

# 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](mailto: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>

Front Office

Front Office Portal

Username:  
Cynthia\_Enzenhofer

Password:  
.....

Log In

Forgot your password?

Browse Funding Opportunities

Contact Us

**Alberta** Government

Sign in with your user name and password issued to you

**Online Grant Application System**

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

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

- Alberta Media Fund - <http://culture.alberta.ca/mediafund>  
» *Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.*

The 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>
- Organizational Operating Grant - <http://affta.ab.ca/Grants/Organization-Operational-Grants>
- Awards and Scholarships - <http://affta.ab.ca/Grants/Awards-and-Scholarships>
- Art Acquisition by Application - <http://affta.ab.ca/Art-Collection/Acquisitions-and-Programming>

The system may be used to submit applications for the following **Alberta Sport Connection** programs:

- Podium Alberta - <http://albertasport.ca/grant-funding-programs/podium-alberta>

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 “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.

**Front Office** Help Logout

Cynthia\_Enzenhofer  
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

**Funding Opportunities**

Register View	Funding Opportunity Name ↑	Funding Opportunity Start	Registration Start	Registration End
	AFA - Aboriginal Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
	AFA - Arts Presenting	1-Dec-2014	10-Jul-2015	16-Nov-2015
	AFA - Community Performing Arts Organizations	1-Dec-2014	9-Jun-2015	2-Oct-2018
	AFA - Cultural Relations – Individual	1-Dec-2014	1-Dec-2014	13-Apr-2050
	AFA - Cultural Relations - Organizations	1-Dec-2014	15-Mar-2015	2-Sep-2020
	AFA - Dance Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
	AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
	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
	AFA - Organizations Arts Projects	1-Dec-2014	1-Dec-2014	13-Apr-2050
	AFA - Public Art Commission Project	1-Dec-2014	1-Jun-2015	2-Sep-2015
	AFA - Projects Development	1-Dec-2014	2-Dec-2014	1-Apr-2050
	AFA - Professional Performing Arts Organizations	1-Dec-2014	1-Aug-2015	2-Nov-2015
	AFA - Theatre Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
	AFA - Visual Arts and New Media Individual Project Grant	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** Logout

Cynthia\_Enzenhofer

AFA Publication Form

About the Program

Export to PDF  
Get PDF Viewer

Back to Search Results

**About the Program**

**Arts Presenting**

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.

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

[Apply Now](#) [Click here](#)

Page Generation Time: 4.032s

CSE

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.

**Submission Summary**

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	<a href="#">Applicant Type</a>	2017/08/18	cynthia.Enzenhofer	Yes
✓	<a href="#">Organization</a>	2017/08/18	cynthia.Enzenhofer	Yes
✓	<a href="#">Registration</a>	2017/08/18	cynthia.Enzenhofer	Yes
✓	<a href="#">Address</a>	2017/02/23	cynthia.Enzenhofer	Yes
✓	<a href="#">Contact List</a>	2017/02/23	Cynthia_Enzenhofer	Yes
--	<a href="#">Submission Summary</a>	No Input Required		No

**NOTE: You have completed your profile only and not the application. You must complete your application form separately.**

Back      Next

**Edit**

This e.Form has been marked as complete

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

**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: Music Festival of Smiles

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

GST Number (if applicable):

Fiscal Year End (Month): December

Fiscal Year End (Day 1-31): 31

**Vision / Mission Statement:**

At the Alberta Foundation for the Arts we see an Alberta where a vibrant arts community inspires creativity and innovation, embraced by all Albertans.

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 – “Registration”. See example of how to complete in the diagram below.

**Registration**

\* Registration Type: Societies Act

\* Registered Name: Music Festival of Smiles

\* Registration Number: 1234567899

\* Registration Date (yyyy/mm/dd): 2014/08/04

Save & Back Save Save & Next Back Next Check Spelling

Click "Save and Next"

Select from drop down

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

**Address**

Updates to this information will not be reflected in any current submissions. Please contact program staff to update applications if required.

**Applicant Address**

Please ensure that this is your registered organization address and not a personal home address. Any address changes must be notified with the AFA as well with AB Corporate Registries as soon as possible

\* Address Line 1: 10708 - 105 Ave

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: 10708 - 105 Ave

Address Line 2:

Address Line 3:

City: Edmonton

Province: Alberta

Postal Code: T5H 0A1

Country: Canada

Save & Back Save Save & Next Back Next

Click "Save & Next"

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

**Contact List**

To add a contact, select here

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

Delete	View	Contact Name	Contact Type	Phone Number	Board Title	Officer
		Ms. Cynthia Enzenhofer	Primary Contact	780-222-2222		

To delete a contact, click on the "X"

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

**Contact**

All areas with an asterisk \* are required to be filled in

Please provide an email address

click here if you have no more to add

click here if you have more to add

Save & Add Another

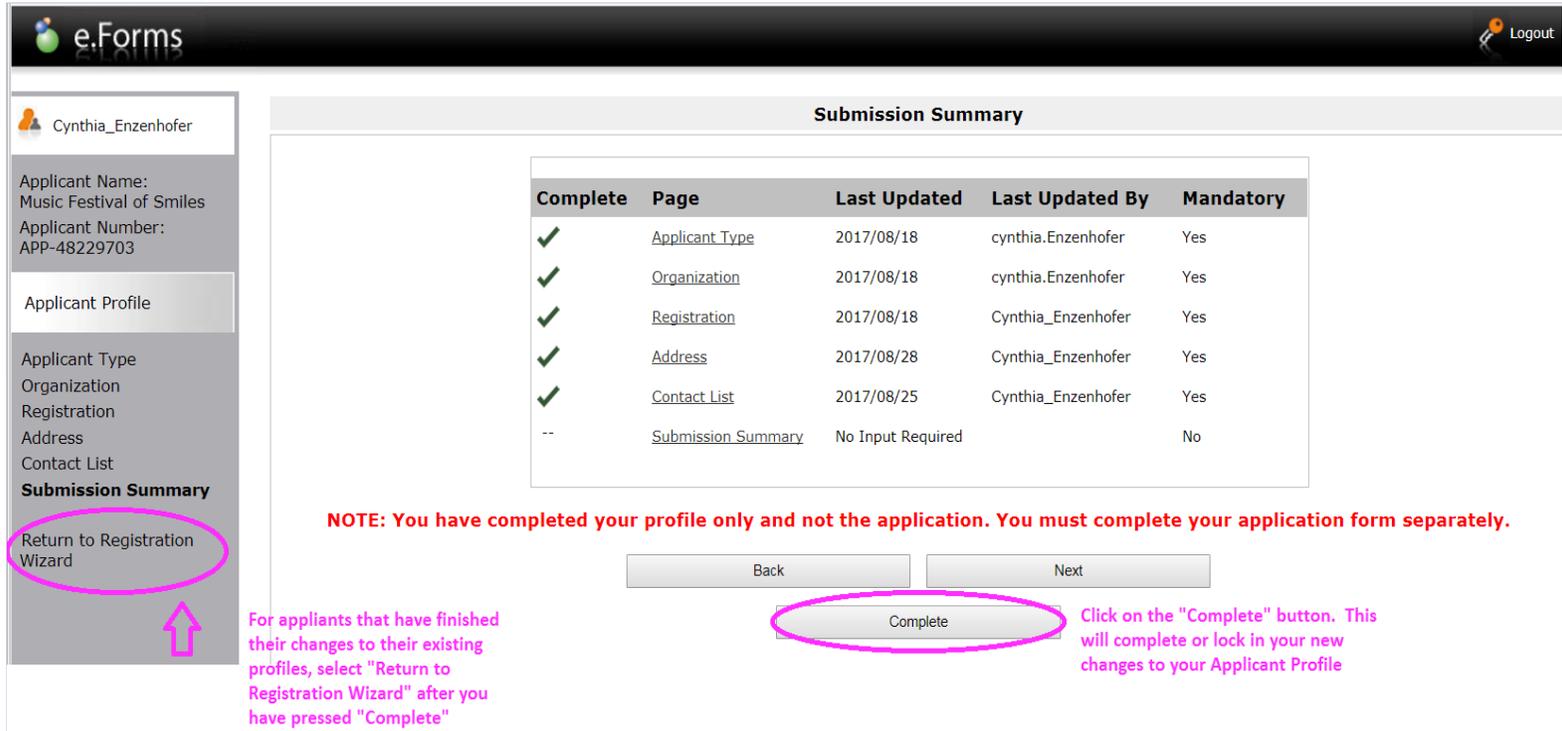
Save & Back to List

Save

Back to List

Check Spelling

11. If you have completed your profile successfully 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**".



**Submission Summary**

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	<a href="#">Applicant Type</a>	2017/08/18	cynthia.Enzenhofer	Yes
✓	<a href="#">Organization</a>	2017/08/18	cynthia.Enzenhofer	Yes
✓	<a href="#">Registration</a>	2017/08/18	Cynthia_Enzenhofer	Yes
✓	<a href="#">Address</a>	2017/08/28	Cynthia_Enzenhofer	Yes
✓	<a href="#">Contact List</a>	2017/08/25	Cynthia_Enzenhofer	Yes
--	<a href="#">Submission Summary</a>	No Input Required		No

**NOTE: You have completed your profile only and not the application. You must complete your application form separately.**

Buttons: Back, Next, Complete

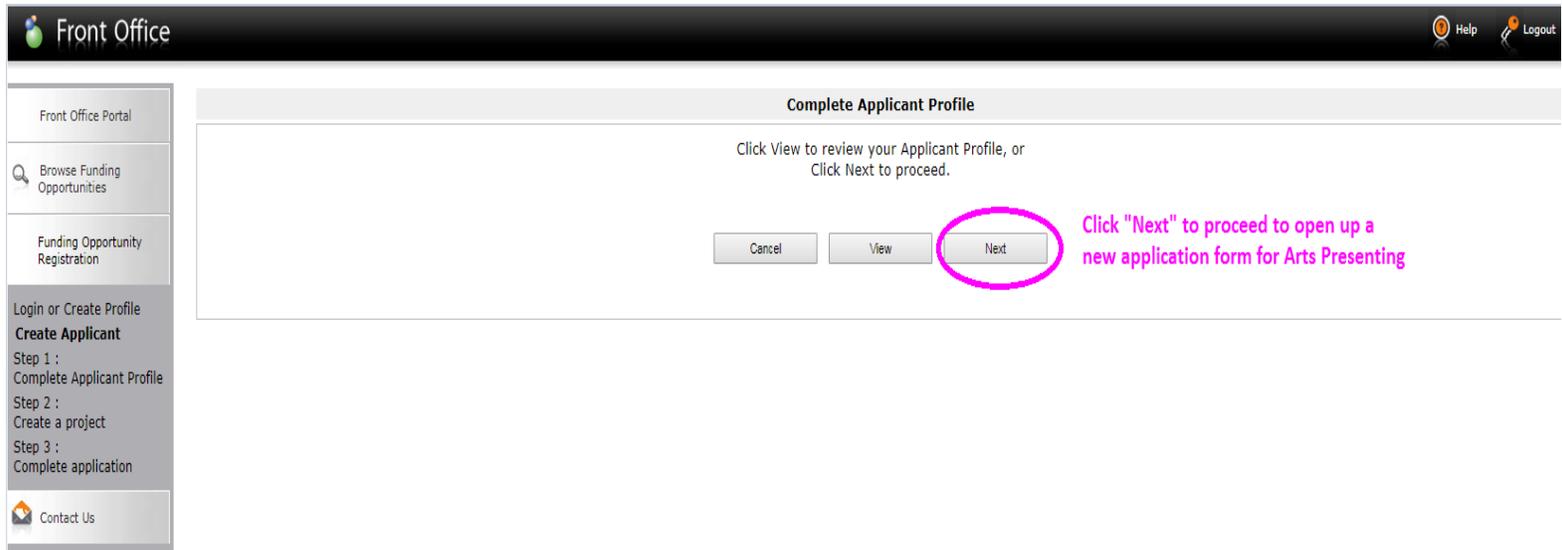
**Return to Registration Wizard**

For applicants that have finished their changes to their existing profiles, select "Return to Registration Wizard" after you have pressed "Complete"

Click on the "Complete" button. This will complete or lock in your new changes to your Applicant Profile

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.



**Complete Applicant Profile**

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

Buttons: Cancel, View, Next

Click "Next" to proceed to open up a new application form for Arts Presenting

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.

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: AFA - Arts Presenting

\* Applicant Project Name: AP 2016-17 Festival Season

Cancel Save & Next

Make sure this reads Arts Presenting

Give your project a name starting with "AP 2016-17"

Click "Save & Next" and sit back and wait a few moments :)

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.

e.Forms

Cynthia\_Enzenhofer

Applicant Name: Music Festival of Smiles

Applicant Number: APP-48229703

Project Name: AP 2016-17 Festival Season

Project Number: AFA-AP-14-054475

Alberta Foundation for the Arts Application Form

**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

**This is the first page of your new application**

**Program Overview**

This funding supports the public presentation of professional artists by reimbursing a portion of professional artists' fees for the preceding year.

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

Date Received: 2017/08/25  
(yyyy/mm/dd)

Back Next

To get started on completing your application, please click "Next"

Note: On the left side of your screen in the grey area, these are all your pages that are required to be completed

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

**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”.**

**Front Office** Applicant: Music Festival of Smiles (APP-48229703)

**Submissions**

[Hide Filters] [Clear Filters]

**TIP: If you have opened up a new application for this years' funding period 2016-17, select the "Submissions" tab after you have logged into GATE**

Applicant Project Name: All Projects  
 Date Submitted: On [23]  
 Project Status: Open Projects  
 Submission Version: Latest Version  
 Associate Type: All

**Step 2.** Press "Filter" to clear your filers

**Step 1.**

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	... AFA-AE-14-053213	AFA - Artists and Education Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	<b>AP 2016-17 Festival Season</b> AFA-AP-14-054475	AFA - Arts Presenting Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	

**Step 3.** Click on the orange folder to open up your application for Arts Presenting and continue completing

Given name of your project

**14. Back to your application... First page “Program Overview”.**

**e.Forms** Logout

**Program Overview**

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.**

Please **click here** for program guidelines and information.

Date Received: 2015/07/14  
(yyyy/mm/dd)

**Click Next**

Back Next

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

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

**Contact List**

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

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

\* Signing Authority Contact: -- select --  
(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**.

Ms. Cynthia Enzenhofer 780-999-9999

Save & Back Save Save & Next Back Next

Use the drop-down menus to choose contacts and signing authorities

click save and next

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

**Applicant Contact Information**

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

**Applicant Address**

Auto-filled

\* Address Line 1: 10708 - 105 Ave  
Address Line 2:  
Address Line 3:  
\* City: Edmonton  
\* Province: Alberta  
\* Postal Code: T5H 0A1  
Country: Canada

**Mailing / Delivery Address**

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

Address Line 1: 10708 - 105 Ave  
Address Line 2:  
Address Line 3:  
City: Edmonton  
Province: Alberta  
Postal Code: T5H 0A1  
Country: Canada

Save & Back Save Save & Next Back Next Check Spelling

Click "Save & Next"

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).

18. “Applicant Agreement” 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.

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"): Festival of Earth Moon and Stars

\* Title Name of Authorized Official: Ms. Cynthia Enzenhofer  
(Legal Signing Authority)

\* Position Held: AP Consultant

Date: 2015/07/14  
(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)

Back Next

This e.Form has been submitted

After reading, scroll down to this point and enter in name of authorized official, position held, then check mark the box

Click save and next

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".

e.Forms Logout

Cynthia\_Enzenhofer

Applicant Name: Festival of Earth Moon and Stars  
Applicant Number: APP-17628980  
Project Name: AP - 2015-16 Festival Season  
Project Number: AFA-AP-14-037657

Alberta Foundation for the Arts Application Form

Program Overview  
Contact List  
Applicant Contact Information  
Organization Information  
Organization Applicant Agreement  
**Statistical Report**  
Current Board List  
Arts Presenting Grant Calculations  
Attachments  
Submission Summary

**Statistical Report**

\* Number of full-time staff:  ?  
(on salary, wages or contract)

Number of full-time staff would include total of:

- Number of full-time full year artistic, exhibition, production, programming and technical positions
- Number of full-time full year administrative positions

\* 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:

- 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

\* Total number of volunteers, including Board members:  ?  
(Please estimate if necessary)

\* Total number of hours contributed by volunteers, including Board members:  ?  
(Please estimate if necessary)

19 a. "Statistical Report" page continued.

Arts Presenting Grant Calculations

Attachments

Submission Summary

---

View Applicant Profile

---

Export to PDF

Get PDF Viewer

---

Exit Registration

\* 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.

\* 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 Logout

Cynthia\_Enzenhofer

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

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Alberta Foundation for the Arts Application Form

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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

**Current Board List**

**Adding Board Members:**

Click to add a new Board Member to the list.

Click in the "View" column to edit the details of a listed Board Member.

Click to delete a listed Board Member.

[Show Filters] [Clear Filters]

Delete View Position	First Name	Last Name	Start Date
Add new item to list	Henry	Law	--

1

Back      Next

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

**Board Executive Details**

\* Position: President

\* Salutation: Ms.

\* First Name: Cynthia

\* Last Name: Enzenhofer

\* Address Line 1: 10708 - 105 Ave

Address Line 2:

Address Line 3:

\* City: Edmonton

\* Province: Alberta

\* Postal Code: T5H 0A1

\* Phone Number: 780-415-0282

\* Email Address: Cynthia.Enzenhofer@gov.ab.ca

\* Start Date (mm-yy): 12-14

Save Save & Add Another

**Save & Back to List** Back to List

Check Spelling

All asterisked fields need to be filled out

Click Save & Back until entire board has been filled in

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

**Current Board List**

**Adding Board Members:**

Click to add a new Board Member to the list.

Click in the "View" column to edit the details of a listed Board Member.

Click to delete a listed Board Member.

[Show Filters] [Clear Filters]

Delete	View	Position	First Name	Last Name	Start Date
		President	Henry	Law	02-15
		Vice-President	Cindy	Pete	01-14
		Treasurer	Sarah	Jane	02-14

1

Back Next

Click next

Your entire board should be listed above

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".

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.

\* Total number of events between Nov 15 and Nov 14:

Artist Fees

	Alberta	Canadian	International children	International
Total Number of Artists:	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>
Total Artist Fees (excl. GST):	<input type="text" value="10000"/>	<input type="text" value="155400"/>	<input type="text" value="117093.43"/>	<input type="text" value="847404.22"/>

Cost Share Calculation of Artist Fees

	Total Fees	% Cost Share	Calculated Total
Alberta	<input type="text"/>	65%	<input type="text" value="\$0.00"/>
Canadian	<input type="text"/>	50%	<input type="text" value="\$0.00"/>
International Children	<input type="text"/>	50%	<input type="text" value="\$0.00"/>
International	<input type="text"/>	50%	<input type="text" value="\$0.00"/>
Allowable International Portion	1/3 (Alberta +Canadian)	or 50% of International (the lesser of the two)	<input type="text" value="\$0.00"/>

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

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

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.

\* Total number of events between Nov 15 and Nov 14:

Artist Fees

	Alberta	Canadian	International children	International
Total Number of Artists:	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>
Total Artist Fees (excl. GST):	<input type="text" value="\$10,000.00"/>	<input type="text" value="\$155,400.00"/>	<input type="text" value="\$117,093.43"/>	<input type="text" value="\$847,404.22"/>

Cost Share Calculation of Artist Fees

	Total Fees	% Cost Share	Calculated Total
Alberta	<input type="text" value="\$10,000.00"/>	65%	<input type="text" value="\$6,500.00"/>
Canadian	<input type="text" value="\$155,400.00"/>	50%	<input type="text" value="\$77,700.00"/>
International Children	<input type="text" value="\$117,093.43"/>	50%	<input type="text" value="\$58,546.72"/>
International	<input type="text" value="\$847,404.22"/>	50%	<input type="text" value="\$423,702.11"/>
Allowable International Portion	1/3 (Alberta +Canadian)	or 50% of International (the lesser of the two)	<input type="text" value="\$28,066.67"/>

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

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.

**NOTE: User guidelines have changed and the Artist Fee and Financial Statement Confirmation form is NO LONGER a requirement. Instead please insert promotional material**

Completed worksheet needs to be saved to your hard drive then uploaded below

Please attach the completed [Arts Presenting Calculation Worksheet](#) that you used to calculate the total amount from the previous screen.

Please attach the completed [Artist Fee and Financial Statement Confirmation form](#). This document is no longer a requirement

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 appears on.

Please refer to section 3.10 of the [program guidelines](#) regarding the level of financial statement required.

Did you screen any films at your event(s)? -- select --

If any films at event, please ensure you obtain your written evidence of compliance with Film Classification and upload it below.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<a href="#">01. Artist fee and financial statement confirmation</a>	Yes	--		No Attachment
	<a href="#">02. Arts presenting worksheet</a>	Yes	--		No Attachment
	<a href="#">03. Copies of promotional material</a>	Yes	--		No Attachment
	<a href="#">04. Most recent annual financial statement</a>	Yes	--		No Attachment
	<a href="#">05. Most recent annual return from corporate registry</a>	Yes	--		No Attachment
	<a href="#">06. Written evidence of compliance with film classification regulation act</a>	No	--		No Attachment
	<a href="#">07. Void Cheque or Direct Deposit Form</a>	No	--		No Attachment

Buttons: Save & Back, Save, Save & Next, Back, Next

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**

Document Description:  Name the document you are uploading

File Name:  No file chosen Click here to upload document

Document Type: 02. Arts presenting worksheet

Maximum Size: 4 MB

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

Instructions:

Buttons: Save, Save & Back to List, Back to List, Check Spelling

Click save and back to list to upload another document until all are complete

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](mailto: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!**

**Attachments**

Please attach the completed [Arts Presenting Calculation Worksheet](#) that you used to calculate the total amount from the previous screen.

Please attach the completed [Artist Fee and Financial Statement Confirmation form](#).

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 appears on.

Please refer to section 4.6 of the [program guidelines](#) regarding the level of financial statement required.

\* Did you screen any films at your event(s)?  **select yes or no**

Delete	Document Type	Required?	Download	Document Description	Date Attached
<input checked="" type="checkbox"/>	<a href="#">01. Artist fee and financial statement confirmation</a>	Yes		Artist fees and F...	2015/07/15
<input checked="" type="checkbox"/>	<a href="#">02. Arts presenting worksheet</a>	Yes		Completed Worksheet	2015/07/15
<input checked="" type="checkbox"/>	<a href="#">03. Copies of promotional material</a>	Yes		Promo Material	2015/07/15
<input checked="" type="checkbox"/>	<a href="#">04. Most recent annual financial statement</a>	Yes		2014-15 Financial...	2015/07/15
<input checked="" type="checkbox"/>	<a href="#">05. Most recent annual return from corporate registry</a>	Yes		Annual Return fro...	2015/07/15
<input type="checkbox"/>	<a href="#">06. Written evidence of compliance with film classification regulations</a>	No			No Attachment

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 [Alberta Foundation for the Arts 10708 – 105 Ave, Edmonton, AB T5H 0A1](#) Attention: Cynthia or email [Cynthia.Enzenhofer@gov.ab.ca](mailto:Cynthia.Enzenhofer@gov.ab.ca) quoting your **Applicant Name and GATE Project Number**.

Buttons: Save & Back, Save, **Save & Next**, Back, Next

**click save and next when all documents have been uploaded**

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.

**Submission Summary**

Complete	Page	Last Updated	Mandatory
✓	Program Overview	No Input Required	No
✓	Contact List	2015/07/15	Yes
✓	Applicant Contact Information	2015/07/14	Yes
✓	Organization Information	2015/07/14	Yes
✓	Organization Applicant Agreement	2015/07/15	Yes
✓	Statistical Report	2015/07/14	Yes
✓	Current Board List	2015/07/15	Yes
✓	Arts Presenting Grant Calculations	2015/07/15	Yes
✓	Attachments	2015/07/15	Yes

Buttons: Back, Next, Export to PDF, Submit

**Complete column should all have a check mark**

**Click Submit. YOU HAVE NOW SUBMITTED YOUR ARTS PRESENTING APPLICATION! GREAT 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 [Cynthia.Enzenhofer@gov.ab.ca](mailto:Cynthia.Enzenhofer@gov.ab.ca) or call directly at 780-415-0282.

**Front Office**

Applicant: Festival of Earth Moon and Stars (APP-17628980)

**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

Filter

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

**THIS IS THE PAGE YOU WILL SEE NEXT.**

**Click this folder if you would like to view your application, however no changes can be made to your application at this point.**

Page Generation Time: 0.236s

CSDC