

This User Guide is only for schools that have previously made an on-line application to the Artist & Education program

IMPORTANT – Parent councils and parent associations cannot apply on behalf of a school

Completing the on-line application should be done in one uninterrupted continuous session 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 - update the Applicant Profile Section and complete and save Application Section. Both sections are contained within the on-line application.

DO NOT START UNTIL:

Prior to commencing the on-line application, schools MUST 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**
- 2. Residency Project Description per Guidelines Section 3.5.**
- 3. Artist Resume or Arts Organization Profile**

Applications missing completed attachments will be made ineligible

STEP 1:

If you have not already done so, obtain a GATE user ID and password, by sending an e-mail request to registrationAFA@gov.ab.ca 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

SCREEN 1

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

The screenshot shows a web browser window with the URL <https://gate.alberta.ca/gate/frontOffice.jsf>. The page title is "Front Office Portal". The main content area features the "Alberta Government Online Grant Application System" logo and a welcome message: "Welcome to the Online Grant Application System for Alberta Culture and Tourism, the Alberta Foundation for the Arts and Alberta Sport Connection & Alberta Human Services." Below this, there are two sections of information about funding opportunities. The first section, "Alberta Culture and Tourism programs:", lists the "Alberta Media Fund" with a link to <http://culture.alberta.ca/mediafund> and a reminder that the next intake will be March 1, 2016. The second section, "Alberta Foundation for the Arts programs:", lists the "Individual Artists Project Grant" and "Organizational project Grant" with links to <http://affta.ab.ca/Grants/Individual-Project-Grants> and <http://affta.ab.ca/Grants/Organizational-Project-Grants> respectively. On the left side of the page, there is a sidebar with a "Front Office Portal" header and a "Login" button. The "Username:" field contains "School.Applicant2" and the "Password:" field contains "*****". The "Login" button is circled in red. Below the login fields are links for "Forgot your password?", "Browse Funding Opportunities", and "Contact Us". The Windows taskbar at the bottom shows the time as 4:10 PM on 1/15/2016.

Front Office Portal

Username:
School.Applicant2

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government
Online Grant Application System

Welcome to the Online Grant Application System for **Alberta Culture and Tourism**, the **Alberta Foundation for the Arts** and **Alberta Sport Connection & Alberta Human Services**.

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

- Alberta Media Fund - <http://culture.alberta.ca/mediafund>

» Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program. The next intake will be March 1, 2016.

The system may be used to submit applications and reporting information for the following **Alberta Foundation for the Arts programs:**

- Individual Artists Project Grant - <http://affta.ab.ca/Grants/Individual-Project-Grants>
- Organizational project Grant - <http://affta.ab.ca/Grants/Organizational-Project-Grants>

SCREEN 2

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

Screen 2 — Changing your password

Front Office Logout

School.Applicant2

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

It is **very important** to carefully review the instructions emailed to you and the information below to complete the online process properly.

Frequently Asked Questions (PDF) – Most commonly asked questions/problems encountered while using the system.

Glossary for GATE (PDF) – Online system glossary

Quick Tips for using the System:

- To log-out properly, click the "logout" button in the top right corner of the screen when finished using GATE. If you fail to logout properly, the form you were working on will be "Locked Out" and will have to contact your program office to be unlocked.
- You cannot use the internet "back" button at the top of your screen to navigate through the online system. (Click "Save and Next" to save information on a page and then move on to the next page.)
- Only fields with an asterisk (*) are mandatory and need to be completed.
- To access an application that you've already started, click "Submissions" on the left-hand menu.(See Frequently Asked Questions for additional information)
- To access and submit a Final Report, click "Submissions" on the left-hand menu.(See Frequently Asked Questions for additional information)

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.

SCREEN 3

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

Front Office

School.Applicant2

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicants

Change Password

* Old Password:

* New Password:

* Confirm Password:

* Personal Confirmation Question: Your email

* Personal Confirmation Answer: paul.reich@gov.ab.ca

Save Cancel

SCREEN 4

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

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

Screen 4 — Your Password has been Changed

Front Office

School.Applicant2

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Change Password

* Old Password:

* New Password:

* Confirm Password:

* Personal Confirmation Question:

* Personal Confirmation Answer:

Save

• Your password has been changed successfully.

SCREEN 5

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

Screen 5 – Selecting the Artist & Education program

Front Office

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Front Office Portal

Browse Funding Opportunities

Search Criteria:

Search

| Register | View | Funding Opportunity Name | Funding Opportunity Start | Registration Start | Registration End |
|----------|------|---|---------------------------|--------------------|------------------|
| | | Art Acquisition by Application | 1-Dec-2014 | 2-Dec-2014 | 1-Apr-2050 |
| | | Artists and Education | 1-Dec-2014 | 1-Dec-2014 | 13-Apr-2050 |
| | | Aboriginal Individual Project Grant | 1-Dec-2014 | 1-Dec-2014 | 13-Apr-2050 |
| | | Arts Presenting | 1-Dec-2014 | 1-Dec-2014 | 13-Apr-2050 |
| | | Community Performing Arts Organizations | 1-Dec-2014 | 1-Dec-2014 | 13-Apr-2050 |
| | | Cultural Relations – Individual | 1-Dec-2014 | 1-Dec-2014 | 13-Apr-2050 |
| | | Cultural Relations - Organizations | 1-Dec-2014 | 1-Dec-2014 | 13-Apr-2050 |

SCREEN 6

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 6 – Program Information Page

eForms

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AFA Publication Form

About the Program

Export to PDF

Get PDF Viewer

Back to Search Results

About the Program

Community Performing Arts Organizations Operating

The Community Performing Arts Organizations Operating Grant supports creating and producing performing arts activity by assisting community performing arts organizations with annual operating expenses.

Please [click here](#) for program guidelines and information.

Apply Now

SCREEN 7

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 7 - Applicant Details page

Front Office

Help

Funding Opportunity Registration

Create Applicant

Contact Us

Applicant Details

Select an existing Applicant and click Save & Next to continue

AFA Demo Organization (APP-96495042)

~~* Applicant Type~~ select --

Cancel Save & Next

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 8

1. From the “**Applicant Type**” drop down menu, choose “**Educational**”.
2. From the left hand menu Click “**Submission Summary**”.

Screen 8 – Applicant Type field

The screenshot displays the 'e.Forms' application interface. The top header bar is black with the 'e.Forms' logo on the left and a 'Logout' button on the right. Below the header, the main content area is titled 'Applicant Type'. In this section, the field '* Applicant Type:' is set to 'Educational' and is circled in red. Below this field, there are two rows of buttons, each with a red horizontal line through them. On the left side, there is a vertical menu. The menu items are: 'School.Applicant2', 'Applicant Name: TEST ACCOUNT', 'Applicant Number: APP-24984034', 'Applicant Profile', 'Applicant Type', 'Organization', 'Address', 'Contact List', 'File Attachments', 'Submission Summary' (which is circled in red), and 'Return to Registration Wizard'.

SCREEN 9 a.

1. Click “**Edit**” button. This will allow you to edit and update your school’s profile information such as contact persons and contact information and to verify existing school information.

Screen 9 a. – Submission Summary With Edit Button

Grantium™ - Submission

https://gate.internal.alberta.ca/gate/viewFormlet_Details.jsf

e.Forms

Logout

School.Applicant

Applicant Name:
TEST ACCOUNT
Applicant Number:
APP-24984034

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
File Attachments
Submission Summary

Return to Registration Wizard

Submission Summary

| Complete | Page | Last Updated | Mandatory |
|----------|------------------------------------|-------------------|-----------|
| ✓ | Applicant Type | 2015/02/26 | Yes |
| ✓ | Organization | 2015/02/26 | Yes |
| ✓ | Registration | 2015/03/04 | Yes |
| ✓ | Address | 2015/03/04 | Yes |
| ✓ | Contact List | 2015/03/04 | Yes |
| -- | File Attachments | No Input Required | No |
| -- | Submission Summary | No Input Required | No |

Back Next

Edit

This e.Form has been marked as complete

SCREEN 9 b.

DO NOT click the “Complete” button yet

1. Click “**Organization**” button in the left hand menu.

Screen 9 b. – Submission Summary With Complete Button

Submission Summary

| Complete | Page | Last Updated | Mandatory |
|----------|------------------------------------|-------------------|-----------|
| ✓ | Applicant Type | 2015/02/26 | Yes |
| ✓ | Organization | 2015/02/26 | Yes |
| ✓ | Registration | 2015/03/04 | Yes |
| ✓ | Address | 2015/03/04 | Yes |
| ✓ | Contact List | 2015/03/04 | Yes |
| -- | File Attachments | No Input Required | No |
| -- | Submission Summary | No Input Required | No |

Back Next Complete

SCREEN 10

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 or 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

eForms Logout

School.Applicant2

Applicant Name:
TEST ACCOUNT
Applicant Number:
APP-24984034

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
File Attachments
Submission Summary

Return to Registration Wizard

Organization

* Is your organization registered under a Provincial/Federal Act or has similar legal status? Choose one option that applies from the following list:
☐ No
☒ Yes

* Are you a CRA registered charity? Choose one option that applies from the following list:
☒ No
☐ Yes

Common Name (if different from Legal Entity Name):

* Legal Entity Name: Legal School Name

Previous Legal Entity Name (if changed in last 5 years):

GST Number (if applicable):

Fiscal Year End (Month): -- select --

Fiscal Year End (Day 1-31):

Vision / Mission Statement:

Save & Back Save Save & Next

Back Next

Check Spelling

SCREEN 11

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

e.Forms Logout

School.Applicant2

Applicant Name:
TEST ACCOUNT
Applicant Number:
APP-24984034

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
File Attachments
Submission Summary

Return to Registration Wizard

Registration

* Registration Type: School Act

* Registered Name: Legal School Name

Registration Number: [Red X]

Registration Date (yyyy/mm/dd): [Red X]

Save & Back Save Save & Next

Back Next

Check Spelling

SCREEN 12

1. Under Applicant Address, check the school's **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

Applicant Address

* Address Line 1: 123 4th Street ?
Address Line 2:
Address Line 3:
* City: Edmonton
* Province: Alberta
* Postal Code: T5H 0A1
Country: Canada

Mailing / Delivery Address


* Same as address above? Choose one option that applies from the following list:
☐ No
☒ Yes

Address Line 1: 123 4th Street
Address Line 2:
Address Line 3:
City: Edmonton
Province: Alberta
Postal Code: T5H 0A1
Country: Canada

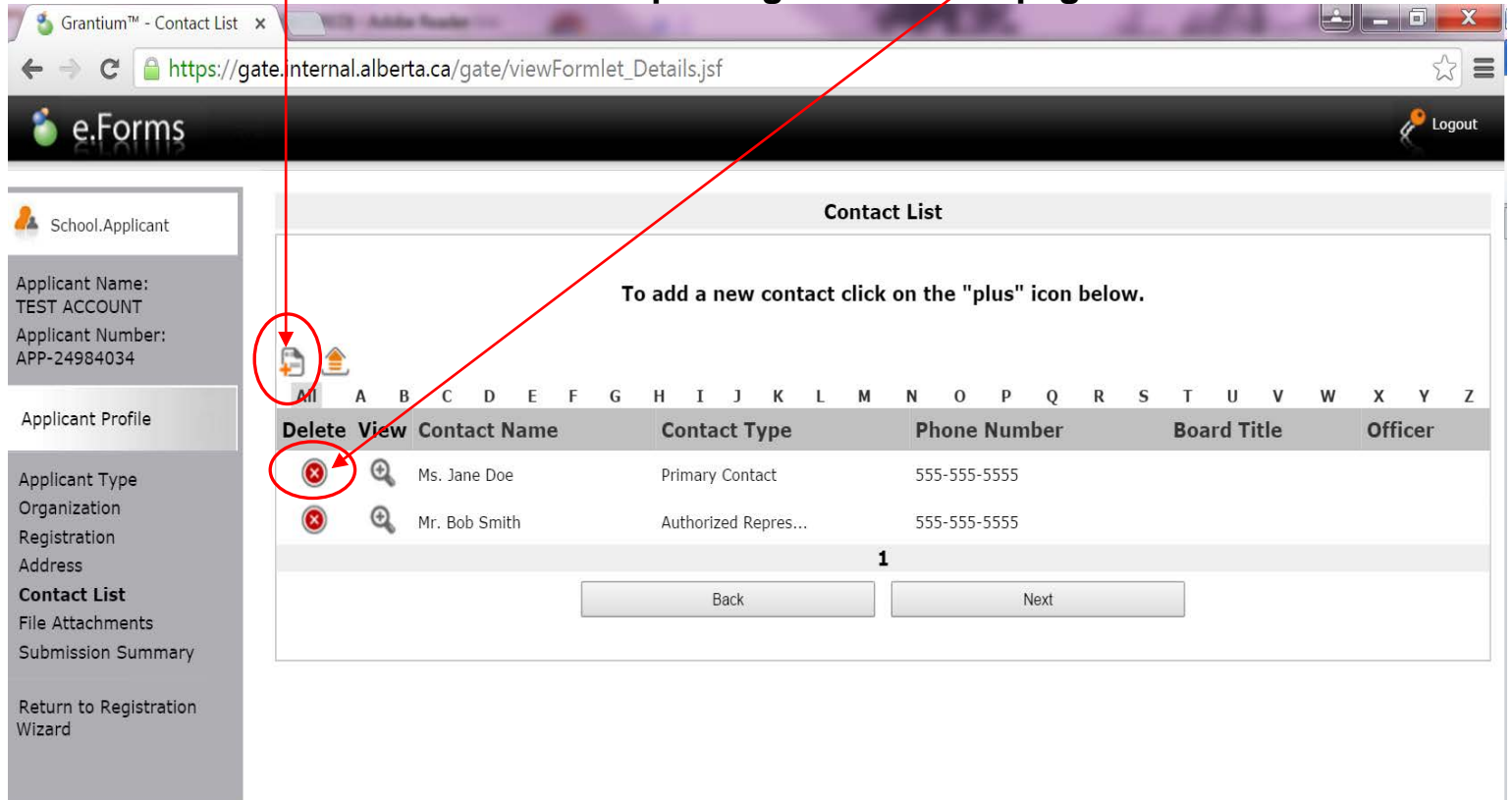
Save & Back Save Save & Next

SCREEN 13

Changing contact names

1. Click “**orange plus**”  icon to add a new contact. Click red “**X**” to delete former contact.

Screen 13 – Updating Contact List page



Grantium™ - Contact List x

https://gate.internal.alberta.ca/gate/viewFormlet_Details.jsf

e.Forms Logout

School.Applicant

Applicant Name:
TEST ACCOUNT
Applicant Number:
APP-24984034

Applicant Profile





Applicant Type
Organization
Registration
Address
Contact List
File Attachments
Submission Summary

Return to Registration Wizard

Contact List

To add a new contact click on the "plus" icon below.

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Delete | View | Contact Name | Contact Type | Phone Number | Board Title | Officer |
|---|---|---------------|----------------------|--------------|-------------|---------|
|  |  | Ms. Jane Doe | Primary Contact | 555-555-5555 | | |
|  |  | Mr. Bob Smith | Authorized Repres... | 555-555-5555 | | |

1

Back Next

SCREEN 14

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 New Contact information

e.Forms Logout

School.Applicant2

Applicant Name: TEST ACCOUNT
Applicant Number: APP-24984034

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
File Attachments
Submission Summary

Return to Registration Wizard

Contact

Contact Type: Primary Contact

* Salutation: Ms.

* First Name: Jane

Middle Name:

* Last Name: Doe

Title: Principal

* Phone Number: 555-555-5555

Extension: 111

Alternate Phone Number: 555-555-5555

Extension:

Fax Number: 555-555-5555

Email Address: Jane.Doe@epsb.com

Alternate Email Address: Jane.Doe@gmail.com

Website URL:

Contact is on the Board of Directors: ☐

If yes, please select Title: -- select --

If Other, please specify:

Contact is an Officer: ☐

If Yes, please specify Title: -- select --

If Other, please specify:

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

SCREEN 15

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. **Do not** 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

The screenshot displays the 'e.Forms' application interface. On the left is a sidebar with a user profile for 'School.Applicant2' and a navigation menu including 'Applicant Profile', 'Applicant Type', 'Organization', 'Registration', 'Address', 'Contact List' (highlighted), 'File Attachments', 'Submission Summary', 'Return to Registration Wizard', and 'Return to Registration Wizard'. The main content area is titled 'Contact' and contains the following fields:

- Contact Type:** A dropdown menu set to 'Authorized Representative'.
- * Salutation:** A dropdown menu set to 'Mr.'.
- * First Name:** A text box containing 'Bob'.
- Middle Name:** An empty text box.
- * Last Name:** A text box containing 'Smith'.
- Title:** A text box containing 'Teacher'.
- * Phone Number:** A text box containing '555-555-5555'.
- Extension:** An empty text box.
- Alternate Phone Number:** A text box containing '555-555-5555'.
- Extension:** An empty text box.
- Fax Number:** A text box containing '555-555-5555'.
- Email Address:** A text box containing 'bob.smith@epsb.com'.
- Alternate Email Address:** A text box containing 'bob.smith@gmail.com'.
- Website URL:** An empty text box.

Below these fields are two sections, both crossed out with a large red 'X':

- Contact is on the Board of Directors:** A checkbox that is unchecked. Below it are fields for 'If yes, please select Title:' (a dropdown menu set to '-- select --') and 'If Other, please specify:' (a text box).
- Contact is an Officer:** A checkbox that is unchecked. Below it are fields for 'If Yes, please specify Title:' (a dropdown menu set to '-- select --') and 'If Other, please specify:' (a text box).

At the bottom of the form are four buttons: 'Save', 'Save & Add Another', 'Save & Back to List' (highlighted with a red arrow), and 'Back to List'. A 'Check Spelling' button is located at the very bottom.

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

e.Forms Logout

School.Applicant2

Applicant Name: TEST ACCOUNT
Applicant Number: APP-24984034

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
File Attachments
Submission Summary

Return to Registration Wizard

Contact List

To add a new contact click on the "plus" icon below.

| All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
|--------|------|---------------|----------------------|--------------|-------------|---------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Delete | View | Contact Name | Contact Type | Phone Number | Board Title | Officer | | | | | | | | | | | | | | | | | | | | |
| | | Ms. Jane Doe | Primary Contact | 555-555-5555 | | | | | | | | | | | | | | | | | | | | | | |
| | | Mr. Bob Smith | Authorized Repres... | 555-555-5555 | | | | | | | | | | | | | | | | | | | | | | |

1

Back Next

SCREEN 17 – This screen may or may not appear for some applicants

1. If the File Attachments page appears, **DO NOT** attach any files in this area. Click “**Next**” to proceed to the Submission Summary page.

Screen 17 – File Attachments page

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Applicant Name: AFA Demo Organization
Applicant Number: APP-96495042

Applicant Profile

Applicant Type
Organization
Registration
CRA Registered Charity
Address
Contact List
File Attachments
Submission Summary

File Attachments



| Delete | Document Type | Required? | Download | Document Description | Date Attached |
|--------|---------------|-----------|----------|----------------------|---------------|
| | Attachment 1 | No | -- | | No Attachment |
| | Attachment 2 | No | -- | | No Attachment |
| | Attachment 3 | No | -- | | No Attachment |
| | Attachment 4 | No | -- | | No Attachment |
| | Attachment 5 | No | -- | | No Attachment |


Back Next

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



 School.Applicant2

Applicant Name:
TEST ACCOUNT

Applicant Number:
APP-24984034

Applicant Profile

Applicant Type

Organization

Registration

Address

Contact List

File Attachments


Submission Summary

Return to Registration Wizard

Submission Summary

| Complete | Page | Last Updated | Mandatory |
|----------|------------------------------------|-------------------|-----------|
| ✓ | Applicant Type | 2015/02/26 | Yes |
| ✓ | Organization | 2015/02/26 | Yes |
| ✓ | Registration | 2015/03/04 | Yes |
| ✓ | Address | 2015/03/04 | Yes |
| ✓ | Contact List | 2015/03/04 | Yes |
| -- | File Attachments | No Input Required | No |
| -- | Submission Summary | No Input Required | No |

Back



Complete

SCREEN 19

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

Front Office

Help

Front Office Portal

Browse Funding Opportunities

Funding Opportunity Registration

Login or Create Profile

Create Applicant

Step 1 :
Complete Applicant Profile

Step 2 :
Create a project

Step 3 :
Complete application

Contact Us

Complete Applicant Profile

Click View to review your Applicant Profile, or
Click Next to proceed.

Cancel View Next

Create An Application Section

SCREEN 20

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

Front Office

Help Logout

Front Office Portal

Browse Funding Opportunities

Funding Opportunity Registration

Login or Create Profile
Create Applicant
Step 1 :
Complete Applicant Profile
**Step 2 :
Create a project**
Step 3 :
Complete application

Contact Us

Create a Project

Funding Opportunity Name: Artists and Education

* Applicant Project Name:

Cancel Save & Next

SCREEN 21

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

e.Forms Logout

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

Program Overview

The Artists and Education grant stream enables schools to bring professional Alberta artists into their classrooms to encourage students' creativity and advance K-12 curricula in fine arts and non-fine arts subjects.

Please [click here](#) for program guidelines and information.


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


Back Next

SCREEN 22

1. From each of the drop down boxes, select the appropriate individual's name.
2. Click “**Save and Next**”.

Screen 22 — Contact List

Logout

 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

Attachments

Submission Summary


View Applicant Profile


Export to PDF


Get PDF Viewer

Exit Registration



Contact List





* **Primary Contact Name:** 
(This is the person we will call for project information.)

* **Secondary Contact Name:** 
(This is the person we will call for project information.)

* **Signing Authority Contact:** 
(This is the legal/financial signing authority for the organization.)

Note:
If contacts do not appear in the list, then an update must be made to the **Contact List** in the **Applicant Profile**.

 All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Delete | View | Contact Name | Phone Number |
|---|---|---------------|--------------|
|  |  | Ms. Jane Doe | 555-555-5555 |
|  |  | Mr. Bob Smith | 555-555-5555 |

1

Save & Back

Save

Save & Next



Back


Next

SCREEN 23

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



 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

Attachments

Submission Summary

View Applicant Profile

Export to PDF


Get PDF Viewer

Exit Registration

Applicant Contact Information

Updates to this information will not be reflected in the Applicant Profile.
Update the Applicant Profile if required.

Applicant Address

* Address Line 1: 

Address Line 2:

Address Line 3:

* City:

* Province:

* Postal Code:

Country:

Mailing / Delivery Address

Please ensure that the mailing address is correct for this application.

Address Line 1:

Address Line 2:


Address Line 3:

City:

Province:

Postal Code:

Country:



SCREEN 24

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 24 —Organization Information

e.Forms Logout

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
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**Organization
Information**
Project Description
Principal Artists
Organization Applicant
Agreement
Artists and Education
Grant Calculation
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Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Organization Information

Organization's Registered Name: Legal School Name

Note: Must match Provincial Registration name. If this is not correct, you must update the Applicant Profile (if applicable).

~~Common Name: (if different from Legal Entity Name)~~

~~Alberta Registration Number:~~

~~Alberta Registration Date: (yyyy/mm/dd)~~

~~CRA Registration Date: (yyyy/mm/dd)~~

Fiscal Year End

* Month: June ▼

* Day: 30

~~CADAC Number: (applicable only for PPAO, PAG, PASO)~~

Save & Back Save Save & Next

Back Next

Check Spelling

SCREEN 25

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

Grantium™ - Project Desc x

https://gate.internal.alberta.ca/gate/viewFormlet_Details.jsf

e.Forms Logout

School.Applicant

Applicant Name:
TEST ACCOUNT

Applicant Number:
APP-24984034

Project Name:
Name of Artist or Arts
Organization

Project Number:
AFA-AE-14-044459

Alberta Foundation for
the Arts Application
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Organization Applicant
Agreement

Artists and Education

Grant Calculation

Attachments



Submission Summary

Project Description



*** Project Description Brief:**

Name of Artist or Arts Organization

Brief descriptions are used internally. For example: Western Canadian tour for the album "New Music".

*** Project Start Date:** 2016/11/14  

(yyyy/mm/dd)

*** Project Completion Date:** 2016/11/18  


(yyyy/mm/dd)

Save & Back Save Save & Next


Back Next

Check Spelling

SCREEN 26

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

Screen 26 — Principal Artists

 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

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Organization Information


Project Description

Principal Artists



Adding Principal Artists:

Click  to add a new Principal Artist to the list.

Click  in the "View" column to edit the details of a listed Principal Artist.

Click  to delete a listed Principal Artist.

[\[Show Filters\]](#) [\[Clear Filters\]](#)

| Delete | View | Position/Role | Alberta Resident | First Name | Last Name |
|-----------------------------|------|---------------|------------------|------------|-----------|
| This list contains no items | | | | | |

Back

Next

SCREEN 27

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

Principal Artists

* Position/Role: Dance Instructor

* Alberta Resident? Yes (Per 2.1 in grant stream guidelines)

* First Name: Jim

* Last Name: Bob

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

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
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Principal Artists


SCREEN 28

- 1. The Artists information should now appear on the page.
- 2. Click “Next”.

Screen 28 — Principal Artists



Logout

 School.Applicant2




Applicant Name:
TEST ACCOUNT
Applicant Number:
APP-24984034
Project Name:
School Name
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AFA-AE-14-037367

Alberta Foundation for
the Arts Application Form



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Principal Artists

Adding Principal Artists:

Click  to add a new Principal Artist to the list.
Click  in the "View" column to edit the details of a listed Principal Artist.
Click  to delete a listed Principal Artist.

[\[Show Filters\]](#) [\[Clear Filters\]](#)



| Delete | View | Position/Role | Alberta Resident | First Name | Last Name |
|---|---|------------------|------------------|------------|-----------|
|  |  | Dance Instructor | Yes | Jim | Bob |

1

Back



Next


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SCREEN 29

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



 School.Applicant2

Applicant Name:
TEST ACCOUNT

Applicant Number:
APP-24984034

Project Name:
School Name

Project Number:
AFA-AE-14-037367

Alberta Foundation for
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Principal Artists

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Get PDF Viewer

Exit Registration

Organization Applicant Agreement

Alberta Foundation For The Arts Applicant Agreement

Legal School Name

The Organization declares that:

- a. the information contained in its application and supporting documents ("Application") for grant funding from the Alberta Foundation for the Arts ("AFA") is true and accurate and endorsed by the Organization;
- b. the required financial statement(s) for the applicable fiscal period(s) are true copies and have been attached to and form part of the Application;
- c. it has read and understood the applicable grant Guidelines (Guidelines) located on the AFA website at <http://www.affta.ab.ca>;
- d. it is in good standing with the Alberta Corporate Registry.

The Organization understands and agrees that should its Application be approved, any grant funding awarded is subject to the Organization complying with the terms and conditions of this Agreement. The Organization agrees to the following terms and conditions:

1. The Guidelines and Application form part of this Agreement and the Organization agrees to be bound by the requirements set out in them.
2. The Organization understands and agrees that unless it receives a letter from the AFA awarding grant funding (the "Grant") for the purpose(s) set out in the Application ("Approved Purpose"), and setting out the amounts and timelines for the payment of the Grant, there is no obligation between the parties.
3. The Organization understands and agrees that the AFA may award a Grant for less funding than the Organization requested in its Application. The Organization agrees that if it does not return the Grant to the AFA within 30 days of receipt of the funds or the funds being deposited in its account, by its actions the Organization:
 - (a) accepts the lesser amount as awarded and understands that the AFA will not pay the Organization any additional funds above the amount of the Grant; and
 - (b) agrees that all of the other terms of this Agreement are in full force and effect.

SCREEN 29 – cont'd

3. Ensure that all fields marked with an asterisk 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 (Legal School Name)

* Title Name of Authorized Official: (Legal Signing Authority)

* Position Held:

Date:
(yyyy/mm/dd)

* 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)

| | | |
|--|-------------------------------------|--|
| <input type="button" value="Save & Back"/> | <input type="button" value="Save"/> | <input type="button" value="Save & Next"/> |
| <input type="button" value="Back"/> | | <input type="button" value="Next"/> |
| <input type="button" value="Check Spelling"/> | | |

SCREEN 30

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 click **“Save”**.
4. Press **“Save & Next”**.

Screen 30 a. — Grant Calculation

Artists and Education Grant Calculation

* School Name: Legal School Name

* School Location: Edmonton

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

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


Grant Amount Requested: \$2,500.00

Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

Left Sidebar:

- 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

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
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- 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 three 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 three required documents** (Artist Fees Confirmation Form, Artist Resume, and Detailed Project Description.)

Screen 31 a. — Attachments

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
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Attachments

Please download the required template(s) from the [AFA website](#).

| Delete | Document Type | Required? | Download | Document Description | Date Attached |
|--------|--|-----------|----------|----------------------|---------------|
| | 01. Artist fees confirmation form | Yes | -- | | No Attachment |
| | 02. Artist resume | Yes | -- | | No Attachment |
| | 03. Detailed project description | Yes | -- | | No Attachment |
| | 04. Itinerary and travel confirmations | No | -- | | No Attachment |
| | 05. Support materials | No | -- | | No Attachment |

Back

Next

Screen 31 b. — Attachments, cont'd

School.Applicant2

Applicant Name:
TEST ACCOUNT
Applicant Number:
APP-24984034
Project Name:
School Name
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AFA-AE-14-037367

Alberta Foundation for
the Arts Application Form

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Attachment Details

* Document Description:

Artist Fee Confirmation Form

* File Name:

Choose File

Jim Bob Dance.docx

Document Type:

01. Artist fees confirmation form

Maximum Size:

4 MB

Allowable Formats:

jpg, xls, xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt

Instructions:

Save

Save & Back to List


Back to List

Check Spelling

SCREEN 32

- 1. Once all three files are attached, you will see the following.
- 2. Click “Next”.

Screen 32 — Attachments



Logout

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
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Attachments

Please download the required template(s) from the [AFA website](#).

| Delete | Document Type | Required? | Download | Document Description | Date Attached |
|---|--|-----------|---|----------------------|---------------|
|  | 01. Artist fees confirmation form | Yes |  | Artist Fee Confir... | 2015/03/04 |
|  | 02. Artist resume | Yes |  | Artist Resume | 2015/03/04 |
|  | 03. Detailed project description | Yes |  | Pine School Resid... | 2015/03/04 |
| | 04. Itinerary and travel confirmations | No | -- | | No Attachment |
| | 05. Support materials | No | -- | | No Attachment |

Back

Next

SCREEN 33

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

The screenshot displays the 'Submission Summary' page in the e.Forms system. On the left, a sidebar lists the application sections: Program Overview, Contact List, Applicant Contact Information, Organization Information, Project Description, Principal Artists, Organization Applicant Agreement, Artists and Education Grant Calculation, Attachments, Submission Summary (highlighted), View Applicant Profile, Export to PDF, Get PDF Viewer, and Exit Registration. The main content area shows a table of these sections with their completion status. All sections are marked as complete with green checkmarks. Below the table are buttons for 'Back', 'Next', 'Export to PDF', 'Get PDF Viewer', and 'Submit'. A red arrow points to the 'Submit' button.

| Complete | Page | Last Updated | Mandatory |
|----------|---|-------------------|-----------|
| -- | Program Overview | No Input Required | No |
| ✓ | Contact List | 2015/03/04 | Yes |
| ✓ | Applicant Contact Information | 2015/03/04 | Yes |
| ✓ | Organization Information | 2015/03/04 | Yes |
| ✓ | Project Description | 2015/03/04 | Yes |
| ✓ | Principal Artists | 2015/03/04 | Yes |
| ✓ | Organization Applicant Agreement | 2015/03/04 | Yes |
| ✓ | Artists and Education Grant Calculation | 2015/03/04 | Yes |
| ✓ | Attachments | 2015/03/04 | Yes |

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit (highlighted with a red arrow).

SCREEN 34

Once submitted, you will see the following page:

Screen 34 — Completed Submissions Page

Front Office

School.Applicant2

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Logout

Applicant: TEST ACCOUNT (APP-24984034)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects

Date Submitted: On

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Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

| Actions | Project Name Project Number | Funding Opportunity Name Step Name | Start Date | End Date | Associate Type | Version | Date Submitted |
|---------|---------------------------------|---|---------------|-------------|-------------------|---------|--------------------------|
| | School Name AFA-AE-14-037367 | Artists and Education Submit Application | 1-Dec-2014 | 12-Apr-2050 | Primary Applicant | 1 | 4-Mar-2015 2:19:49 PM |
| 1 | | | | | | | |

You have successfully submitted your application!

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

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