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 <u>approved</u> 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 <u>filmratings@gov.ab.ca</u> For forms <u>https://www.alberta.ca/organize-film-festival-community-screening.aspx</u>

*NOTE: EACH ATTACHMENT CANNOT EXCEED 4MB.

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

🍵 Front Office	
Front Office Portal Username: Cynthia_Enzenhofer Password: 	Sign in with your user name and password Sign in with your user name an
Forgot your password?	The system may be used to submit applications and/or final reporting information for the following Alberta Culture and Tourism programs:
Browse Funding	Alberta Media Fund - <u>http://culture.alberta.ca/mediafund</u>
Opportunities	» Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.
🔷 Contact Us	The system may be used to submit applications and reporting information for the following Alberta Foundation for the Arts programs:
	Individual Artists Project Grant - <u>http://affta.ab.ca/Grants/Individual-Project-Grants</u>
	Organizational project Grant - http://affta.ab.ca/Grants/Organizational-Project-Grants
	Organizational Operating Grant - <u>http://affta.ab.ca/Grants/Organization-Operational-Grants</u>
	Awards and Scholarships - http://affta.ab.ca/Grants/Awards-and-Scholarships
	Art Acquisition by Application - http://affta.ab.ca/Art-Collection/Acquisitions-and-Programming
	The system may be used to submit applications for the following Alberta Sport Connection programs:
	Podium Alberta - <u>http://albertasport.ca/grant-funding-programs/podium-alberta</u>
	The system may be used to submit applications and reporting information for the following Alberta Human Services programs:
	• Family & Community Safety Program grant - http://humanservices.alberta.ca/abuse-bullying
	The system maybe expanded to include other grants programs in the future.
	Please note this system cannot be used to submit applications or final reports for the Community Initiatives Program and Community Facility Enhancement Program.

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 "<u>Browse Funding</u> <u>Opportunities</u>" from the grey menu bar on the left of your screen, then select the view finder icon shown in the diagram below.

🇯 Front Office						👰 Неір 🦿	Logout
Cynthia_Enzenhofer	Click o	n the	View Finder to start the	Browse Funding Opportunitie	25		
Front Office Portal				Search Criteria:			
Opportunities				Search			
Profile		┥╵	7	Funding Opportunities			
hange Password	Register	· Viev	Funding Opportunity Name	Funding Opportunity Start	Registration Start	Registration End	
Workspace	1	0	AFA - Aboriginal Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050	
workspace	P	Ð,	AFA - Arts Presenting	1-Dec-2014	10-Jul-2015	16-Nov-2015	
oplicants unding Opportunity	5	⊕	AFA - Community Performing Arts Organizations	1-Dec-2014	9-Jun-2015	2-Oct-2018	
egistrations	5	⊕	AFA - Cultural Relations - Individual	1-Dec-2014	1-Dec-2014	13-Apr-2050	
ubmissions	P	Ð,	AFA - Cultural Relations - Organizations	1-Dec-2014	15-Mar-2015	2-Sep-2020	
Contact Us		⊕	AFA - Dance Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050	
	J 🔑	⊕	AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050	
	5	Ð,	AFA - Literary Arts Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050	
	>	⊕	AFA - Music Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050	
	7	⊕	AFA - Organizations Arts Projects	1-Dec-2014	1-Dec-2014	13-Apr-2050	
	7	⊕	AFA - Public Art Commission Project	1-Dec-2014	1-Jun-2015	2-Sep-2015	
	7	Ð,	AFA - Projects Development	1-Dec-2014	2-Dec-2014	1-Apr-2050	
	7	Ð,	AFA - Professional Performing Arts Organizations	1-Dec-2014	1-Aug-2015	2-Nov-2015	
	>	Ð,	AFA - Theatre Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050	
	(The second seco	Ð,	AFA - Visual Arts and New Media Individual Project	1-Dec-2014	3-Mar-2015	13-Apr-2050	

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.

🇯 e.Forms	n and a second
🔔 Cynthia_Enzenhofer	About the Program
AFA Publication Form	Arts Presenting
About the Program	The Arts Presenting grant stream supports the public presentation of professional artists in all artistic disciplines by reimbursing a portion of professional artists' fees for the preceding year's presentation.
Export to PDF Get PDF Viewer	Please click here for program guidelines and information.
Back to Search Results	Apply Now Click here
Page Generation Time: 4.032s	CSE

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

🇯 Front Office		🖲 Help	Cogou
Funding Opportunity Registration Create Applicant Contact Us	Applicant Details Select your organization name from the drop down here - select • Music Festival of Smiles (APP-48229703) Music Festival of Smiles (APP-48229703)		
	* Applicant Type Lee Select V Cancel Save & Next		
	Click "Save & Next"		
Page Generation Time: 0.121s			CS

5. Select "Next" for new or existing applicants. <u>Always ensure that your profile is up-to-date prior to opening up a new</u> <u>application</u>. *If you a returning applicant to the program and have finished your edits to your profile or have none to make, select, "<u>Return to Registration Wizard</u>", 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.

🇯 e.Forms	P Logout
👃 Cynthia_Enzenhofer	Applicant Type
Applicant Name:	* Applicant Type: Organization Not-for-Profit
Applicant Number:	
APP-48229703	Back Next
Angliangh Durfile	This e.Form has been marked as complete
Applicant Profile	
Applicant Type	
Organization	
Registration	
Address	For applicants that already know they will have changes to their
Submission Summary	profile, select "Submission Summary" and then select the "Edit"
> <	button which will open up the profile to make changes
Return to Registration	Select "Return to Registration Wizard" after you have reviewed
The start of the s	or made changes to your Applicant Profile. This will take you to a
	new application form for Arts Presenting

6. "<u>Submission Summary</u>" 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 <u>lock in your new changes</u> to your Applicant Profile.

🤽 Cynthia_Enzenhofer					Submission Sum	mary	
Applicant Name: Music Festival of Smiles		For now clients, these	Complete	Page	Last Updated	Last Updated By	Mandatory
Applicant Number: APP-48229703		pages in the grey area or	1	Applicant Type	2017/08/18	cynthia.Enzenhofer	Yes
		the left need to be	1	Organization	2017/08/18	cynthia.Enzenhofer	Yes
Applicant Profile		completed. Once they ar	•	Registration	2017/08/18	cynthia.Enzenhofer	Yes
Applicant Type	Λ	the green check marks.	1	Address	2017/02/23	cynthia.Enzenhofer	Yes
Organization	╱┕	You will see a red X if a	1	Contact List	2017/02/23	Cynthia_Enzenhofer	Yes
Address Contact List		page on your profile is incomplete or not formatted correctly		Submission Summary	No Input Required		No
Submission Summary		NOTE: Yo	u have compl	eted your profile only a	nd not the applicatio	n. You must complete yo	our application form separate
Return to Registration Wizard				Ba	ick	Next	
				This	Edit e.Form has been mark	For applica profile and ed as complete click "Edit"	nts that already have a need to make changes,

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

	0
Cynthia_Enzenhofer	Organization
pplicant Name: Iusic Festival of Smiles Applicant Number: APP-48229703	* Is your organization registered under a Provincial/Federal Act or has similar legal Choose one option that applies from the following list:
Applicant Profile Applicant Type Organization	Please complete the fields circled. Are you a CRA registered charity? Choose one option that applies from the following list: Output
Registration Address Contact List Submission Summary	Common Name (if different from Legal Entity Name):
Return to Registration	* Legal Entity Name: Music Festival of Smilles
vizaru	Previous Legal Entity Name (if changed in last 5 years):
	GST Number (if applicable):
	Fiscal Year End (Mont ¹ .): December 🔻
	Fiscal Year End (Day 1-3.): 31
	Vision / Mission Statement:

Our mission

The Alberta Foundation for the Arts exists to encourage and support the arts as a significant contributor to quality of life in Alberta.

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

🇯 e.Forms		P Logo
👃 Cynthia_Enzenhofer	Registration	
Applicant Name: Music Festival of Smiles Applicant Number:		Select from drop
Applicant Profile	Registration Date (yyyy/mm/dd): 2014/08/04	down
Applicant Type Organization	Save & Back Save Save & Next Click "Save and Next"	
Address	Back Next	
Submission Summary		
Return to Registration Wizard	•	

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

🍵 e.Forms	2 Lo
L Cynthia_Enzenhofer	Address
Applicant Name: Music Festival of Smiles	Updates to this information will not be reflected in any current submissions. Please contact program staff to update applications if required.
APP-48229703	Applicant Address
Applicant Profile	Please ensure that this is your registered organization address and Address Line 1: 10708 - 105 Ave
Applicant Type	not a personal home address. Any Address Line 2:
Organization	with the AFA as well with AB
Address	Corporate Registries as soon as
Contact List	possible
Submission Summary	Country: Canada
Return to Registration Wizard	Mailing / Delivery Address
	Same as address above? Choose one option that applies from the following list: No Yes
	Address Line 1: 10708 - 105 Ave
	Address Line 2:
	Address Line 3:
	City: Edmonton
	Province: Alberta v
	Country: Canada v
	Save & Back Save Save & Next Click "Save & Next"
	Back Next

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

🇯 e.Forms		P Logout
🚣 Cynthia_Enzenhofer	Contact List	
Applicant Name: Music Festival of Smiles Applicant Number: APP-48229703	To add a new contact click on the "plus" icon below.	
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
Applicant Profile	Delete View Contact Name Contact Type Phone Number Board Title Officer	
Applicant Type	S Cynthia Enzenhofer Primary Contact 780-222-2222	
Organization Registration Address Contact List	To delete a contact, click on the "X"	
Submission Summary Return to Registration Wizard	PLEASE NOTE: You are not required to list out your complete board member listing in this section. Please ensure that you have listed a signing authorized representative(s)	

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

e.Forms	
L Cynthia_Enzenhofer	Contact
Applicant Name: Music Festival of Smiles	Contact Type: Primary Contact
Applicant Number: APP-48229703	All areas with an Salutation: Ms. V
Applicant Profile	to be filled in Middle Name:
Applicant Type	Last Name: Enzenhofer
Organization Registration	
Address Contact List	Extension:
Submission Summary	Alternate Phone Number:
Nizard	Extension:
	Please provide an email
	address Alternate Email Address:
	Website URL:
	Contact is on the Board of Directors: If yes, please select Title: select
	If Other, please specify:
	Contact is an Officer:
	If Other, please specify:
	Save Save & Add Another Click here if you have
	click here if you have Save & Back to List Back to List Back to List
	Check Spelling

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. <u>You are now ready to create a new application for the Arts</u> <u>Presenting Project funding program.</u> For returning clients, select "Return to Registration Wizard".

🇯 e.Forms							
🔔 Cynthia_Enzenhofer			:	Submission Sum	mary		
Applicant Name:		Complete	Page	Last Updated	Last Updated By	Mandatory	
Applicant Number:		✓	Applicant Type	2017/08/18	cynthia.Enzenhofer	Yes	
FF 40223703		1	Organization	2017/08/18	cynthia.Enzenhofer	Yes	
Applicant Profile		1	Registration	2017/08/18	Cynthia_Enzenhofer	Yes	
pplicant Type		1	Address	2017/08/28	Cynthia_Enzenhofer	Yes	
organization		1	Contact List	2017/08/25	Cynthia_Enzenhofer	Yes	
ddress			Submission Summary	No Input Required		No	
ontact List ubmission Summary							
Return to Registration	NOTE: You have con	npleted your	r profile only and n	ot the applicatio	n. You must comple	ete your applicatio	on form separat
Wizard			Back		Next		
Û	For appliants that have finished their changes to their existing profiles, select "Return to Registration Wizard" after you		\langle	Complete	Click on the will comp changes to	ne "Complete" buttor lete or lock in your ne o your Applicant Profi	1. This 2W ile

12. "<u>Complete Applicant Profile</u>" page, click "<u>Next</u>" 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.

🍵 Front Office		🖲 Help	Cogout 🖉
Front Office Portal	Complete Applicant Profile		
Browse Funding Opportunities	Click View to review your Applicant Profile, or Click Next to proceed.		
Funding Opportunity Registration	Cancel View Next Click "Next" to proceed to open up a new application form for Arts Presenting		
Login or Create Profile			
Create Applicant			
Step 1 : Complete Applicant Profile			
Step 2 : Create a project			
Step 3 : Complete application			
🙆 Contact Us			

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

🇯 Front Office	() Help	Cogout
Front Office Portal	Create a Project	
Browse Eucline	Funding Opportunity Name: AFA - Arts Presenting Make sure this reads Arts Presenting	
Opportunities	* Applicant Project Name: AP 2016-17 Festival Sessor	
Funding Opportunity Registration	Cancel Save & Next "AP 2016-17"	
Login or Create Profile	Click "Save & Next" and sit back and wait a few	
Create Applicant	moments :)	
Step 1 : Complete Applicant Profile		
Step 2 : Create a project		
Step 3 : Complete application		
Contact Us		

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 <u>a</u> on how to retrieve your application after you have logged out of GATE.

🇯 e.Forms	
& Cynthia_Enzenhofer	This is the first page of your new application Program Overview
Applicant Name: Music Festival of Smiles	This funding supports the public presentation of professional artists by reimbursing a portion of professional artists' fees for the preceding year.
APP-48229703 Project Name:	Please click here for program guidelines and information.
AP 2016-17 Festival Season Project Number: AFA-AP-14-054475	Date Received: 2017/08/25 To get started on (yyyy/mm/dd) completing your application please click
Alberta Foundation for the Arts Application Form	Back Next "Next"
Program Overview Contact List Applicant Contact Information Organization Applicant Agreement Statistical Report Current Board List Arts Presented Grant Calculations Attachments Submission Summary View Applicant Profile Export to PDF Get PDF Viewer	Note: On the left side of your screen in the grey area, these are all your pages that are required to be completed
Exit Registration	You can exit at any time from your application by pressing "Exit Registration". To get back into your application that you have started, select "Submission" after you have logged into GATE, then clear your filters. You will see an orange folder to click. This will open up your application that you have started. Please see screen shot next page
	$\mathbf{\hat{\Gamma}}$

13 <u>a</u>. 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".

🏅 Front Office									🖲 Help
🔔 Cynthia_Enzenhofer	Applicant: Mu	sic Festival of Smiles (APP-4	3229703)						
				Sub	omissions				
Front Office Portal	[Hide Filters]	[Clear Filters]							
Q Browse Funding	TIP: If yo	u have opened		Applicant Project Nar	ne: All Projects		T		
Opportunities	up a new	application		Date Submitt	ed: On 🔻		23		
Profile	for this y	ears' funding		Project Stat	us: Open Projects	•			
14.	period 20)16-17, select		Submission Versi	on: Latest Version	•			
My Account	the "Sub	missions" tab		Associate Ty	pe: All	•			
Change Passworu	after you	have logged			-	Press "F	ilter" to clear		
Workspace	Into GAT	E			Filter	your file	rs		
Applicante					Ster	2.			
Funding Opportunity									
Registrations	Step 1.								
Submissions	Actions	Project Name [†] Project Number	Funding Opport Step Name	tunity Name	Start Date	End Date	Associate Type	Version	Date Submitted
Contact Us		AFA-AE-14-053213	AFA - Artists and E Submit Application	ducation	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	' (🖹)	AP 2016-17 Festival Season AFA-AP-14-054475	C AFA - Arts Presenti Submit Application	ng	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	Step	3.	Given name of your						
		I	project						
		on the orange							
	annli	cation for Arts							
	Prese	enting and							
	conti	nue completing							

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

🇯 e.Forms	P Logout
🔔 Cynthia_Enzenhofer	Program Overview
Applicant Name: Festival of Earth Moon and Stars Applicant Number: APP-17628980 Project Name: AP- Festival Season 2014-15 Project Number: AFA-AP-14-036628 Alberta Foundation for the Arts Application Form	The Arts Presenting Operational grant stream supports the public presentation of professional artists in all artistic disciplines by reimbursing a portion of professional artists' fees for the preceding year's presentation. There are some new updates to program guidelines, Please look.
Program Overview Contact List Applicant Contact Information Organization Information Organization Applicant Agreement Statistical Report Current Board List Arts Presenting Grant Calculations Attachments Submission Summary View Applicant Profile Export to PDF Get PDF Viewer Exit Registration	Click Next

15. "<u>Contact List</u>" page. Select contacts using the drop-down menus.

🇯 e.Forms		Cogout &
L Cynthia_Enzenhofer	Contact List	
Applicant Name: Festival of Earth Moon and Stars Applicant Number: APP-17628980 Project Name: AP - Festival Season 2014-15 Project Number: AFA-AP-14-036628	Primary Contact Name: Ms. Cynthia Enzenhofer Use the drop-down menus to choose contacts and signing authorities "signing Authority Contact: select	
Alberta Foundation for the Arts Application Form	Note: If contacts do not appear in the list, then an update must be made to the Contact List in the Applicant Profile .	
Program Overview Contact List Applicant Contact Information	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 Delete View Contact Name	Y Z
Organization Information	🔍 Ms. Cynthia Enzenhofer 780-999-9999	
Organization Applicant Agreement Statistical Report Current Board List Arts Presenting Grant Calculations Attachments	I Save & Back Back Next Click save and next	
Submission Summary View Applicant Profile		
Export to PDF Get PDF Viewer		
Exit Registration		

16. "<u>Applicant Contact Information</u>" page. Your address has been auto-filled.

e.Forms	
Cynthia_Enzenhofer	Applicant Contact Information
- Arts Presenting	Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required.
licant Name: ic Festival of Smiles	Applicant Address
licant Number: -48229703 ect Name:	Auto-filled * Address Line 1: 10708 - 105 Ave
2016-17 Festival	Address Line 2:
ect Number: -AP-14-054475	<u>*</u> City: Edmonton
erta Foundation for Arts Application m	
gram Overview	Mailing / Delivery Address
plicant Contact prmation anization Information	Please ensure that the mailing address is correct for this application.
anization Applicant sement	Address Line 1: 10708 - 105 Ave Address Line 2:
rent Board List Presenting Grant	Address Line 3:
ulations ichments	Province: Alberta
w Applicant Profile	Postal Code: T5H DA1 Country: Canada
ort to PDF	Save & Back Save Save & Next Click "Save & Next"
PDF Viewer	Back Next
k to Submissions List	Check Spelling

17. "Organization Information" 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).

🇯 e.Forms	P Logout
A Cynthia_Enzenhofer	Organization Information
AFA - Arts Presenting	Organization's Registered Name: Festival of Earth Moon and Stars
Applicant Name: Festival of Earth Moon and Stars Applicant Number: APP-17628980 Project Name: AP - Festival Season 2014-15 Project Number: AFA-AP-14-036628	Note: Must match Provincial Registration name. If this is not correct, you must update the Applicant Profile (if applicable).
Alberta Foundation for the Arts Application Form	Fiscal Year End * Month: December
Program Overview Contact List Applicant Contact Information Organization Information	* Day: 31 CADAC Number: Do not fill in - does not apply to this grant (applicable only for PPRO, PAG, PASO)
Organization Applicant Agreement Statistical Report Current Board List Arts Presenting Grant Calculations Attachments Submission Summary	Save & Back Save Save & Next Click save and next Check Spelling
View Applicant Profile Export to PDF Get PDF Viewer	

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.

🔔 Cynthia_Enzenhofer	Organization Applicant Agreement
AFA - Arts Presenting	Alberta Foundation For The Arts Applicant Agreement
Applicant Name: Festival of Earth Moon and	
Stars	Festival of Earth Moon and Stars
APP-17628980	The Organization declares that:
Project Name: AP - Festival Season 2014-15 Project Number:	 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;
AFA-AP-14-036628	c. it has read and understood the applicable grant Guidelines (Guidelines) located on the AFA website at
Alberta Foundation for the Arts Application Form	d. it has read and understood the Fair Notice Policy located on the AFA website at http://www.affta.ab.ca/Resources /Healthy-Agency-Toolkit;and e. it is in good standing with the Alberta Corporate Registry.
Program Overview Contact List Applicant Contact	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:
Information Organization Information	1. The Guidelines and Application form part of this Agreement and the Organization agrees to be bound by the requirements set out in them.
Organization Applicant	
Statistical Report	The Organization understands and agrees that unless it receives a letter from the AFA awarding grant funding (the "Grant") for the purpose(a) set out in the Application ("Approved Purpose") and setting out the Amanutana and timelines for the asymptotic of the Amanutana and the Application ("Approved Purpose") and setting out the Amanutana and timelines for the asymptotic of the Amanutana and the Amanutana Amanutana and the Amanutana and the Amanutan Amanutana and the Amanutana and the
Current Board List	the Grant, there is no obligation between the parties.
Arts Presenting Grant Calculations Attachments	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:
Submission Summary	(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
view Applicant Profile	(b) agrees that all of the other terms of this Agreement are in full force and effect.
Export to PDF	4. The Organization will use the Grant awarded for the Approved Purpose.

18. <u>a</u> "Applicant Agreement" page continued.

Incorporated (Legal) Name of Applicant Organization ("Organization"): Festival of Earth Moon and Stars
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)
Back Next This e.Form has been submitted

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

🇯 e.Forms		Cogout
& Cynthia_Enzenhofer	Statistical Report	
Applicant Name: Festival of Earth Moon and Stars Applicant Number:	* Number of full-time staff: (on salary, wages or contract) Number of full-time staff would include total of:	2
APP-17628980 Project Name: AP - 2015-16 Festival Season	 Number of full-time full year artistic, exhibition, production, programming and technical positions Number of full-time full year administrative positions 	
AFA-AP-14-037657 Alberta Foundation for the Arts Application Form	* Number of part time or seasonal full- time staff: (on wages or contract) Number of part-time or seasonal full-time staff would include total of:	2
Program Overview Contact List Applicant Contact Information	 Number of full-time seasonal artistic, exhibition, production, programming and technical positions Number of part-time artistic, exhibition, production, programming and technical positions Number of full-time seasonal administrative positions Number of part-time administrative positions 	
Organization Information Organization Applicant Agreement Statistical Report Current Board List	* Total number of volunteers, including Board members: (Please estimate if necessary)	2
Arts Presenting Grant Calculations Attachments Submission Summary	* Total number of hours contributed by volunteers, including Board members. (Please estimate if necessary)	

19 <u>a</u>. "Statistical Report" page continued.

Arts Presenting Grant Calculations Attachments Submission Summary View Applicant Profile Export to PDF Get PDF Viewer	* Total number of hours contributed by volunteers, including Board members, (Please estimate if necessary) Arts Activities Please include only activities produced or presented by your organization as outlined in the guidelines. Use totals from the Listing of Arts Activities Excel spreadsheet. Arts Presenting applicants, use numbers from your most recent fiscal year.
Exit Registration	* Total Number of Events:
	Total Number of Events would include total of: Public Performances and Literary Readings presented by your organization Exhibitions Organized and/or Curated by Your Organization Number of film / video / media screenings programmed by your organization
	* Total Number of Paid Attendance: (Please estimate if necessary) This is the total of paid attendance for all public activity reported in the Total Number of Events line.
	* Total Number of Unpaid Attendance: (Please estimate if necessary)
	This is the total of unpaid attendance for all public activity reported in the Total Number of Events line.
	* Total number of Artists hired: (exhibitions, performers, instructors etc)
	Total number of artists to whom your organization paid artists' fees and or/salaries. Can include performers, instructors, exhibitors, or artists who were paid distribution fees.
	* Fees Paid to Artists/Instructors:
	* Event/Activity Revenue:
	Save & Back Save Save & Next
	Back Next Check Spelling

20. "Current Board List" page. Create your Board List.

🇯 e.Forms					Cogout Logout		
🔔 Cynthia_Enzenhofer	Current Board List						
AFA - Arts Presenting	Adding Board Members	:					
Applicant Name: Festival of Earth Moon and Stars Applicant Number: APP-17628980 Project Name: AP - Festival Season 2014-15 Desizet Numbers	Click D to add a new Click C in the "View" Click O to delete a li [frow Filters] C 2	Board Member to the list. column to edit the details of a listed Boa sted Board Member.	rd Member.				
AFA-AP-14-036628	Delete View Position	First Name	Last Name	Start Date			
Alberta Foundation for the Arts Application Form	Add new item to list	Henry	Law 1 Back Next	-			
Program Overview Contact List Applicant Contact Information Organization Applicant Agreement Statistical Report Current Board List Arts Presenting Grant Calculations Attachments Submission Summary View Applicant Profile Export to PDF Get PDF Viewer	Create your board list by "+" sign	clicking on the little square	with the				

20 <u>a</u>. Fill in all asterisked fields then click "Save & Back to List" until entire board is complete.

🍵 e.Forms		Logout
A Cynthia_Enzenhofer	Board Executive Details	
Applicant Name: Festival of Earth Moon and Stars	All asterisked fields need * Salutation: Ms.	
Applicant Number: APP-17628980 Project Name:	to be filled out First Name: Cynthia Last Name: Cynthia	
Testing for AP Project Number: AFA-AP-14-036681	* Address Line 1: 10708 - 105 Ave	
Alberta Foundation for	Address Line 2: Address Line 3:	
Program Overview	* City: Edmonton	:
Contact List Applicant Contact Information	* Postal Code: T5H 0A1	
Organization Information Organization Applicant	Phone Number: 780-415-0282 Email Address: Cynthia.Enzenhofer@gov.ab.ca	
Statistical Report Current Board List	* Start Date (mm-yy): 12-14	
Arts Presenting Grant Calculations Attachments Submission Summary	Click Save & Back until entire board has been	
View Applicant Profile Export to PDF Get PDF Viewer	Check Spelling	
Exit Registration		

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

🇯 e.Forms					Cogout			
🔔 Cynthia_Enzenhofer			Current Board List					
AFA - Arts Presenting	Adding Board Members:							
Applicant Name: Festival of Earth Moon and Stars Applicant Number: APP-17628980 Project Name: AP - Festival Season	Click D to add a new Board Member to the list. Click Q in the "View" column to edit the details of a listed Board Member. Click D to delete a listed Board Member. [Show Filters] [Clear Filters]							
2014-15 Project Number:	Delete View Position	First Namo	Lact Namo	Start Date				
AFA-AP-14-030628 Alberta Foundation for the Arts Application Form	O Q President Q Vice-President	Henry Cindy	Las Pete	02-15 01-14				
Program Overview Contact List Applicant Contact Information	© Q Treasurer	Sarah Back	Jane	02-14 Click next				
Organization Information Applicant Agreement Statistical Report Current Board List Arts Presenting Grant Calculations Attachments Submission Summary								
View Applicant Profile Export to PDF Get PDF Viewer	Your entire board s be listed above	nould						

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".

🍯 e.Forms						<i>P</i> Lagest
Å Cynthia_Erzenhofer		Arts Presenting 0	irant Calculations			
AFA - Arts Presenting	Use the Arts Presenting Calculation Worksheet) nd enter the artist	fee total amounts	into the calculatio	an form below. Als	o, provide a total	count of artists in each category.
Applicant Name: Festival of Earth Moon and Stars Applicant Number: APP-17620900	Click to access worksheet	tal number of events Nov 15 and Nov 14: Artis	Tees	4	enter in for the y	how many events rear
Project Name: AP - Festival Season 2014-15	from AFA website under Helpful Resources	Alberta	Canadian	International children	International	Totals from worksheet
Project Number: AFA-AP-14-036628	Total Number of Artists: Total Artist Face (and CST):	1	3	3	1	are entered in here
Alberta Foundation for the Arts Application Form		Cost Share Calcul	stion of Artist Fee	5	011101.22	
Program Overview Contact List		Total Fees	% Cost Share	Calculated	1	
Applicant Contact	Alberta		65%		50.00	
Organization	Canadian		50%		50.00	
Organization Applicant	International		50%	1	50.00	
Agreement Statistical Report	International		50%		\$0.00	
Current Board List Arts Presenting Grant Calculations	Allowable International Portion	1/3 (Alberta +Canadian)	or SONs of International (the lesser of the two	•)	50.00	
Attachments Extension Exemptor			-		c	lick Save, than totals will
Ver Applicant Poplia	5am 6 9aa			Dave & No	n s	how.
Export to POF Get PDF Viewer		Dask Chask	lyelling			

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

🇯 e.Forms		Cogout Logout
A Cynthia_Enzenhofer	Arts Presenting Grant Calculations	
AFA - Arts Presenting	Use the Arts Presenting Calculation Worksheet and enter the artist fee total amounts into the calculation form below. Also, provide a total count of artists in each category.	
Applicant Name: Festival of Earth Moon and Stars	* Total number of events 1 between Nov 15 and Nov 14:	
Applicant Number: APP-17628980	Artist Fees	
AP - Festival Season 2014-15	Alberta Canadian International International	
Project Number: AFA-AP-14-036628	Total Number of Artists: 1 3 3 3	
AIA-AP-14-030020	Total Artist Fees (excl. GST): \$10,000.00 \$155,400.00 \$117,093.43 \$847,404.22	
Alberta Foundation for the Arts Application Form	Cost Share Calculation of Artist Fees	
Program Overview Contact List	Total Fees % Cost Share Calculated Total	
Applicant Contact	Alberta \$10,000 00 65% \$6,500.00 Totals are autofilled	
Organization	Canadian \$155,400 00 50% \$77,700.00	
Information Organization Applicant	International \$117,093.43 50% \$58,546.72	
Statistical Report	International \$847,404.22 50% \$423,702.11	
Current Board List	Allowable 1/3 (Alberta or 50% of International 1/3 (Alberta Determinal S28 066.67	
Arts Presenting Grant Calculations	Portion +Canadian) (the lesser of the two)	
Attachments		
Submission Summary	Sector Contract Contract Contract Contract	
View Applicant Profile	Save a save a save a new crick save and read	
	Back Next	
Export to PDF	Chard Spallion	
Get PDP viewei	Crist dysing	
1		

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

🇯 e.Forms						Logout.
	(Completed worksheet needs	_			
A Cynthia Enzenhofer	NOTE: User	o be saved to your hard	1	Attachments		
	guidelines have	drive then uploaded below 🔪				
AFA - Arts Presenting	changed and the Please a	ittach the completed <u>Arts Presen</u>	<u>ting Calculation Worksheet</u> th	nat you used to calcula	te the total amount from the pre	vious screen.
-	Artist Fee and Please a	nttach the completed <u>Artist Fee a</u>	nd Financial Statement Confir	mation form.	This document is no long	er a requirement
Applicant Name:	Financial			and the state of the		,
Music Festival of Smiles	Statement on.	notional material: provide a scar	ned PDF of the promotional h	naterial. Either provide	e a poster, or provide both the co	ver page and the page that the AFA logo appears
APP-48229703	Confirmation form					
Project Name:	is NO LONGER a	efer to section 3.10 of the progra	<u>am guidelines</u> regarding the le	evel of financial staten	nent required.	
test for AP	requirement				lf any films at event, please e	nsure you obtain your
AFA-AP-14-053212	Instead place	* 0	id vou screen anv films at vour e	vent(s)7 coloct	written evidence of complian	ce with Film Classification
	insteau piease		a you serven any mins at your e	- Select Y	and upload it below.	
Alberta Foundation for	insert promotional					
the Arts Application Form	material					
	Delete Document Type			Required?	Download Document Des	ription Date Attached
Program Overview	01. Artist fee and financial	statement confirmation Clic	k here to insert promo he	re Yes		No Attachment
Contact List	02. Arts presenting worksh	leet		Yes		No Attachment
Applicant Contact Information	03. Copies of promotional	material		Yes		No Attachment
Organization Information	04. Most recent annual fina	ancial statement		Yes		No Attachment
Organization Applicant	05. Most recent annual ret	urn from corporate registry		Yes		No Attachment
Agreement Chatiatiaal Demost	06. Written evidence of co	mpliance with film classification regulation act		No		No Attachment
Current Board List	07. Void Cheque or Direct	Deposit Form		No		No Attachment
Arts Presenting Grant				-		
Calculations			Save & Back	Save	Save & Next	
Attachments			Back		Next	
Submission Summary						
View Applicant Profile						
Export to PDF						
Get PDF Viewer						
Back to Submissions List						

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

	Attachment Details
 Cynthia_Enzenhofer 	V Name the document you are uploading
AFA - Arts Presenting	2 Document Description: [Arts Presenting Worksheet
Applicant Name:	File Name: Choose File Jointie shower Click here to upload document
lusic Festival of Smiles	Document Type: 02. Arts presenting worksheet
Applicant Number: APP-48229703	Maximum Size: 4 MB
roject Name:	Allowable Formats: jpg, xis, xisx, wpd, pdf, doc, docx, xmi, mpp, rtf, txt
roject Number:	Instructions:
FA-AP-14-053212	Ena
Alberta Foundation for	Click save and back to
the Arts Application	list to upload another Save & Back to List Back to List
Form	document until all are Check Speling
Program Overview	complete
Contact List	
Applicant Contact Information	
Organization Information	
Organization Applicant	
Statistical Report	
Current Board List	
Arts Presenting Grant	
Attachments	
ubmission Summary	
Care Anni cant Boolin	
view applicant Profile	
Export to PDF	
Get PDF Viewer	
ack to Submissions List	

26. Due to limited space on GATE, your <u>Promotional Material</u> documents may be too large to upload. Alternatively, you may email your promotional material to <u>Cynthia.Enzenhofer@gov.ab.ca</u> or mail them addressed to <u>Cynthia Enzenhofer, Alberta</u> <u>Foundation for the Arts, 10708 – 105 Ave, Edmonton, AB T5H 0A1</u>. 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!

\delta e.Forms					Kegout (
A Cynthia_Enzenhofer		Attachmen	ts						
AFA - Arts Presenting Applicant Name: Festival of Earth Moon and Stars Applicant Number: APP-17628980 Project Name: AP - Festival Season 2014-15 Project Number: AFA-AP-14-036628	Please attach the completed <u>Arts Presenting Calculation Worksheet</u> that you used to calculate the total amount from the previous screen. Please attach the completed <u>Artist Fee and Financial Statement Confirmation form</u> . For promotional material: provide a scanned PDF of the promotional material. Either provide a poster, or provide both the cover page and the page that the AFA logo appear on. Please refer to section 4.6 of the <u>program guidelines</u> regarding the level of financial statement required. * Did you screen any films at your event(s)? select yes or no								
Alberta Foundation for the Arts Application Form	Delete Document Type		Required? Downlo	ad Document Description	Date Attached				
Program Overview Contact List Applicant Contact Information Organization Information Organization Applicant Agreement Statistical Report Current Board List Arts Presenting Grant Calculations Attachments Submission Summary View Applicant Profile Export to PDF	 01. Artist fee and financial statement confirmation 02. Arts presenting worksheet 03. Copies of promotional material 04. Most recent annual financial statement 05. Most recent annual return from corporate registry 06. Written evidence of compliance with film classification 	Due to limited space in GATE at this time, you may not be able to upload all your promotional material. In this case, please mail your promotional material to <u>Alberta</u> <u>Foundation for the Arts 10708 – 105 Ave,</u> <u>Edmonton, AB T5H 0A1 Attention: Cynthia</u> or email <u>Cynthia.Enzenhofer@gov.ab.ca</u> <u>n reuoting.wour Applicant Name and GATE</u> <u>Project Number.</u> <u>Save & Back</u> <u>Back</u>	Yes C Yes C Yes C Yes C No No Next	Artist fees and F Completed Worksheet Promo Material 2014-15 Financial Annual Return fro e & Next click save and nex when all documer have been upload	2015/07/15 2015/07/15 2015/07/15 2015/07/15 2015/07/15 No Attachment				

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.

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A Cynthia_Enzenhofer			Submissi	on Summary		
AFA - Arts Presenting		Complete	Page	Last Updated	Mandatory	
Applicant Name: Festival of Earth Moon and Stars Applicant Number: APP-17620980 Project Name: AP - Festival Season 2014-15 Project Number: AFA-AP-14-036628 Alberta Foundation for the Arts Application Form	Complete column should all have a check mark		Program Overview Contact List Applicant Contact Information Organization Information Organization Applicant Agreement Statistical Report Current Board List Arts Presenting Grant Calculations	No Input Required 2015/07/15 2015/07/14 2015/07/14 2015/07/15 2015/07/15 2015/07/15	No Yes Yes Yes Yes Yes Yes	
Program Overview Contact List Applicant Contact Information Organization Applicant Agreement Statistical Report Current Board List Arts Presenting Grant Calculations Attachments Submission Summary View Applicant Profile Export to PDF			Attachmants	2015/07/15 Into PDF Click S YOU H SUBM ARTS APPLI GREA	Yes Submit. HAVE NOW HITTED YOUR PRESENTING CATION! T JOB! :)	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 <u>Cynthia.Enzenhofer@gov.ab.ca</u> or call directly at 780-415-0282.

🇯 Front Office								🖲 Help	P Logout
A Cynthia_Enzenhofer	Applicant: Fe	stival of Earth Moon and Stars (APP-1	7628980)						
				Submissions					
Front Office Portal	[Hide Filters]	[Clear Filters]							
Opportunities		THIS IS THE PAGE YOU	Applicant Pro Date	ject Name: All Projects Submitted: On					
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Applicants Funding Opportunity Registrations Projects Submissions				Filter					
Contact Us	Actions	Project Name 🕈 Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted	
	(🛍)	AP - Festival Season 2014-15 AFA-AP-14-036628	AFA - Arts Presenting Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	15-Jul-2015 3:12:00 PM	
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