Completing an online Application in GATE – Major Arts Presenters (MAP)

Follow these instructions to complete an online application for the MAP grant program through Alberta Foundation for the Arts (AFA).



1. Log into GATE with your organization's user ID and password at https://gate.alberta.ca/gate/frontOffice.jsf. If you don't have an ID and password, email registrationAFA@gov.ab.ca as soon as possible.

	Figure 2 – Browse Funding Opportunities
🍯 Front Office	Cogout
A BeeKeeper	
Front Office Portal	Welcome to the Online Grant Application System!
Front Office Portai	It is very important to carefully review the instructions emailed to you and the information below to complete the online process properly.
Browse Funding Opportunities	Frequently Asked Questions (PDF) - Most commonly asked questions/problems encountered while using the system.
-	Glossary for GATE (PDF) - Online system glossary
Refile	Quick Tips for using the System:
My Account Change Password	 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.
Norkspace	• 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.)
Funding Opportunity	• Only fields with an asterisk (*) are mandatory and need to be completed.
Registrations Projects Submissions	 To access an application that you've already started, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
😂 Contact Us	• To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
Page Generation Time: 0.687s	

2. Click on the "Browse Funding Opportunities" link on the left hand menu bar.

			ligure 5 Select the			
🍯 Front Office						🗿 Help 🥜 Logout
A BeeKeeper				Browse Funding Opportunitie	25	
Front Office Portal				Search Criteria:		
Browse Funding Opportunities				Search		
Profile				Funding Opportunities		
My Account Change Password	Registe	r View	Funding Opportunity Name 🕈	Funding Opportunity Start	Registration Start	Registration End
Markanasa	F	Ð	AFA - Artists and Education	1-Dec-2014	1-Dec-2014	17-Nov-2018
workspace	F	Ð	AFA - Aboriginal Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
Applicants Funding Opportunity	F	Ð	AFA - Community Performing Arts Organizations	1-Dec-2014	9-Jun-2015	2-Oct-2018
Registrations Projects	P	Ð	AFA - Cultural Relations – Individual	1-Dec-2014	1-Dec-2014	13-Apr-2050
Submissions	F	Ð	AFA - Cultural Relations - Organizations	1-Dec-2014	15-Mar-2015	2-Sep-2020
Contact Us	F	Ð	AFA - Community Support Organizations	1-Dec-2014	1-Dec-2015	2-Mar-2016
	F	Ð	AFA - Dance Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
	P	Ð	AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
)	Ð	AFA - Literary Arts Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
)	•	AFA - Major Arts Presenters	1-Dec-2014	1-Aug-2015	1-Jan-2017
	2	Ð,	AFA - Music Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050

3. Click on the magnifying glass icon under the "View" column for the MAP program, located half-way down the page.

	Figure 4 – Program Information page	
🍵 e.Forms		Logout
👃 BeeKeeper	About the Program	
AFA Publication Form		
About the Program	Please click here for program guidelines and information.	
Export to PDF Get PDF Viewer	Apply Now	
Back to Search Results		

4. The program information page appears. This page contains a link to the MAP program guidelines (the 'click here' link), which will launch in a separate window when selected.

5. Click the "Apply Now" button at the bottom of this page.

Figure 3 – Select the MAP program

	Figure 5 – Applicant Details page	
🇯 Front Office	👰 Help 🤌	Logout
Funding Opportunity	Applicant Details	
Registration	Select an existing Applicant and click Save & Next to continue	
Create Applicant	Beekeepers Commission of Alberta (APP-26968280) 🗸	
Contact Us		
	* Applicant Type: Organization	
	* Applicant Name:	
	* Applicant Number: APP-68035839	
	Cancel Save & Next	

6. On the Applicant Details page, select your organization from the drop down list at the top pf the page. Under the "Applicant Type" drop-down menu, select 'Organization' and type in your organization's name in the "Applicant Name" box. Your Applicant Number will automatically appear in the final box.

7. Click the "Save & Next" button at the bottom of this page.

	i igui c		A here have		
🇯 e.Forms					Cogout Logout
A BeeKeeper		Applicar	nt Type		
Applicant Name: Beekeepers Commission of Alberta		* Applicant Type:	Organization Not-for-Profit	\checkmark	
Applicant Number:		Back	Next		
APP-26968280		This e.Form has been	marked as complete		-
Applicant Profile			·		
Applicant Type Organization					
Registration					
Contact List					
File Attachments					
Submission Summary					
Return to Registration Wizard					
Page Generation Time: 1.844s					CSDC
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Figure 6 – Applicant Type page

8. Since you already selected 'Organization' in step 6, this field is automatically generated. Click the "Next" button at the bottom of this page.

🇯 e.Forms	P Logout
A BeeKeeper	Organization
Applicant Name: Beekeepers Commission of Alberta Applicant Number: APP-26968280	 * 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
Applicant Profile	 * Are you a CRA registered charity? Choose one option that applies from the following list: No Yes
Applicant Type Organization Registration Address Contact List	Common Name (if different from Legal Entity Name):
File Attachments Submission Summary	* Legal Entity Name: Beekeepers Commission of Alberta
Return to Registration Wizard	Previous Legal Entity Name (if changed in last 5 years):
	GST Number (if applicable):
	Fiscal Year End (Month): June
	Vision / Mission Statement:
	Bees are the bees' knees!
	Back Next
	This e.Form has been marked as complete

9. Review that your organization's information is accurate, then click the "Next" button. If changes/updates need to be made, please see steps 15 to 18 and Figures 13 and 14.

Figure 8 – Registration page

e.Forms		Logout
A BeeKeeper	Registration	
Applicant Name:	* Registration Type: Canada Corporations Act (non-profit)	^
Beekeepers Commission of Alberta	* Registered Name: Beekeepers Commission of Alberta	
Applicant Number: APP-26968280	* Registration Number: 6655118899	
Applicant Profile	* Registration Date (yyyy/mm/dd): 2012/12/03	
	Back Next	_
Applicant Type Organization	This e.Form has been marked as complete	~
Address	<	>
Contact List File Attachments		
Submission Summary		
Return to Registration Wizard		
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Figure 7 – Organization page

10. Review that your organization's registration information is accurate, then click the "Next" button. If changes/updates need to be made, please see steps 15 to 18 and Figures 13 and 14.

	i igule 5 – Addless page
🇯 e.Forms	P Logout
A BeeKeeper	Address
Applicant Name: Beekeepers Commission	Updates to this information will not be reflected in any current submissions. Please contact program staff to update applications if required.
Applicant Number:	Applicant Address
APP-20906260	* Address Line 1: 125 My Way
Applicant Profile	Address Line 2:
Applicant Type	Address Line 3:
Organization Registration	* City: Edmonton
Address Contact List	* Province: Alberta
File Attachments	* Postal Code: T6T 2G2
Submission Summary	Country: Canada
Return to Registration Wizard	Mailing / Delivery Address
	* Same as address above? Choose one option that applies from the following list:
	No No
	· · · · · · · · · · · · · · · · · · ·
	Address Line 1: 125 My Way
	Address Line 2:
	Address Line 3:
	City: Edmonton
	Province: Alberta
	Country: Canada
	Valiaua V
	Back Next
	This e.Form has been marked as complete

Figure 9 – Address page

11. Review that your organization's address information is accurate, then click the "Next" button. If changes/updates need to be made, please see steps 15 to 18 and Figures 13 and 14.

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													Con	tact I	List												
iission									To a	dd a n	ew c	onta	ct cli	ck or	1 the "	'plu	icon	below	ı.								
		Α	в	С	D	E	F	G	н	I	J	к	L	м	N	0	Р	0	R	s	т	U	v	w	x	Y	
	Delete	View	Cont	act N	ame			C	ontact	Туре					Phor	ne N	umber				Boar	d Title			Offi	cer	
		Ð,	Mrs. A	Amy Ap	ople			Pr	imary C	ontact					780-4	44-5	566				Chair						
		Ð.	Ms. Ki	aren Be	ees			A	thorized	l Repre	s				780-4	44-5	566				Treasu	irer					
		æ	Mr la	ck Ada	me			A.	thorized	l Denre					780-4	144-5	566				Vice P	recident					
		~	1111.50	ICK AUG	1113			~	1011200	ricepre	3				/00 4		500				vice i	Colucii					
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ry										Ba	ck						Next		•			_					
										This	e.Fo	orm h	as be	en ma	arked a	as c	omplete	9									
ation																											

Figure 10 – Contact page

12. Review that the contact names and phone numbers are accurate, then click the "Next" button. If changes/updates need to be made, please see steps 15 to 18 and Figures 13 and 14.



Figure 11 – File Attachments page

13. No input is required on this page. Click the "Next" button to proceed.

La BeeKeeper		Submis	sion Summary	
Applicant Name: Beekeepers Commission	Complete	Page	Last Updated	Mandatory
Applicant Number:	✓	Applicant Type	2015/12/17	Yes
APP-26968280	1	Organization	2015/12/17	Yes
Applicant Profile	✓	Registration	2015/12/17	Yes
Applicant Type	~	Address	2015/12/17	Yes
Organization	~	Contact List	2015/12/21	Yes
Address		File Attachments	No Input Required	No
Contact List File Attachments		Submission Summary	No Input Required	No
Submission Summary				
Return to Registration		Back	Next	
Wizard			Edit	
		This e.Form has l	been marked as complete	

Figure 12 – Submission Summary page (profile)

Page Generation Time: 0.313s

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14. Once you have reviewed your organization's profile, click the "Return to Registration Wizard" link on the left-hand navigation menu.

15. If you need to make updates to your organization's information as per steps 9 to 12, continue reading. Otherwise, you can skip to step 19 and Figure 15.

ber		Submis	sion Summary	
me: Commission	Complete	Page	Last Updated	Mandatory
r:	~	Applicant Type	2015/12/17	Yes
	~	Organization	2015/12/17	Yes
file	~	Registration	2015/12/17	Yes
	1	Address	2015/12/17	Yes
	~	Contact List	2015/12/21	Yes
		File Attachments	No Input Required	No
ents		Submission Summary	No Input Required	No
Summary				
gistration		Back	Next	
			Edit	
		This e.Form has	been marked as complete	

Figure 13 – Edits to Your Profile

16. At the Submission Summary page, click the "Edit" button located at the bottom of the page. The "Edit" button will then be displayed as "Complete."

17. Using the left-hand navigation menu, click on the section that needs to be updated and you will be directed to that page. Make updates to your page(s) as necessary.

🇯 e.Forms					
A BeeKeeper		Submis	sion Summary		
Applicant Name: Beekeepers Commission	Complete	Page	Last Updated	Mandatory	
of Alberta Applicant Number:	~	Applicant Type	2015/12/17	Yes]
APP-26968280	~	Organization	2015/12/17	Yes	
Applicant Profile	~	Registration	2015/12/17	Yes	
Applicant Type	~	Address	2015/12/17	Yes	
Organization Registration	~	Contact List	2015/12/21	Yes	
Address		File Attachments	No Input Required	No	
Contact List File Attachments		Submission Summary	No Input Required	No	
Submission Summary	r				
Return to Registration		Back	Next		
wizard			Complete		

Figure 14 – Saving Changing to Your Profile

18. Using the left-hand navigation menu, click on the "Submission Summary" link. Click the "Complete" button in order to save your changes to your profile.

🍯 Front Office		🖲 Help	Cogout Logout
Front Office Portal	Complete Applicant Profile		
Q. Browse Funding	Click View to review your Applicant Profile, or Click Next to proceed.		
Funding Opportunity Registration	Cancel View Next		
Create Applicant Step 1: Complete Applicant Profile			
Step 2 : Create a project Step 3 : Complete application			
Contact Us			
Deve Generative Times + 0.1			
rege Generation rimer 7 0122			CSBC

Figure 15 – Complete Applicant Profile page

19. After clicking the "Return to Registration Wizard" button, as per step 14, you will be directed to the Complete Applicant Profile page. Click the "Next" button to proceed.

	Figure 16 – Create a Project page		
🍵 Front Office		🖲 Help	Cogout
Front Office Portal	Create a Project		
Browse Funding Opportunities	Funding Opportunity Name: AFA - Major Arts Presenters * Applicant Project Name:		
Funding Opportunity Registration	Cancel Save & Next		
Login or Create Profile Create Applicant Step 1 : Complete Applicant			
Prome Step 2 : Create a project Step 3 : Complete application			
Contact Us			
Page Generation Time: 0.11s			CSDC

-:----. : .

20. Enter a title for your application in the "Applicant Project Name" box (ex. 2016 MAP Application). Click the "Save & Next" button to proceed.

	Figure 17 – Program Overview page
🇯 e.Forms	Regout
A BeeKeeper	Program Overview
Applicant Name: Beekeepers Commission of Alberta Applicant Number: APP-26968280 Project Name: 2016 MAP Application Project Number: AFA-MAP-037072 Alberta Foundation for the Arts Application Form	The Major Arts Presenting (MAP) grant stream provides funding in three-year cycles to eligible professional organizations that present public presentations of arts disciplines, in support of programming, administrative and operating expenses. Please click here for program guidelines and information. Date Received: 2015/1221 (vyvy/mm/dd) Back Next
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	
Exit Registration	
Page Generation Time: 6.266s	CSDC

21. The Program Overview page includes a link to the program guidelines (red text). Click the "Next" button to proceed.

Figure	18 –	Contact	List
Inguic	TO	Contact	LIJL

🧯 e.Forms		Cogout
La BeeKeeper	Contact List	
Applicant Name: Beekeepers Commission of Alberta Applicant Number: APP-29068280 Project Name: 2016 MAP Application Project Number: AFA-MAP-037072 Alberta Foundation for the Arts Application Form Program Overview	Primary Contact Name:select v (This is the person we will call for project information.)	the Applicant Profile.
Contact List		
Information	Delete View Contact Name Phone Number	
Information	Image: Mrs. Amy Apple 780-444-5566	
Organization Applicant Agreement	Ms. Karen Bees 780-444-5566	
Current Board List		
Revenue Calculation	760-444-5566	
Diligence Questionnaire	1 Cause 2 Bank Cause	Seve 2 Neut
Submission Summary	Save a Dack Save	Save & Next
View Applicant Profile	Back Next	
Export to PDF		
Get PDF Viewer		
Exit Registration		
Page Generation Time: 0.375s		CSDC

22. Select a contact person(s) for this grant from the drop-down menu, then click the "Save & Next" button to proceed.

🍝 e.Forms	e Logout
A BeeKeeper	Applicant Contact Information
Applicant Name: Beekeepers Commission of Alberta	Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required.
APP-26968280	Applicant Address
Project Name: 2016 MAP Application Project Number:	* Address Line 1: 125 My Way
AFA-MAP-037072	Address Line 2:
Alle and a Foundation for	Address Line 3:
the Arts Application	* City: Edmonton
Form	* Province: Alberta
Program Overview	* Postal Code: TGT 2G2
Contact List Applicant Contact	Country: Canada
Information	
Information	Mailing / Delivery Address
Organization Applicant Agreement	Please ensure that the mailing address is correct for this application.
Community Derived	Address Line 1: 125 My Way
Diligence Ouestionnaire	Address Line 2:
Attachments	Address Line 3:
Submission Summary	City: Edmonton
View Applicant Profile	Province: Alberta
5 11 555	Postal Code: Tatr 202
Get PDF Viewer	
	Caliaua V
Exit Registration	Save & Back Save Save A Next
	Back Next
	Check Spelling

23. Review that your organization's address and delivery address is correct and then click the "Save & Next" button to proceed. If changes/updates need to be made, please see steps 15 to 18 and Figures 13 and 14.

🍯 e.Forms		Cogout
A BeeKeeper	Organization Information	
Applicant Name: Beekeepers Commission of Alberta	Organization's Registered Name: Beekeepers Commission of Alberta Note: Must match Provincial Registration name. If this is not correct, you must update the Applicant Profile (if applicable).	
Applicant Number: APP-26968280 Project Name:	Common Name:	
Project Number: AFA-MAP-037072	Alberta Registration Number: 0655118899	
Alberta Foundation for the Arts Application Form	(yyyy/mm/dd)	
Program Overview Contact List Applicant Contact Information	Fiscal Year End * Month: June * Day: Jao	
Organization Information Organization Applicant Agreement Current Board List	CADAC Number: (applicable only for PPAO, PAG, PASO, MAP)	
Community Derived Revenue Calculation Diligence Questionnaire Attachments	Save & Back Save Save & Next	
View Applicant Profile	Check Speling	
Export to PDF Get PDF Viewer Exit Registration		

Page Generation Time: 0.438s

Figure 20 – Organization Information page

Figure 19 – Applicant Contact page

24. Enter your ten digit CADAC number (3 letters, 7 numbers) in the last box before the grey buttons.

25. Review that your organization's information is correct, then click the "Save & Next" button to proceed.

Figure 21 – Applicant Agreement Indemnification shall survive the termination of this Agreement.

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.

rated (Legal) Name of Applicant Organization ("Organization")	Beekeepers Commission of Alberta
* Title Name of Authorized Official (Legal Signing Authority	Ms. Karen Bees
* Position Held	:
Date (yyyy/mm/dd	2015/12/21
* The Organization agrees to/with all the statements above	

Please Note:

DOI

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
Ba	ick	Next	
	Check Sp	elling	

26. Read the entire applicant agreement, enter your title in the "Position Held" box and then click the box beside "The Organization agrees...above." Click the "Save & Next" button to proceed.

🍵 e.Forms						P Logout
A BeeKeeper				Current Bo	oard List	
AFA - Major Arts Presenters Applicant Name: Beakeepers Commission of Alberta Applicant Number: APP-2696280 Project Name: 2016 MAP Application	[Show Filters]	Adding Board Mer Click 🗭 to add a Click 🍳 in the "V Click 🎱 to delet [Clear Filters]	mbers: a new Board Member view" column to edit æ a listed Board Mem	to the list. the details of a listed Board ber.	Member.	
AFA-MAP-037072	elete	View	Position	First Name	Last Name	Start Date
				This list contain	ins no items	
Alberta Foundation for the Arts Application Form	T			Back	Next	
Program Overview Contact List Applicant Contact Information Organization 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						

Figure 22 – Current Board

27. Add your organization's board members by clicking on the orange plus sign (+) above the Delete column.

	rigure 25 Doard Merricer Details
🇯 e.Forms	Re Logout
A BeeKeeper	Board Executive Details
AFA - Major Arts Presenters	* Position: - select V
Applicant Name:	* Salutation:
of Alberta Applicant Number:	* Last Name:
Project Name: 2016 MAP Application	* Address Line 1:
Project Number: AFA-MAP-037072	Address Line 2:
Alberta Foundation for the Arts Application	* City:
Form	* Postal Code:
Contact List Applicant Contact	* Phone Number:
Information Organization Information	* Email Address:
Organization Applicant Agreement	* Start Date (mm-yy):
Community Derived Revenue Calculation	Save Save & Add Another
Diligence Questionnaire Attachments	Save & Back to List Back to List
View Applicant Profile	Check Spelling
Export to PDF	
Get PDF Viewer	

Figure 23 – Board Member Details

Get PDF Viewer Back to Submissions List

28. Enter a board member's information, as per required fields, then click the "Save & Back to List" button. Repeat steps 26 and 27 until all board members have been inputted.

🇯 e.Forms Current Board List 🐣 BeeKeeper AFA - Major Arts Presenters Adding Board Men Click $\stackrel{P_{\rm cl}}{\longrightarrow}$ to add a new Board Member to the list. Click ${}^{\rm Q}$ in the "View" column to edit the details of a listed Board Member. Applicant Name: Beekeepers Commission of Alberta Applicant Number: APP-26968280 Click 🔕 to delete a listed Board Member. [Show Filters] [Clear Filters] Project Name: 2016 MAP Application ۵ 🖨 Project Number: AFA-MAP-037072 Delete View Position First Name Last Name Start Date 🔍 President 8 12-12 Amy Apple Alberta Foundation for the Arts Application Form 8 🔍 Vice-President John Doe 12-14 🔍 Treasurer \bigotimes Tessa Messa 12-13 Program Overview Contact List Applicant Contact Information Organization Applicant Agreement Current Board List Community Derived Back Next Community Derived Revenue Calculation Diligence Questionnaire Attachments Submission Summary View Applicant Profile Export to PDF Get PDF Viewer Back to Submissions List

Figure 24 – Current Board List continued

29. Once all board members are listed, click the "Next" button to proceed.

eKeeper	Community	/ Derived Revenue Calculation						
Major Arts nters	CADAC line refences do not apply to CPAO applicants.							
ant Name: epers Commission		Year 1	Year 2	Year 3 - Most Recent				
ant Number: 5968280	Fiscal Year End	2013/06/30	2014/06/30	2015/06/30				
t Name: MAP Application	* Total Expenditure (Line 5600 from CADAC form)	\$650,000.00	\$650,000.00	\$650,000.0				
t Number: AP-037072 a Foundation for ts Application	Total of: Artistic Expanses (including Exhibition, Production, Technical, Programming and Services) Facility Operating Expenses Marketing and Communications Expenses Administration Excenses							
am Overview	* Total Revenue	\$700,000.00	\$705,000.00	\$710,000.0				
ct List ant Contact ation ization iation	Total of: Earned Revenues Net Investment Income (trust, endowment and investment revenue) Private Sector Revenue (donations and sponsorships) Public Sector Revenue (Grants)							
nent nent	* Total Federal Grants	\$50,000.00	\$50,000.00	\$50,000.0				
unity Derived	(Line 4440 from CADAC form)							
nce Questionnaire ments	* Total Provincial Grants (Line 4500 from CADAC form) Note: casino revenue is not a provincial grant.	\$50,000.00	\$50,000.00	\$50,000.0				
Applicant Profile	* Total Municipal Grants (Line 4535 of CADAC)	\$50,000.00	\$50,000.00	\$50,000.0				
t to PDF DF Viewer	Total Public Sector Revenue (Line 4550 of CADAC form)	\$150,000.00	\$150,000.00	\$150,000.				
o Submissions List	Community Derived Revenue	\$550,000.00	\$555,000.00	\$560,000.				
			\sim					

Figure 25 – Community Derived Revenue Calculation

30. Enter information into the table as outlined. *Note: this information must be consistent with the information listed in your CADAC profile*.

31. Once you've entered information into the first six lines, click the "Save" button and calculations will automatically be generated into the remaining two rows.

32. Click the "Save & Next" button to proceed.

e.Forms	4
	Diligance Questionnaire
BeeKeeper	Dingence Questionnane
- Major Arts	* Official Organizational Mandate:
Sittera	Bees are the bees' knees'
cant Name: eepers Commission perta	
cant Number: 26968280	
ct Name:	* General Programming Outcomes:
ct Number:	^
IAP-037072	
ta Foundation for	
rts Application	* Highlight Anecdote:
om Overview	· · · · · · · · · · · · · · · · · · ·
ct List	↓
ant Contact nation	
nization mation	The system can bandle a maximum of 1,000 characters for all fields below. Diagon limit your text to stay within this
nization Applicant ement	maximum
ent Board List munity Derived	
nue Calculation	Financial Management
ence tionnaire	
nments	* Identify and explain any major areas of variance between actual results and budget for the last complete fiscal year.
ission Summary	
Applicant Profile	
	~
t to PDF DE Viewer	
	* 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?
to Submissions List	
	* What is the average length of services of current board directors?

Figure 26 – Diligence Questionnaire page

33. Address the fourteen questions related to financial management, accounting, stewardship and organizational effectiveness. Click the "Save & Next" button to proceed.

	Figure 2	27 – Attachme	nts page	
🍝 e.Forms				Logout
A BeeKeeper		Attack	ments	
AFA - Major Arts Presenters	Please download the required template	s) from the <u>AFA website. Link kno</u>	Currently pointing to PPAO ne wn.	eds to be updated to new MAP link once
Applicant Name: Beekeepers Commission of Alberta Applicant Number:	Delete Document Type	Requ	red? Download Document	Description Date Attached
APP-26968280 Project Name:	01. Business or strategic plan	Yes		No Attachment
2016 MAP Application	03. Governance principles	Yes		No Attachment
AFA-MAP-037072	04. Listing of planned activites for the coming	year Yes		No Attachment
	05. Most recent annual financial statement	Yes		No Attachment
Alberta Foundation for	06. Most recent annual return from corporate	registry Yes		No Attachment
Form	07. List of staff	Yes		No Attachment
				-
Program Overview	L	Back	Next	
Applicant Contact				
Information				
Organization Information				
Organization Applicant				
Agreement Current Board List				
Community Derived				
Revenue Calculation				
Attachments				
Submission Summary				
View Applicant Profile				
Export to PDF Get PDF Viewer				
Back to Submissions List				

34. You will now be asked to attach information in support of your application. To attach a document, click on a heading under Document Type and complete the Attachment Details page, as illustrated in Figure 28.

Note: links to attachment templates are available by click on the blue text above the Document Type table.

🍯 e.Forms	e logo
	Attachment Details
BeeKeeper	* Document Description:
Presenters	Frie Name: Browse
	Document Type: 01. Business or strategic plan
pplicant Name:	Maximum Size: 4 MB
of Alberta	Allowable Formats: jpg, xls, xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt
Applicant Number:	Instructions:
APP-26968280	
2016 MAP Application	Save
Project Number:	Save & Back to List Back to List
AFA-MAP-037072	Surve de Dick to East
Alberta Foundation for	Check Spelling
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Figure 28 – Attachment Details page

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AFA - Major Arts Presenters	Ple	ease download the required templa	te(s) from the <u>AFA web</u>	<u>site. Link Curren</u> <u>known</u> .	tly pointing t	o PPAO needs to be update	ad to new MAP link once
Applicant Name: Beekeepers Commission of Alberta	Delete	e Document Type		Required?	Download	Document Description	Date Attached
Applicant Number: APP-26968280		01 Business or strategic plan		Vec	œ.	Strat Plan	2015/12/22
Project Name: 2016 MAP Application Project Number:	8	02. Cash reserve policy		Yes	Q	Cash Reserve Policy	2015/12/22
AFA-MAP-037072	\otimes	03. Governance principles		Yes	⊕	Governance Princi	2015/12/22
Alberta Foundation for	8	04. Listing of planned activites for the con	ning year	Yes	Ð	Planned Activities	2015/12/22
Form	\otimes	05. Most recent annual financial statemen	t	Yes	⊕	Financial Statement	2015/12/22
Program Overview	8	06. Most recent annual return from corpo	rate registry	Yes	⊕	Annual Return	2015/12/22
Contact List Applicant Contact	8	07. List of staff		Yes	Q	List of Staff	2015/12/22
Organization Information			Back		Next		
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							

35. Repeat each step until all attachments have been uploaded. A red X appears next to Document Type once you have successfully attached your information. Click the "Next" button on the Attachments page to proceed.

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🚣 BeeKeeper	Submission Summary				
AFA - Major Arts Presenters	Ce	omplete	Page	Last Updated	Mandatory
Applicant Namo:			Program Overview	No Input Required	No
Beekeepers Commission		~	Contact List	2015/12/21	Yes
Applicant Number:		~	Applicant Contact Information	2015/12/21	Yes
Project Name:		~	Organization Information	2015/12/21	Yes
2016 MAP Application Project Number:		~	Organization Applicant Agreement	2015/12/21	Yes
AFA-MAP-037072		~	Current Board List	2015/12/22	Yes
Alberta Foundation for			Community Derived Revenue Calculation	No Input Required	No
Form		~	Diligence Questionnaire	2015/12/22	Yes
Program Overview		~	Attachments	2015/12/22	Yes
Applicant Contact			Back	Nevt	
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Agreement Current Board List			Get PDF Viewer		
Community Derived			Submit		
Diligence Questionnaire					
Attachments Submission Summary					
View Applicant Profile					
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Figure 30 – Submission Summary page

This is the final page of the application! If you have completed everything correctly you will see a row of green check marks by each Page name. If there are any errors or omissions you will see a red X by that Page name.

36. Click the "Export to PDF" button if you want to create a PDF copy of your application for your records. Then, click the "Submit" button. You will receive an email confirmation that your application has been received and is ready for review by the AFA.