

# **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**
- 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](mailto: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 displaying the 'Front Office Portal' login page. The browser's address bar shows the URL <https://gate.alberta.ca/gate/frontOffice.jsf>. The page features the 'Alberta Government' logo and the title 'Online Grant Application System'. A login form on the left side includes a 'Username:' field with the text 'SchoolApplicant2', a 'Password:' field with masked characters, and a 'Login' button. A red circle highlights the login form. Below the login form are links for 'Forgot your password?', 'Browse Funding Opportunities', and 'Contact Us'. The main content area contains a welcome message and two sections of program information:

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**:

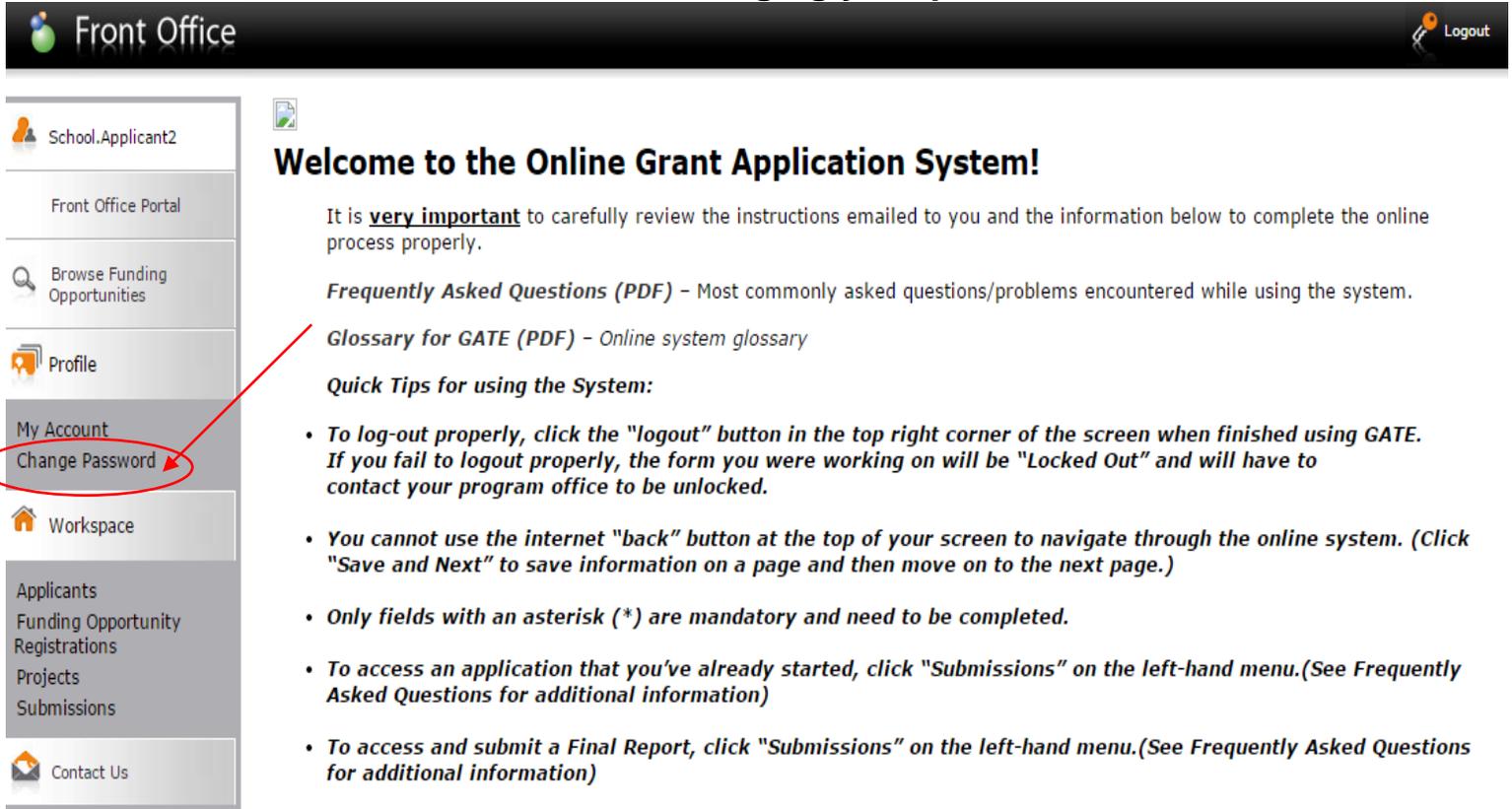
- Individual Artists Project Grant - <http://affta.ab.ca/Grants/Individual-Project-Grants>
- Organizational project Grant - <http://affta.ab.ca/Grants/Organizational-Project-Grants>

The Windows taskbar at the bottom shows the time as 4:10 PM on 1/15/2016.

## SCREEN 2

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

### Screen 2 — Changing your password



The screenshot shows the 'Front Office' portal interface. The top navigation bar includes the 'Front Office' logo on the left and a 'Logout' button on the right. The left-hand menu is expanded to show the 'My Account' section, where the 'Change Password' option is circled in red. A red arrow points from this option to the main content area. The main content area features a 'Welcome to the Online Grant Application System!' heading, followed by instructions to review emailed instructions and a list of links for 'Frequently Asked Questions (PDF)', 'Glossary for GATE (PDF)', and 'Quick Tips for using the System:'. The 'Quick Tips' section contains five bullet points providing specific instructions on logging out, navigating, and completing mandatory fields.

**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

Help Log

#### 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

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity Registrations  
Projects  
Submissions

Contact Us

**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

e.Forms

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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 navigation bar includes the e.Forms logo and a Logout button. The main content area is titled "Applicant Type" and features a dropdown menu with "Educational" selected. Below this are several buttons, some of which are redacted with a thick red line. On the left side, a sidebar menu lists various options, with "Submission Summary" highlighted by a red oval. The sidebar also includes fields for Applicant Name (TEST ACCOUNT) and Applicant Number (APP-24984034).

## 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
✓	<a href="#">Applicant Type</a>	2015/02/26	Yes
✓	<a href="#">Organization</a>	2015/02/26	Yes
✓	<a href="#">Registration</a>	2015/03/04	Yes
✓	<a href="#">Address</a>	2015/03/04	Yes
✓	<a href="#">Contact List</a>	2015/03/04	Yes
--	<a href="#">File Attachments</a>	No Input Required	No
--	<a href="#">Submission Summary</a>	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

The screenshot displays the 'Submission Summary' page in the e.Forms application. The left-hand menu includes 'School.Applicant2', 'Applicant Name: TEST ACCOUNT', 'Applicant Number: APP-24984034', 'Applicant Profile', 'Applicant Type', 'Organization' (highlighted with a red circle and arrow), 'Registration', 'Address', 'Contact List', 'File Attachments', 'Submission Summary', and 'Return to Registration Wizard'. The main content area shows a table of submission steps:

Complete	Page	Last Updated	Mandatory
✓	<a href="#">Applicant Type</a>	2015/02/26	Yes
✓	<a href="#">Organization</a>	2015/02/26	Yes
✓	<a href="#">Registration</a>	2015/03/04	Yes
✓	<a href="#">Address</a>	2015/03/04	Yes
✓	<a href="#">Contact List</a>	2015/03/04	Yes
--	<a href="#">File Attachments</a>	No Input Required	No
--	<a href="#">Submission Summary</a>	No Input Required	No

At the bottom of the page, there are three buttons: 'Back', 'Next', and '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

**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

#### 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:  ?

Registration Date (yyyy/mm/dd):  23

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

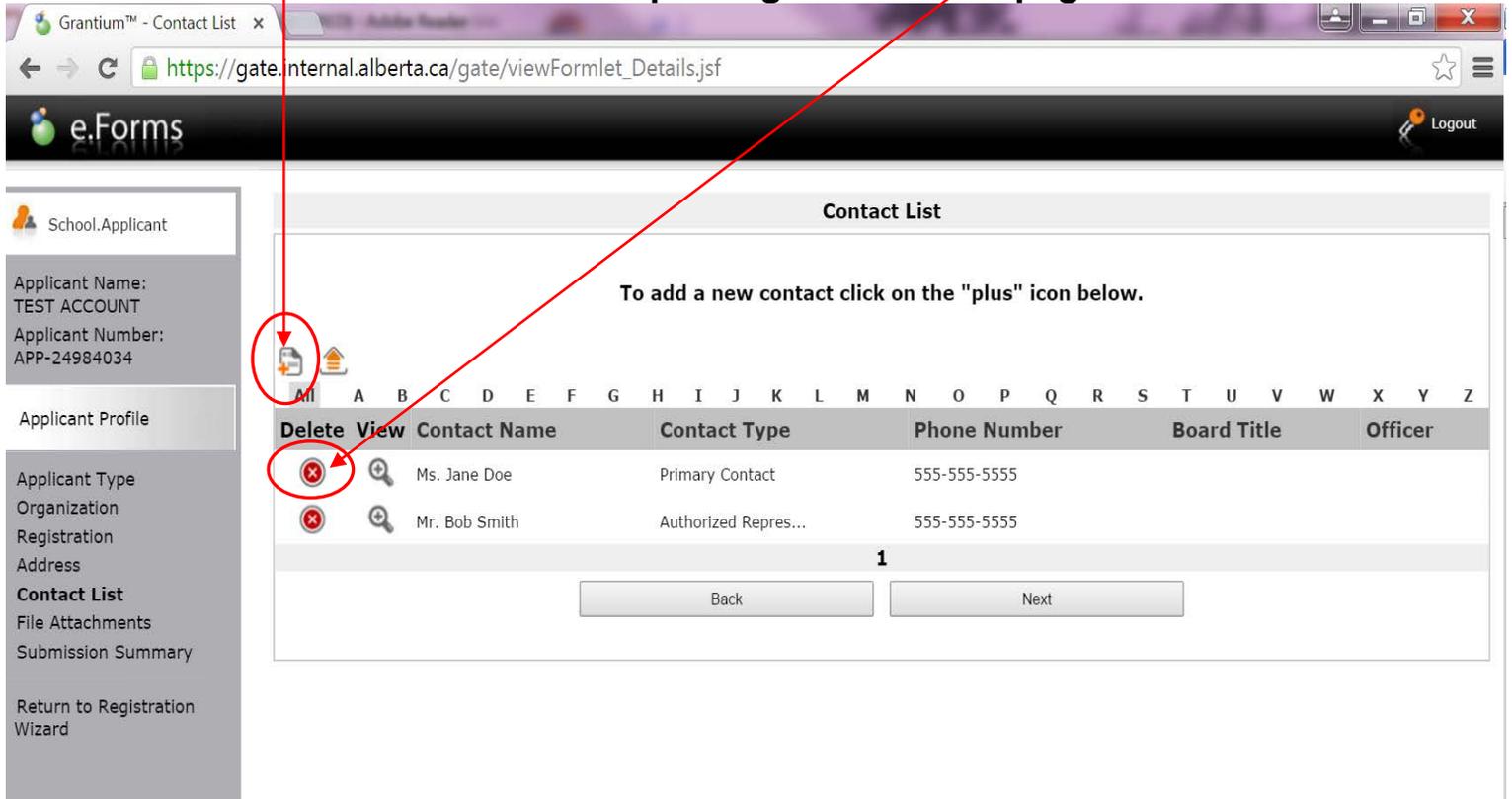
Save & Back   Save   Save & Next

## 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.

M 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

**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: Authorized Representative ▼

\* Salutation: Mr. ▼

\* First Name: Bob

Middle Name:

\* Last Name: Smith

Title: Teacher

\* Phone Number: 555-555-5555

Extension:

Alternate Phone Number: 555-555-5555

Extension:

Fax Number: 555-555-5555

Email Address: bob.smith@epsb.com

Alternate Email Address: bob.smith@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 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

**e.Forms**

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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

**Submission Summary**

Complete	Page	Last Updated	Mandatory
✓	<a href="#">Applicant Type</a>	2015/02/26	Yes
✓	<a href="#">Organization</a>	2015/02/26	Yes
✓	<a href="#">Registration</a>	2015/03/04	Yes
✓	<a href="#">Address</a>	2015/03/04	Yes
✓	<a href="#">Contact List</a>	2015/03/04	Yes
--	<a href="#">File Attachments</a>	No Input Required	No
--	<a href="#">Submission Summary</a>	No Input Required	No

Buttons: Back, ~~Next~~, Complete

Left Sidebar: 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

## 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

  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:   
(yyyy/mm/dd)

## 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

**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:** Ms. Jane Doe ▼  
(This is the person we will call for project information.)

\* **Secondary Contact Name:** Mr. Bob Smith ▼  
(This is the person we will call for project information.)

\* **Signing Authority Contact:** Ms. Jane Doe ▼  
(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

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

#### 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:  



23

## 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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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

Export Description

#### Organization Information

Organization's Registered 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:  ▾

\* Day:

~~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 Descr 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  
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Principal Artists

Organization Applicant  
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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

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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
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

School.Applicant2

Applicant Name:  
TEST ACCOUNT

Applicant Number:  
APP-24984034

Project Name:  
School Name

Project Number:  
AFA-AE-14-037367

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**Principal Artists**

#### Principal Artists

\* Position/Role:

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

\* First Name:

\* Last Name:

Save      Save & Add Another

Save & Back to List      Back to List

Check Spelling

## 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

Project Number:  
AFA-AE-14-037367

Alberta Foundation for  
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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
		Dance Instructor	Yes	Jim	Bob

1

## 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

Logout

School.Applicant2

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

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Principal Artists  
**Organization Applicant  
Agreement**  
Artists and Education  
Grant Calculation  
Attachments  
Submission Summary

View Applicant Profile

Export to PDF  
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    
(“Organization”):

\* 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)



## 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

School.Applicant2

Applicant Name:  
TEST ACCOUNT

Applicant Number:  
APP-24984034

Project Name:  
School Name

Project Number:  
AFA-AE-14-037367

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Principal Artists

**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

Save & Back    Save    Save & Next

Back    Next

Check Spelling

## 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  
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Program Overview  
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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  
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Information

**Attachments**

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
→	<a href="#">01. Artist fees confirmation form</a>	Yes	--		No Attachment
→	<a href="#">02. Artist resume</a>	Yes	--		No Attachment
→	<a href="#">03. Detailed project description</a>	Yes	--		No Attachment
	<a href="#">04. Itinerary and travel confirmations</a>	No	--		No Attachment
	<a href="#">05. Support materials</a>	No	--		No Attachment

### Screen 31 b. — Attachments, cont'd

School.Applicant2

Applicant Name:  
TEST ACCOUNT

Applicant Number:  
APP-24984034

Project Name:  
School Name

Project Number:  
AFA-AE-14-037367

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**Attachment Details**

\* **Document Description:**  →

\* **File Name:**  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:**

→

## SCREEN 32

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

### Screen 32 — Attachments

**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

#### Attachments

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

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

## 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 various application sections, with 'Submission Summary' highlighted. The main content area shows a table of completed sections, each with a green checkmark in the 'Complete' column. 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
--	<a href="#">Program Overview</a>	No Input Required	No
✓	<a href="#">Contact List</a>	2015/03/04	Yes
✓	<a href="#">Applicant Contact Information</a>	2015/03/04	Yes
✓	<a href="#">Organization Information</a>	2015/03/04	Yes
✓	<a href="#">Project Description</a>	2015/03/04	Yes
✓	<a href="#">Principal Artists</a>	2015/03/04	Yes
✓	<a href="#">Organization Applicant Agreement</a>	2015/03/04	Yes
✓	<a href="#">Artists and Education Grant Calculation</a>	2015/03/04	Yes
✓	<a href="#">Attachments</a>	2015/03/04	Yes

Buttons: Back, Next, Export to PDF, Get PDF Viewer, **Submit** (indicated by a red arrow)

3.

## SCREEN 34

Once submitted, you will see the following page:

### Screen 34 — Completed Submissions Page

**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

**Applicant: TEST ACCOUNT (APP-24984034)**

#### Submissions

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

**Applicant Project Name:** All Projects ▼

**Date Submitted:** On ▼   23

**Project Status:** Open Projects ▼

**Submission Version:** Latest Version ▼

**Associate Type:** All ▼

Actions	Project Name ↑ Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	<b>School Name</b> AFA-AE-14-037367	<b>Artists and Education</b> 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**