



Community Support Organizations (CSO) Grant

Updated 30 November 2017

Table of Contents

For **new** GATE users:

Pages

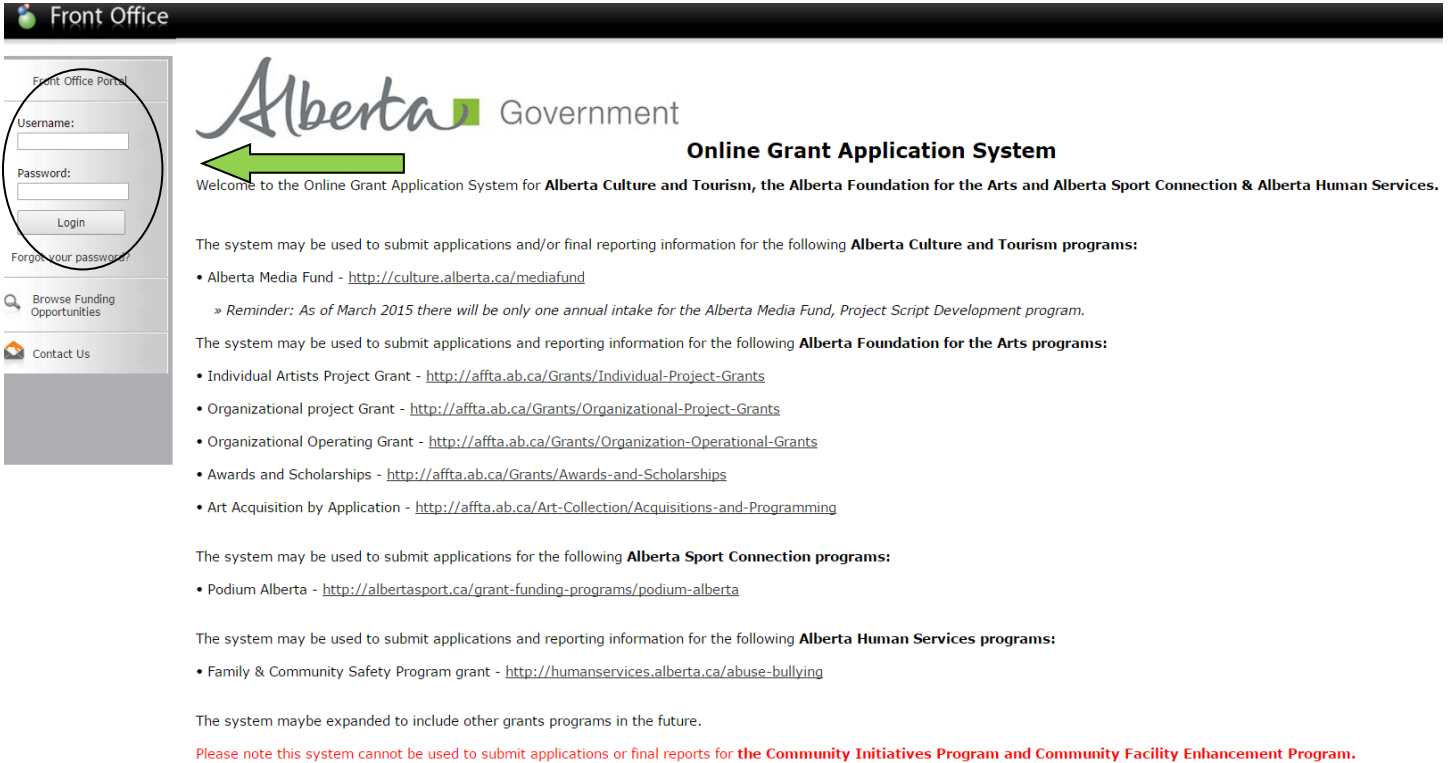
- How to start from the beginning to complete your **profile first** and then **start a new application** 2 - 16

For **returning** GATE users:

- How to **update or edit your profile** 17 - 20
(you need to do this first before you create a new application)
- How to **submit a final report** from last year 21 - 27
- How to **start a new application** 28 - 39
- How to go back into GATE and **resume working on an existing application** 40 - 42

How to Use GATE to apply for Community Support Organizations (CSO) Grant

Step 1: log on to GATE <https://gate.alberta.ca/gate/frontOffice.jsf>. If you are asked to **change your password** FOLLOW THE PROMPTS. You will not be able to proceed unless you do this.



Front Office

Alberta Government

Online Grant Application System

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

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

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

The 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>

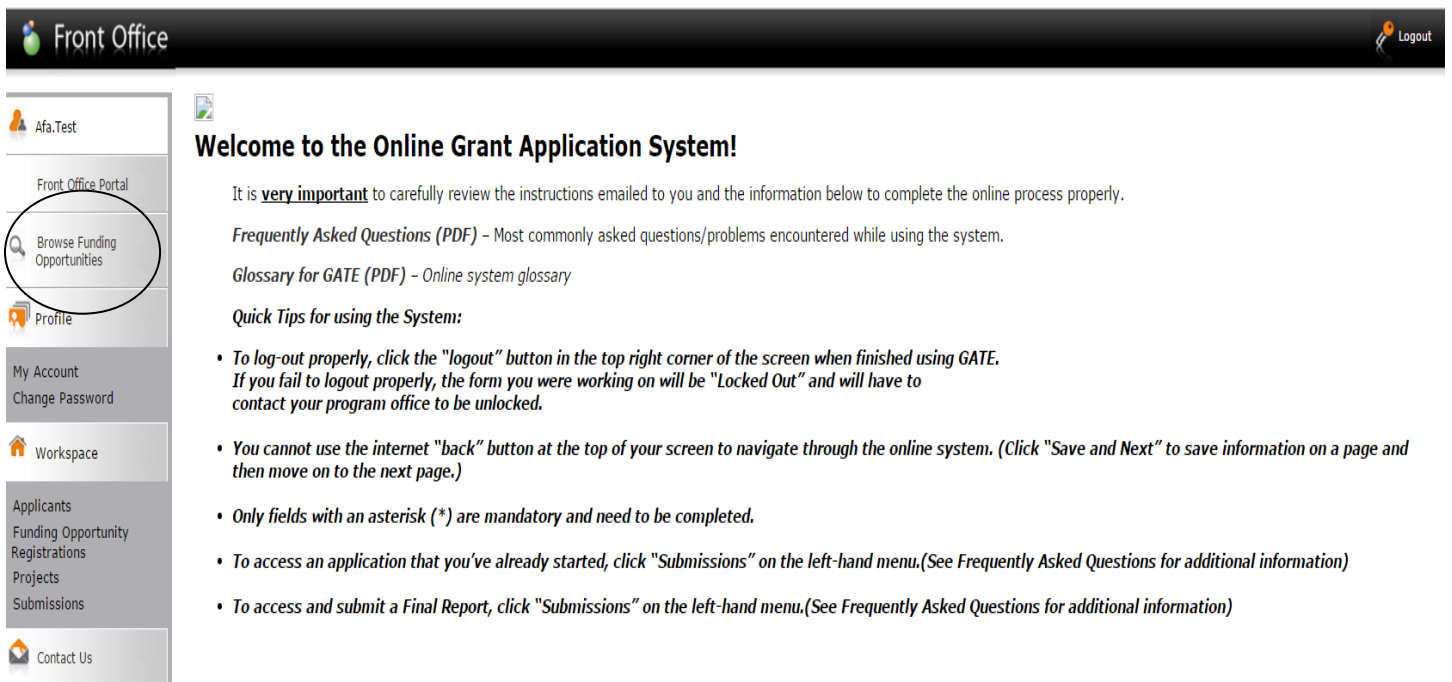
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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**.

Step 2: click on *Browse Funding Opportunities* in the left menu.



Front Office Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) – Online system glossary

Quick Tips for using the System:

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

Step 3: - type *Community Support Organizations* in the Search Criteria box, OR
 - scroll down the page, find *Community Support Organizations*, and click on icon under Register

Front Office Help Logout

Afa.Test

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-Jun-2014	1-Jun-2015	2-Jan-2020
	AFA - Arts Presenting	1-Dec-2014	19-Aug-2016	23-Nov-2016
	AFA - Cultural Relations - Individual	1-Dec-2014	1-Dec-2014	2-Sep-2020
	AFA - Cultural Relations - Organizations	1-Dec-2014	1-Dec-2014	13-Apr-2050
	AFA - Community Support Organizations	1-Dec-2014	10-Nov-2016	2-Mar-2017
	AFA - Dance Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Literary Arts Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Music Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Organizations Arts Projects	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Theatre Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Visual Arts and New Media Individual Project Grant	1-Dec-2014	19-Jun-2015	2-Sep-2020
	Alberta Production Grant	13-Mar-2012	13-Mar-2012	1-Apr-2050

1

Page Generation Time: 0.328s

CSBC

Step 4: use the dropdown menu to choose your organization with the funding opportunity. Do not do anything else below this first drop-down box. Click *Save & Next*.

Front Office Help Logout

Funding Opportunity Registration

Create Applicant

Contact Us

Applicant Details

Select an existing Applicant and click *Save & Next* to continue

ABC Organization (APP-15653040) ▼

* Applicant Type: --select-- ▼

Cancel Save & Next

Do not use this box

Do click *Save & Next*

Step 5: use the menu to choose your type of organization from the dropdown box. Click *Save & Next*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040

Applicant Profile

Applicant Type
Organization
Address
Contact List
Submission Summary

Return to Registration Wizard

Applicant Type

* Applicant Type: Organization Not-for-Profit

Save & Back Save Save & Next

Back Next

Page Generation Time: 28.784s

CSDC

Step 6: fill in all questions with an asterisk and those questions with no asterisk if applicable. Click *Save & Next* when finished. You can also click on items from the grey menu at the left to go from page to page.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
Submission Summary

Return to Registration Wizard

Organization

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

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

Common Name (if different from Legal Entity Name):

* Legal Entity Name: ABC Organization

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

GST Number (if applicable):

Fiscal Year End (Month): March

Fiscal Year End (Day 1-31): 31

Vision / Mission Statement:

CPAO example

Save & Back Save Save & Next

Back Next

Step 7: fill in all questions with an asterisk. Click *Save & Next* when finished.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
Submission Summary

Return to Registration Wizard

Registration

* Registration Type: Societies Act

* Registered Name: ABC Organization

* Registration Number: 000012121212

* Registration Date (yyyy/mm/dd): 2010/06/01

Save & Back Save Save & Next

Back Next

Check Spelling

Step 8: fill in all questions with an asterisk and questions with no asterisk if applicable. Click *Save & Next* when finished.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
Submission Summary

Return to Registration Wizard

Address

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

Applicant Address

* Address Line 1: 10708 - 105 Avenue

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5H0A1

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 Avenue

Address Line 2:

Address Line 3:

City: Edmonton

Province: Alberta

Postal Code: T5H0A1

Country: Canada

Save & Back Save Save & Next

Back Next

Check Spelling

Step 9: add yourself and others as contacts by clicking the paper icon with the + sign. Click *Save & Back to List* when finished. The red circle under Delete allows you to delete an addition and start again.

Step 10: when you click on the paper icon with the + symbol to add a person, this page appears. Fill in all the boxes with an asterisk and click either *Save* or *Save & Add Another*.

Step 11: **green ✓** indicate you have completed your profile correctly. If you see a **red X** click on the page, fill in any boxes that were missed, and save. Go back to the **Submission Summary** page by clicking in the grey menu at the left. Click *Complete* when finished.

Logout

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
Submission Summary
Return to Registration Wizard

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2016/06/16	Afa.Test	Yes
✓	Organization	2016/06/16	Afa.Test	Yes
✓	Registration	2016/06/16	Afa.Test	Yes
✓	Address	2016/06/16	Afa.Test	Yes
✓	Contact List	2016/06/16	Afa.Test	Yes
--	Submission Summary	No Input Required		No

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

Back

Next

Complete

Page Generation Time: 7.548s

CSDC

You have now completed your profile and can start creating your project or application, next page.

NOTE: you can go into your profile anytime and update your contact info by first going to the *Submission Summary* page and clicking *Edit*. Then choose the page that you would like to update, save the change(s), go back to *Submission Summary* and click *Complete*. The changes are saved and will automatically appear in the next project you create. More detailed instructions on how to edit your profile after you initially create it are found on pages 16-19.

Step 12: since you have just completed your profile you can click *Next* to start your project. Notice in the grey menu to the left that you are beginning *Step 2: create a project*.

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

Front Office

Help Logout

Complete Applicant Profile

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

Cancel View **Next**

Step 13: Name your project with the current years, e.g. “2018-19 CSO Operating Grant.” The sample below is from last year. Click *Save & Next*.

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

Front Office

Help Logout

Create a Project

Funding Opportunity Name: AFA - Community Support Organizations

* Applicant Project Name: 2017-18 CSO Operating Grant

Cancel **Save & Next**

Step 14: the date will be automatically filled in. Click *Next*.

e.Forms Logout

Program Overview

The Community Support Organizations Operational grant stream assists not-for-profit community organizations whose primary activity is the support and promotion of the arts with annual operating expenses.

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

Date Received: 2016/11/10
(yyyy/mm/dd)

Back Next

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Page Generation Time: 10.156s

CSDC

Step 15: select contacts using dropdown menus. The names have been copied over from your profile. Click *Save & Next*.

e.Forms Logout

Contact List

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

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

* Signing Authority Contact: Ms. Afa Test ▼
(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**.

Table:

Delete	View	Contact Name	Phone Number
		Ms. Afa Test	780-111-1111

1

Save & Back Save Save & Next

Back Next

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Step 16: Notice that your address has auto filled from your profile. Click *Save & Next*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2017-18 CSO Operating Grant
Project Number: AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile
Export to PDF
Get PDF Viewer
Exit Registration

Applicant Contact Information

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

Applicant Address

* Address Line 1: 10708 - 105 Avenue ?
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 Avenue
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

Step 17: Fill in your common name if applicable. Do not fill in the CADAC number even if you have one. It does not apply to this program. Click *Save & Next*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2017-18 CSO Operating Grant
Project Number: AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile
Export to PDF
Get PDF Viewer
Exit Registration

Organization Information

Organization's Registered Name: ABC Organization

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

Common Name: (if different from Legal Entity Name)

Alberta Registration Number: 000012121212
Alberta Registration Date: 2010/06/01 (yyyy/mm/dd)
CRA Registration Date: (yyyy/mm/dd) 23

Fiscal Year End
* Month: March
* Day: 31

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

Save & Back Save Save & Next
Back Next
Check Spelling

Step 18: Fill in the applicant agreement by scrolling down to type in the position title and click the small box. Click *Save & Next*.

13. This Agreement shall be governed and interpreted in accordance with the laws in force in the Province of Alberta.

14. This Agreement is not intended to and does not make either party the agent or partner of the other for any purpose or create a joint venture.

15. This Agreement may not be assigned by the Organization.

16. The Organization will recognize the source of the Grant as required by the Guidelines.

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"): ABC Organization

* Title Name of Authorized Official: Ms. Afa Test
(Legal Signing Authority)

* Position Held: Chair

Date: 2016/11/10
(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)

Save & Back Save Save & Next

Back Next

Check Spelling

Note: This formlet contains mandatory fields for which no value has been saved.

Step 19: Create your board list by clicking on the small icon with the + sign and fill in the boxes as requested.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2017-18 CSO Operating Grant
Project Number: AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form




Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

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
This list contains no items					

Back Next

Step 20: Add board members until your list is complete by clicking *Save & Add Another*. When you are finished, click *Save & Back to List*.

e.Forms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2017-18 CSO Operating Grant
Project Number: AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Board Executive Details

* Position: Chair

* Salutation: Ms.

* First Name: Board

* Last Name: Chair

* Address Line 1: 10708 - 105 Avenue

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5H 0A1

* Phone Number: 780-000-0000

* Email Address: afa.test@shaw.ca

* Start Date (mm-yy): 06-01

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

Step 21: You should see your entire board listed. The example below shows the chair and treasurer were added. Click *Next*.

e.Forms Logout

AFA - Community Support Organizations

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CSO sample application
Project Number: AFA-CSO-14-060263

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary




View Applicant Profile

Export to PDF
Get PDF Viewer





Back to Applicant Submissions List

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
		Chair	Emma	Hamilton	04-15
		Treasurer	Horatio	Nelson	04-15

1

Back Next

Step 22: this is your SEE form (Statement of Eligible Expenses). Fill in the member boxes near the top and all other boxes marked with an asterisk from your most recent approved financial statements. Type 0 if there is no amount to input. The dark-shaded boxes will be filled in automatically. Click *Save & Next*.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Statement of Eligible Expenses

		Total Members		
		Alberta	Non-Alberta	Total
→ *	Individual Members	12	0	12
→ *	Organizational Members	12	0	12
	Total	24	0	24

CADAC Line references do not apply to CSO applicants.

→ *	Total Revenues (Line 4700 from CADAC)		\$70,000.00
	Total of:		
	• Earned Revenues		
	• Net Investment Income (trust, endowment and investment revenue)		
	• Private Sector Revenue (donations and sponsorships)		
	• Public Sector Revenue (Grants)		
→ *	Total Amount of Government Grants (Line 4550 from CADAC) <small>Note: excluding casino and bingo revenues</small>		\$20,000.00
→ *	Total Expenses (Line 5600 from CADAC)		\$60,000.00
	Total of:		
	• Artistic Expenses (including Exhibition, Production, Technical, Programming and Services)		
	• Facility Operating Expenses		
	• Marketing and Communications Expenses		
	• Fundraising Expenses		
	• Administration Expenses		
→	* GST Expenses		\$0.00
→	* Amortization		\$200.00
→	* Fundraising Expenses		\$1,200.00
→	* Capital Expenses		\$600.00
	Total Ineligible Expenses		\$2,000.00
	Total Eligible Expenses		\$58,000.00

Step 23: fill out all boxes marked with an asterisk on the Diligence Questionnaire. Click *Save & Next*.

eForms

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Diligence Questionnaire

* **Official Organizational Mandate:**
Type in each box with an asterisk

* **General Programming Outcomes:**

* **Highlight Anecdote:**

The system can handle a maximum of 1,000 characters for all fields below. Please limit your text to stay within this maximum

Financial Management

* **Identify and explain any major areas of variance between actual results and budget for the last complete fiscal year.**

* **Identify and explain any material reductions in revenue and/or increase in expenses which you expect over the next 12 months. How do you propose to manage these changes?**

Step 24: click on the Document Type (underlined) and upload the requested document. NOTE: you no longer have to upload the governance signature form **BUT** if this still appears as “Required” just upload a blank piece of paper. Our IT department is in the process of removing this line. For other templates click the AFA website link.

Note: 04 or 05. Void Cheque is not mandatory — you can uploaded a void cheque if you choose, so we can set up automatic deposit into your account, but you don’t have to do this if you would rather not.

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
<input type="checkbox"/>	<u>01. Governance principles</u>	Yes	--		No Attachment
<input type="checkbox"/>	<u>02. Listing of planned activities for the coming year</u>	Yes	--		No Attachment
<input type="checkbox"/>	<u>03. Most recent annual financial statement</u>	Yes	--		No Attachment
<input type="checkbox"/>	<u>04. Most recent annual return from corporate registry</u>	Yes	--		No Attachment
<input type="checkbox"/>	<u>05. Void Cheque or Direct Deposit Form</u>	No	--		No Attachment

Back Next

Step 25: Name your document in the first box (Document Description) and click on *Choose File* to upload the material. Scan all your pages together and save as one pdf document to upload for each item requested. Click *Save & Back to List* to continue uploading the forms required. When finished, click on *Back to List*.

Attachment Details

* Document Description:

* File Name: No file chosen

Document Type: 02. Listing of planned activities for the coming year

Maximum Size: 4 MB

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

Instructions:

Note: This formlet contains mandatory fields for which no value has been saved.

Step 26: When you have finished uploading all your documents, the *Attachments* page will show **red circles** as per the sample below. If you have attached the wrong document by mistake, you can delete the document by clicking on the **red circle** and re-upload the correct document by clicking on the document type. Click *Next*.

e.Forms

Logout

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
✖	01. Governance principles	Yes		Signed governance...	2016/11/10
✖	02. Listing of planned activities for the coming year	Yes		Planned Activities	2016/11/10
✖	03. Most recent annual financial statement	Yes		Signed financials	2016/11/10
✖	04. Most recent annual return from corporate registry	Yes		recent return	2016/11/10
	05. Void Cheque or Direct Deposit Form	No		--	No Attachment

Back
Next

Step 27: This last page, *Submission Summary*, summarizes all the previous pages that you completed. If, for some reason, you missed an item on a previous page, you will see a **red X** beside the page. Click on the link beside the **X**, complete the page, and save. Go directly to the *Submission Summary* page by clicking *Submission Summary* in the grey menu to the left. Repeat until you see a **green ✓** beside every page.

e.Forms

Logout

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/11/10	Yes
✓	Applicant Contact Information	2016/11/10	Yes
✓	Organization Information	2016/11/10	Yes
✓	Organization Applicant Agreement	2016/11/10	Yes
✓	Current Board List	2016/11/10	Yes
--	Statement of Eligible Expenses	No Input Required	No
✖	Diligence Questionnaire	Please Complete	Yes
✓	Attachments	2016/11/10	Yes

Back
Next

Export to PDF
Get PDF Viewer

Submit

Step 28: Now, and only now with all green ✓, you can hit *Submit*. But, before you do that, you can print out a paper copy of your submission if you wish. Just click on *Export to PDF*. Then, go back and click *Submit*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2017-18 CSO Operating Grant
Project Number: AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/11/10	Yes
✓	Applicant Contact Information	2016/11/10	Yes
✓	Organization Information	2016/11/10	Yes
✓	Organization Applicant Agreement	2016/11/10	Yes
✓	Current Board List	2016/11/10	Yes
--	Statement of Eligible Expenses	No Input Required	No
✓	Diligence Questionnaire	2016/11/10	Yes
✓	Attachments	2016/11/10	Yes

Back Next

Export to PDF

Get PDF Viewer

Submit

←

Step 29: After submitting, the *Submissions* screen appears where you will see your application was submitted successfully with a project number, time and date. You will receive an e-mail confirming your submission has been received, plus you will continue to receive e-mails as your application is processed. **Congratulations on submitting your application!**

Front Office Help Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: ABC Organization (APP-15653040)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects

Date Submitted: On 23

Project Status: Open Projects

Submission Version: Latest Version

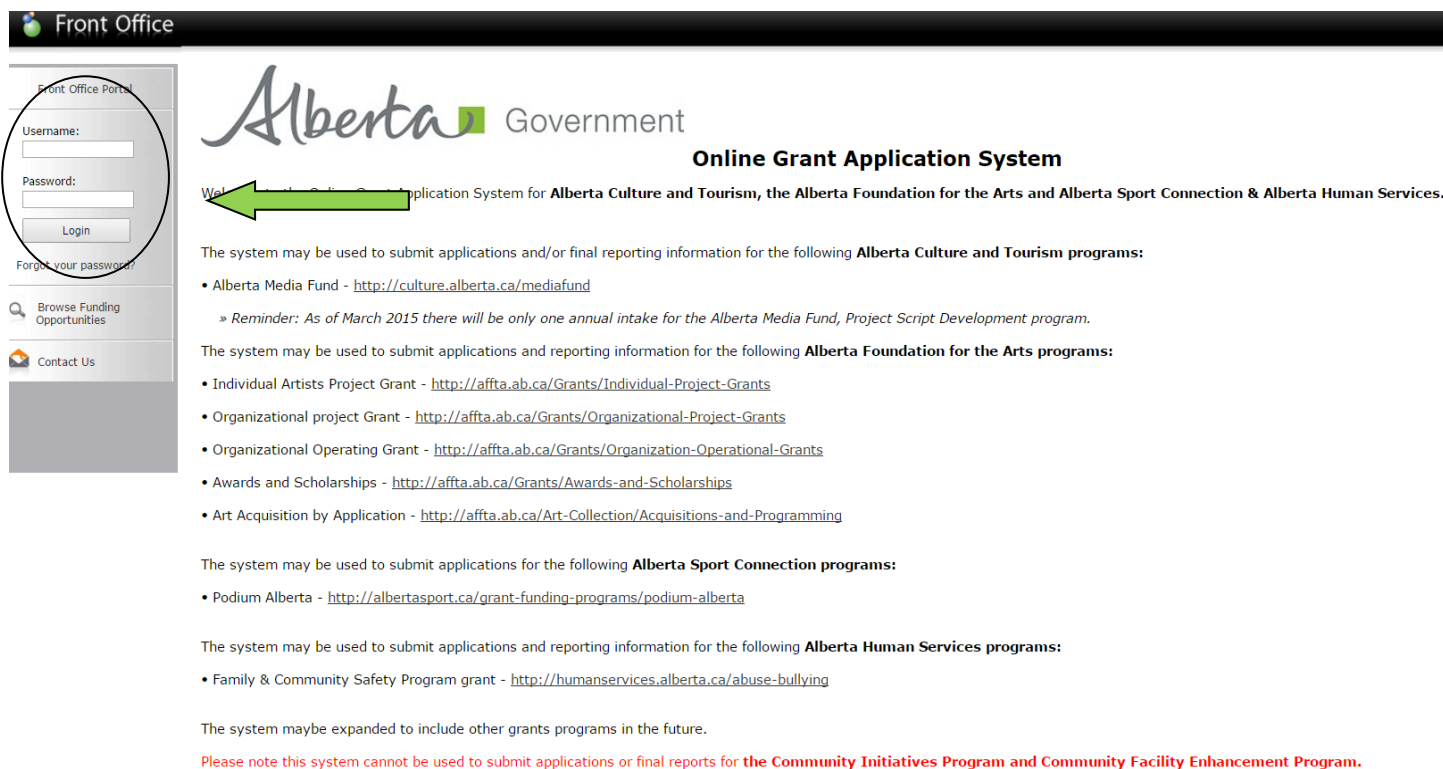
Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	2017-18 CSO Operating Grant AFA-CSO-14-051567	AFA - Community Support Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	10-Nov-2016 2:26:29 PM
1							

How to update or edit your profile

Step 1: log on to GATE <https://gate.alberta.ca/gate/frontOffice.isf>. If you are prompted to **change your password**, please complete the steps outlined, and save your new password in a safe place.



Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

Online Grant Application System

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

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

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

The 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>

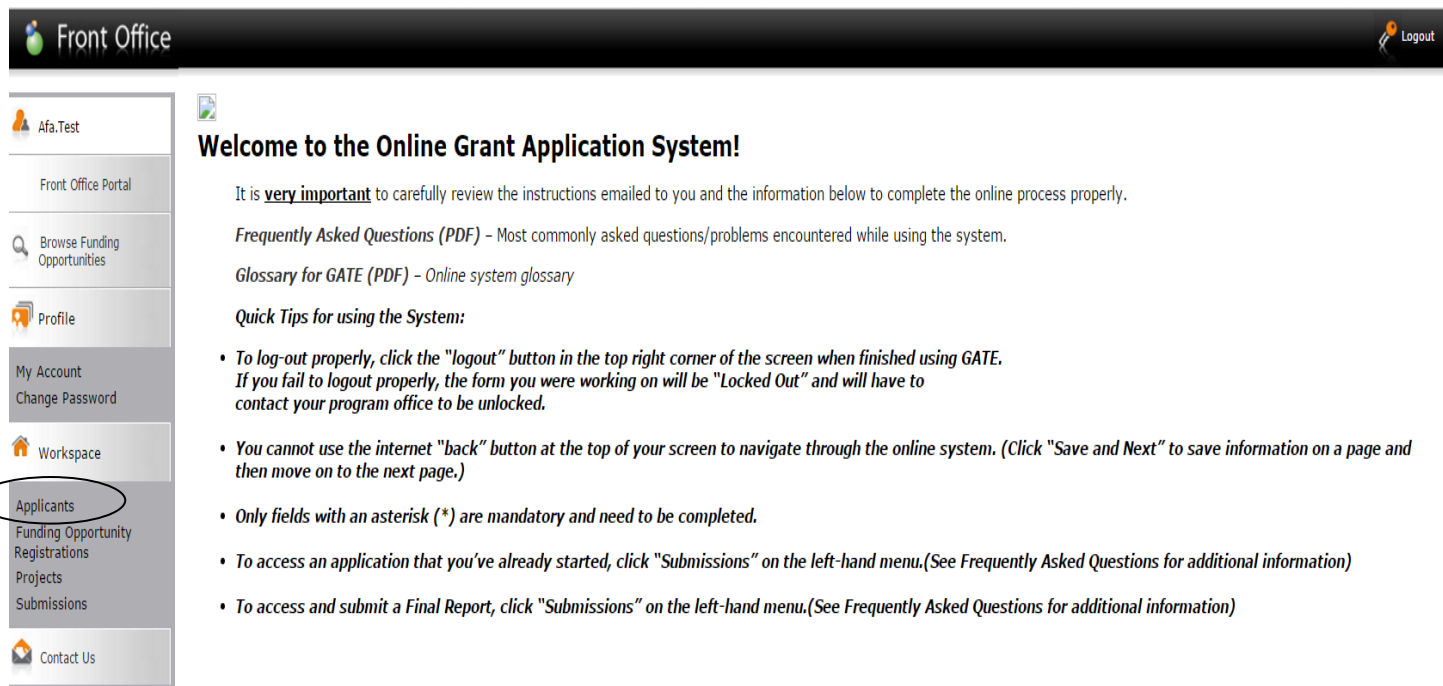
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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**.

Step 2: click on *Applicants* in the left menu.



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:

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

Step 3: click on the orange folder beside **Applicant Name**.

Front Office Help Logout

Bob SMith

Front Office Portal

Browse Funding Opportunities

Profile


My Account
Change Password


Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Applicant: test society (APP-20420280) ▼

Applicants							
Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				test society	APP-20420280	0	



Step 4: click on *Submission Summary* in the grey menu at the left.

Bob SMith

Applicant Name:
test society

Applicant Number:
APP-20420280

Applicant Profile

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

Export to PDF
Get PDF Viewer
Back to Applicants List



Applicant Type


* Applicant Type: Chantable Organization ▼

Back Next

This e.Form has been marked as complete

Step 5: click on the **Edit** button in the middle of the page at the bottom and then click on any page underlined, above, that you wish to edit.

 Bob SMITH

Applicant Name:
test society

Applicant Number:
APP-20420280

Applicant Profile

Applicant Type

Organization

Registration

CRA Registered Charity

Address

Contact List

Submission Summary

Export to PDF

Get PDF Viewer

Back to Applicants List

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2016/07/05	jacklyn.wu2	Yes
✓	Organization	2016/07/05	jacklyn.wu2	Yes
✓	Registration	2016/07/05	jacklyn.wu2	Yes
✓	CRA Registered Charity	2016/07/05	jacklyn.wu2	Yes
✓	Address	2016/07/05	jacklyn.wu2	Yes
✓	Contact List	2016/07/05	jacklyn.wu2	Yes
--	Submission Summary	No Input Required		No

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

Back Next



Export to PDF


Get PDF Viewer

Edit

This e.Form has been marked as complete

Step 6: this example shows how you can make a change to the *Contact List*. You can click on the red circle with an **X** to delete any name and add a new person by clicking on the paper icon with the + symbol.

 Bob SMITH

Applicant Name:
test society

Applicant Number:
APP-20420280

Applicant Profile

Applicant Type

Organization

Registration

CRA Registered Charity

Address

Contact List

Submission Summary


Export to PDF


Get PDF Viewer



Back to Applicants List

Contact List

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





All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
Delete	View	Contact Name	Contact Type																				Phone Number		Board Title		Officer	
		Mr. sdsdf sdsdf	Primary Contact																				780-789-7878					
1																												

Back Next

Step 7: when you click on the paper icon with the + symbol to add a person, this page appears. Fill in all the boxes with an asterisk and click either *Save* or *Save & Add Another*. Make any other changes you like to your profile by clicking any item from the list in the grey menu at the left.

e.Forms Logout

Bob SMith

Applicant Name: test society
Applicant Number: APP-20420280

Applicant Profile

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

Export to PDF
Get PDF Viewer
Back to Applicants List

Contact

Contact Type: Primary Contact

* Salutation: Mr.

* First Name: sdsdf

Middle Name:

* Last Name: sdsdf

Title:

* Phone Number: 789-789-7878

Extension:

Alternate Phone Number:

Extension:

Fax Number:

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 Yes, please specify Title: -- select --

If Other, please specify:

Save Save & Add Another

Step 8: when you have finished making all the updates to your profile, go back to the *Submission Summary* page by clicking *Submission Summary* in the grey menu at the left. The edit button has changed back to **Complete**. Click **Complete** to get out of edit mode.

e.Forms Logout

Bob SMith

Applicant Name: test society
Applicant Number: APP-20420280

Applicant Profile

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

Export to PDF
Get PDF Viewer
Back to Applicants List

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2016/07/05	jacklyn.wu2	Yes
✓	Organization	2016/07/05	jacklyn.wu2	Yes
✓	Registration	2016/07/05	jacklyn.wu2	Yes
✓	CRA Registered Charity	2016/07/05	jacklyn.wu2	Yes
✓	Address	2016/07/05	jacklyn.wu2	Yes
✓	Contact List	2016/11/10	Bob SMith	Yes
--	Submission Summary	No Input Required		No

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

Back Next

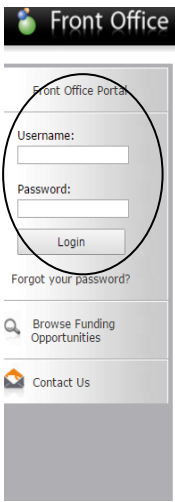
Export to PDF

Get PDF Viewer

Complete

How to submit your final report from last year

Step 1: log on to GATE <https://gate.alberta.ca/gate/frontOffice.jsf>. If you are prompted to **change your password**, please complete the steps outlined, and save your new password in a safe place.



Front Office

Alberta Government

Online Grant Application System

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

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

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

The 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>

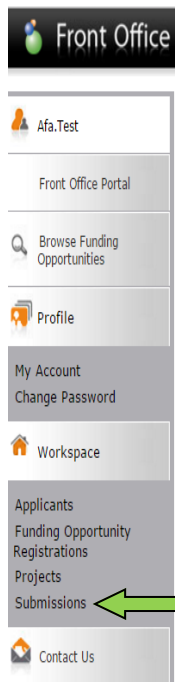
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- Family & Community Safety Program grant - <http://humanservices.alberta.ca/abuse-bullying>

The system may be 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**.

Step 2: click on *Submissions* in the grey menu at the left.



Front Office

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:

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

To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)

Step 3: look under the column **Funding Opportunity Name/Step Name** to find “Submit Final Report.” To the left of this, under **Actions**, you will see an orange folder. Click on it to open.

If you can’t see “Submit Final Report” click on [Clear Filters] in square brackets at the top. Your final report orange folder will appear.

Front Office Help Logout

Bob SMith

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: test society (APP-20420280) ▼

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
	2017-18 Operating Grant AFA-CSO-14-037813	AFA - Community Support Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	10-Nov-2016 3:19:40 PM
	2017-18 Operating Grant AFA-CSO-14-037813	AFA - Community Support Organizations Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	Test AFA-OAP-14-036429	AFA - Organizations Arts Projects Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
1							

Step 4: the orange folder under “View Step” is your original application from last year, in case you want to reference it. To proceed, click **Next**.

e.Forms Logout

Bob SMith

AFA - Community Support Organizations

Applicant Name:
test society

Applicant Number:
APP-20420280

Project Name:
2017-18 Operating Grant

Project Number:
AFA-CSO-14-037813

AFA Final Report

Reference Submissions

Statistical Report

Attachments

Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Reference Submissions

View Step

Submit Application

Back **Next**

Step 5: the first page you need to complete is the Statistical Report. If you don't know exact numbers, do your best to estimate. You need to fill out every box with an asterisk. Click **Save & Next**. **Hint:** if you fill out the form listing your past activities first, described in Step 6, the information can be used to complete this page.

Bob SMITH

AFA - Community Support Organizations

Applicant Name: test society
Applicant Number: APP-20420280
Project Name: 2017-18 Operating Grant
Project Number: AFA-CSO-14-037813

AFA Final Report

Reference Submissions
Statistical Report
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Logout

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)

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.

* 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

23

Step 6: click on each of the underlined document types to upload material:

- 01. copies of promotional material. Submit one or two examples with our logo by scanning the pages together and saving as one pdf document to upload.
- 02. upload your most recent board-approved financial statements by scanning the pages together and saving as one pdf document. Please have your chair, treasurer, and one other board member sign your statements, or use the signature template found on our website, www.affta.ab.ca.
- 03. Listing of complete arts activities. Find this template on our website, <https://www.affta.ab.ca/funding/find-funding/community-support-organizations-operating-funding> to type your completed activities.
- 04. Ignore



 Bob SMith

AFA - Community Support Organizations

Applicant Name:
test society
Applicant Number:
APP-20420280
Project Name:
2017-18 Operating Grant
Project Number:
AFA-CSO-14-037813

AFA Final Report

Reference Submissions
Statistical Report
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Back to Submissions List

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Copies of promotional and publicity material</u>	Yes	--		No Attachment
	<u>02. Financial statement</u>	Yes	--		No Attachment
	<u>03. Listing of completed arts activities</u>	Yes	--		No Attachment
	<u>04. Written evidence of compliance with film classification regulation act</u>	No	--		No Attachment

BackNext

Step 7: this is what the page looks like when you click on one of the underlined items. Name the document you are uploading, e.g. promo material with AFA logo, and then click *Choose File* to upload it. Scan all the pages together in one pdf document before you upload it. Click *Save & Back to List* to continue uploading the other items.

e.Forms Logout

Bob SMith

AFA - Community Support Organizations

Applicant Name: test society
Applicant Number: APP-20420280
Project Name: 2017-18 Operating Grant
Project Number: AFA-CSO-14-037813

AFA Final Report

Reference Submissions
Statistical Report
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Page Generation Time: 0.171s

Attachment Details

* Document Description: promo material with AFA logo

* File Name: Choose File | Test.docx

Document Type: 01. Copies of promotional and publicity material

Maximum Size: 4 MB

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

Instructions:

Save

Save & Back to List

Back to List

Check Spelling

CSDC

Step 8: this is what the page looks like when you have uploaded all the pages required. Just ignore 04. — this does not apply to CSO applicants. Click *Next*.

e.Forms Logout

Bob SMith

AFA - Community Support Organizations

Applicant Name: test society
Applicant Number: APP-20420280
Project Name: 2017-18 Operating Grant
Project Number: AFA-CSO-14-037813

AFA Final Report

Reference Submissions
Statistical Report
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Page Generation Time: 0.297s

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Copies of promotional and publicity material</u>	Yes		promo material wi...	2016/11/16
	<u>02. Financial statement</u>	Yes		Signed financials	2016/11/16
	<u>03. Listing of completed arts activities</u>	Yes		completed activities	2016/11/16
	<u>04. Written evidence of compliance with film classification regulation act</u>	No	--	--	No Attachment

Back Next

CSDC

Step 9: the last page is *Submission Summary*, which is a summary of the previous four screens or pages. If you see a **red X** beside a page, click on the underlined page which will take you directly to that page. Look closely at the page to see where you missed entering data. Complete the page, click on *Save*, and return to the *Submission Page* by clicking on *Submission Summary* in the grey menu at the left.

Note: when you get a **red X** the *Submit* button will not be active (faded slightly). Even if you wanted to click *Submit* you could not because the button is not active until all green checkmarks appear.

The screenshot shows the 'Submission Summary' page in the e.Forms application. On the left is a sidebar menu with the user 'Bob SMith' and a list of application details: AFA - Community Support Organizations, Applicant Name: test society, Applicant Number: APP-20420280, Project Name: 2017-18 Operating Grant, and Project Number: AFA-CSO-14-037813. Below this are links for 'AFA Final Report', 'Reference Submissions', 'Statistical Report', 'Attachments', and 'Submission Summary' (which is highlighted). Further down are links for 'View Applicant Profile', 'Export to PDF', 'Get PDF Viewer', and 'Back to Submissions List'. The main content area has a title 'Submission Summary' and a table with four columns: 'Complete', 'Page', 'Last Updated', and 'Mandatory'. The table lists four pages: 'Reference Submissions' (Complete: --, Last Updated: No Input Required, Mandatory: No), 'Statistical Report' (Complete: red X, Last Updated: Please Complete, Mandatory: Yes), 'Attachments' (Complete: green checkmark, Last Updated: 2016/11/16, Mandatory: Yes), and 'Submission Summary' (Complete: --, Last Updated: No Input Required, Mandatory: No). Below the table are buttons for 'Back', 'Next', 'Export to PDF', 'Get PDF Viewer', and 'Submit'. The 'Submit' button is faded. An arrow points from the 'Statistical Report' row to the 'Back' button.

Complete	Page	Last Updated	Mandatory
--	Reference Submissions	No Input Required	No
✗	Statistical Report	Please Complete	Yes
✓	Attachments	2016/11/16	Yes
--	Submission Summary	No Input Required	No

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

Page Generation Time: 0.326s

Step 10: you will now see the **red X** has been replaced with a **green ✓** allowing you to click *Submit*.

The screenshot shows the 'Submission Summary' page after the 'Statistical Report' page has been completed. The 'Complete' column now shows a green checkmark for 'Statistical Report'. The 'Submit' button is now active and highlighted with a black oval. The sidebar menu and other elements are the same as in the previous screenshot.

Complete	Page	Last Updated	Mandatory
--	Reference Submissions	No Input Required	No
✓	Statistical Report	2016/11/16	Yes
✓	Attachments	2016/11/16	Yes
--	Submission Summary	No Input Required	No

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

Page Generation Time: 0.172s

Step 11: as soon as you click *Submit* you are transferred back to the *Submissions* page. You will see a date has now appeared under the column **Date Submitted** confirming that you have submitted your final report. **Congratulations!** If you wish, you can now proceed to creating a new application for the coming year, next page.

Bob SMITH
Front Office Portal
Browse Funding Opportunities
Profile
My Account
Change Password
Workspace
Applicants
Funding Opportunity Registrations
Projects
Submissions
Contact Us

Applicant: test society (APP-20420280) ▼

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
	2017-18 Operating Grant AFA-CSO-14-037813	AFA - Community Support Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	10-Nov-2016 3:19:40 PM
	2017-18 Operating Grant AFA-CSO-14-037813	AFA - Community Support Organizations Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	16-Nov-2016 8:25:36 AM
	Test AFA-OAP-14-036429	AFA - Organizations Arts Projects Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
			1				

How to start a new CSO application in GATE

Step 1: log on to GATE <https://gate.alberta.ca/gate/frontOffice.jsf>. If you are prompted to **change your password**, please complete the steps outlined, and save your new password in a safe place.



Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

Online Grant Application System

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

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

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

The 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>

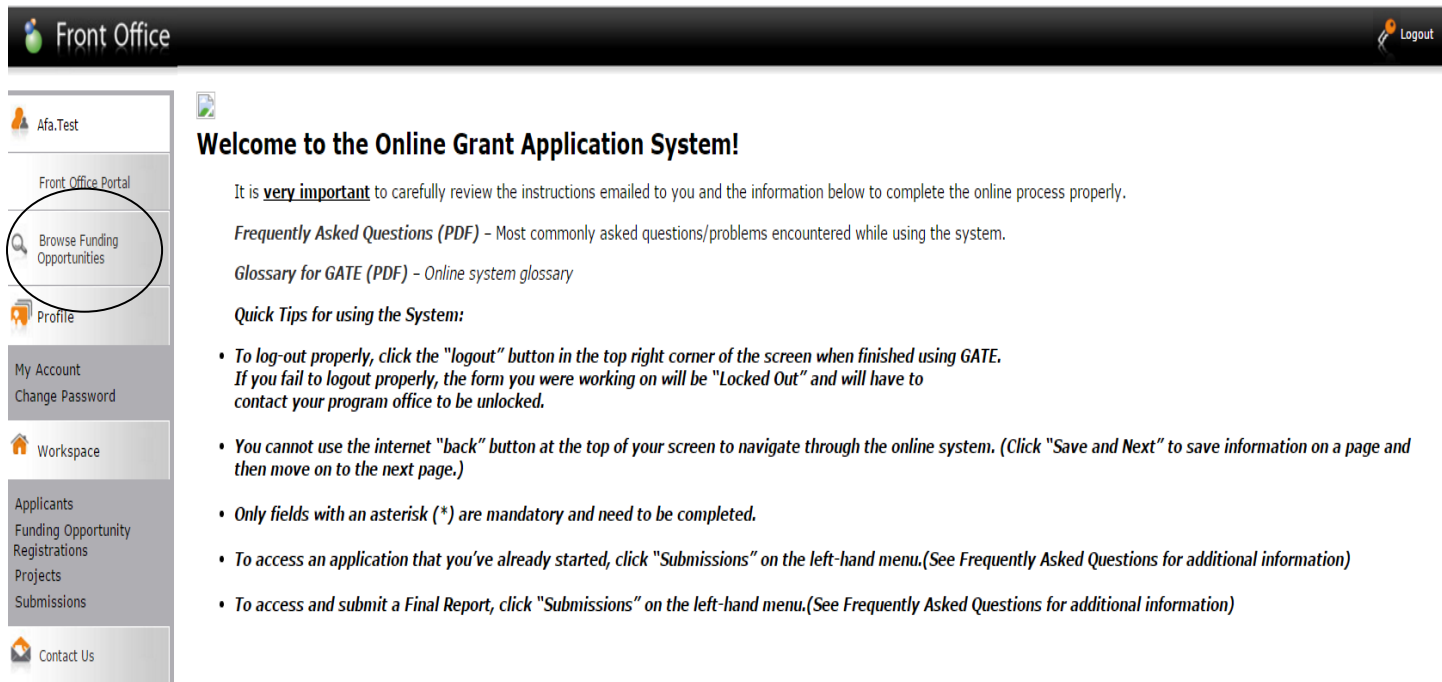
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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**.

Step 2: click on *Browse Funding Opportunities* in the left menu.



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:

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

Step 3: - type *Community Support Organizations* in the Search Criteria box, OR
 - scroll down the page, find *Community Support Organizations*, and click on the icon under Register

Front Office Help Logout

Afa.Test

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-Jun-2014	1-Jun-2015	2-Jan-2020
	AFA - Arts Presenting	1-Dec-2014	19-Aug-2016	23-Nov-2016
	AFA - Cultural Relations - Individual	1-Dec-2014	1-Dec-2014	2-Sep-2020
	AFA - Cultural Relations - Organizations	1-Dec-2014	1-Dec-2014	13-Apr-2050
	AFA - Community Support Organizations	1-Dec-2014	10-Nov-2016	2-Mar-2017
	AFA - Dance Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Literary Arts Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Music Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Organizations Arts Projects	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Theatre Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Visual Arts and New Media Individual Project Grant	1-Dec-2014	19-Jun-2015	2-Sep-2020
	Alberta Production Grant	13-Mar-2012	13-Mar-2012	1-Apr-2050

1

Page Generation Time: 0.328s

CSBC

Step 4: use the dropdown menu to choose your organization with the funding opportunity. Do not do anything else on this page and click *Save & Next*.

Front Office Help Logout

Funding Opportunity Registration

Create Applicant

Contact Us

Applicant Details

Select an existing Applicant and click *Save & Next* to continue

ABC Organization (APP-15653040) ▼

* Applicant Type: --select-- ▼

Cancel Save & Next

Do not use this box

Do click *Save & Next*

Step 5: ignore main screen and just click ***Return to Registration Wizard*** in the grey menu at the left. This allows you to bypass the rest of the profile pages and start your new application.

The screenshot displays the 'e.Forms' application interface. At the top, there is a black header bar with the 'e.Forms' logo on the left and a 'Logout' link on the right. Below the header, the main content area is titled 'Applicant Type'. It features a form with a dropdown menu for '* Applicant Type' currently set to 'Organization Not-for-Profit'. Below the dropdown are three buttons: 'Save & Back', 'Save', and 'Save & Next'. Further down are two buttons: 'Back' and 'Next'. On the left side, there is a grey sidebar menu. The menu items are: 'Applicant Name: ABC Organization', 'Applicant Number: APP-15653040', 'Applicant Profile', 'Applicant Type' (which is the current page), 'Organization', 'Address', 'Contact List', 'Submission Summary', and 'Return to Registration Wizard'. A large green arrow points to the 'Return to Registration Wizard' option in the sidebar menu.

Applicant Type

* Applicant Type: Organization Not-for-Profit

Save & Back Save Save & Next

Back Next

Applicant Name: ABC Organization
Applicant Number: APP-15653040

Applicant Profile

Applicant Type

Organization
Address
Contact List
Submission Summary

Return to Registration Wizard

Step 6: since you have already updated or edited your profile you can click *Next* to start your new project or application. Notice in the grey menu to the left that you are beginning *Step 2: create a project*.

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

Complete Applicant Profile

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

Cancel View **Next**

Step 7: Name your project with the current years, e.g. "2018-19 CSO Operating Grant." The sample below is from last year. Click *Save & 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 - Community Support Organizations

* Applicant Project Name: 2017-18 CSO Operating Grant

Cancel Save & Next

Step 8: the date will be automatically filled in. Click *Next*.

e.Forms Logout

Program Overview

The Community Support Organizations Operational grant stream assists not-for-profit community organizations whose primary activity is the support and promotion of the arts with annual operating expenses.

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

Date Received: 2016/11/10
(yyyy/mm/dd)

Back Next

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Page Generation Time: 10.156s

CSDC

Step 9: select contacts using dropdown menus. The names have been copied over from your profile. Click *Save & Next*.

e.Forms Logout

Contact List

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

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

* Signing Authority Contact: Ms. Afa Test ▼
(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**.

Contacts:

Delete	View	Contact Name	Phone Number
		Ms. Afa Test	780-111-1111

1

Save & Back Save Save & Next

Back Next

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Step 10: Notice that your address has auto filled from your profile. Click *Save & Next*.

e.Forms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2017-18 CSO Operating Grant
Project Number: AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Applicant Contact Information

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

Applicant Address

* Address Line 1: 10708 - 105 Avenue ?
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 Avenue
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

Step 11: Fill in your common name if applicable. Do not fill in the CADAC number even if you have one. It does not apply to this program. Click *Save & Next*.

e.Forms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2017-18 CSO Operating Grant
Project Number: AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Organization Information

Organization's Registered Name: ABC Organization

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

Common Name:
(if different from Legal Entity Name)

Alberta Registration Number: 000012121212
Alberta Registration Date: 2010/06/01 (yyyy/mm/dd)
CRA Registration Date: (yyyy/mm/dd) 23

Fiscal Year End
* Month: March
* Day: 31

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

Save & Back Save Save & Next
Back Next
Check Spelling

Step 12: Fill in the applicant agreement by scrolling down to type in the position title and click the small box. Click *Save & Next*.

13. This Agreement shall be governed and interpreted in accordance with the laws in force in the Province of Alberta.

14. This Agreement is not intended to and does not make either party the agent or partner of the other for any purpose or create a joint venture.

15. This Agreement may not be assigned by the Organization.

16. The Organization will recognize the source of the Grant as required by the Guidelines.

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"): ABC Organization

*** Title Name of Authorized Official:** Ms. Afa Test
(Legal Signing Authority)

*** Position Held:** Chair

Date: 2016/11/10
(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)

Save & Back Save Save & Next

Back Next

Check Spelling

Note: This formlet contains mandatory fields for which no value has been saved.

Step 13: Create your board list by clicking on the small icon with the + sign and fill in the boxes as requested.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2017-18 CSO Operating Grant
Project Number: AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form




Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

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
This list contains no items					

Back Next

Step 14: Add board members until your list is complete by clicking *Save & Add Another*. When you are finished, click *Save & Back to List*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2017-18 CSO Operating Grant
Project Number: AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Board Executive Details

* Position: Chair

* Salutation: Ms.

* First Name: Board

* Last Name: Chair

* Address Line 1: 10708 - 105 Avenue

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5H0A1

* Phone Number: 780-000-0000

* Email Address: afa.test@shaw.ca

* Start Date (mm-yy): 06-01

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

Step 15: You should see your entire board listed. The example below shows the chair and treasurer were added. Click *Next*.

eForms Logout

AFA - Community Support Organizations

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CSO sample application
Project Number: AFA-CSO-14-060263

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary




View Applicant Profile

Export to PDF
Get PDF Viewer





Back to Applicant Submissions List

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
		Chair	Emma	Hamilton	04-15
		Treasurer	Horatio	Nelson	04-15

Back Next

Step 16: this is your SEE form (Statement of Eligible Expenses). Fill in the member boxes near the top and all other boxes marked with an asterisk from your most recent approved financial statements. Type 0 if there is no amount to input. The dark-shaded boxes will be filled in automatically. Click *Save & Next*.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Statement of Eligible Expenses

		Total Members		
		Alberta	Non-Alberta	Total
→ *	Individual Members	12	0	12
→ *	Organizational Members	12	0	12
	Total	24	0	24

CADAC Line references do not apply to CSO applicants.

→ *

→ *

→ *

→ *

→ *

→ *

→ *

→ *

→ *

→ *

→ *

*** Total Revenues**
(Line 4700 from CADAC) \$70,000.00

Total of:

- Earned Revenues
- Net Investment Income (trust, endowment and investment revenue)
- Private Sector Revenue (donations and sponsorships)
- Public Sector Revenue (Grants)

*** Total Amount of Government Grants**
(Line 4550 from CADAC) \$20,000.00

Note: excluding casino and bingo revenues

*** Total Expenses**
(Line 5600 from CADAC) \$60,000.00

Total of:

- Artistic Expenses (including Exhibition, Production, Technical, Programming and Services)
- Facility Operating Expenses
- Marketing and Communications Expenses
- Fundraising Expenses
- Administration Expenses

*** GST Expenses** \$0.00

*** Amortization** \$200.00

*** Fundraising Expenses** \$1,200.00

*** Capital Expenses** \$600.00

Total Ineligible Expenses \$2,000.00

Total Eligible Expenses \$58,000.00

Step 17: fill out all boxes marked with an asterisk on the Diligence Questionnaire. Click *Save & Next*.

eForms

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Diligence Questionnaire

*** Official Organizational Mandate:**

Type in each box with an asterisk

*** General Programming Outcomes:**

*** Highlight Anecdote:**

The system can handle a maximum of 1,000 characters for all fields below. Please limit your text to stay within this maximum

Financial Management

*** Identify and explain any major areas of variance between actual results and budget for the last complete fiscal year.**

*** Identify and explain any material reductions in revenue and/or increase in expenses which you expect over the next 12 months. How do you propose to manage these changes?**

Step 18: click on the Document Type (underlined) and upload the requested document. NOTE: you no longer have to upload the governance signature form **BUT** if this still appears as “Required” just upload a blank piece of paper. Our IT department is in the process of removing this line. For other templates click the AFA website link.

Note: 05. Void Cheque is not mandatory — you can upload a void cheque if you choose, so we can set up automatic deposit into your account, but you don’t have to do this if you would rather not.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2017-18 CSO Operating Grant
Project Number: AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Governance principles</u>	Yes	--		No Attachment
	<u>02. Listing of planned activities for the coming year</u>	Yes	--		No Attachment
	<u>03. Most recent annual financial statement</u>	Yes	--		No Attachment
	<u>04. Most recent annual return from corporate registry</u>	Yes	--		No Attachment
	<u>05. Void Cheque or Direct Deposit Form</u>	No	--		No Attachment

Back Next

Step 19: Name your document in the first box (Document Description) and click on *Choose File* to upload the material. Scan all your pages together and save as one pdf document to upload for each item requested. Click *Save & Back to List* to continue uploading the forms required. When finished, click on *Back to List*.

eForms Logout

AFA - Community Support Organizations

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CSO sample application
Project Number: AFA-CSO-14-060263

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Attachment Details

* Document Description:

* File Name: No file chosen

Document Type: 02. Listing of planned activities for the coming year

Maximum Size: 4 MB

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

Instructions:

Save

Save & Back to List Back to List

Check Spelling

Note: This formlet contains mandatory fields for which no value has been saved.

Step 20: When you have finished uploading all your documents, the *Attachments* page will show **red circles** as per the sample below. If you have attached the wrong document by mistake, you can delete the document by clicking on the **red circle** and re-upload the correct document by clicking on the document type. Click *Next*.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Governance principles	Yes		Signed governance...	2016/11/10
	02. Listing of planned activities for the coming year	Yes		Planned Activities	2016/11/10
	03. Most recent annual financial statement	Yes		Signed financials	2016/11/10
	04. Most recent annual return from corporate registry	Yes		recent return	2016/11/10
	05. Void Cheque or Direct Deposit Form	No	--	--	No Attachment

Back

Next

Step 21: This last page, *Submission Summary*, summarizes all the previous pages that you completed. If, for some reason, you missed an item on a previous page, you will see a **red X** beside the page. Click on the link beside the **X**, complete the page, and save. Go directly to the *Submission Summary* page by clicking *Submission Summary* in the grey menu to the left. Repeat until you see a **green ✓** beside every page.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/11/10	Yes
✓	Applicant Contact Information	2016/11/10	Yes
✓	Organization Information	2016/11/10	Yes
✓	Organization Applicant Agreement	2016/11/10	Yes
✓	Current Board List	2016/11/10	Yes
--	Statement of Eligible Expenses	No Input Required	No
	Diligence Questionnaire	Please Complete	Yes
✓	Attachments	2016/11/10	Yes

Back

Next

Export to PDF

Get PDF Viewer

Submit

Step 22: Now, and only now with all green ✓, you can hit *Submit*. But, before you do that, you can print out a paper copy of your submission if you wish. Just click on *Export to PDF*. Then, go back and click *Submit*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2017-18 CSO Operating Grant
Project Number: AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/11/10	Yes
✓	Applicant Contact Information	2016/11/10	Yes
✓	Organization Information	2016/11/10	Yes
✓	Organization Applicant Agreement	2016/11/10	Yes
✓	Current Board List	2016/11/10	Yes
--	Statement of Eligible Expenses	No Input Required	No
✓	Diligence Questionnaire	2016/11/10	Yes
✓	Attachments	2016/11/10	Yes

Back Next

Export to PDF

Get PDF Viewer

Submit

←

Step 23: After submitting, the *Submissions* screen appears where you will see your application was submitted successfully with a project number, time and date. You will receive an e-mail confirming your submission has been received, plus you will continue to receive e-mails as your application is processed. **Congratulations on submitting your application!**

Front Office Help Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: ABC Organization (APP-15653040)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects

Date Submitted: On 23

Project Status: Open Projects

Submission Version: Latest Version

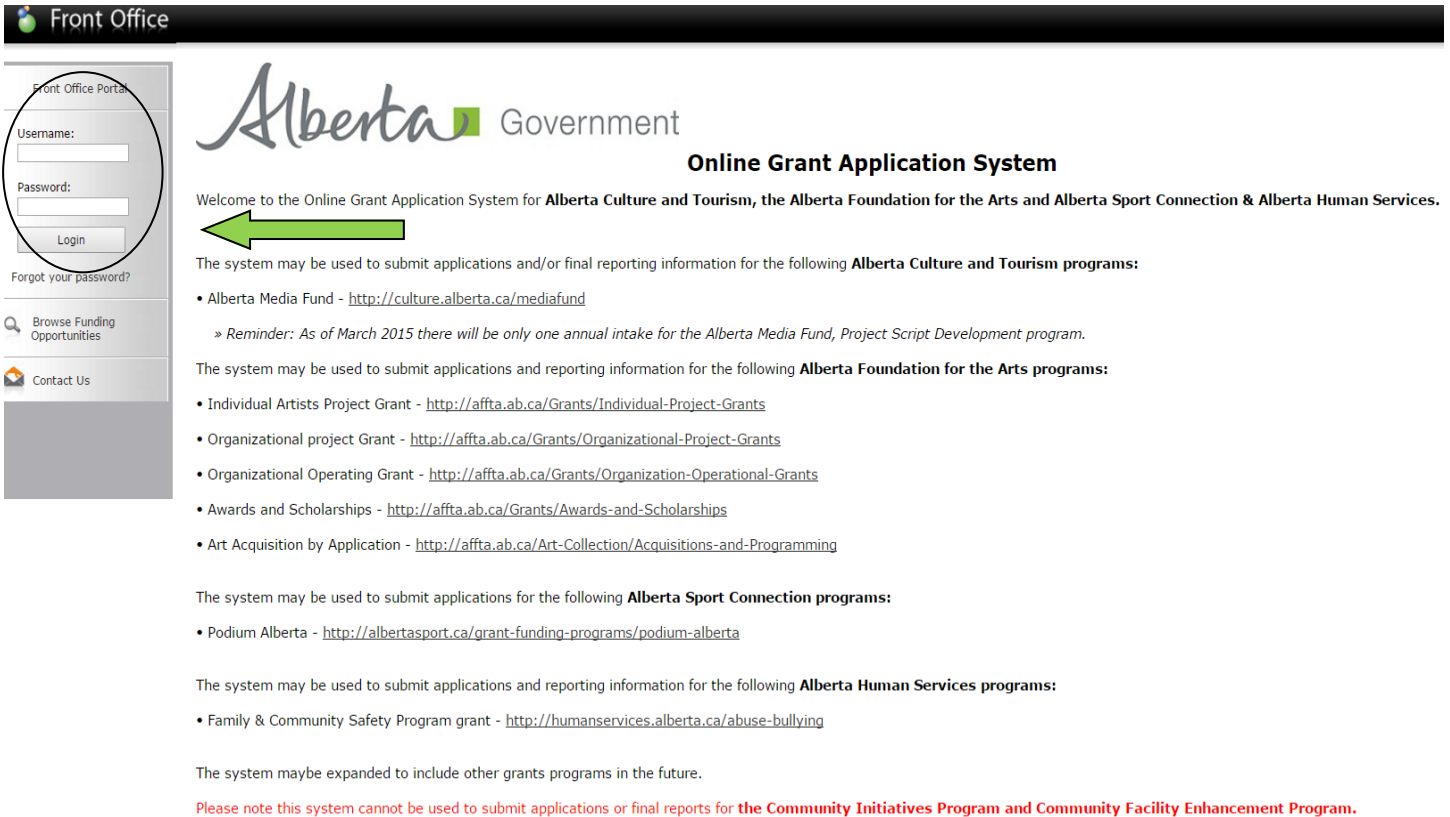
Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	2017-18 CSO Operating Grant AFA-CSO-14-051567	AFA - Community Support Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	10-Nov-2016 2:26:29 PM
1							

How to go back into GATE and resume working on an existing application

Step 1: log on to GATE <https://gate.alberta.ca/gate/frontOffice.jsf>.



Front Office

Alberta Government

Online Grant Application System

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

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

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

The 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>

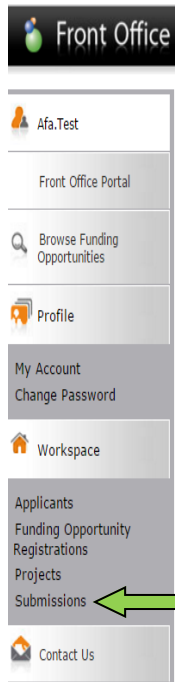
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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**.

Step 2: click on *Submissions* in the grey menu at the left.



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:

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

To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)

Step 3: look under the column **Project Name/Project Number** to find the application you were working on. To the left of this, under **Actions**, you will see an orange folder. Click on it to open.

If you can't see your project, click on [Clear Filters] in square brackets at the top. Your application orange folder will appear.

Front Office Help Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: ABC Organization (APP-15653040) To open your applicant profile for viewing or editing, click on the orange file folder. Follow the instructions for editing your profile [here](#)

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
	2017/18 Exhibition Programming AFA-OAP-14-056401	AFA - Organizations Arts Projects Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	CPAO 2017-18 AFA-CPAO-14-057249	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	29-Jun-2017 2:07:26 PM
	CSO sample application AFA-CSO-14-060263	AFA - Community Support Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	Test Application 2017 AFA-CPAO-14-058041	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	

1

Step 4: click on any page at the left (e.g. Current Board List, Diligence Questionnaire, etc.) to resume working where you left off. Remember to save each page before moving on.

e.Forms Logout

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview

Contact List

Applicant Contact Information

Organization Information

Organization Applicant Agreement

Current Board List

Statement of Eligible Expenses

Diligence Questionnaire

Attachments

Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Page Generation Time: 10:156s

Program Overview

The Community Support Organizations Operational grant stream assists not-for-profit community organizations whose primary activity is the support and promotion of the arts with annual operating expenses.

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

Date Received: 2016/11/10
(yyyy/mm/dd)

Back Next

Step 5: When you have all **green ✓**, you can hit *Submit*. **But, before you do that**, you can print out a paper copy of your submission if you wish. Just click on *Export to PDF*. Then, go back and click *Submit*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2017-18 CSO Operating Grant
Project Number: AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/11/10	Yes
✓	Applicant Contact Information	2016/11/10	Yes
✓	Organization Information	2016/11/10	Yes
✓	Organization Applicant Agreement	2016/11/10	Yes
✓	Current Board List	2016/11/10	Yes
--	Statement of Eligible Expenses	No Input Required	No
✓	Diligence Questionnaire	2016/11/10	Yes
✓	Attachments	2016/11/10	Yes

Back Next

Export to PDF

Get PDF Viewer

Submit

Step 6: After submitting, the *Submissions* screen appears where you will see your application was submitted successfully with a project number, time and date. You will receive an e-mail confirming your submission has been received, plus you will continue to receive e-mails as your application is processed. **Congratulations on submitting your application!**

Front Office Help Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: ABC Organization (APP-15653040)

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
	2017-18 CSO Operating Grant AFA-CSO-14-051567	AFA - Community Support Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	10-Nov-2016 2:26:29 PM
1							