

How to use GATE to apply for the **AFA Cultural Relations Grants** for Individuals and organizations

(Note: User Profile must be completed before using this guide)

1. Log In using the username and password sent to you.

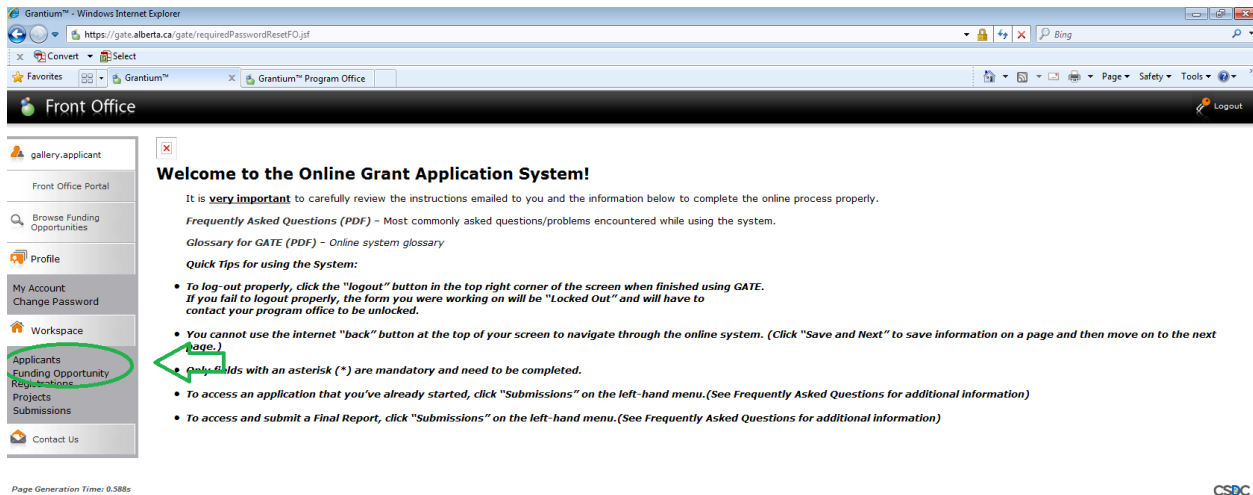
The screenshot shows the 'Front Office' login page for the 'Online Grant Application System'. On the left is a sidebar with a 'Front Office Portal' section containing a 'Username' field (pre-filled with 'gallery applicant'), a 'Password' field, and a 'Login' button. A green circle highlights the login fields. The main content area is titled 'Online Grant Application System' and includes a welcome message, a green arrow pointing to the login fields with the text 'From the e-mail', and a list of programs: Alberta Media Fund, Individual Artists Project Grant, Organizational project Grant, Organizational Operating Grant, Awards and Scholarships, and Art Acquisition by Application. A red note at the bottom states: 'Please note this system cannot be used to submit applications or final reports for the Community Initiatives Program and Community Facility Enhancement Program.'

2. If this is your first time logging in Change Password:

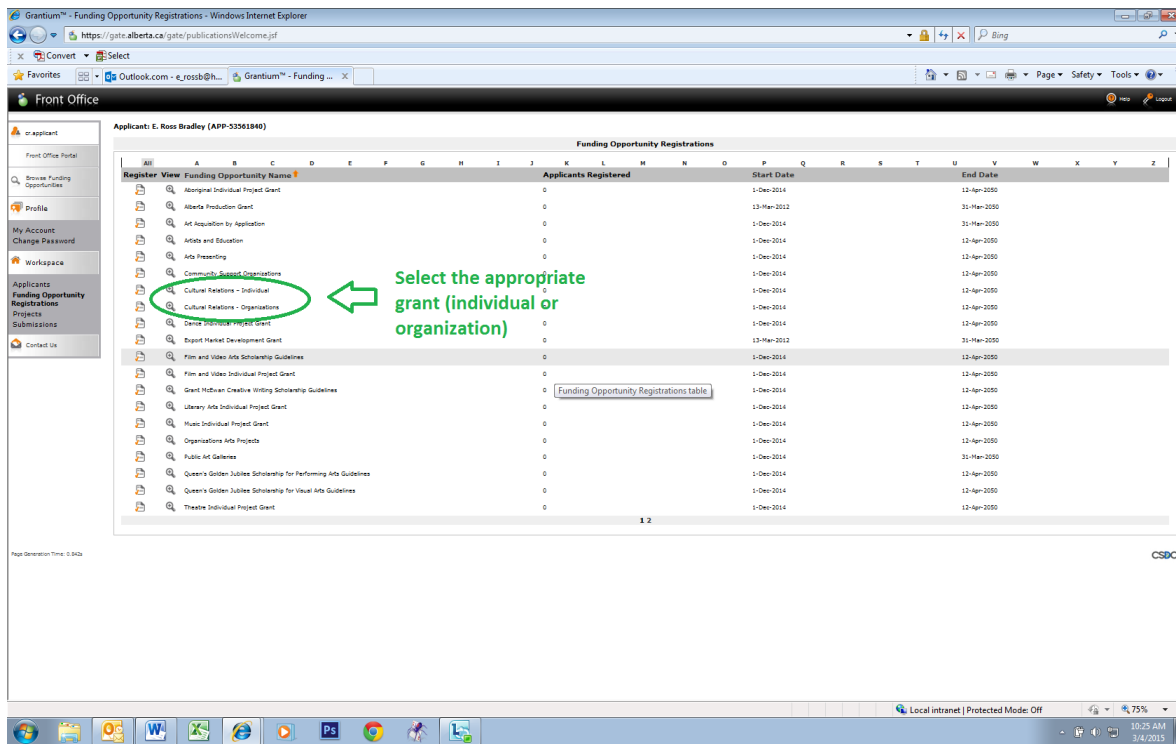
The screenshot shows the 'Change Password' page in the 'Front Office' system. The left sidebar has a 'My Account' section with a 'Change Password' link. The main content area is titled 'Change Password' and contains a green circle around the 'Old Password', 'New Password', 'Confirm Password', 'Personal Confirmation Question', and 'Personal Confirmation Answer' fields. A green arrow points to these fields with the text 'Create you own password and Question'. At the bottom are 'Save' and 'Cancel' buttons.

3. Register for Funding Opportunity.

This step will link you or your organization to a grant (or funding opportunity)



4. This is what the page should look like. Scan for Cultural Relations and choose either individual or organizations.



5. Click on the small square icon with the yellow check mark to the left of Cultural Relations - Organizations

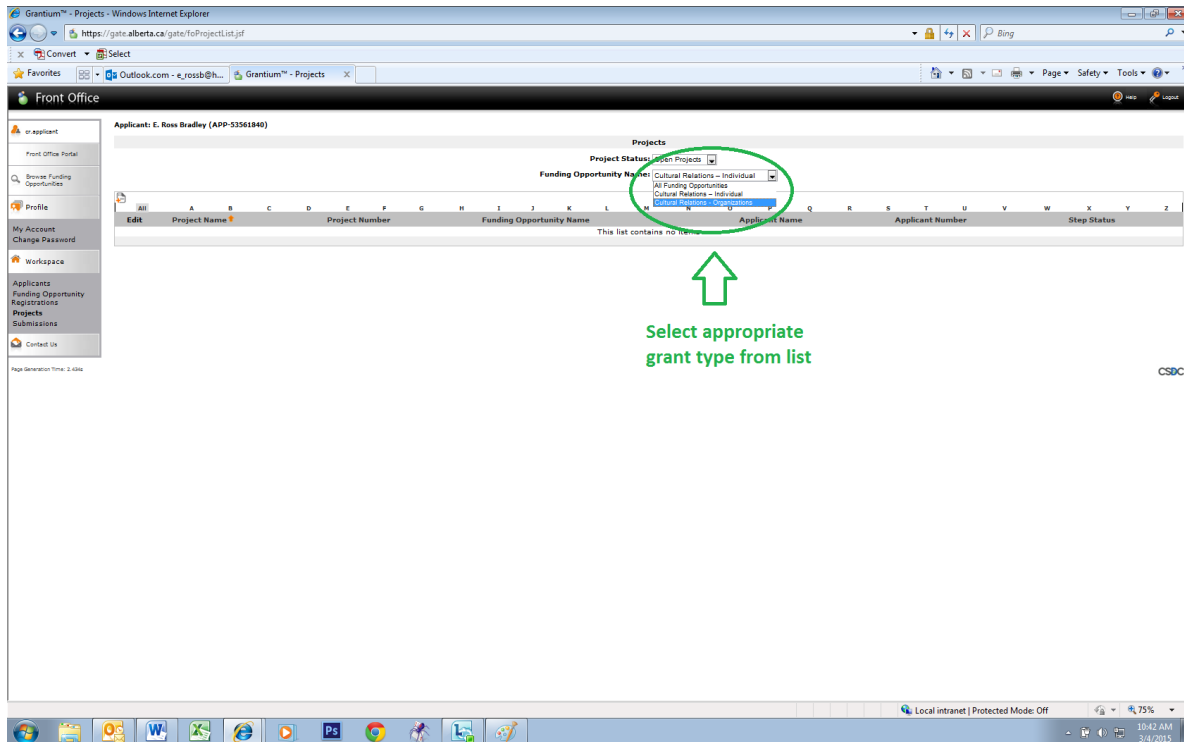
The screenshot shows the 'Funding Opportunity Registrations' table in the Grantium Front Office. The table has columns for 'Register View', 'Funding Opportunity Name', 'Applicants Registered', 'Start Date', and 'End Date'. The row for 'Cultural Relations - Organizations' is highlighted, and a green circle with a yellow checkmark icon is placed next to it. A green arrow points to this icon with the text 'Click on the small icon with the yellow check mark'.

Register View	Funding Opportunity Name	Applicants Registered	Start Date	End Date
	Aboriginal Individual Project Grant	0	1-Dec-2014	12-Apr-2050
	Alberta Production Grant	0	13-Mar-2012	31-Mar-2050
	Art Acquisition by Application	0	1-Dec-2014	31-Mar-2050
	Arts and Education	0	1-Dec-2014	12-Apr-2050
	Arts Presenting	0	1-Dec-2014	12-Apr-2050
	Community Support Organizations	0	1-Dec-2014	12-Apr-2050
	Cultural Relations - Individual	0	1-Dec-2014	12-Apr-2050
	Cultural Relations - Organizations	0	1-Dec-2014	12-Apr-2050
	Dance Individual Project Grant	0	1-Dec-2014	12-Apr-2050
	Export Market Development Grant	0	13-Mar-2012	31-Mar-2050
	Film and Video Arts Scholarship Guidelines	0	1-Dec-2014	12-Apr-2050
	Film and Video Individual Project Grant	0	1-Dec-2014	12-Apr-2050
	Grant Midway Creative Writing Scholarship Guidelines	0	1-Dec-2014	12-Apr-2050
	Literary Arts Individual Project Grant	0	1-Dec-2014	12-Apr-2050
	Music Individual Project Grant	0	1-Dec-2014	12-Apr-2050
	Organizations Arts Projects	0	1-Dec-2014	12-Apr-2050
	Public Art Galleries	0	1-Dec-2014	31-Mar-2050
	Queen's Golden Jubilee Scholarship for Performing Arts Projects	0	1-Dec-2014	12-Apr-2050
	Queen's Golden Jubilee Scholarship for Visual Arts Projects	0	1-Dec-2014	12-Apr-2050
	Theatre Individual Project Grant	0	1-Dec-2014	12-Apr-2050

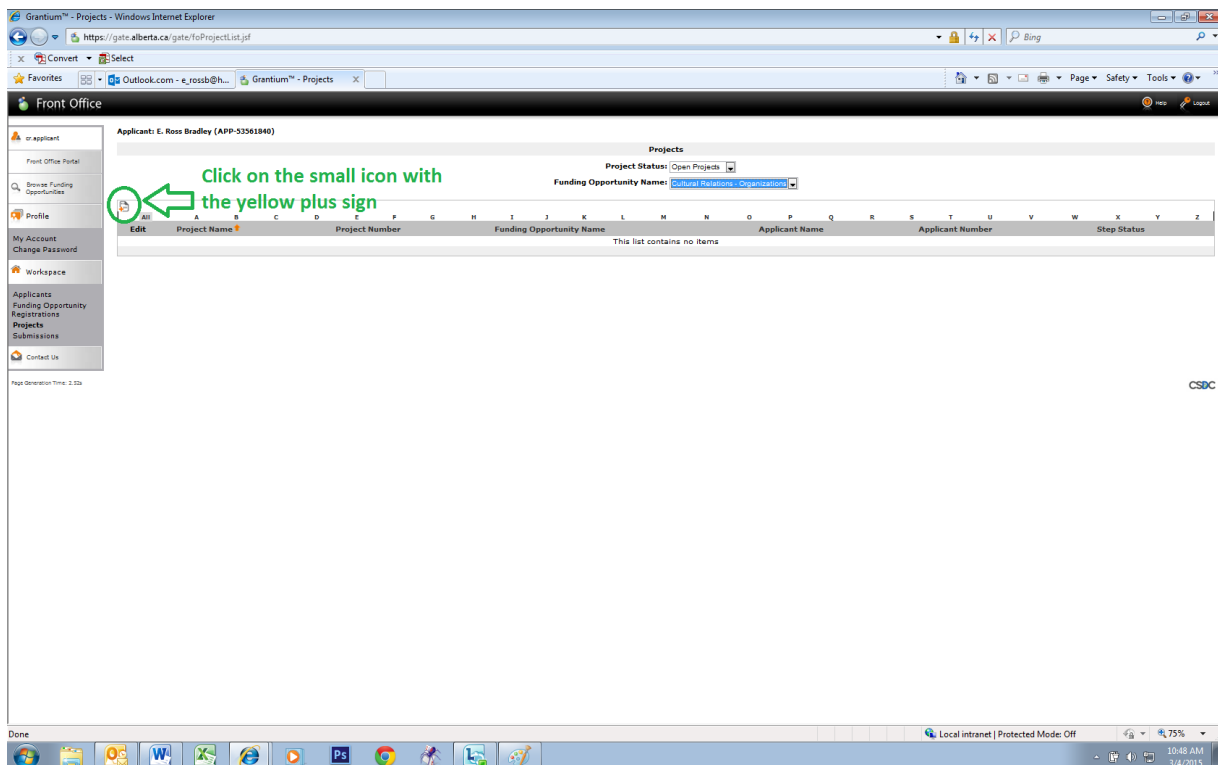
6. Success! Now that you are registered for this grant, you may apply for it. In gate language this is “creating a new project”. Using the left hand menu, click on “Projects”

The screenshot shows the 'Funding Opportunity Details' page in the Grantium Front Office. The page displays the 'Funding Opportunity Name' as 'Cultural Relations - Organizations', the 'Start Date' as '1-Dec-2014', and the 'End Date' as '12-Apr-2050'. Below this, it states 'E. Ross Bradley (APP-53561840) has been registered.' and includes a 'Go' button. In the left-hand menu, the 'Projects' link is highlighted with a green circle, and a green arrow points to it with the text 'to move to the next page click on Projects'.

7. Select Cultural Relations Individual or Organizations, as appropriate, from the drop down menu. You have now created a new “project”



8. To create a new project, click the small icon with the yellow plus sign.



Front Office

Applicant: E. Ross Bradley (APP-53561840)

Create a Project

Funding Opportunity Name: Cultural Relations - Organizations

* Applicant: E. Ross Bradley (APP-53561840)

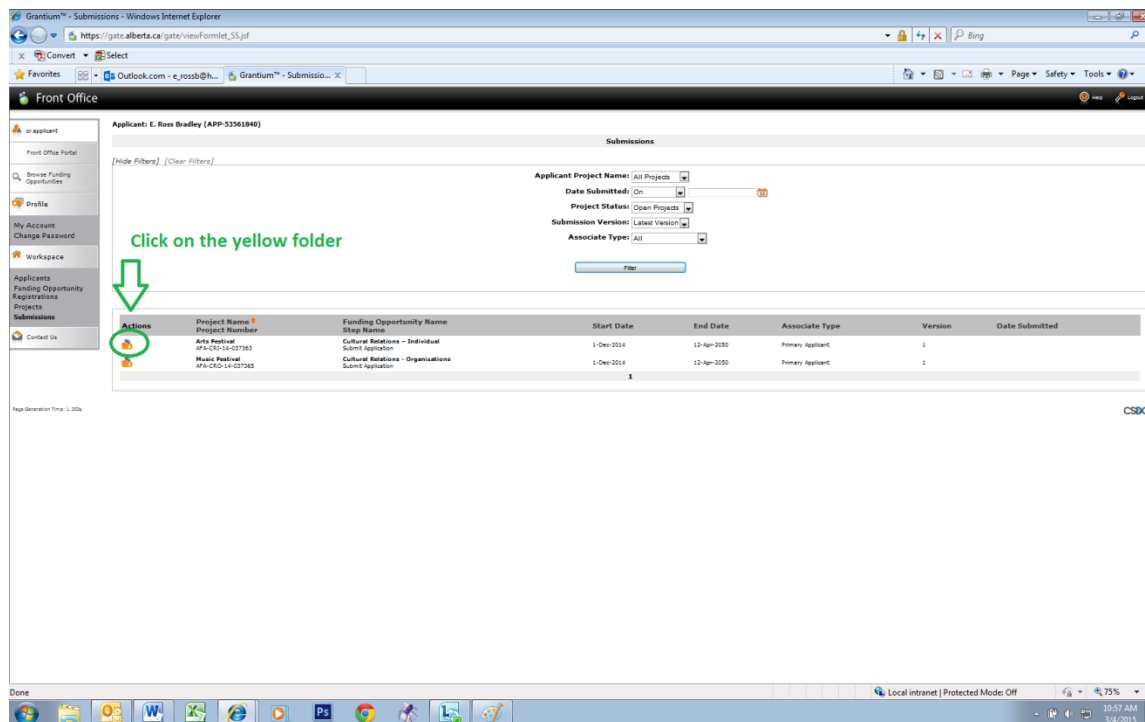
* Applicant Project Name: Confederation Centre

Save See & Edit

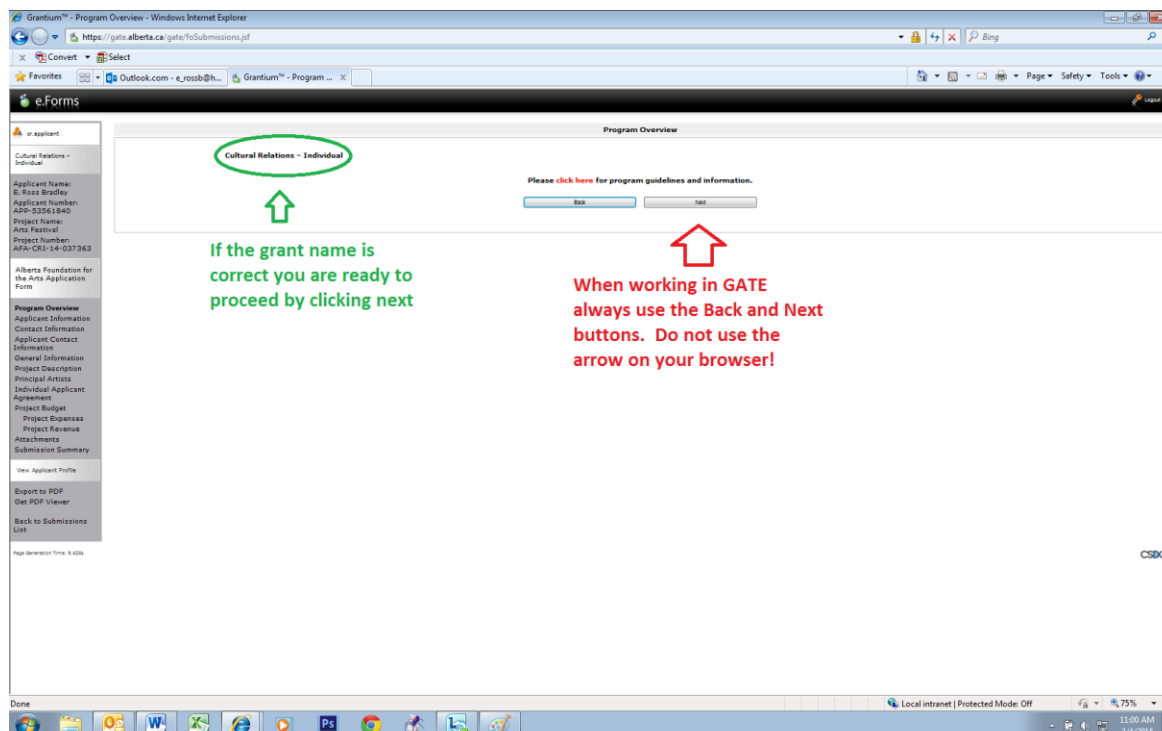
Click save and back to return to your list

Name your project

11. Now you need to open your project by clicking on the little yellow file folder with the arrow.



12. At last you are in the actual application for Cultural Relations. Make sure that the name of the grant is correct and click next. Remember to always use the Back and Next buttons on the screen and not your browser's back arrow.



13. **Organizations** will first need to set up their contact list. Contacts are uploaded from your Profile. If you need to add or change contacts for the organization you must return to the Profile and edit the information. You cannot make changes to any of that information in your application

Grantium™ - Contact List - Windows Internet Explorer

https://gate.alberta.ca/gate/viewFormlet_Details.jsf

eForms

Public Art Galleries

Applicant Name: E. Ross Bradley
Applicant Number: APP-53561840
Project Name: Music Festival
Project Number: AFA-CFO-14-037265
Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Project Description
Principal Artists
Organization Applicant Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary
View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

Applicant Contact Information

(This is the person we will call for project information.)

(This is the person we will call for project information.)

(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.

Delete View Add Name Phone Number

Mr. E. Bradley 587-338-8448

Mrs. Barbara Mah 780-333-3333

Save & Back Save Save & Next

Click to proceed

Contact names pulled from your Profile

Local intranet | Protected Mode Off 75%

2:25 PM 3/5/2015

14. Your application contact information comes up. Notice that all information has been auto filled from your profile. Again, changes must be done in the profile and not on this page. Click Save and Next.

Grantium™ - Applicant Contact Information - Windows Internet Explorer

https://gate.alberta.ca/gate/viewFormlet_List.jsf

eForms

Public Art Galleries

Applicant Name: Public Art Gallery
Applicant Number: APP-71711140
Project Name: Operations
Project Number: AFA-PAG-14-036918
Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary
View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

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: city square

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5J 0A1

Country: Canada

Mailing / Delivery Address

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

Address Line 1: city square

Address Line 2:

Address Line 3:

City: Edmonton

Province: Alberta

Postal Code: T5J 0A1

Country: Canada

Save & Back Save Save & Next Back Next Check Spelling

Auto Filled

When Ready

Local intranet | Protected Mode Off 100%

15. Next you need to update the organization's information.

Organization Information

Organization's Registered Name: (This field will autofill)

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: (Must match your Corporate Registry confirmation)

Fiscal Year End: (Must match your audited statement)

CADAC Number: (Is not required for this grant)

Buttons: Save & Print, Save, Save & Next, Back, Next, Check Setting (To proceed)

16. And then you will be asked for a project description and start and finish dates. The start date cannot be before the date the application is submitted. Be sure to allow yourself enough time to complete the project when selecting the completion date as this will automatically set your reporting date. There is no penalty for reporting early but requesting extensions is always a hassle.

Project Description

Brief descriptions are used internally. For example: Western Canadian tour for the album "New Music".

Project Description: (Provide a brief description)

Project Start Date: (Provide both a start and completion date for the project)

Project Completion Date: (Select your dates from the drop down calendar. Start with the year, then the month and finally the date.)

The screenshot displays the eForms application interface. On the left is a sidebar menu for user E. Ross Bradley, listing various sections like Applicant Information, Project Description, and Submission Summary. The main content area shows the 'Project Description' form. It includes a text field for 'Project Description', a 'Project Start Date' field with a calendar icon, and a 'Project Completion Date' field with a calendar icon. Green annotations with arrows point to these fields, providing instructions on how to fill them out. At the bottom of the form are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'.

Project Description

* Project Description Brief (1,000 characters)

Brief descriptions are used internally. For example: Western Canadian tour for the album "New Music".

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

* Project Completion Date: 2010/06/30 (yyyy/mm/dd)

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

Annotations:

- Click on the small Calendar, choose the year first, the month second and the day last for both the start and completion date
- A very brief description
- Click to proceed

Grantum™ - Principal Artists - Windows Internet Explorer

https://gata.alberta.ca/gata/viewFormlet_Details.pdf

Convert Select

Outlook.com - e_ross@h... Grantum™ - Principal ...

eForms

Applicant

Cultural Relations - Individual

Applicant Name: E. Ross Bradley
Applicant Number: APP-53561840
Project Name: Arts Festival
Project Number: AFA-CRI-14-537363

Alberta Foundation for the Arts Application Form

Program Overview
Applicant Information
Contact Information
Applicant Contact Information
General Information
Project Description
Principal Artists
Individual Applicant Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Page Generation Time: 1.05s

Principal Artists

Adding Principal Artists:

Click to add a new Principal Artist to the list.
Click in the "View" column to edit the details of a listed Principal Artist.
Click to delete a listed Principal Artist.

[Show Filters] [Clear Filters]

Role	View	Position/Role	First Name	Last Name
Alberta Resident			E. Ross	Bradley

Back Next

Done

Local intranet | Protected Mode: Off

75%

11:56 AM 1/16/2015

The screenshot shows the 'Principal Artists' form in the eForms application. The form has the following fields and buttons:

- Position/Role:** A text input field.
- * Alberta Residency:** A dropdown menu with 'Alberta' selected. A green circle and arrow highlight this field, with a green text box stating: "Be sure to confirm the Alberta residency of the artists from the drop down list".
- * First Name:** A text input field.
- * Last Name:** A text input field.
- Buttons:**
 - Save
 - Save & Add Another
 - Save & Back to List
 - Back to List
 - Check Saving

The left sidebar contains a navigation menu with the following items:

- Program Overview
- Contact List
- Applicant Contact Information
- Organization Information
- Project Description
- Principal Artists** (selected)
- Organization Applicant Agreement
- Project Budget
- Project Expenses
- Project Revenue
- Attachments
- Submission Summary
- View Applicant Profile
- Export to PDF
- Get PDF Viewer
- Back to Submissions List

The top of the browser window shows the URL: https://gate.alberta.ca/gate/viewFormlet_List.jdf. The bottom of the browser window shows the page title: "eForms".

[illegible]

21. Here is the section that must be filled in. Please note this is in lieu of a signature

The screenshot shows a web browser window displaying the 'Grantium - Organization Applicant Agreement' form. The form is titled 'Grantium - Organization Applicant Agreement - Windows Internet Explorer'. The URL in the address bar is 'https://gate.alberta.ca/gate/viewFormlet_Details.jsf'. The form contains several sections and fields:

- Section 15: This Agreement may not be assigned by the Organization.
- Section 16: The Organization will recognize the source of the Grant as required by the Guidelines.
- A statement: 'The Organization represents and warrants that the person signing is duly authorized to make the Application and to bind the Organization to the Agreement.'
- Field: 'Incorporated (Legal) Name of Applicant Organization ("Organization")': Public Art Gallery
- Field: '* Title Name of Authorized Official: (Legal Signing Authority)': Mr. William Panko
- Field: '* Position Held': (empty)
- Field: 'Date: (yyyy/mm/dd)': 2015/03/02
- A checkbox: '* The Organization agrees to/with all the statements above:'
- Section: '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.'
- Section: '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)'
- Buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', 'Check Spelling'.
- A note: 'Note: This formlet contains mandatory fields for which no value has been saved.'

Annotations on the form include:

- A red arrow pointing to the '* Title Name of Authorized Official' field with the text 'Anything marked with an * is mandatory'.
- A green arrow pointing to the '* Position Held' field.
- A green arrow pointing to the '* The Organization agrees to/with all the statements above' checkbox with the text 'Click to indicate agreement'.
- A green circle around the 'Save & Next' button with the text 'When complete'.

22. To provide appropriate budget information click next.

The screenshot shows a web browser window displaying the 'Grantium - Project Budget' form. The form is titled 'Grantium - Project Budget - Windows Internet Explorer'. The URL in the address bar is 'https://gate.alberta.ca/gate/viewFormlet_Details.jsf'. The form contains several sections and fields:

- Section: 'Please refer to the program guidelines to determine eligible expenses.'
- Section: 'Please select a heading from the drop-down menus for each separate expense section. Total Expenses will automatically calculate. Total Costs will be calculated once the Save button is selected.'
- Section: 'Include project revenue (funding from other agencies, personal contributions, in-kind contributions, etc.) on separate lines within the revenue section to balance out the expenses. Total Revenues will automatically calculate.'
- Section: 'The remaining amount is your request to the AFA. The maximum AFA grant request must not exceed the amount indicated in the AFA program guidelines.'
- Section: 'Total Expenses will equal Total Revenues + AFA Grant Request.'
- Section: 'You may include explanatory notes to your budget on the following page.'
- Buttons: 'Back', 'Next'.

Annotations on the form include:

- A green arrow pointing to the 'Next' button.

[illegible][illegible]

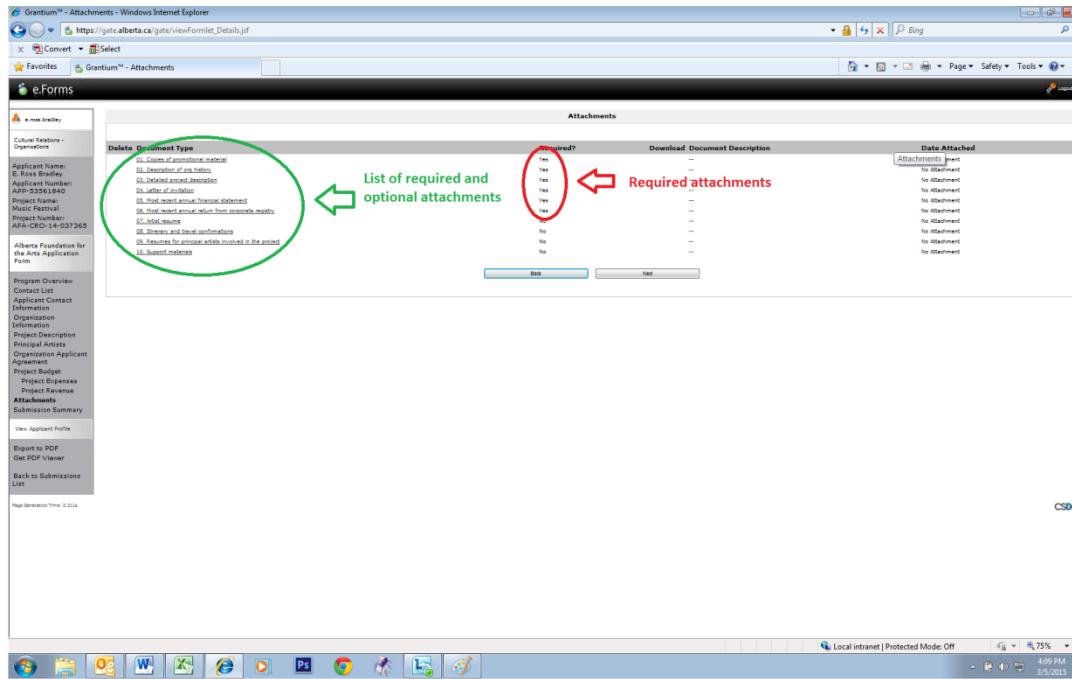
25. Next you will list all income sources for the project and indicate if they are pending or confirmed. The total of this revenue will be deducted automatically from your total expenses, leaving the amount requested from the AFA. If the total requested is greater than the maximum grant allowed by the program you will receive an error message and will have to revise either your expenses or revenues or both to bring that amount down to the allowable limit. This is not a guaranteed amount of the grant as the proposed budget must be reviewed for eligibility of expenses and the grant recommendation must be approved by the AFA. If there is a significant amount of revenue pending the grant may be made conditional on confirmation of all funding sources.

The screenshot shows the 'Project Revenue' form in a web browser. The form is titled 'Non-AFA Revenue' and contains a table for listing income sources. The table has three columns: 'Description', 'Amount', and 'Funding Status'. The 'Funding Status' column has a dropdown menu with options 'Pending' and 'Confirmed'. The 'Total Non-AFA Revenue' is calculated as \$1,000.00. The 'Grant Amount Requested' is \$10,000.00. The form also includes a 'Comments' section and buttons for 'Save & Exit', 'Save', 'Next', and 'Cancel'.

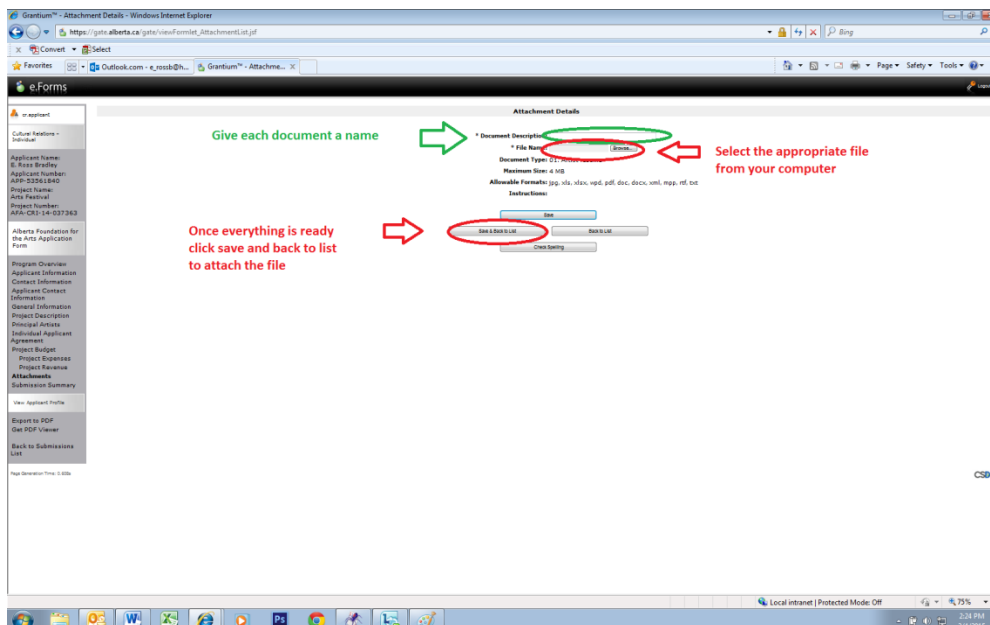
Annotations on the form include:

- A green arrow pointing to the 'Description' column with the text: "List all income sources including in-kind contributions".
- A red circle around the 'Amount' column header with a red arrow pointing to it and the text: "Contribution amount from each source".
- A green circle around the 'Funding Status' dropdown menu with a green arrow pointing to it and the text: "For each amount select either Pending or Confirmed from the drop down list.".
- A red circle around the 'Total Non-AFA Revenue' value with a red arrow pointing to it and the text: "Total contribution from all sources other than AFA".
- A red circle around the 'Grant Amount Requested' value with a red arrow pointing to it and the text: "Total expenses less total contributions from other sources".

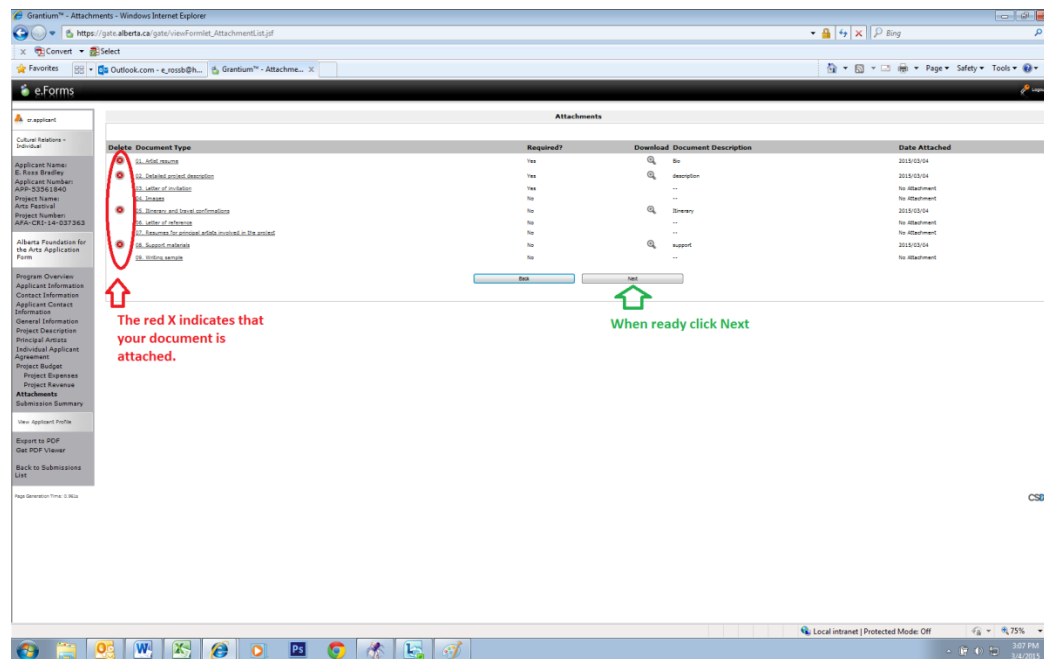
26. We are getting close to the end of the process. You will now be asked to attach information in support of your application. The first 6 items on the list are required and you will not be able to submit your application until you attach this information. The other items listed are suggestions of information that might assist the AFA in assessing your application.



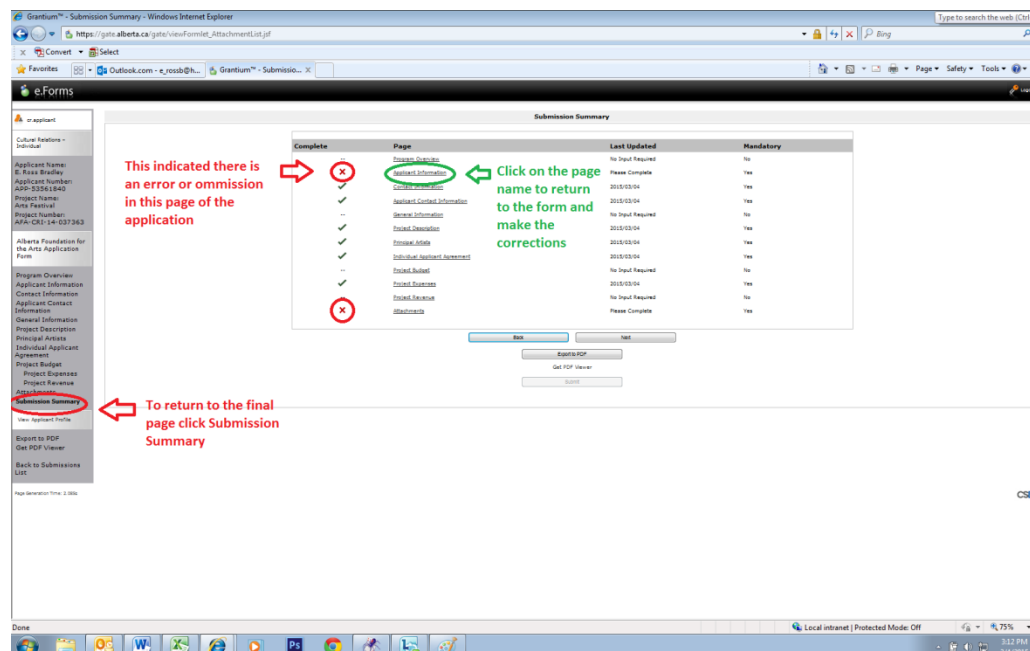
29. To attach a document click on the name of the document type and complete the attachment details page. Give your attachment a name and using the browse button locate the file on your computer to add it to the application. When you have the file ready click Save and Back to List to attach it to your application



30 When you see the red X next to a document you know your information has been attached. When everything is ready click Next.



31 This is the final page, much like the checklist in previous applications. If you have completed everything correctly you will see a row of green tick marks by each page. If there are any errors or omissions you will see a red X by that page. Before you can submit your grant you must return to those pages and fill in any missing information. Click on the page name and it will return you to that page. When you are finished click on the Submission Summary on the left hand column to return to the last page.



32. Once you have made the corrections and have all check marks on your list, the submit button will be activated. You have now completed your application and all that is left is to print yourself a copy by clicking the Export to PDF button before you hit the Submit button. If you want to review the application on line before submitting you can hit the next button and it will take you back to the beginning or you can select any specific page from the left hand menu. Once you are ready, hit submit and you will receive an e-mail telling you that your application has been received and is ready for review by the AFA.

Submission Summary

Complete	Page	Last Updated	Mandatory
✓	Program Overview	No Input Required	No
✓	Applicant Information	2015/03/04	Yes
✓	Contact Information	2015/03/04	Yes
✓	Applicant Contact Information	2015/03/04	Yes
✓	General Information	No Input Required	No
✓	Project Description	2015/03/04	Yes
✓	Principal Artists	2015/03/04	Yes
✓	Individual Applicant Agreement	2015/03/04	Yes
✓	Project Budget	No Input Required	No
✓	Project Expenses	2015/03/04	Yes
✓	Project Revenue	No Input Required	No
✓	Attachments	2015/03/04	Yes

Buttons: Back, Next, Export to PDF, Submit

Annotations:

- Green arrow pointing to the 'Complete' column: "All pages are now complete"
- Green arrow pointing to the 'Submit' button: "Submit Button is activated"

33. Once you have submitted your application you will be returned to your submissions list. Please note your application number in case you need to contact staff about your grant. You will also see the official application submission date. This is important as it will determine if the grant was received by the deadline and will indicate the earliest possible date for the beginning of the project. For Cultural Relations it may also determine the eligible grant amount according to the guidelines.

The screenshot shows the Grantium Submissions page for applicant E. Ross Bradley (APP-53561840). The page displays a table of submissions with the following columns: Actions, Project Name, Project Number, Funding Opportunity Name, Start Date, End Date, Associate Type, Version, and Date Submitted. Two green arrows highlight specific information:

- An arrow points to the **Project Number** (AFACSL-14-037263) for the first submission, with the label "File number for future reference" below it.
- An arrow points to the **Date Submitted** (4-Mar-2015 4:31:55 PM) for the first submission, with the label "Official submission date" below it.

Actions	Project Name	Project Number	Funding Opportunity Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Arts Festival	AFACSL-14-037263	Cultural Relations - Individual Submit Application	1-Dec-2014	12-Apr-2015	Primary Applicant	1	4-Mar-2015 4:31:55 PM
	Music Festival	AFACSL-14-037265	Cultural Relations - Organizations Submit Application	1-Dec-2014	12-Apr-2015	Primary Applicant	1	

If you are still having problems please contact your program consultant and we will do our best to help you through the new system. This is new for all of us if there is a glitch in the program we will work through it together. If there are items that are unclear in the User Guide please let us know so we can ensure you are getting as much support as possible.

