdir/

2. The contact name of the individual responsible for preparing application on behalf of the school; and

3. The contact person's email address.

Starting the School's On-Line Application

Applicant Profile Section

1. With the user ID and temporary password sent to you by the Alberta Foundation for the Arts (AFA), log into GATE at **https://gate.alberta.ca/gate/frontOffice.jsf**

Screen 1 – Logging into the system

Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Online Grant Application System

Welcome to the Online Grant Application System for **Alberta Culture and Tourism, the Alberta Foundation for the Art** **Alberta Sport Connection.**

The system may be used to submit applications and/or final reporting information for the following **Alberta Culture and To** programs:

• Alberta Media Fund - http://culture.alberta.ca/mediafund
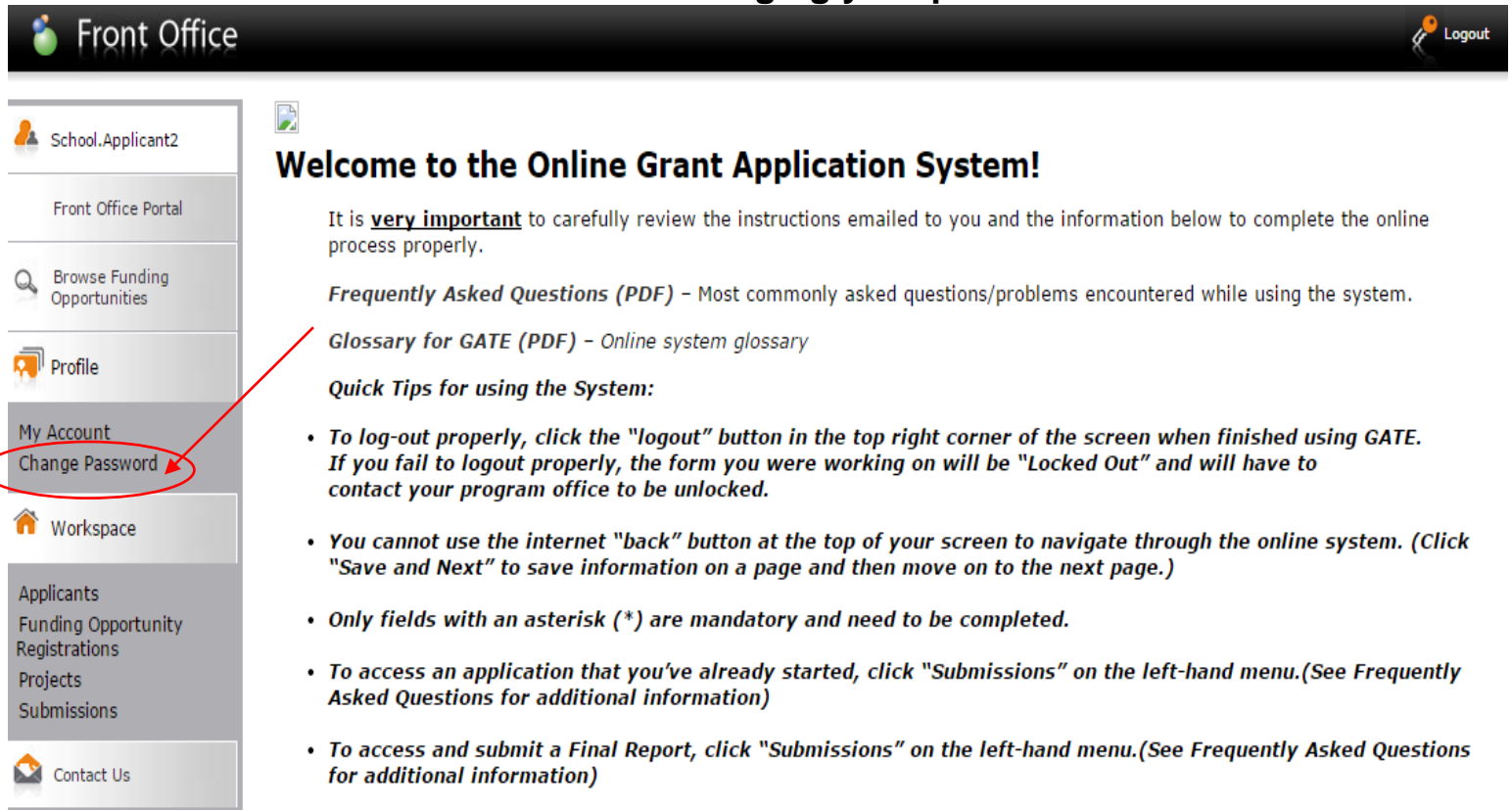
The system may be used to submit applications and reporting information for the following **Alberta Foundation for the A** programs:

• Individual Artists Project Grant - http://affta.ab.ca/Grants/Individual-Project-Grants

• Organizational project Grant - http://affta.ab.ca/Grants/Organizational-Project-Grants

• Organizational Operating Grant - http://affta.ab.ca/Grants/Organization-Operational-Grants

• Awards and Scholarships - http://affta.ab.ca/Grants/Awards-and-Scholarships

• Art Acquisition by Application - http://affta.ab.ca/Art-Collection/Acquisitions-and-Programming

1. You **must** now change your password. Click on **"Change Password"** in the left hand menu.

Screen 2 — Changing your password

NOTE: The on-line system may be faster or slower at different times of the day, so moving from one screen to the next may take as long as 30 seconds.

1. The old password is the password provided to you by the AFA. Complete the remaining boxes and press save. Use your personal email address throughout.

Screen 3 — Changing Your Password

You will see the message "your password has been changed successfully".

Screen 4 — Your Password has been Changed

1. Click on the **"Browse Funding Opportunities"** link on the left hand menu bar to locate the Artist and Education Program for Schools.

Figure 5 – "Browse Funding Opportunities"

SCREEN 6

1. Click the **magnifying glass** icon next to the Artists and Education program.

Screen 6 – Selecting the Artist & Education program

1. "click here" if you require the Artist and Education Program guidelines.

2. Click the "**Apply Now"** button at the bottom of this page. This will allow you to register for this grant program.

Screen 7 – Program information page

1. From the **"Applicant Details"** box, select your school's name from the drop down menu.

2. **DO NOT** enter anything in the fields at the **bottom of the page** (or you will create a duplicate Applicant Profile).

3. Click **"Save and Next"**.

Screen 8 - Applicant Details page

IMPORTANT - All fields marked with an asterisk * **MUST** be completed throughout the application, otherwise the application will fail to submit at the end of the process.

SCREEN 9

1. From the **"Applicant Type"** drop down menu, choose **"Educational"**.

2. Click **"Save and Next".**

Screen 9 – Applicant Type field

1. Schools answer the checkboxes as follows in **Screen 10**:
   - First question: **Yes** - registered under provincial/federal
   - Second Question: **No** – not a CRA registered charity

2. Do not enter any information under "Common Name." In the "Legal Entity Name" field enter the (legal) name of the school as recognized by Alberta Education, as found at https://education.alberta.ca/alberta-education/school-authority-index/

3. Scroll down and click **"Save and Next"**.

Screen 10 – Organization registration information

1. From the **"Registration Type"** field drop down, select **"School Act".**

2. The school name that you entered in the "legal entity name" field on the previous "Organization" page should appear in the **"Registered Name"** field so that you do not have to re-enter it.

3. **Do not** enter any information into **"Registration Number"** or **"Registration Date"** boxes.

4. Click **"Save and Next".**

Screen 11 – Registration page

1. Under Applicant Address, fill in the school **mailing** address.

2. Under Mailing Address, in the box that asks "Same address as above?" click **"Yes"**

3. Scroll down and click **"Save and Next".**

Screen 12 – Applicant Address page

1. Click the orange "plus" icon on the left hand side of the page.

Screen 13 – Contact List page

1. From the "Contact Type" field drop down menu, select **"Primary Contact".**
Parent or volunteer names should **NOT** appear anywhere in the application.

2. Enter the school's "primary contact" person's information in the remaining fields (teacher or principal). You **must** include a title and personal or professional email address for this individual.

3. **Do not** complete Board of Directors or Officer boxes.

4. You must include **two** contact names for an application, so when you are finished entering the primary contact information scroll down and click **"Save and Add Another"**.

Screen 14 – Entering Contact information

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1. Enter the contact information for the alternate contact for your school. In the **"Contact Type"** field drop down menu, select **"Authorized Representative".** No parent or volunteer

2. Enter the school's alternate contact person's information in the remaining fields. You **must include a personal email address for this individual.** No parent or volunteer

3. **<u>Do not</u>** complete Board of Directors or Officer boxes.

4. When finished, scroll down and click **"Save and Back to List".**

Screen 15– Entering Alternate Contact information

SCREEN 16

1. You will now see the completed contact list for your school. (Additional contacts may be added in the future.) **If** edits are required, click magnifying glass icon beside name.

2. Click **"Next"** once all contact information is completed.

Screen 16 – Completed Contact List

SCREEN 17

1. You will now see the File Attachments page. **DO NOT** attach any files in this area. Click **"Next"** to proceed to the Submission Summary page.

Screen 17 – File Attachments page

SCREEN 18

1. This page allows you to formally "Complete" the School's Applicant Profile. If you have completed all pages correctly, you will see checkmarks in the "Complete" column, and can proceed to **step 3**.

2. If any information is missing or incorrectly formatted, a red **X** will appear on the corresponding line under the "Complete" column. To return to that page and complete the necessary information, click on the hyperlinked page name.

3. Once you have verified that the Applicant Profile Section is complete, click the "Complete" button. **Do not click the "Next" button. This will take you back to the first screen.**

Screen 18 – Submission Summary page

1. You are now at the "Complete Applicant Profile" page. Click **"Next"** to continue the application process.

2. **Do not** click "View".

Screen 19 – Complete Applicant Profile page

Create An Application Section

1. Enter the name of the artist or arts organization in the **"Applicant Project Name"** field, e.g. *"Jane Doe Ltd. Dance".*

2. Click **"Save and Next".**

Screen 20 – Create A Project Name

1. To view Artists and Education program guidelines, click on the red "click here" link.

2. To begin your application, click **"Next"**.

Screen 21 – Program Overview

1. From each of the drop down boxes, select the appropriate individual's name.

2. Click **"Save and Next"**.

Screen 22 — Contact List

1. Ensure that the school information in the Applicant Address and Mailing Address boxes are correct.

2. Click **"Save and Next".**

Screen 23 — Contact information and Mailing Address

1. Verify the school's legal name is correct. **Do not** enter any information in any other boxes.

2. Fiscal year end – If unsure of your school's fiscal year end, **enter June 30**.

3. CADAC Number – **Do Not** enter any information in this field.

4. Click **"Save and Next".**

Screen 4 —Organization Information

1. Enter the name of the artist or arts organization (eg: Jane Doe Dance Company).

2. Choose the start and end dates using the orange calendar icon.

3. Click **"Save and Next"**.

Screen 25 — Project Description

1. Click ⊞ icon to add the name of the artist or art organization providing the school residency program.

Screen 26 — Principal Artists

1. If the artist is an individual, enter the job title of the artist into the "Position / Role" box (eg: dance instructor); **or**

2. If the school is hiring an arts organization, enter name of organization into the "Position / Role" box (eg: Blue Theatre Company).

3. Artists and arts organizations must be resident in Alberta. Click **"Yes"**.

4. Enter the name of individual artist or director of arts organization.

5. Click "**Save and Back to List."**

Screen 27 — Principal Artists

1. The Artists information should now appear on the page.

2. Click **"Next".**

Screen 28 — Principal Artists

1. This will take you to the Organization Applicant Agreement sign off below.

2. Scroll all the way down to the bottom.

Screen 29 — Organization Applicant Agreement

3. Ensure that all fields marked with an asterix are complete and correct.

4. **Click the check box beside "Organization agrees to/with all the statements above".**

5. Click **"Save and Next".**

The Organization represents and warrants that the person signing is duly authorized to make the Application and to bind the Organization to the Agreement.

Incorporated (Legal) Name of Applicant Organization ("Organization"): Legal School Name

* Title Name of Authorized Official: (Legal Signing Authority) Ms. Jane Doe

* Position Held: Principal

Date: (yyyy/mm/dd) 2015/03/04

* The Organization agrees to/with all the statements above: ☑

Please Note:

The personal information collected using this form is required for the administration of this program. This information may also be shared with Alberta Culture and Tourism, which provides consultative and administrative assistance to these awards programs. The information will not be disclosed to any other third parties except as allowed by the Freedom of Information and Protection of Privacy Act.

For further information about this program, and the use of personal information, please contact:

Arts Branch, Alberta Culture and Tourism, 780-427-9968
Toll-free Calls in Alberta to Government of Alberta Offices:

- 310-0000 + office area code + telephone number

Cell phone: Toll-free codes below + office's area code + telephone number:

- *310 (Roger's Wireless)
- #310 (Bell and Telus)

Save & Back	Save	Save & Next
Back		Next
Check Spelling		

1. Enter School's legal Name and school location. If the school is located in a town or city not named in the drop down menu, choose **"other"** and in the **"Jurisdiction"** field enter name of town or city as shown in **Screen 30 b**. (next page below).

2. Complete **"Name of Artist or Company"** field.

3. Enter amount in **"Artist Fee (excluding GST)"** field**.** The "Grant Amount Requested" box will automatically calculate and can be viewed when you press "**Save**".

4. Press **"Save & Next".**

Screen 30 a. — Grant Calculation

Screen 30 b. — Grant Calculation, continued

School.Applicant2

Applicant Name:
TEST ACCOUNT

Applicant Number:
APP-24984034

Project Name:
School Name

Project Number:
AFA-AE-14-037367

Alberta Foundation for
the Arts Application Form

Program Overview
Contact List
Applicant Contact
Information
Organization Information
Project Description
Principal Artists
Organization Applicant
Agreement

Artists and Education Grant Calculation

* School Name: Legal School Name

* School Location: Other

* If Other, please specify jurisdiction: Camrose

* Name of Artist or Company: Jim Bob, Dance Instructor

* Artist Fee (Excluding GST): $5,000.00

Grant Amount Requested: $3,750.00

| Save & Back | Save | Save & Next |

| Back | Next |

Check Spelling

Note: This formlet contains mandatory fields for which no value has been saved.

SCREEN 31 - Attach the <u>three</u> required documents by clicking on the **"Document Type"** to open the attachment page in **Figure 31 a**. 01. Artist Fee Confirmation Form, 02. Artist Resume and 03. Detailed Project Description.

1. **Screen 31 b. -** Enter the name of the document you are attaching (eg: Artist Fee Confirmation Form) in the Document Description box.

2. **Screen 31 b. -** Click the Choose File button and select the file you wish to attach from your computer documents.

3. **Screen 31 b. -** Click Save and Back to List. **Repeat for each of the <u>three</u> required documents** (Artist Fees Confirmation Form, Artist Resume, and Detailed Project Description.)

Screen 31 a. — Attachments

Screen 31 b. — Attachments, cont'd

1. Once all three files are attached, you will see the following.

2. Click **"Next"**.

Screen 32 — Attachments

1. The Submission Summary page will show that you have completed all application requirements, indicated by the green check marks.

2. If you see a red X beside any item on the list, click on that item to return to the appropriate page and complete as required.

3. If your application is complete, click "**Submit**".

Screen 33 — Submission Summary

3.

Once submitted, you will see the following page:

Screen 34 — Completed Submissions Page

You have successfully submitted your application!

A confirmation notice will be sent to the email address provided in your application