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.

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	The system may be used to submit applications and/or final reporting information for the following Alberta Culture and Tourism programs:		
	Alberta Media Fund - <u>http://culture.alberta.ca/mediafund</u>		
Forgot your password?	The system may be used to submit applications and reporting information for the following Alberta Foundation for the Arts programs:		
Q Browse Funding Opportunities	Individual Artists Project Grant - http://affta.ab.ca/Grants/Individual-Project-Grants		
	Organizational project Grant - http://affta.ab.ca/Grants/Organizational-Project-Grants		
Contact Us	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 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 I	rogram.	
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2. If this is your first time logging in Change Password:

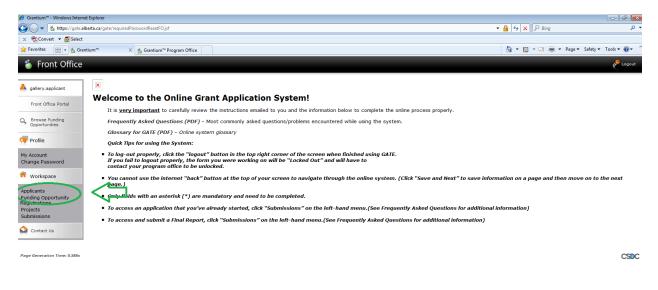
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3. Register for Funding Opportunity.

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.

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word	Q Artists and Education	0	1-Dec-2014	12-Apr-2050	
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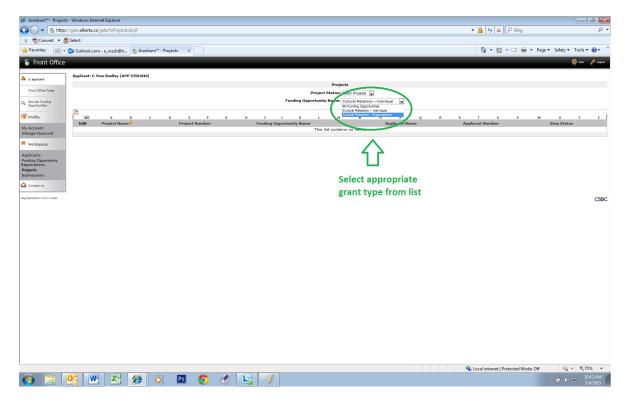
5. Click on the small square icon with the yellow check mark to the left of Cultural Relations - Organizations

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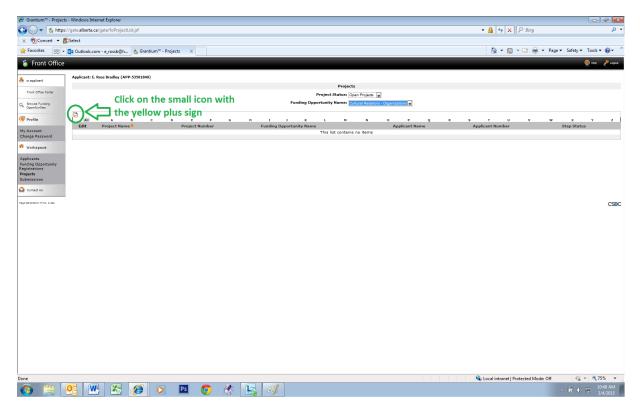
6. Success! Now that you are registered for this grant, you may apply for it. In gate language this is "creating a new project". Using the left hand menu, click on "Projects"

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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.



9. Name your new project and save and return to your list.

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10. Now you have to fill in the details. In order to do that, please go to the side menu and click on "submissions" (this is also where you will click if you have to leave it partially filled in and need to return and finish it at a later time)

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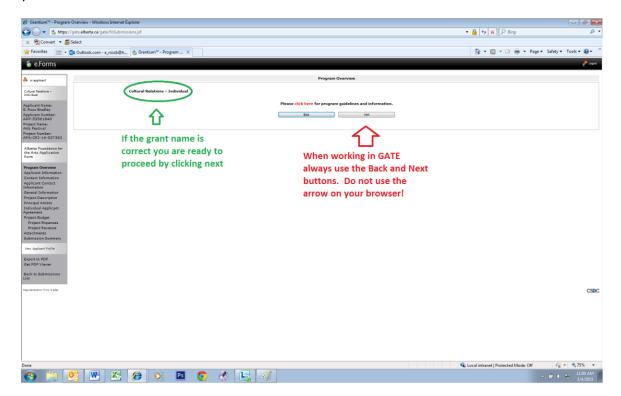
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11. Now you need to open your project by clicking on the little yellow file folder with the arrow.

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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

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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.

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

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 hassel.

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17. The project description continues with a brief description and the start and completion dates.

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18. Next you will be requested to list all principal artists involved in the project. This may be an individual or an ensemble or requires key creative artists to be successful. Follow the screen instructions to add additional artists to the list. Click next when all artists are listed.

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19. Provide all the requested information for each principal artist involved.

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20. Next is your applicant agreement. Please note : This document is reduced to fit on one screenshot the relevant section appears below.

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Alberta Neundation for Die Arte Application		The Organizatio	and the second se	wed, any grant funding awarded is subject to the Organization complying s		grees to the following terms and conditions:		
Pregram Overview Center Cuit		2. The Organisa	ion understands and agrees that unless it receives a letter from th	is APA avoiding grant funding (the "Grant") for the purpose(s) set out in the A				
Applicant Contact			Inser amount as an and of and understands that the AM will not a all of the other terms of this Agreement are in full force and office ten will use the Grant awarded for the Agreeved Purpess.	an funding than the Organization requested in its Application. The Organization of the Organization any additional funds above the amount of the Granit and 5			er, ey na anona en criteriaten.	
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21. Here is the section that must be filled in. Please note this is in lieu of a signature

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	15. This Agreement may	not be assigned by the Organization				^
	16. The Organization will	recognize the source of the Grant a	s required by the Guidelines.			
	The Organization repre	sents and warrants that the perso	on signing is duly authorized to make th	e Application and to bind the Org	anization to the Agreement.	
	Incorporat	d (Legal) Name of Applicant Organi	zation ("Organization"): Public Art Gallery			
	with	hing marked Title Nam an * is	e of Authorized Official: Ur. William Panko (Legal Signing Authority) Solition Held: (yyyy/mm/dd)	$\supset \diamondsuit$		
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22. To provide appropriate budget information click next.

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Cultural Relations - Individual		Please refer to the program guidelines to determine eligible expenses.		
Applicant Name: E. Ross Bradley		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 but	on is selected.	
Applicant Number APP-53561840	r:	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. calculate.	. Total Revenues will automatical	ly
Project Name: Arts Festival		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.		
Project Number: AFA-CRI-14-037	7363	Total Expenses will equal Total Revenues + AFA Grant Request.		
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23. The budget is a critical part of your application and in the GATE system it will actually calculate your eligible maximum grant, so both your expenses and income must be very accurate. Under expenses you can break your project into 4 sections if necessary. To start select your first general category from the drop down box.

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Applicant Name: E. Ross Bradley	/	Administration Artist Fees		Select the appropriate	
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24. Now add the detailed breakdown of your expenses. To check your totals click save and the form will self-calculate. This also happens when you move to a new section. When you are finished click save and next.

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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.

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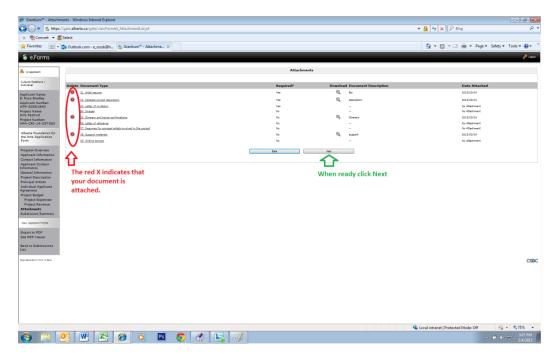
26. We are getting close to the end of the process. You will now be asked to attach information in support of your application. The first 6 items on the list are required and you will not be able to submit your application until you attach this information. The other items listed are suggestions of information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

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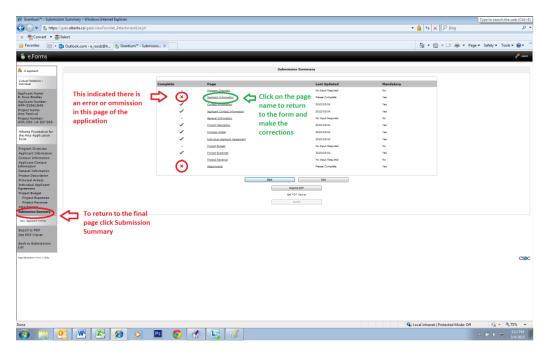
29. To attach a document click on the name of the document type and complete the attachment details page. Give your attachment a name and using the browse button locate the file on your computer to add it to the application. When you have the file ready click Save and Back to List to attach it to your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

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



31This 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 you 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.

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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.

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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.