ARTS PRESENTING PROJECT FUNDING
USER GUIDE

BEFORE YOU START

Make sure you have the following documents created, scanned as a pdf and stored in one folder on your computer:

1) **Arts Presenting Calculation Worksheet. Available on AFA website under Helpful Resources https://www.affta.ab.ca/funding/find-funding/arts-presenting-project-funding**

2) **Copies of Promotional Material with AFA recognition (if a first-time applicant, AFA recognition is not required).**

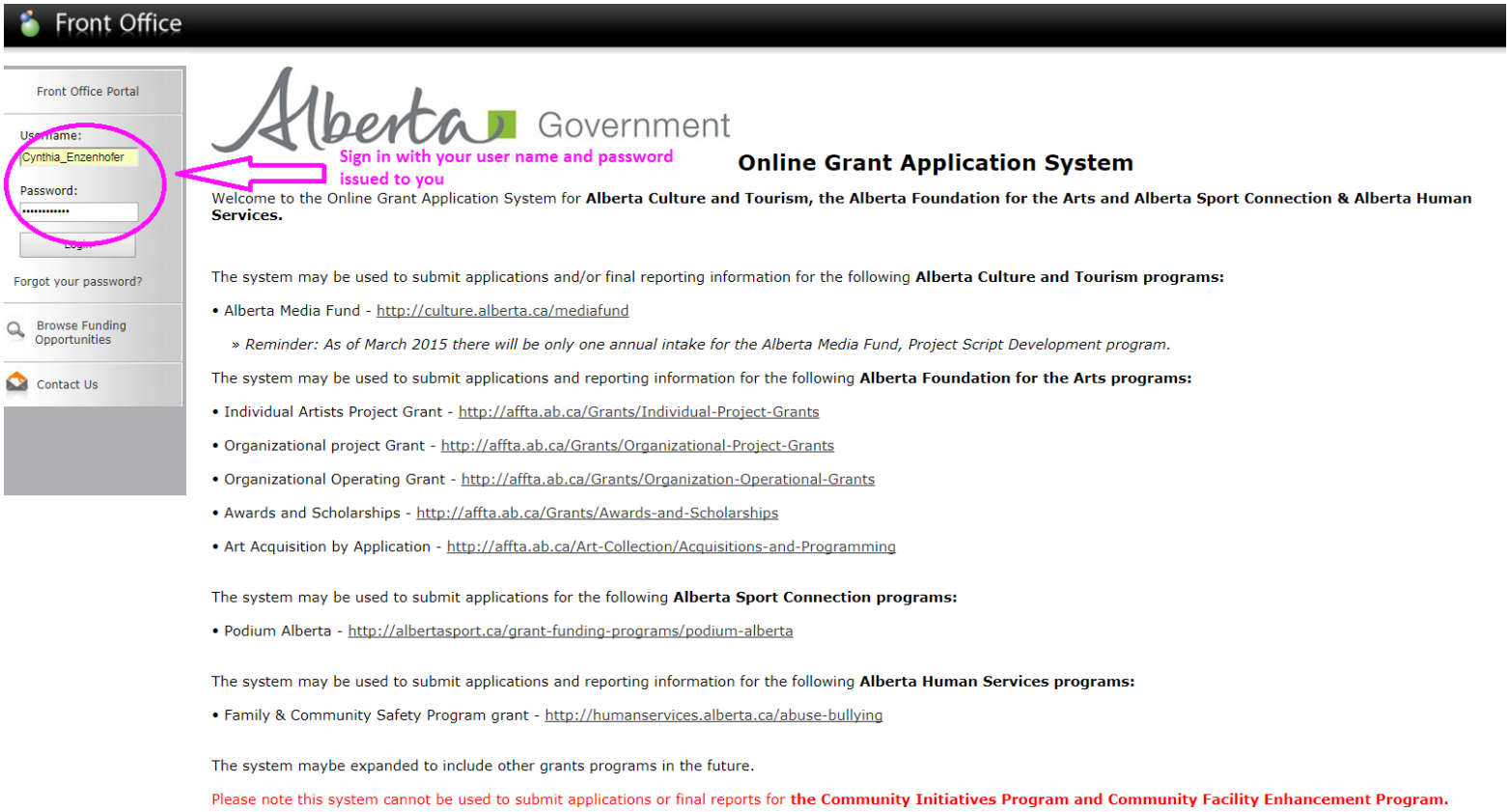
3) **Most recent approved Annual Financial Statement.**

4) **Most recent approved Annual Return from Alberta Corporate Registries**

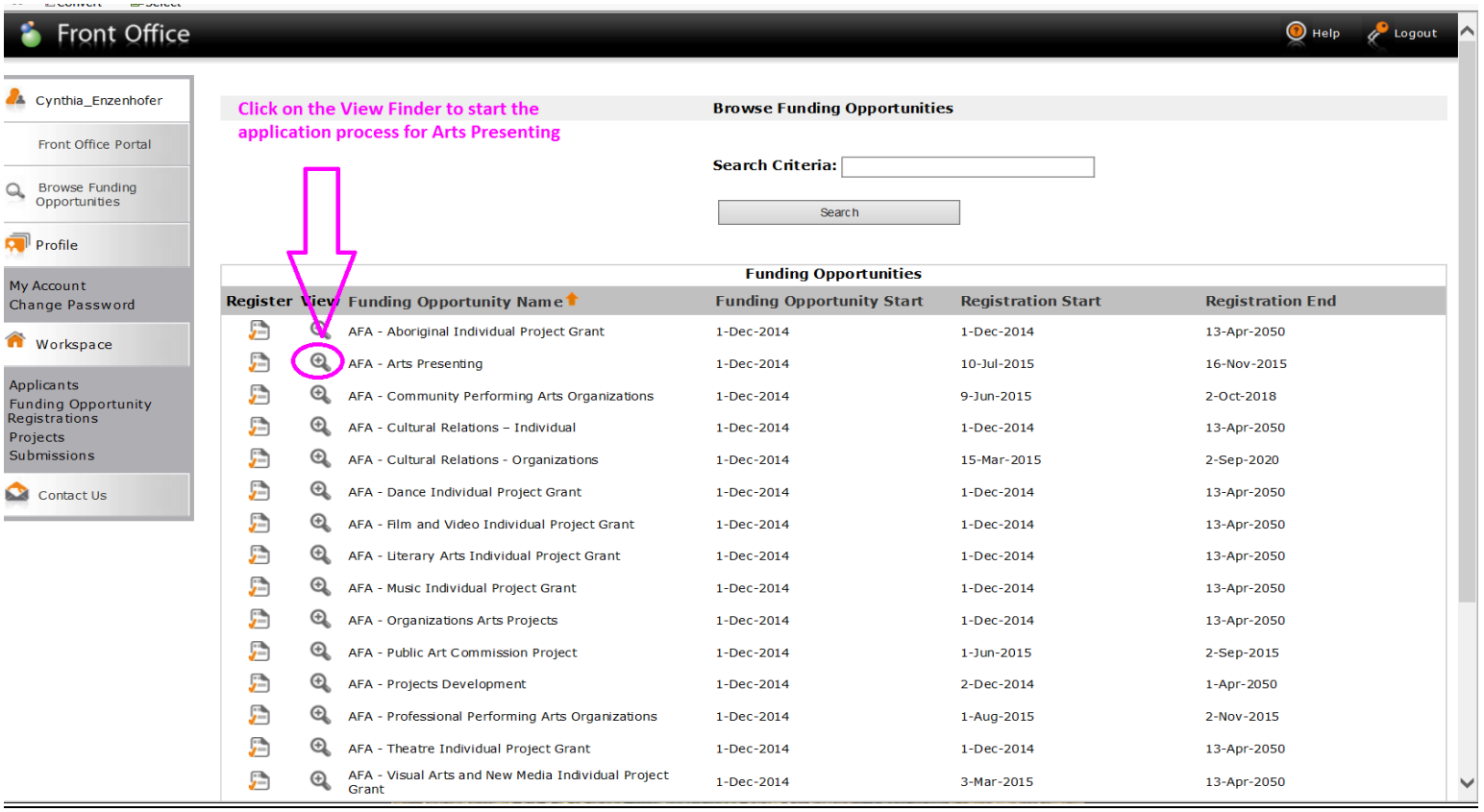
5) **Written evidence of compliance with film classification regulation act (if applicable). Please contact office directly by email filmratings@gov.ab.ca For forms https://www.alberta.ca/organize-film-festival-community-screening.aspx**

***NOTE: EACH ATTACHMENT CANNOT EXCEED 4MB.**

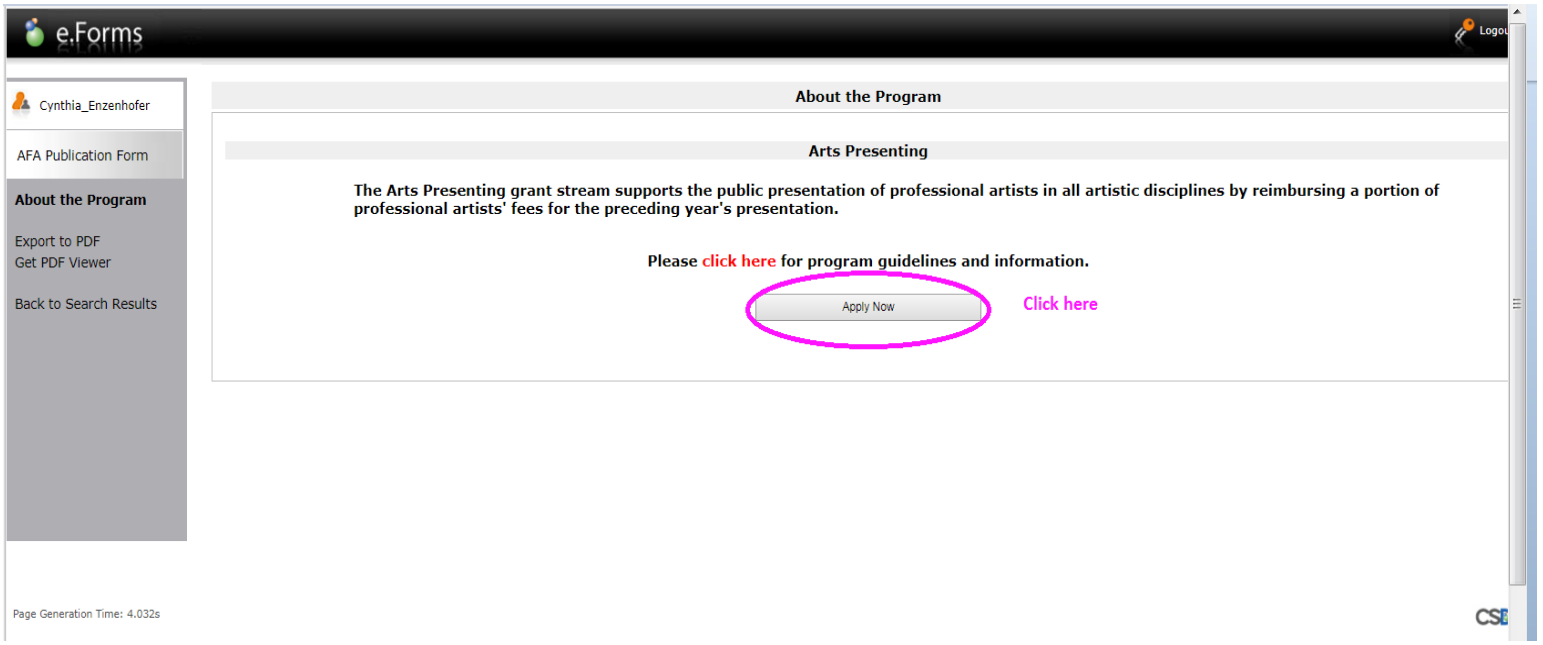
1. Login in to GATE - https://gate.alberta.ca/gate/frontOffice.jsf



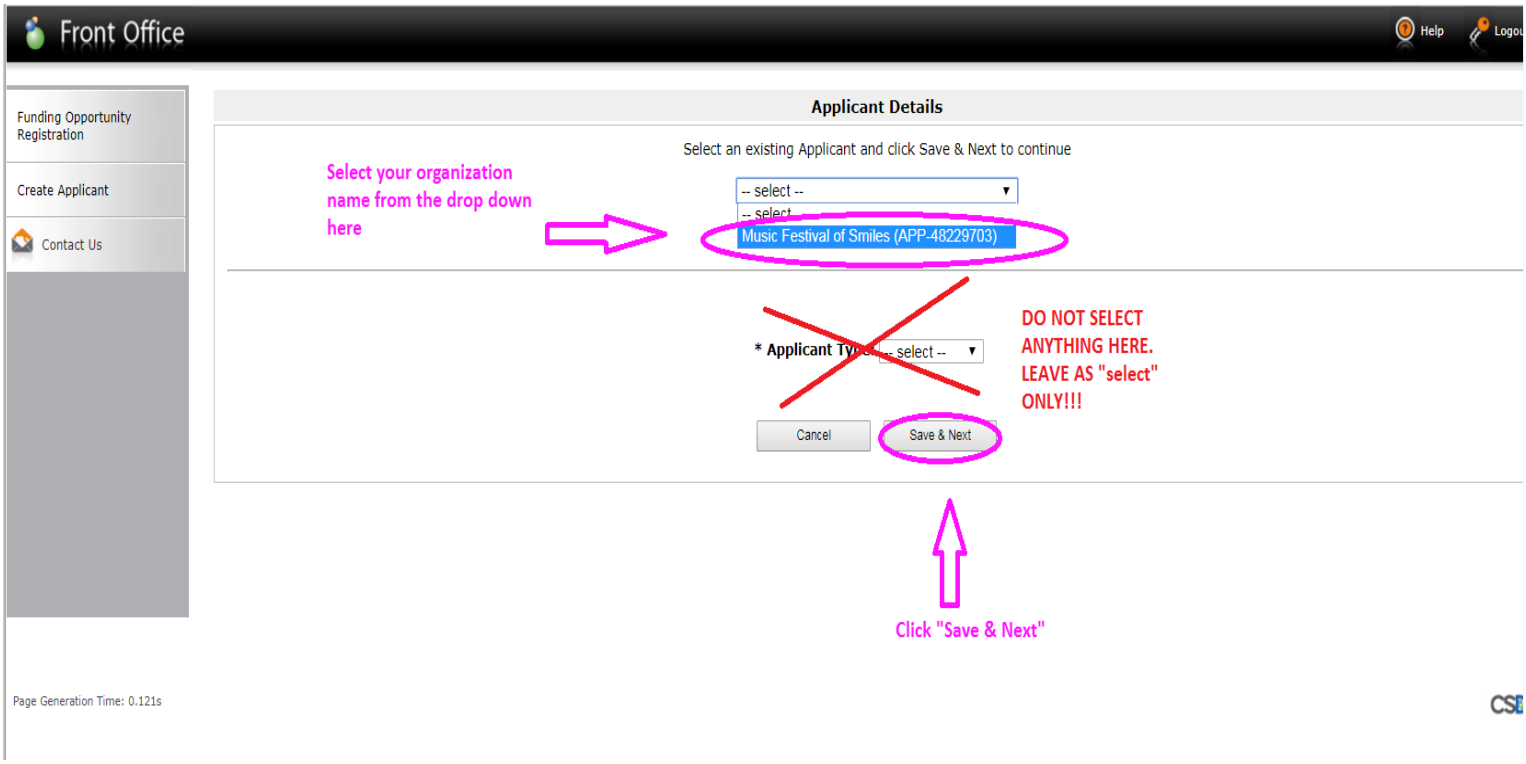
2. To start the process of opening up a new application in GATE, you must first review your existing profile if you have one. If you are new to the process of applying through GATE, please create a new profile. To get started, select "Browse Funding Opportunities" from the grey menu bar on the left of your screen, then select the view finder icon shown in the diagram below.



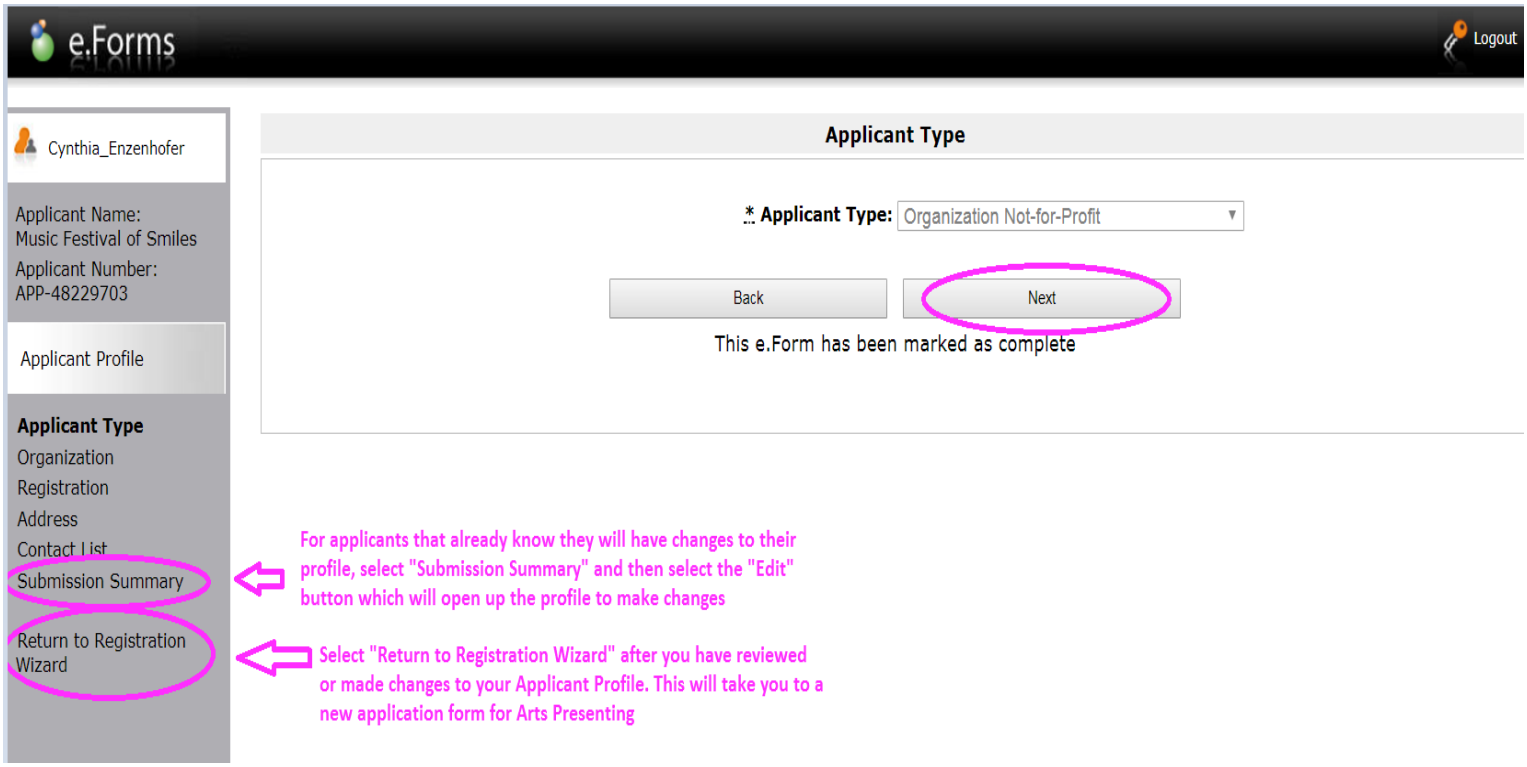
3. Click "Apply Now". This will take you through the process of updating or creating a new profile, as well as opening up a new application for the Arts Presenting program.



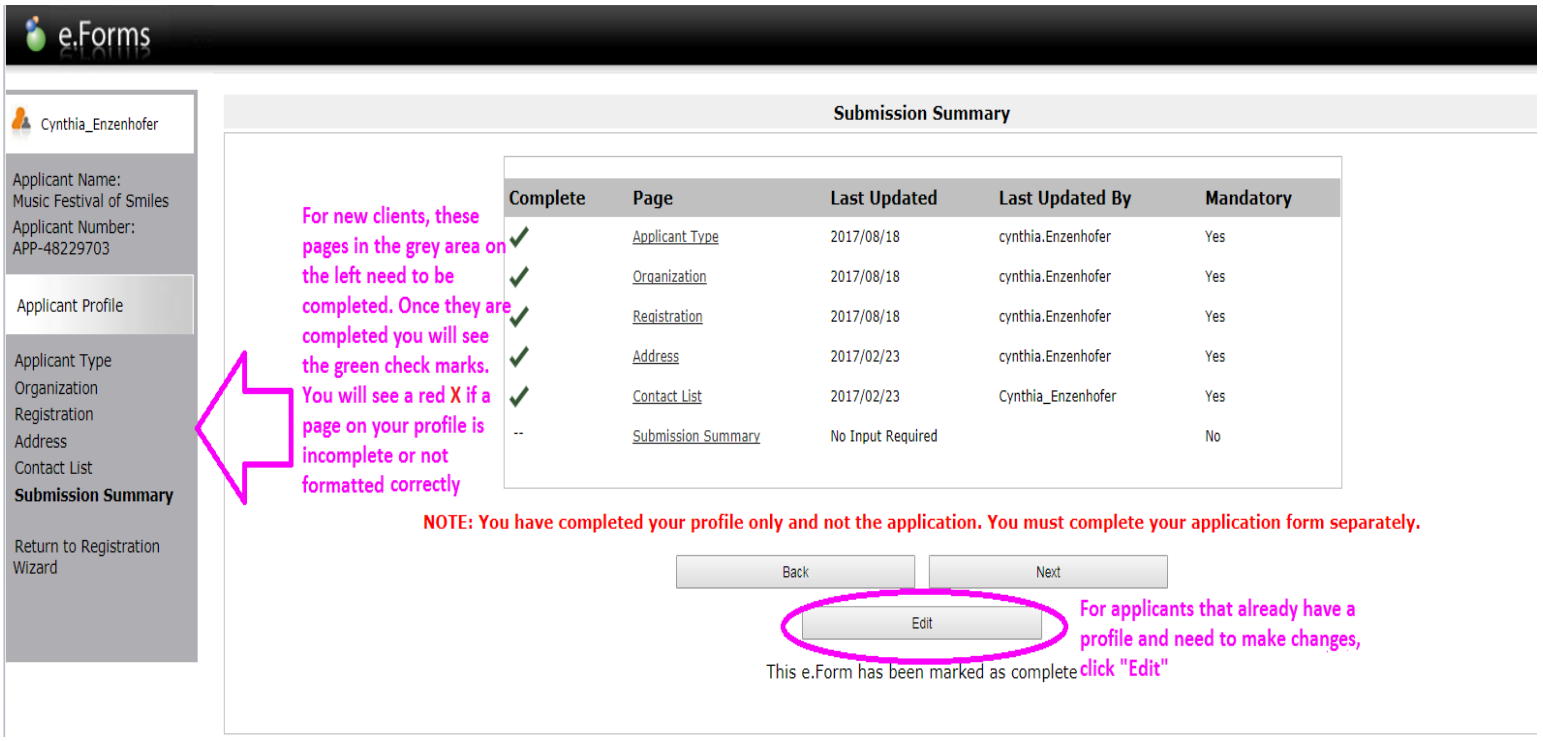
4. Select your organization name from the drop down. DO NOT SELECT ANYTHING FROM THE "Applicant Type". Then proceed to click "Save and Next".



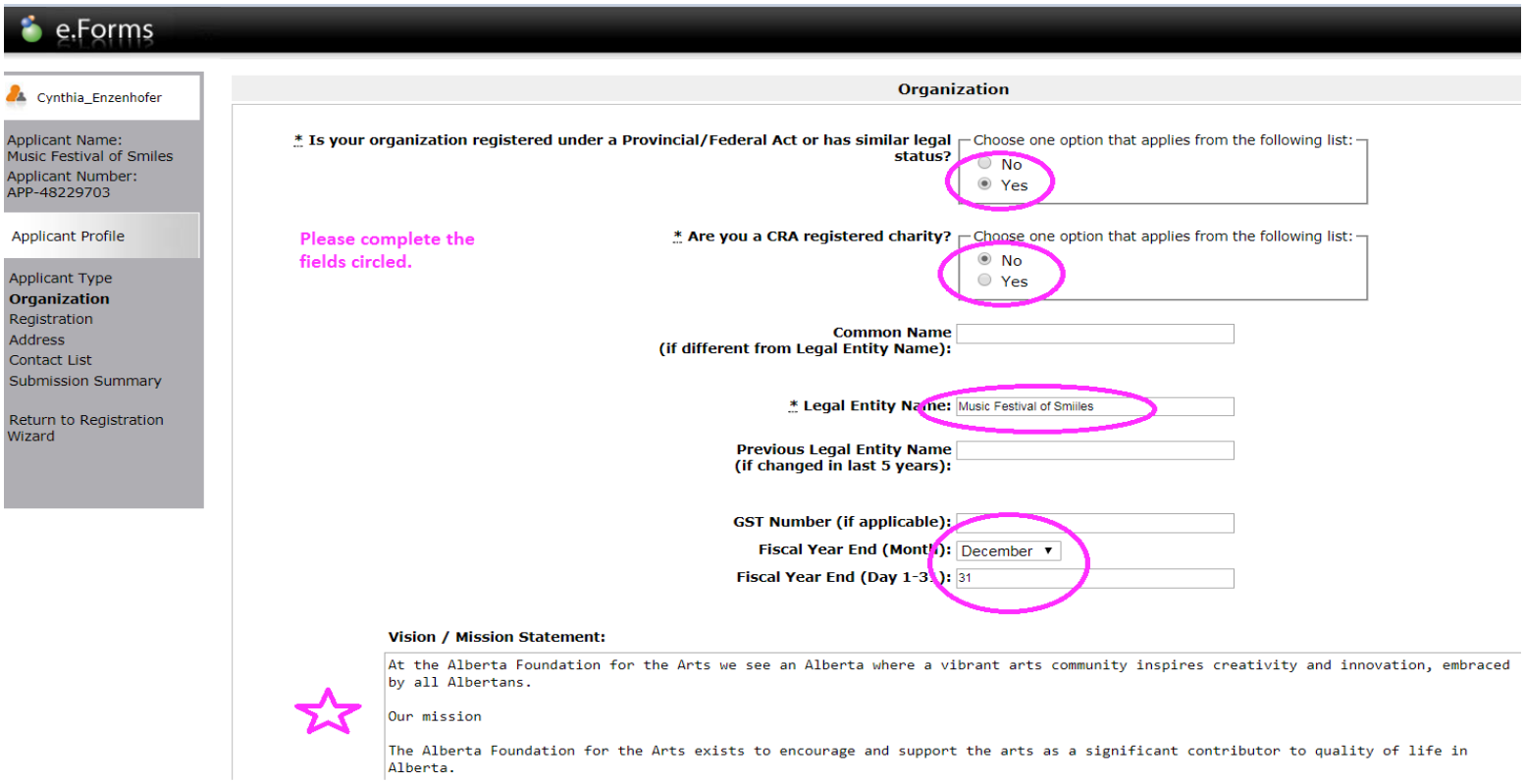
5. Select "Next" for new or existing applicants. Always ensure that your profile is up-to-date prior to opening up a new application. *If you a returning applicant to the program and have finished your edits to your profile or have none to make, select, "Return to Registration Wizard", which will take you to a new application form. You can *skip to Step 12* of this user guide to create a New Application form.



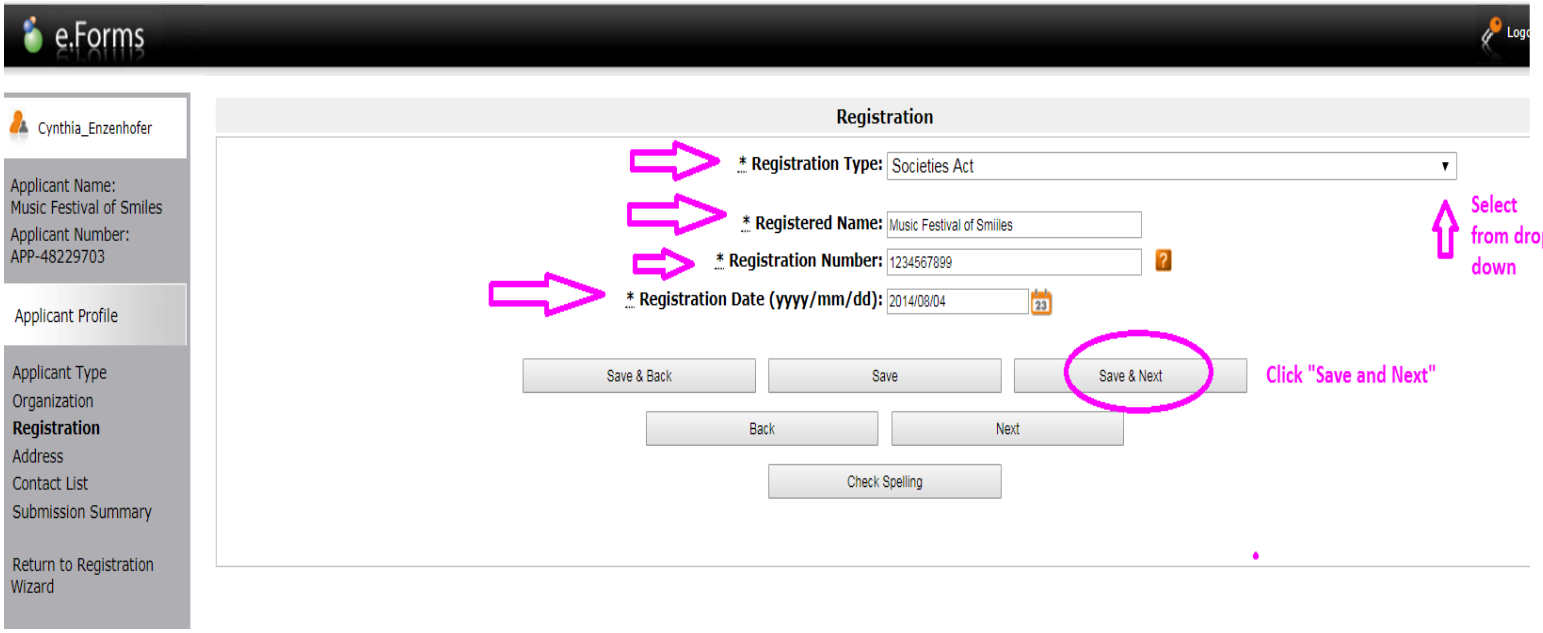
6. "Submission Summary" page. For returning clients select "Edit" if changes need to be made to your Applicant Profile. The "Edit" button changes to a "Complete" button. Ensure you select the "Complete" button which will lock in your new changes to your Applicant Profile.



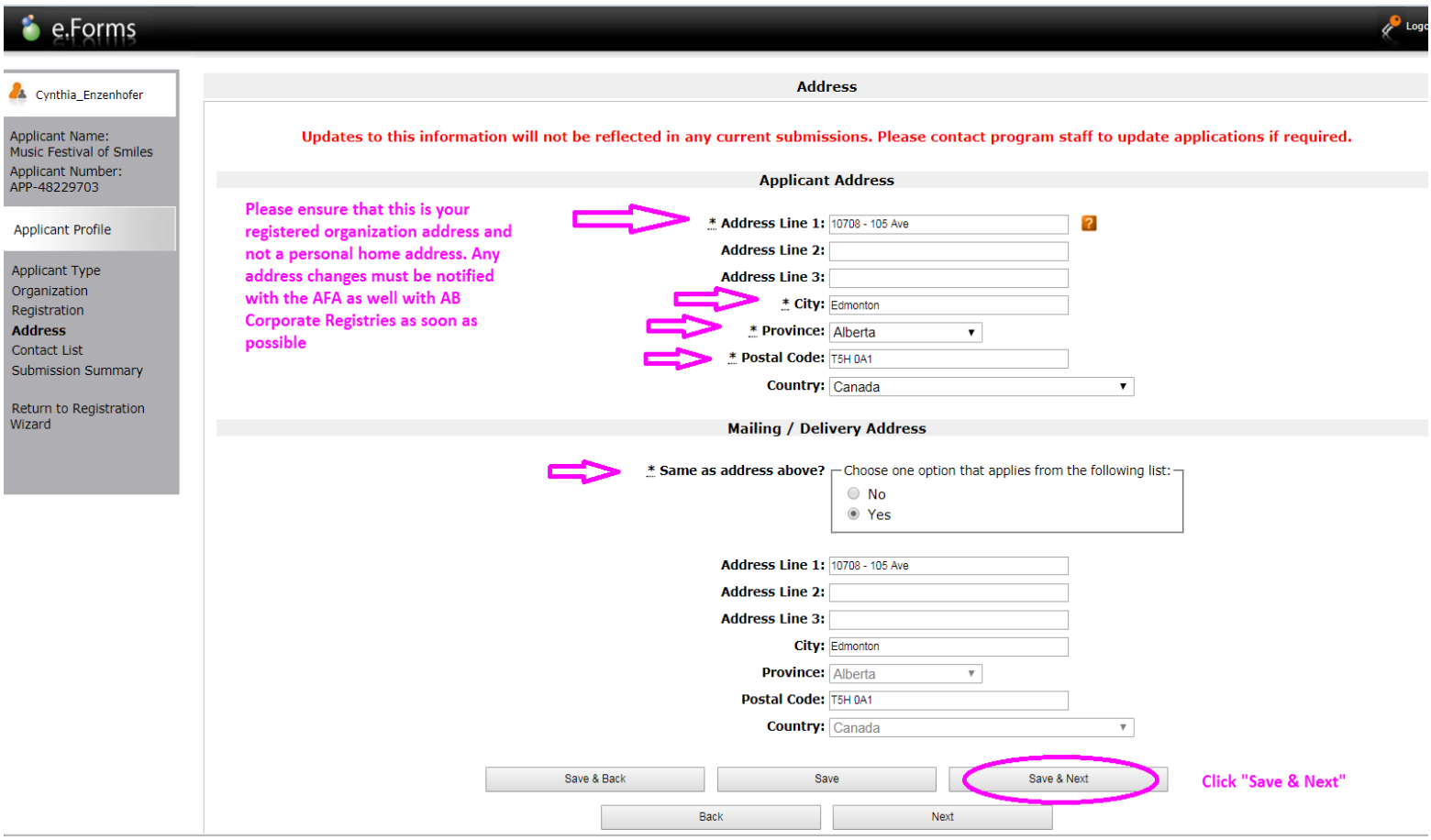
7. Page to review or complete in your profile - "Organization" See example of how to complete in the diagram below.



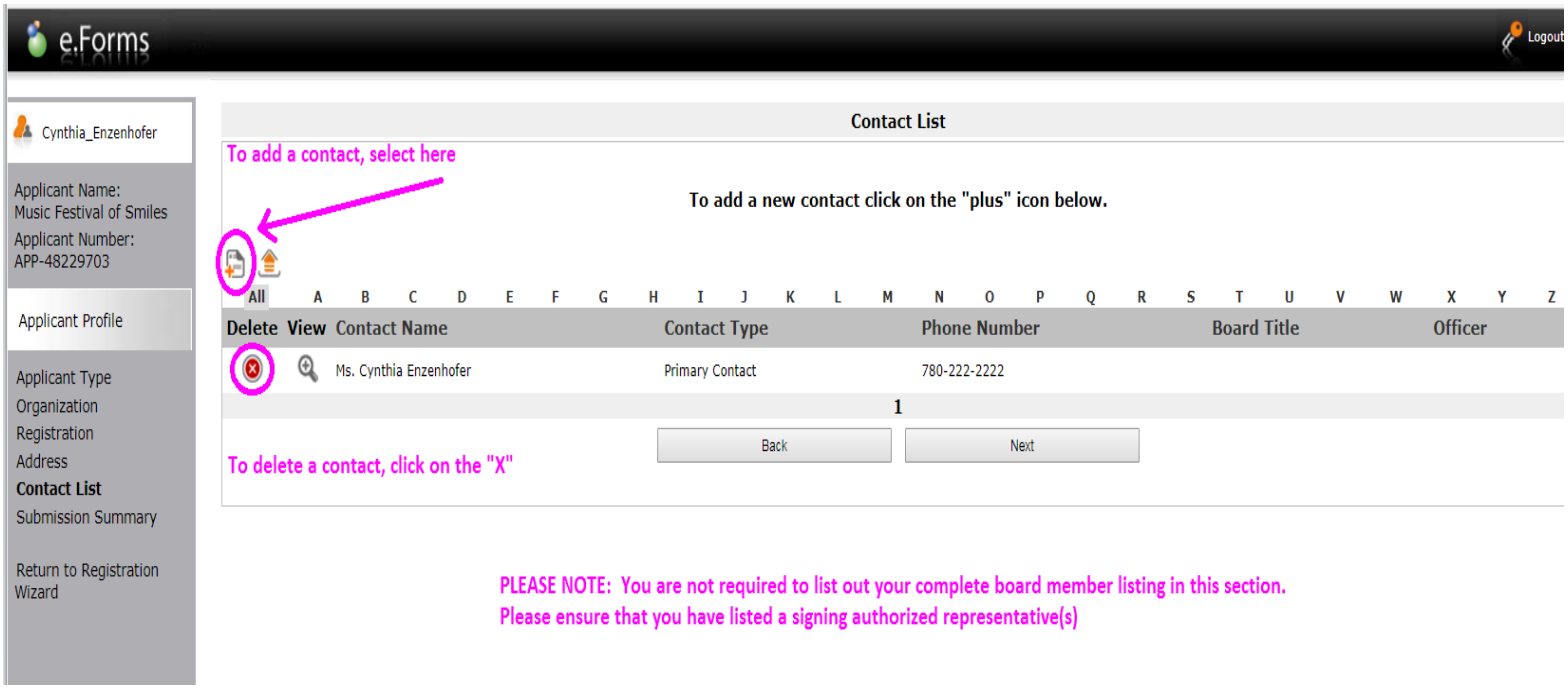
8. Page to review or complete – "Registration". See example of how to complete in the diagram below.



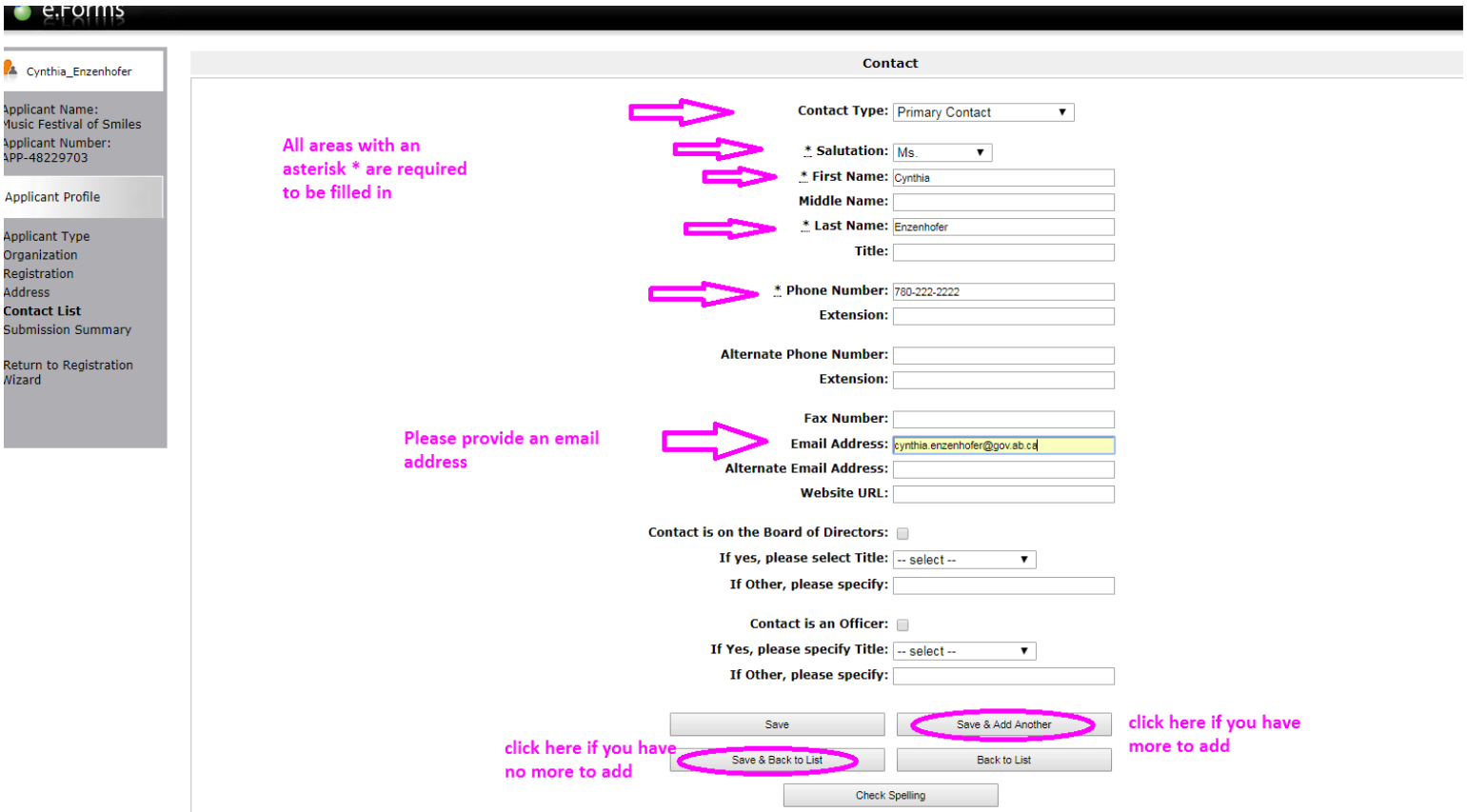
9. Page to review or complete – "Address". See example of how to complete in the diagram below.



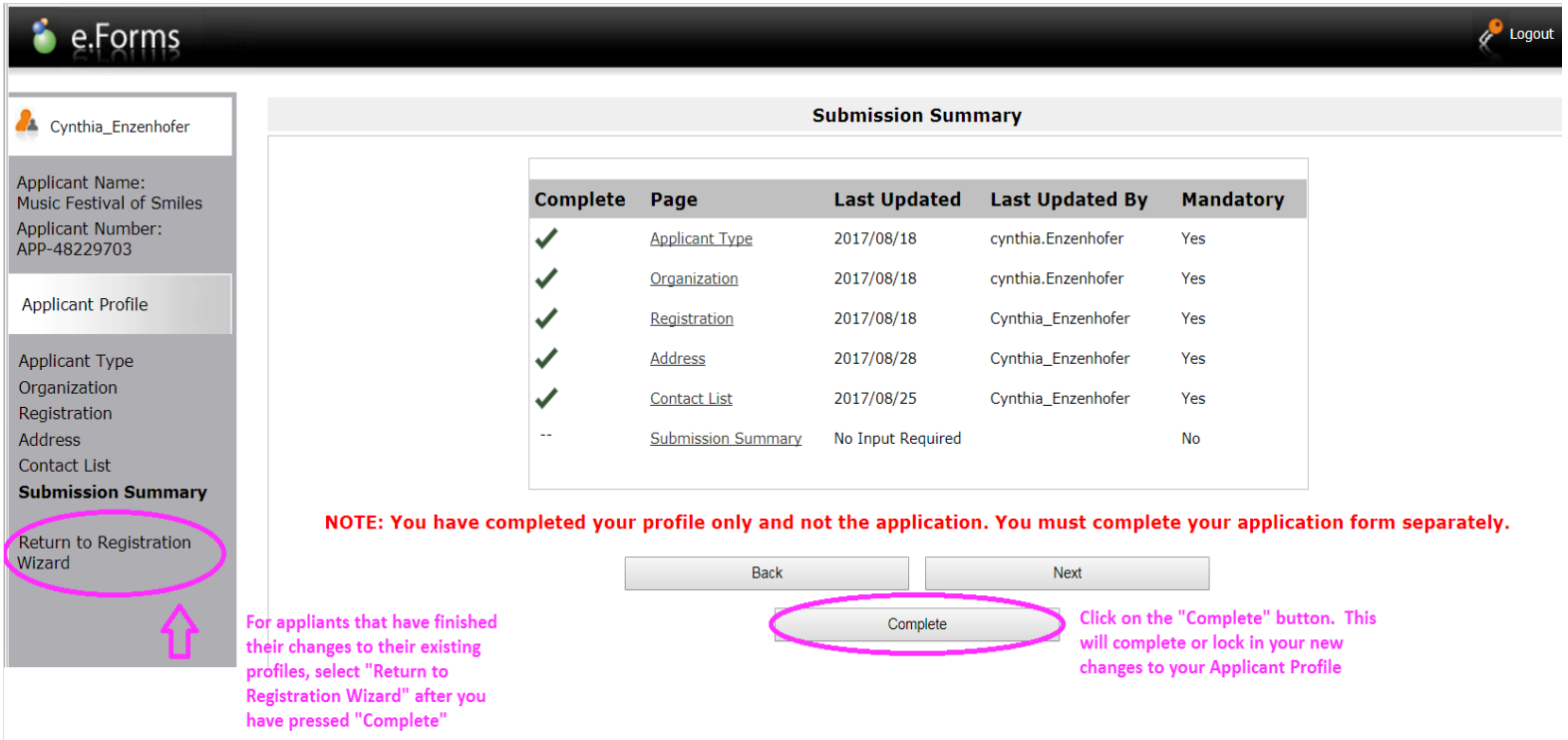
10. Page to review or complete – "Contact List". See example of how to complete in the diagram below.



10 a. Please fill in the information fields as shown in the example diagram below. Click "Next" when you have finished your "Contact List"

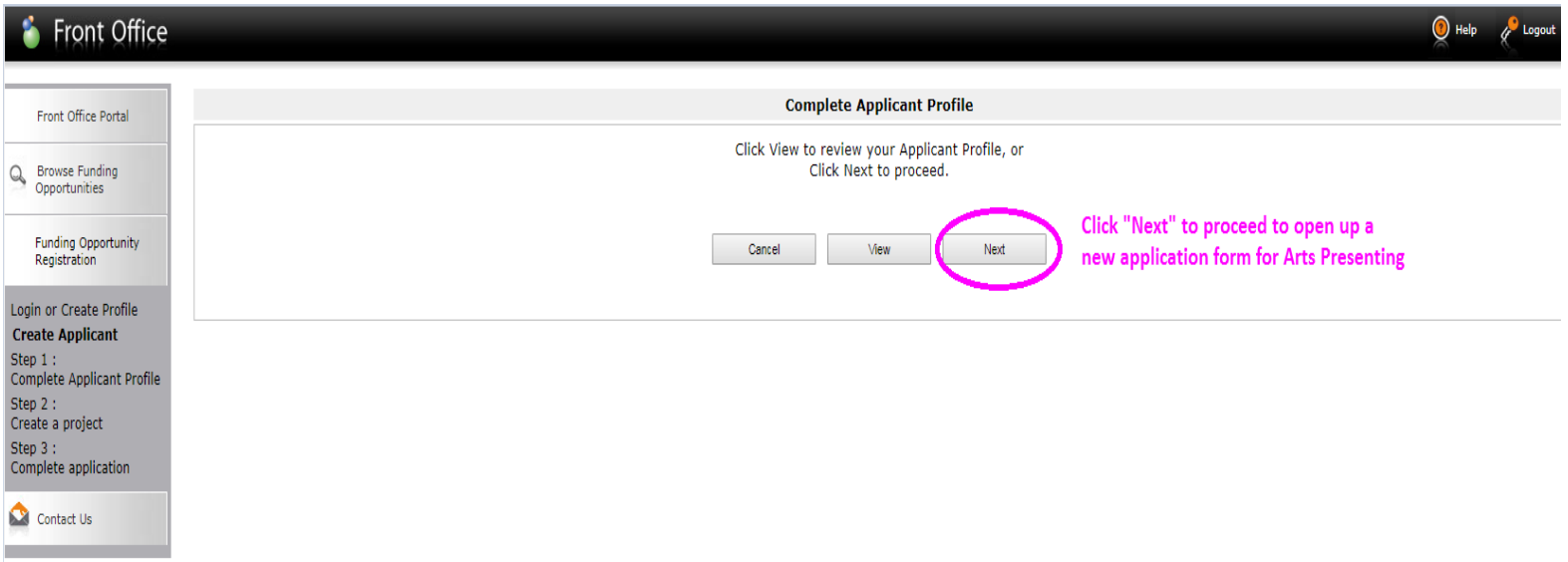


11. If you have completed your profile sucessfully you will have Green ✔. To finish your Applicant Profile, click on the "Complete" button on the Submissions Summary page as show in the diagram below. This will complete your new profile or lock in changes that you have made to an existing profile. *You are now ready to create a new application for the Arts Presenting Project funding program.* For returning clients, select "*Return to Registration Wizard*".



12. "Complete Applicant Profile" page, click "Next" to proceed to start a new application for Arts Presenting.

NOTE: If you forgot to add in a contact or need to make a change to your applicant profile, click "View". This will take you back to your applicant profile again and then select the "Submissions Summary" page, click "Edit" and then make your changes. Click "Complete" to lock your changes. If you make changes to your applicant profile *after* your have created a new application, these new changes *will not* be reflected.



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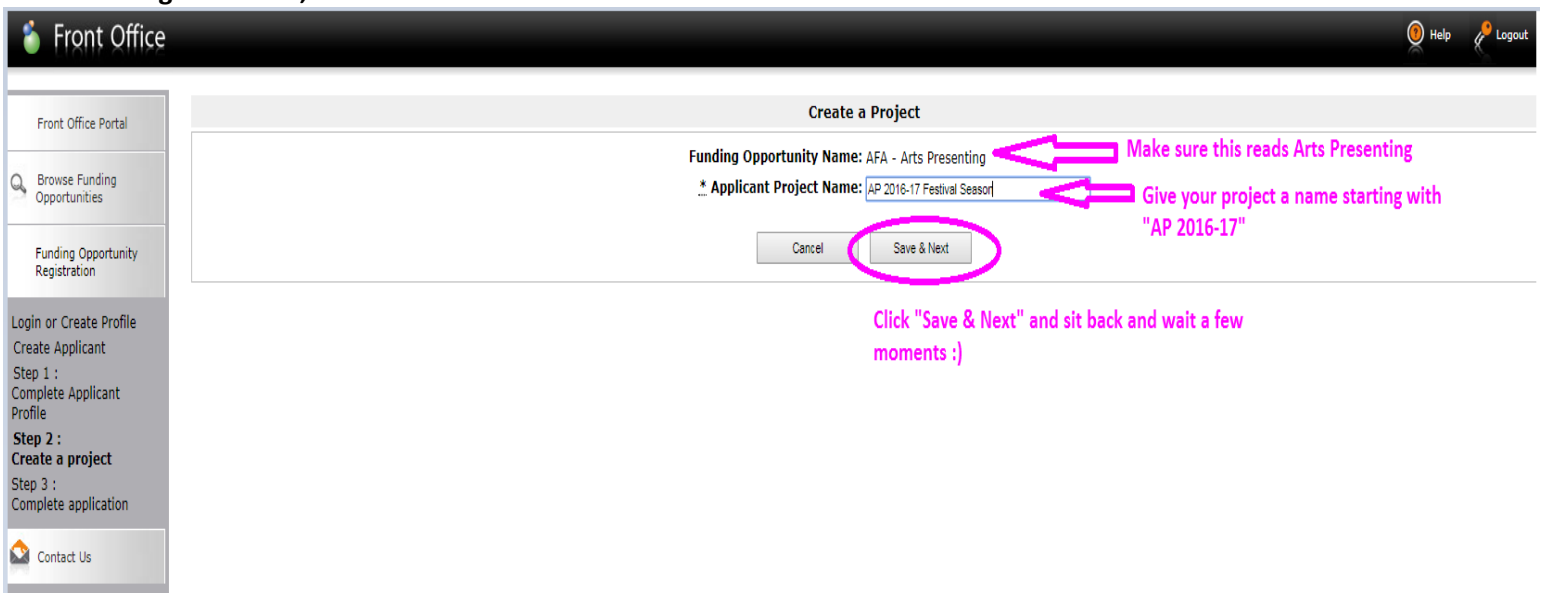
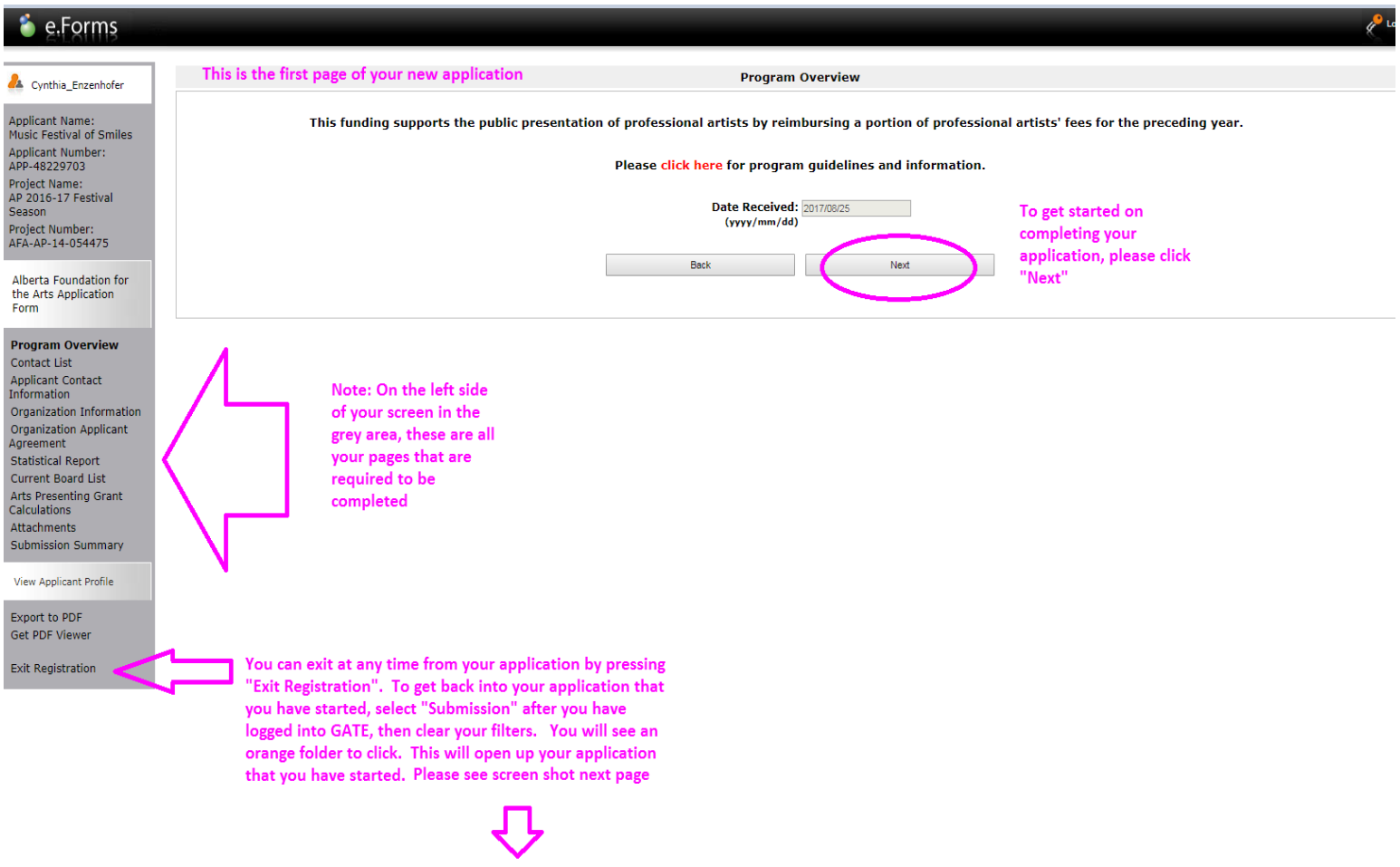
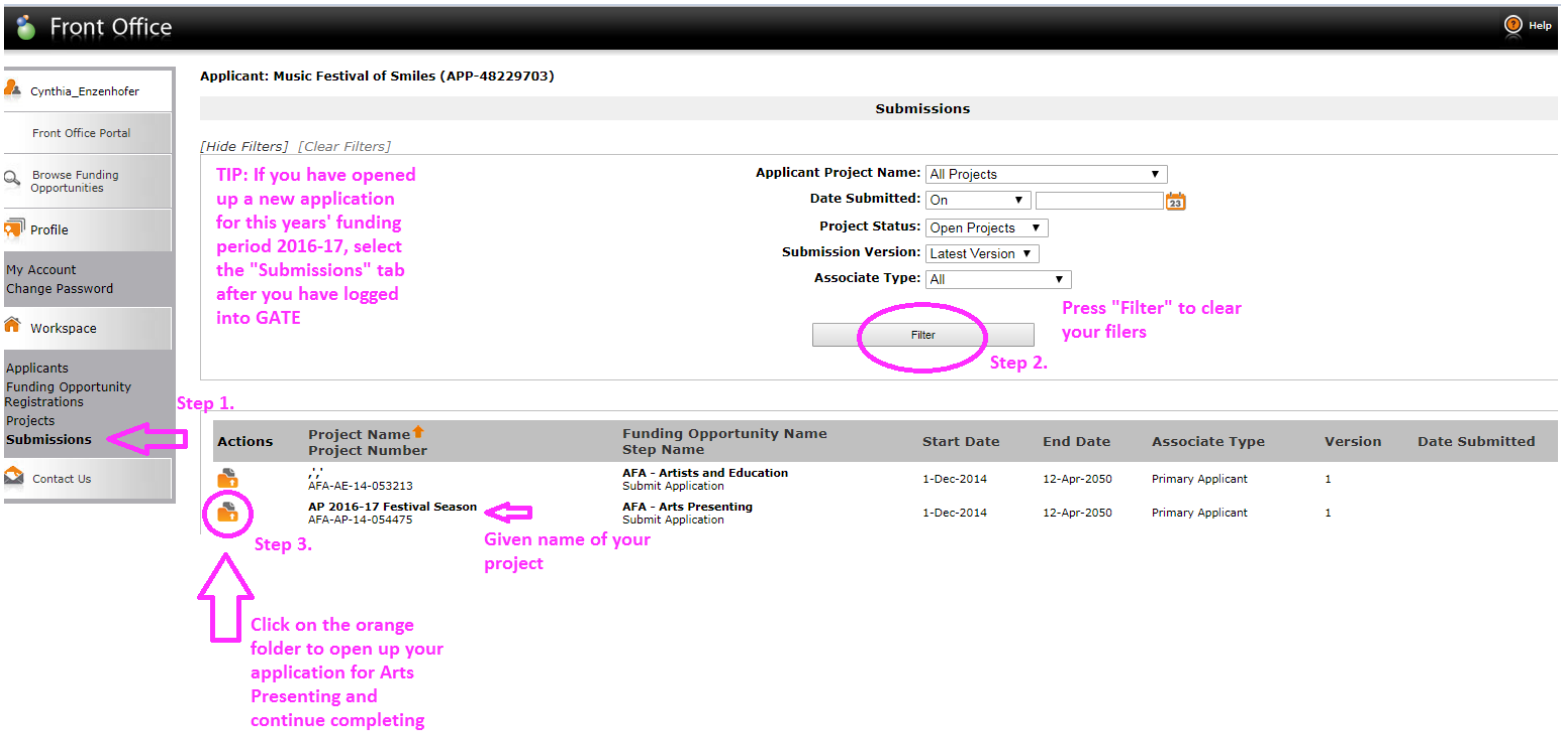
12. "Create a Project" page. Funding Opportunity Name should automatically be "AFA – Arts Presenting". Give your project a name starting with "AP", then click Save and Next.



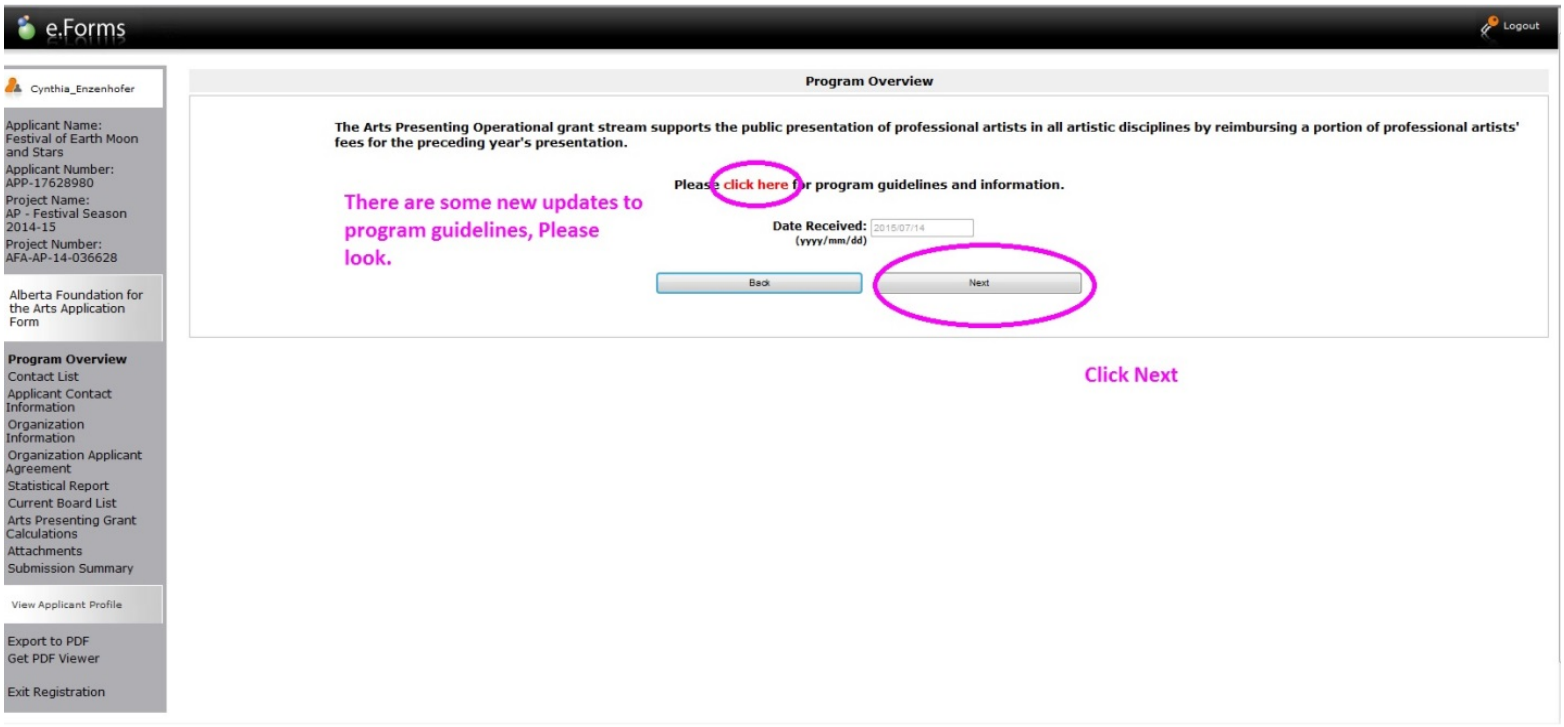
13. You are now in your new application. Your first page is "Program Overview". Select "Next" to continue. **If you want to continuing completing your application at another time, you can select "Exit Registration" to log out. See next diagram on step 13 a on how to retrieve your application after you have logged out of GATE.



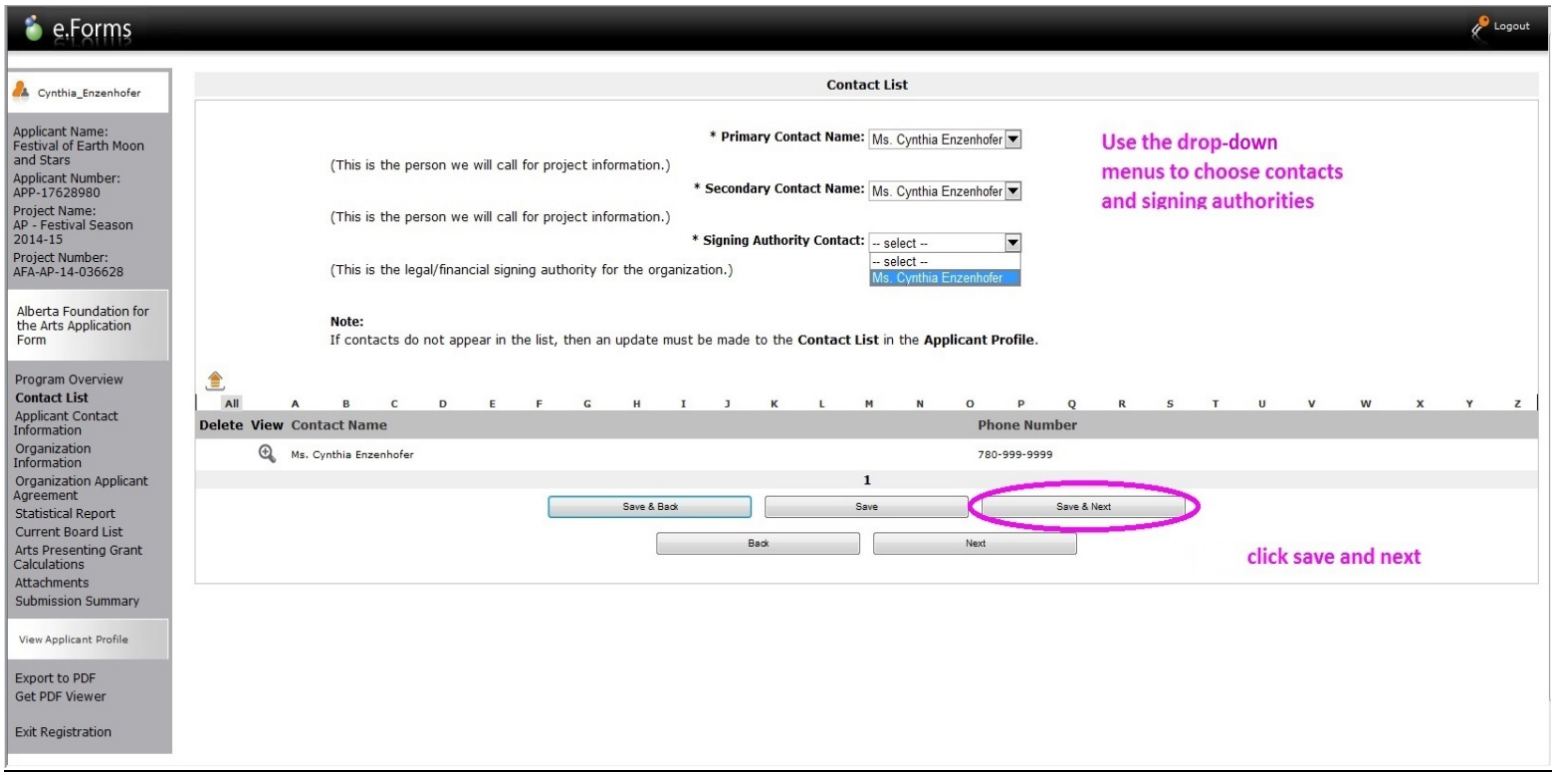
13 a. TIP: To get back into an application that has already been started, select "Submissions" tab after you have logged into GATE. Do not adjust the filter area or if you have already, press "Clear Filter". You should now see your project name and an orange folder beside the given project name. If you have other applications from prior years that you did not submit, please do not continue using them. Only use the application that you created for this funding period, example - "AP 2016-17".



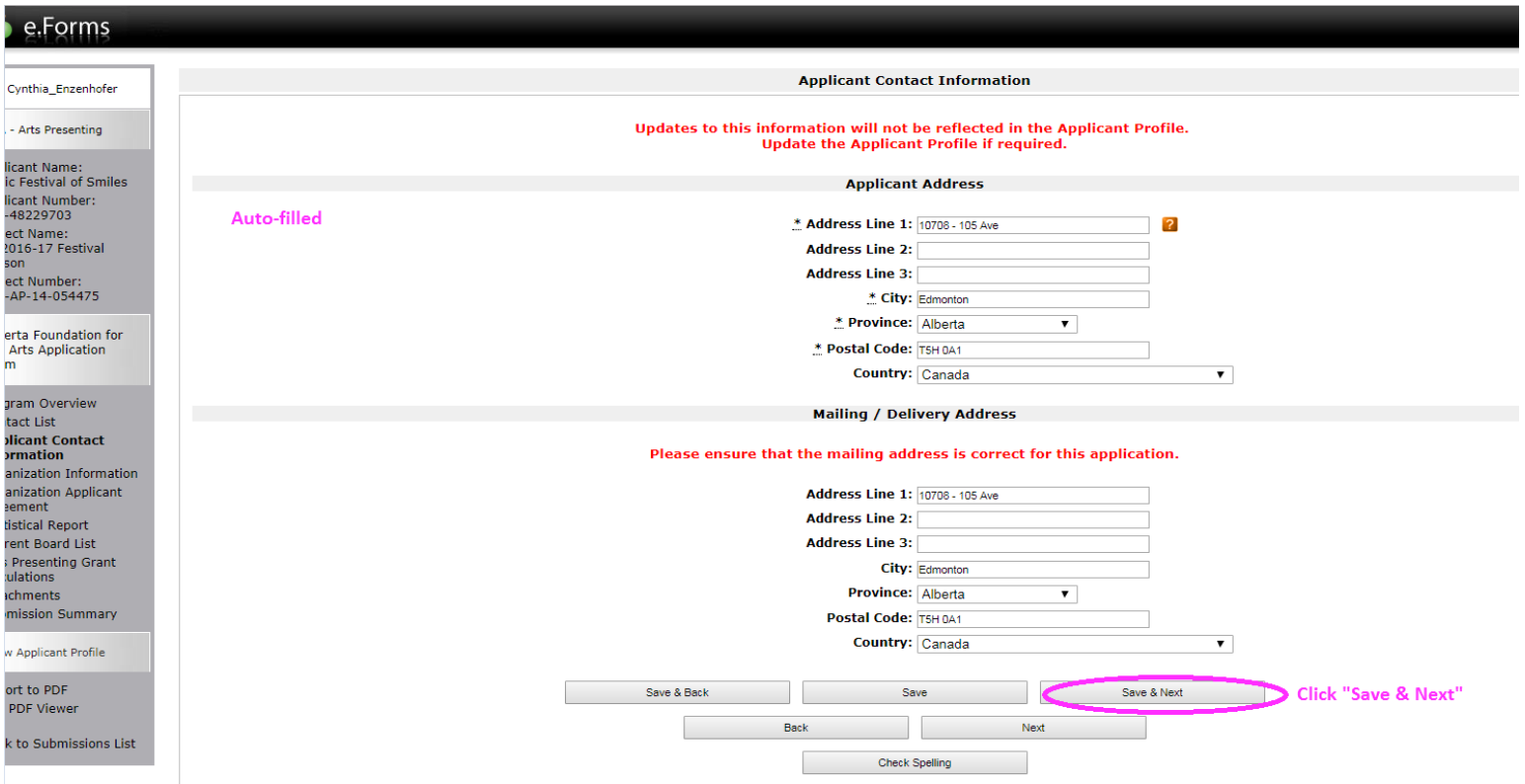
14. Back to your application… First page "Program Overview".



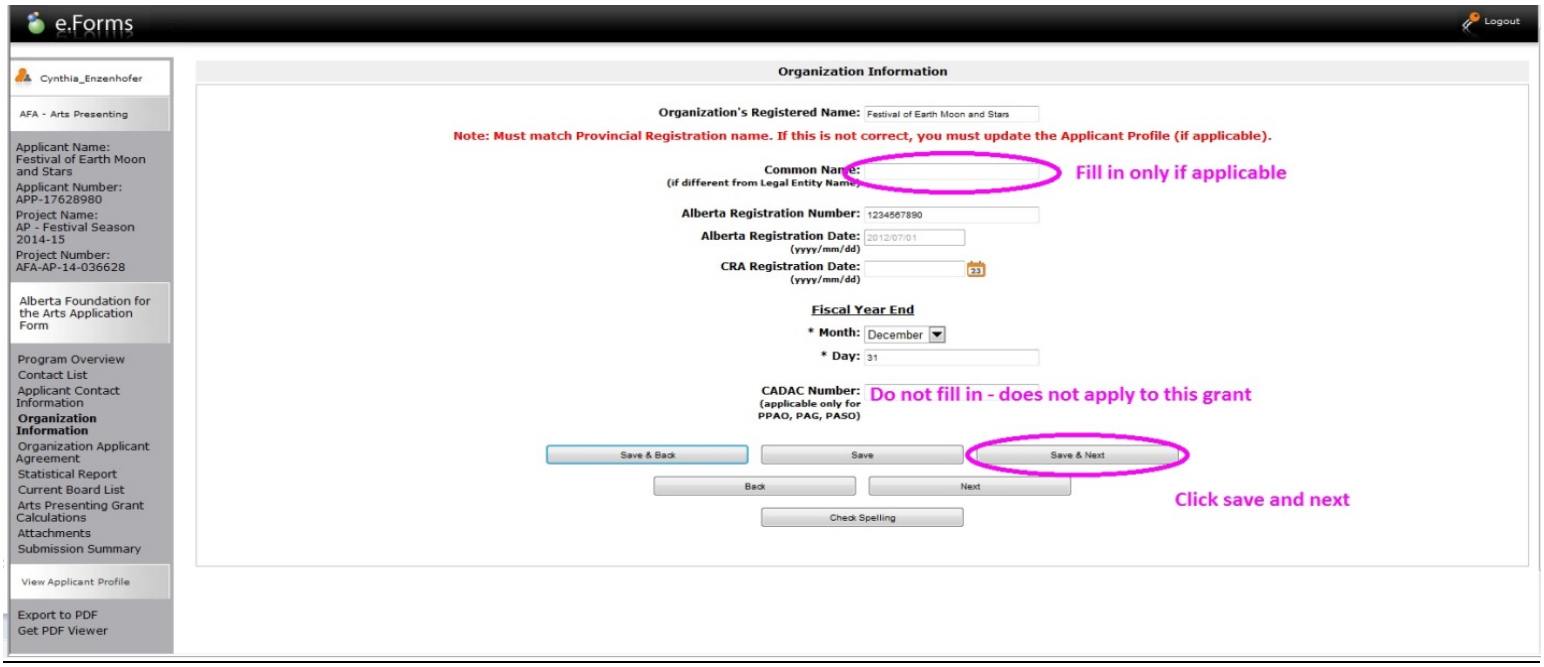
15. "Contact List" page. Select contacts using the drop-down menus.



16. "Applicant Contact Information" page. Your address has been auto-filled.

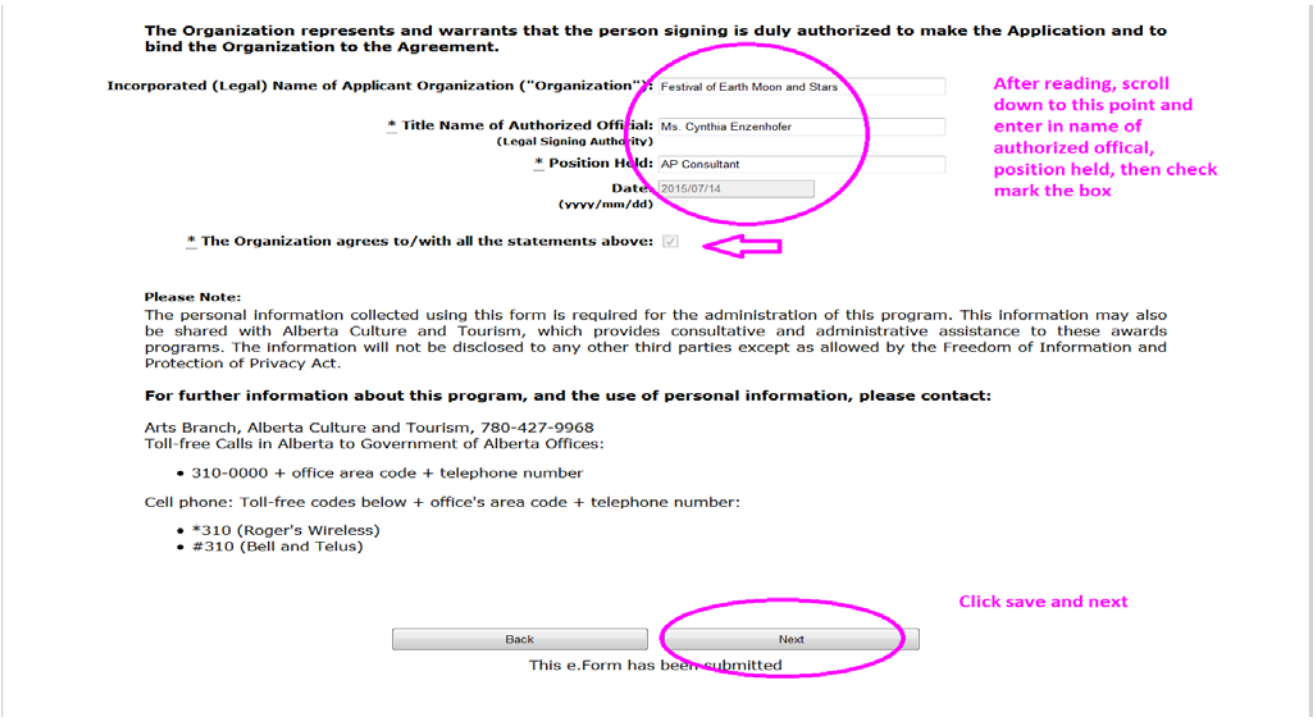


17. "<u>Organization Information</u>" page. Fill in your Common Name if applicable. DO NOT FILL IN CADAC NUMBER. It does not apply in this program (even if you are a CADAC member).

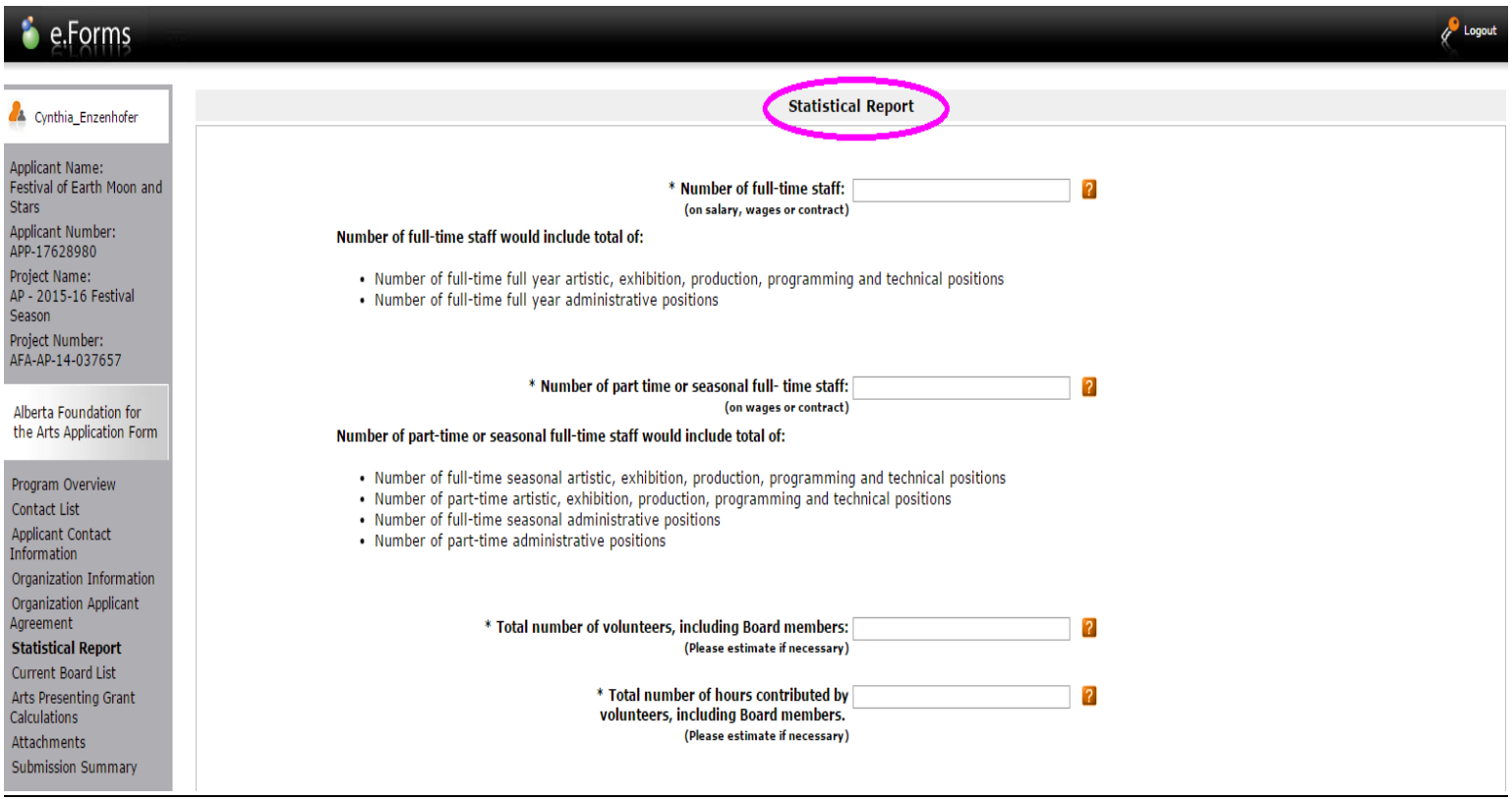


18. "<u>Applicant Agreement</u>" page. After reading, please scroll down to area shown and enter name of authorized official, position held, then check mark the box.

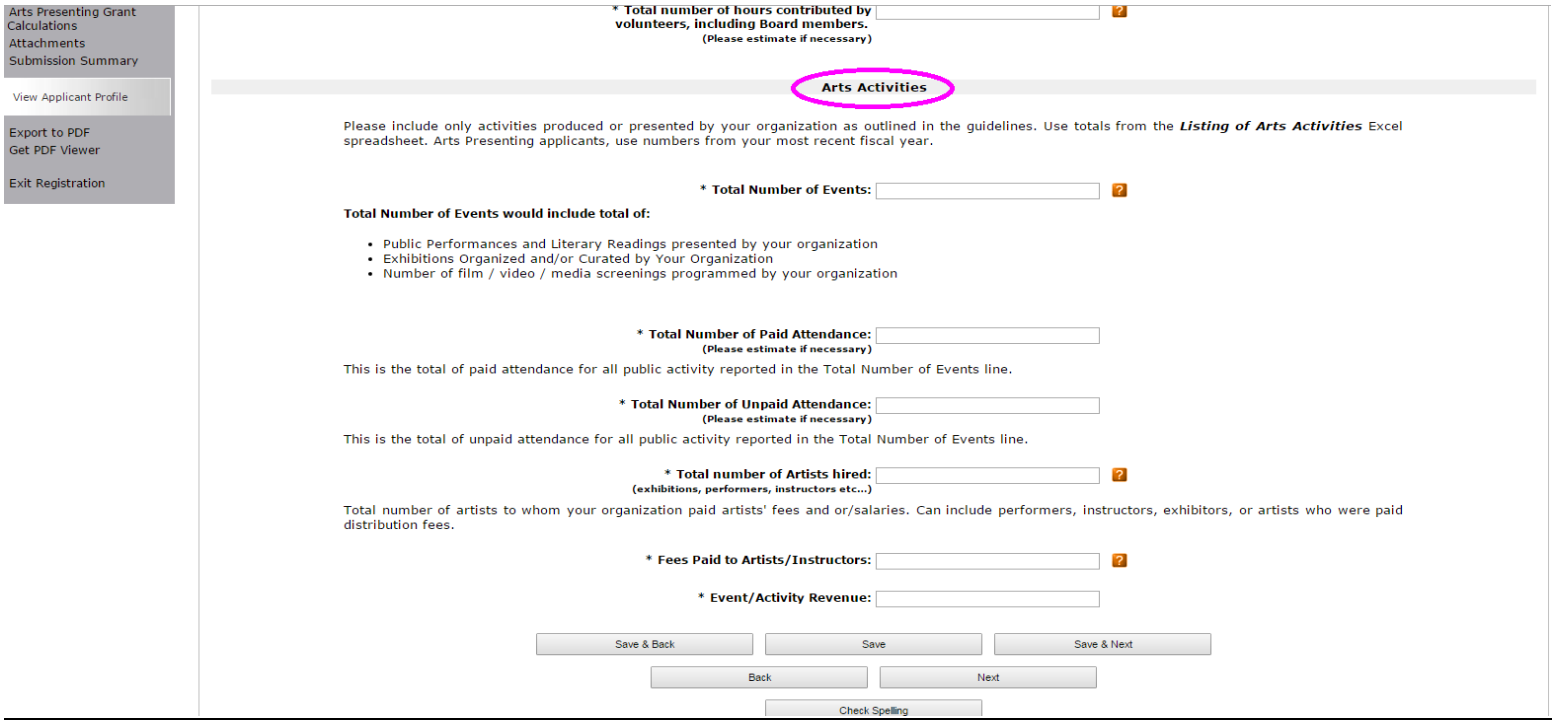
18. a "Applicant Agreement" page continued.



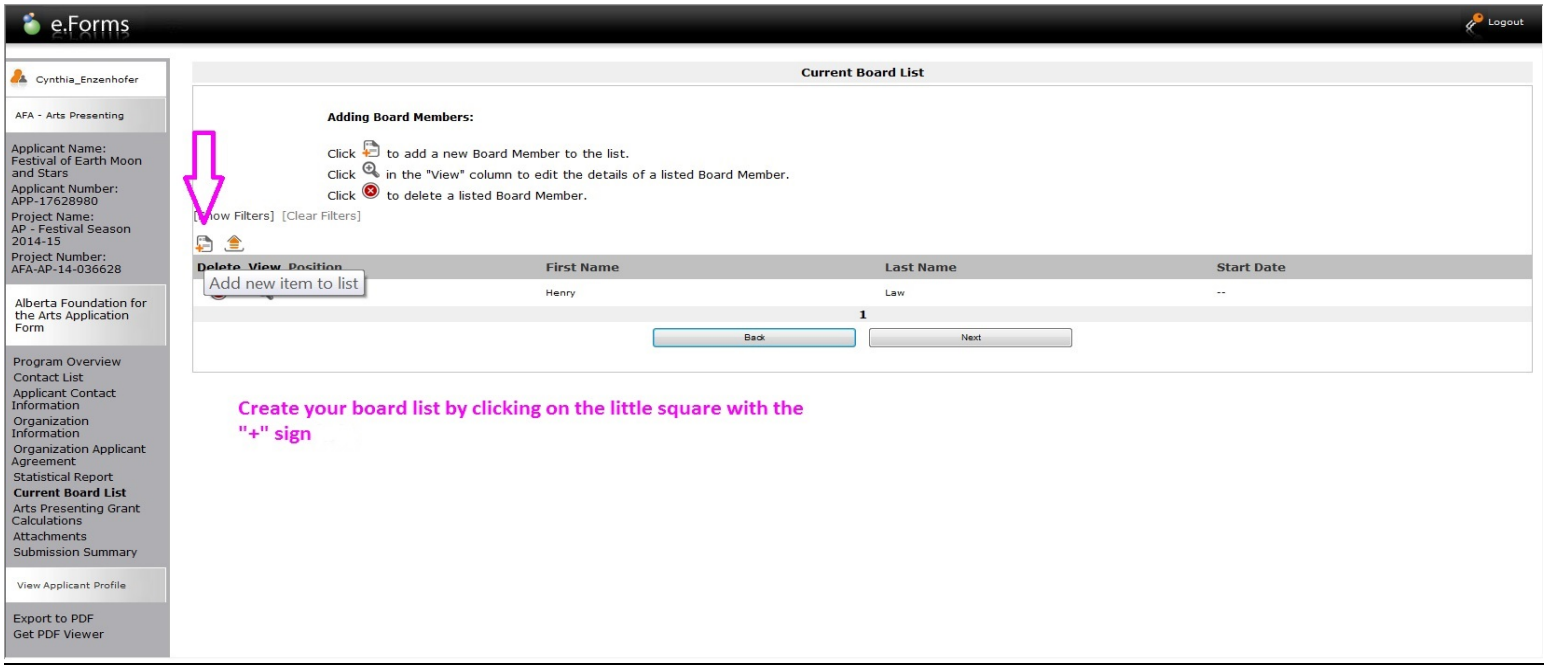
19. "Statistical Report" page. All asterisked areas need to be filled out. *Statistical Report section*: indicate totals taken from your organization's current fiscal year-end. *Arts Activities*: indicate totals from the excel worksheet "Arts Presenting Worksheet".



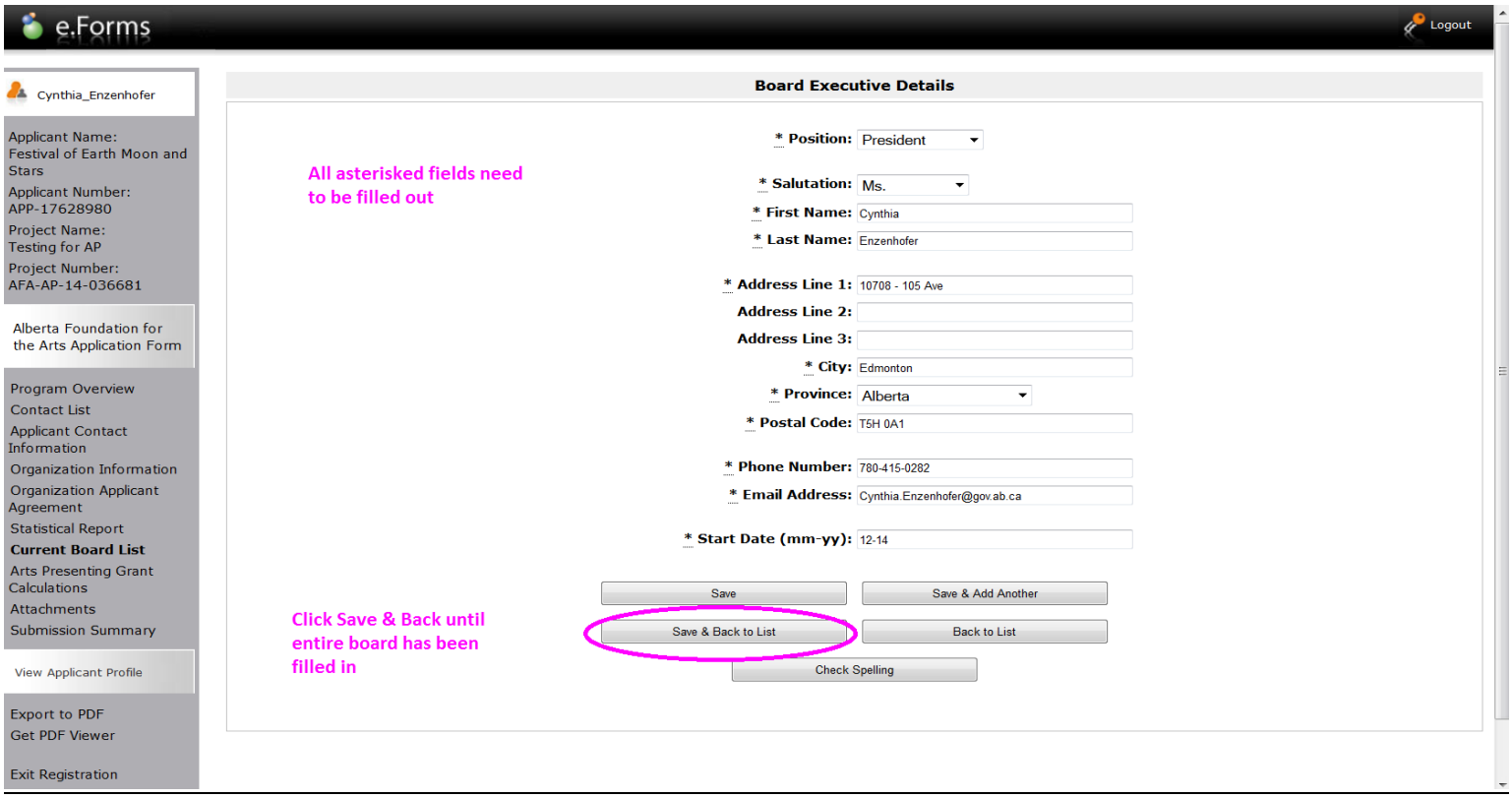
19 a. “Statistical Report” page continued.



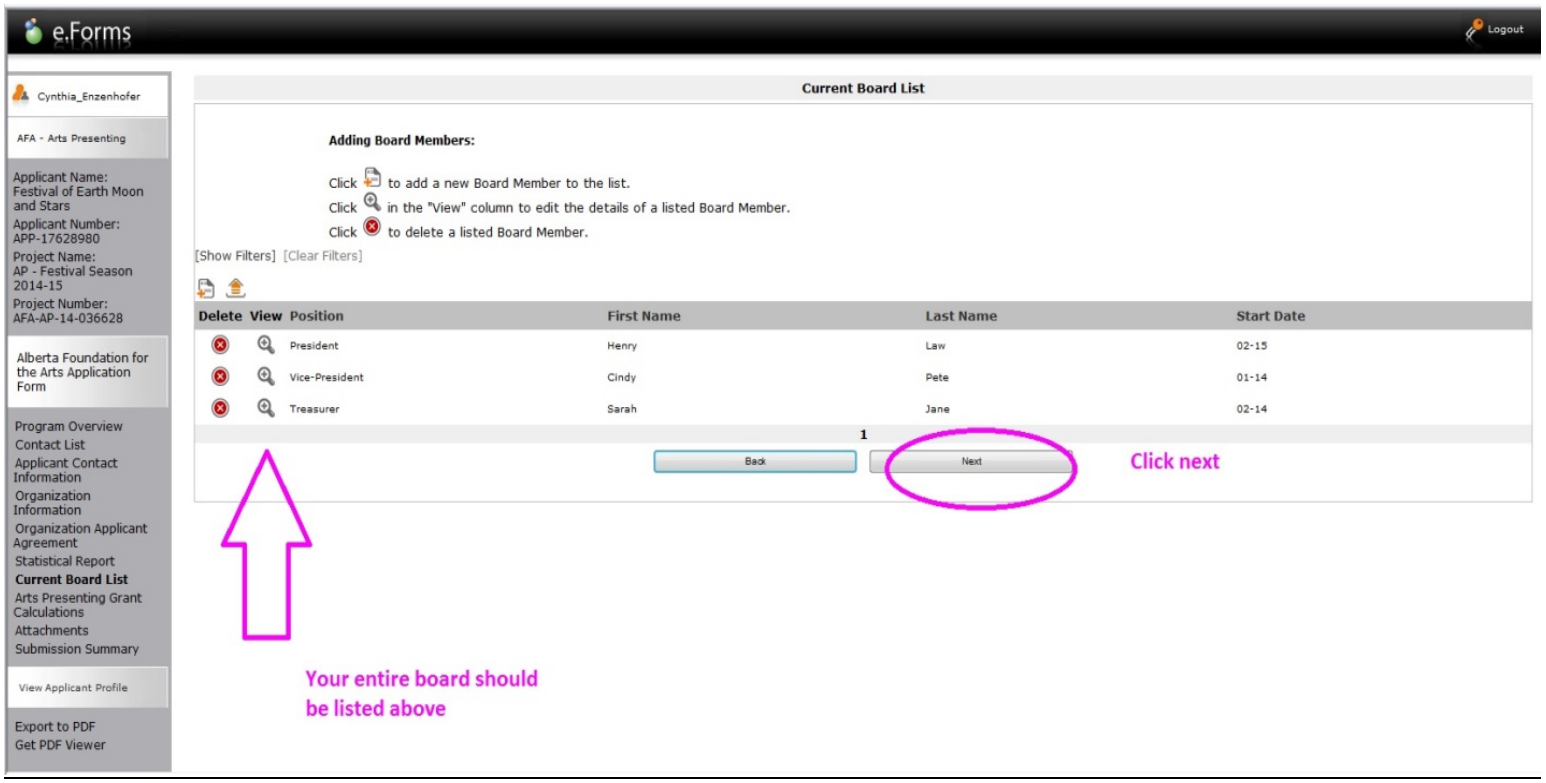
20. “Current Board List” page. Create your Board List.



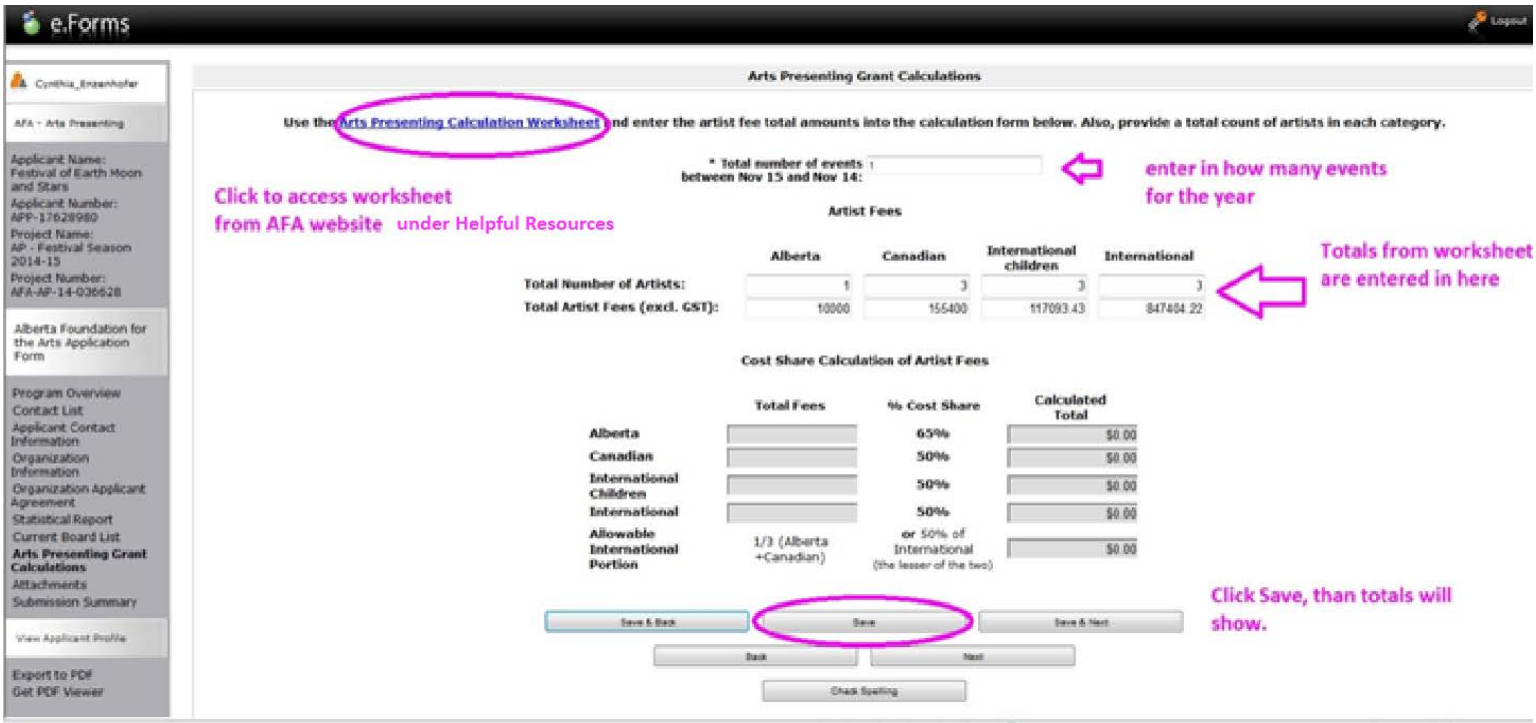
20 a. Fill in all asterisked fields then click “Save & Back to List” until entire board is complete.



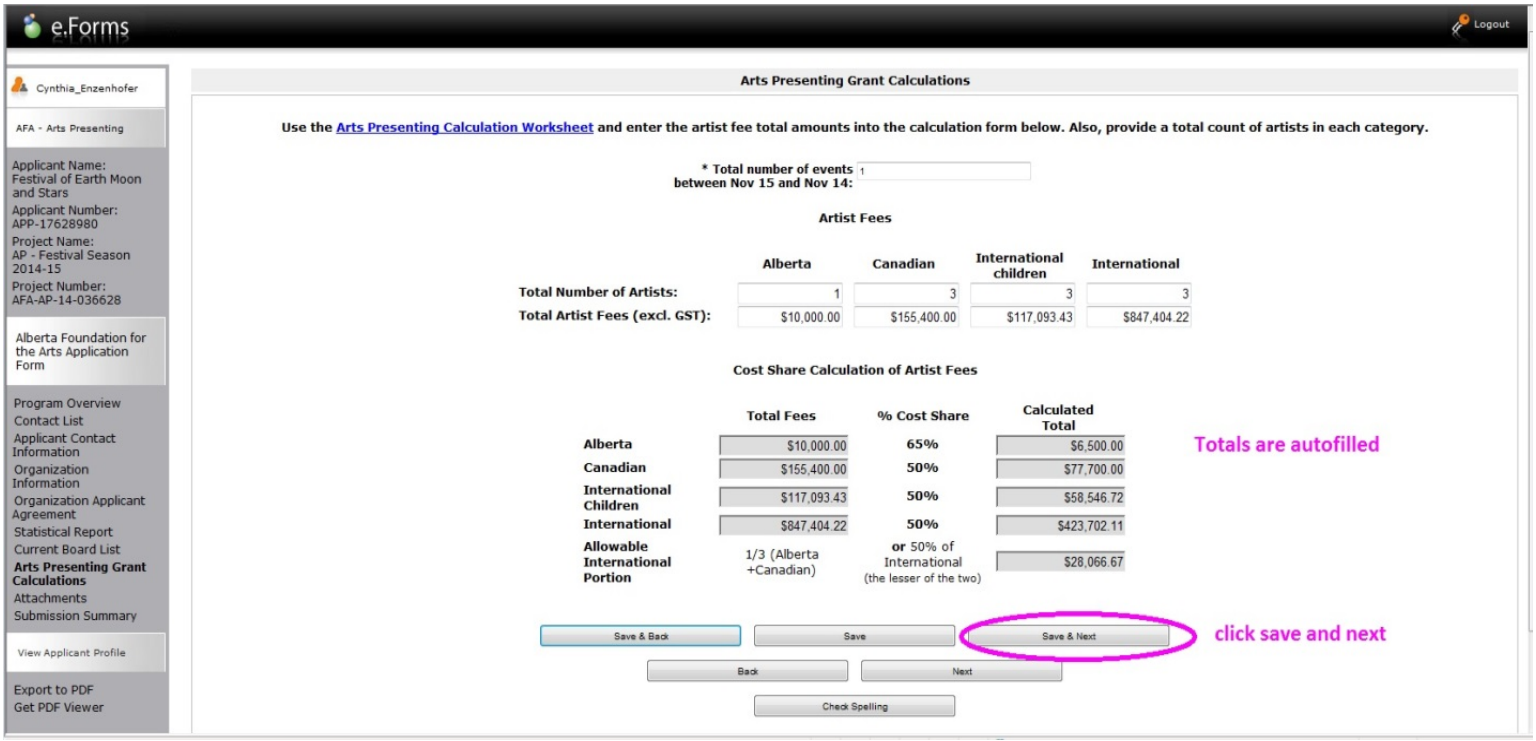
21. You should see your entire board listed here. Click next when complete.



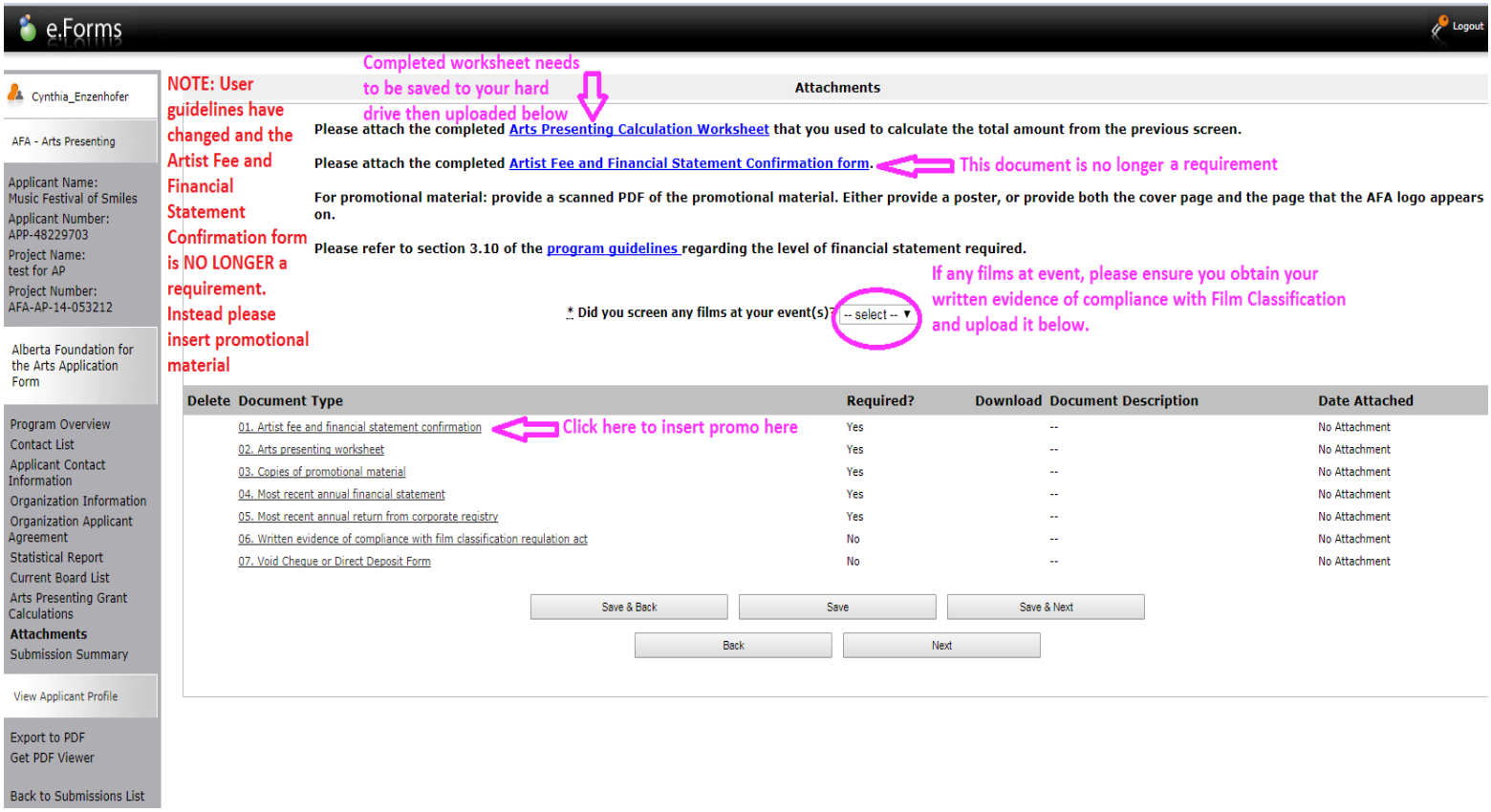
22. Arts Presenting Calculation Worksheet needs to be completed first, then use the totals from the Worksheet to enter into GATE. Totals will show in the grey areas after you click "Save".



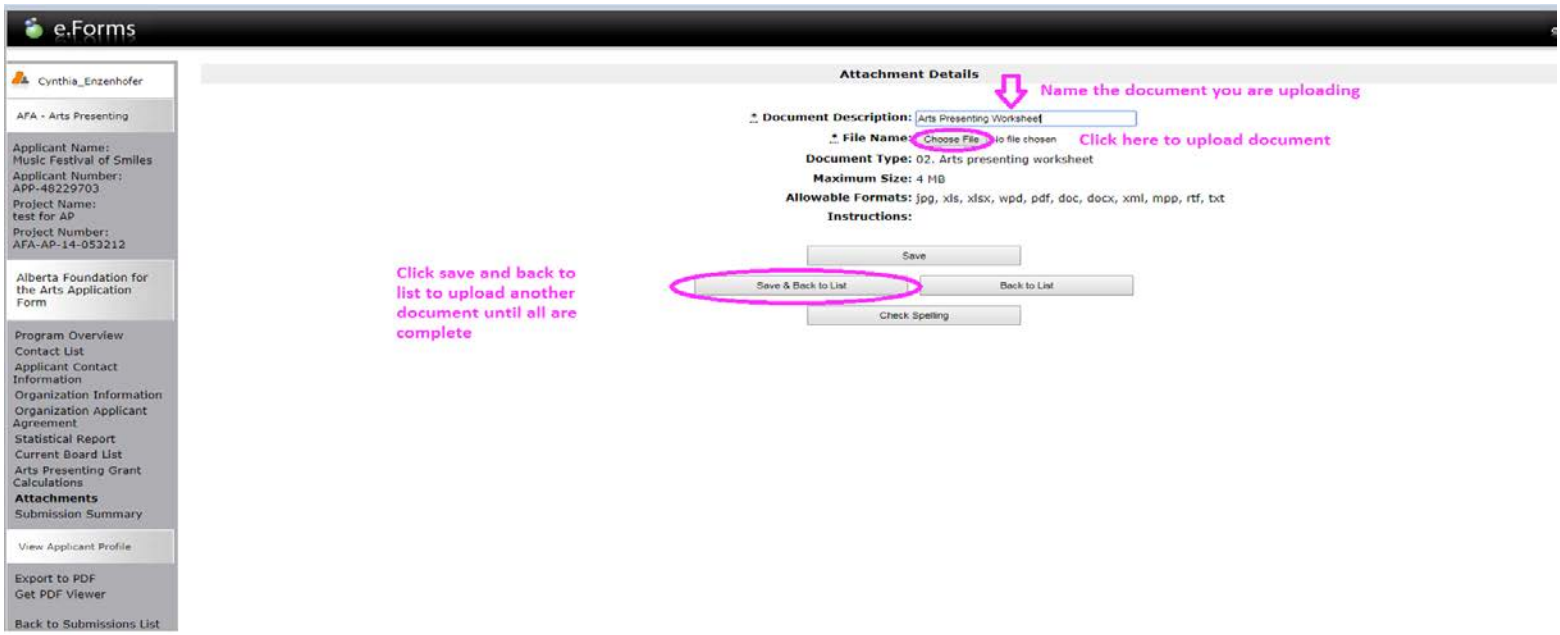
23. Notice grey areas are now auto-filled. Click save and next if Total Artist Fees are correct from your Calculation Worksheet.



24. Click on each "Document Type" to upload into GATE. Make sure you select "yes" to films at event if applicable.
Please NOTE: the Financial Statement Confirmation form is NO LONGER a required document. Instead, please use this space as a second area to upload more promotional material or insert a dummy type document of any kind. This is a required upload in the application. We (AFA) are currently in the process of making changes to the AP application in GATE.

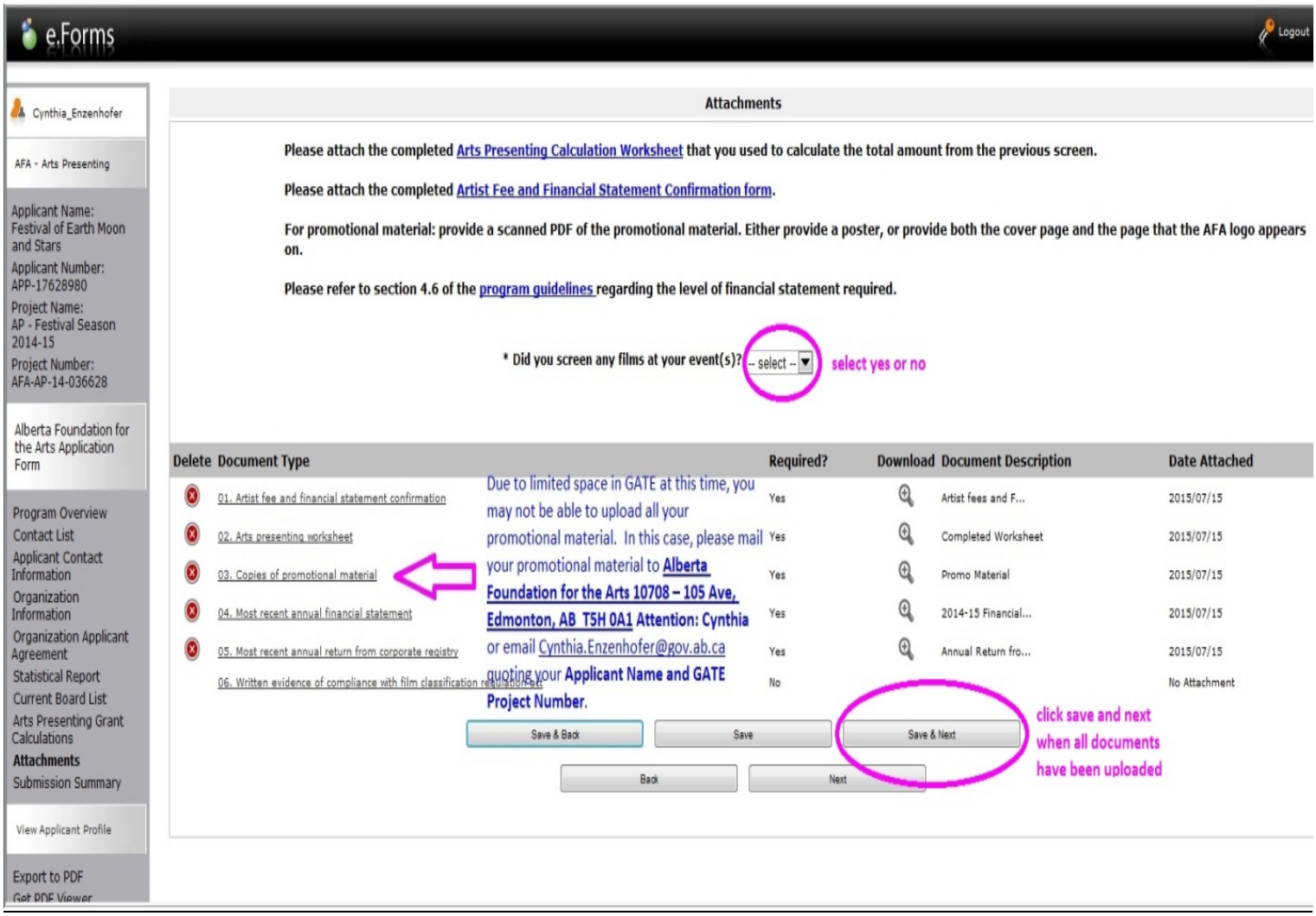


25. Give your document a description name then click "Browse" to select your document from your computer hard drive to upload. Select "Save & Back to List" until all documents have been uploaded

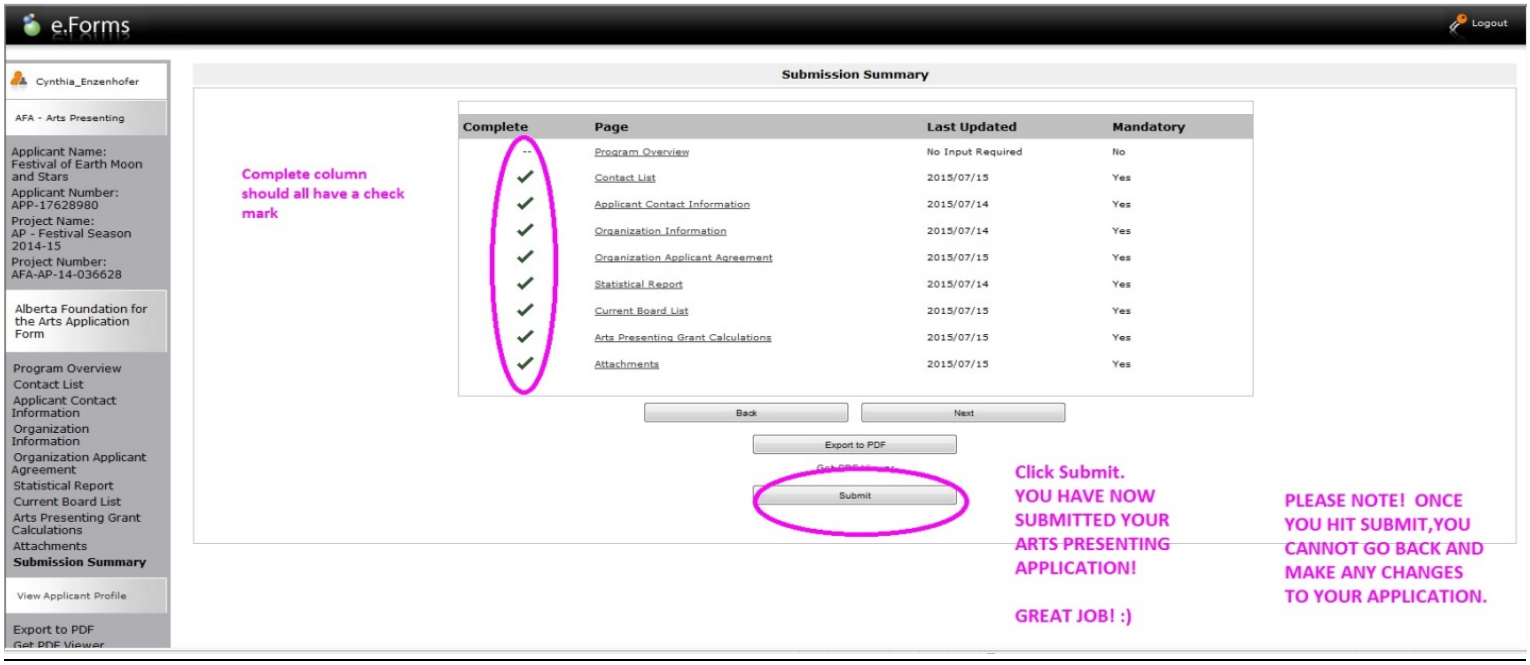


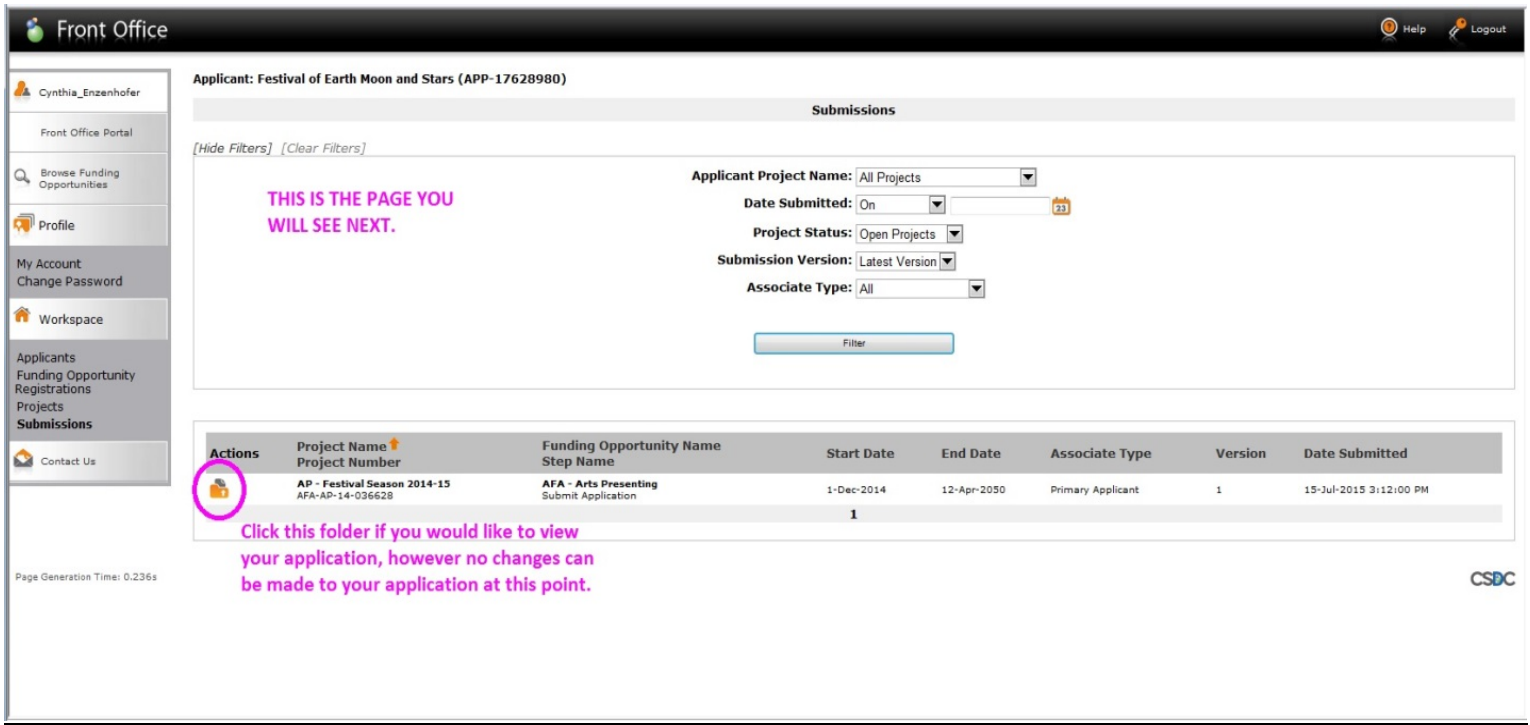
26. Due to limited space on GATE, your Promotional Material documents may be too large to upload. Alternatively, you may email your promotional material to Cynthia.Enzenhofer@gov.ab.ca or mail them addressed to Cynthia Enzenhofer, Alberta Foundation for the Arts, 10708 – 105 Ave, Edmonton, AB T5H 0A1. Please make sure you quote your organization name, program you are applying to and GATE project number on your promotional material that you are mailing or in your email.

***If you are emailing or mailing your promotional material, please ensure you still upload a notification letter in GATE advising that you have emailed or mailed in your promotional material. Please upload the notification letter in these two sections – "Artist Fee and Financial Statement Confirmation" (no longer a required form for the program, however still a mandatory field in GATE) and the other in the "Copies of Promotional Material". These fields are mandatory fields in GATE. You will not be able to submit your application if there are no documents uploaded in them. Please double check!**



27. Complete column should all have check marks if done correctly. Please note, once you hit "SUBMIT" you cannot go back and make any changes to your application.



28. You are now all done! GREAT JOB and THANK YOU FOR APPLYING☺ You will receive a notification email indicating that your application was submitted successfully.

Should you have any questions regarding the Arts Presenting Project Funding Program or help with your Applicant Profile or New Application, please contact Cynthia.Enzenhofer@gov.ab.ca or call directly at 780-415-0282.