

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

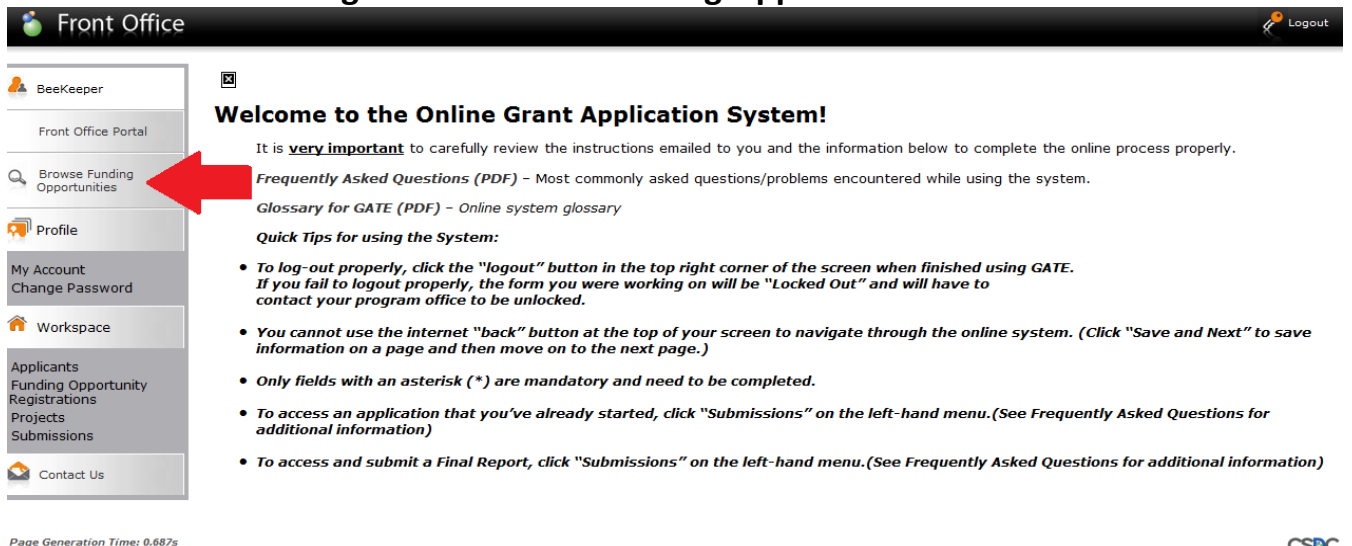
Follow these instructions to complete an online application for the MAP grant program through Alberta Foundation for the Arts (AFA).

Figure 1 – Logging into the system



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



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

Figure 3 – Select the MAP program

Front Office

BeeKeeper

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

Register	View	Funding Opportunity Name	Funding Opportunity Start	Registration Start	Registration End
		AFA - Artists and Education	1-Dec-2014	1-Dec-2014	17-Nov-2018
		AFA - Aboriginal Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
		AFA - Community Performing Arts Organizations	1-Dec-2014	9-Jun-2015	2-Oct-2018
		AFA - Cultural Relations - Individual	1-Dec-2014	1-Dec-2014	13-Apr-2050
		AFA - Cultural Relations - Organizations	1-Dec-2014	15-Mar-2015	2-Sep-2020
		AFA - Community Support Organizations	1-Dec-2014	1-Dec-2015	2-Mar-2016
		AFA - Dance Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
		AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
		AFA - Literary Arts Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
		AFA - Major Arts Presenters	1-Dec-2014	1-Aug-2015	1-Jan-2017
		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

BeeKeeper

AFA Publication Form

About the Program

Export to PDF
Get PDF Viewer

Back to Search Results

About the Program

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

Apply Now

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 5 – Applicant Details page

Front Office

Help Logout

Funding Opportunity Registration

Create Applicant

Contact Us

Applicant Details

Select an existing Applicant and click Save & Next to continue

Beekeepers Commission of Alberta (APP-26968280) ▼

* 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 of 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.

Figure 6 – Applicant Type page

e.Forms

Logout

BeeKeeper

Applicant Name: Beekeepers Commission of Alberta

Applicant Number: APP-26968280

Applicant Profile

Applicant Type

Organization

Registration

Address

Contact List

File Attachments

Submission Summary

Return to Registration Wizard

Applicant Type

* Applicant Type: Organization Not-for-Profit ▼

Back Next

This e.Form has been marked as complete

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

Figure 7 – Organization page

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:**

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

GST Number (if applicable):

Fiscal Year End (Month):

Fiscal Year End (Day 1-31):

Vision / Mission Statement:

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

Registration

*** Registration Type:**

*** Registered Name:**

*** Registration Number:** ?

*** Registration Date (yyyy/mm/dd):**

This e.Form has been marked as complete

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.

Figure 9 – Address page

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: 125 My Way ?
 Address Line 2:
 Address Line 3:
 * City: Edmonton
 * Province: Alberta
 * Postal Code: T6T 2G2
 Country: Canada

Mailing / Delivery Address

* Same as address above? Choose one option that applies from the following list:
 No
 Yes

Address Line 1: 125 My Way
 Address Line 2:
 Address Line 3:
 City: Edmonton
 Province: Alberta
 Postal Code: T6T 2G2
 Country: Canada

Back Next

This e.Form has been marked as complete

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.

Figure 10 – Contact page

Contact List

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

Delete	View	Contact Name	Contact Type	Phone Number	Board Title	Officer
		Mrs. Amy Apple	Primary Contact	780-444-5566	Chair	
		Ms. Karen Bees	Authorized Repres...	780-444-5566	Treasurer	
		Mr. Jack Adams	Authorized Repres...	780-444-5566	Vice President	

Back Next

This e.Form has been marked as complete

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

Document Type	Required?	Download	Document Description	Date Attached
Attachment 1	No	--		No Attachment
Attachment 2	No	--		No Attachment
Attachment 3	No	--		No Attachment
Attachment 4	No	--		No Attachment
Attachment 5	No	--		No Attachment

Back Next

This e.Form has been marked as complete

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

Figure 12 – Submission Summary page (profile)

Complete	Page	Last Updated	Mandatory
✓	Applicant Type	2015/12/17	Yes
✓	Organization	2015/12/17	Yes
✓	Registration	2015/12/17	Yes
✓	Address	2015/12/17	Yes
✓	Contact List	2015/12/21	Yes
--	File Attachments	No Input Required	No
--	Submission Summary	No Input Required	No

Back Next Edit

This e.Form has been marked as complete

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.

Figure 13 – Edits to Your Profile

Submission Summary

Complete	Page	Last Updated	Mandatory
✓	Applicant Type	2015/12/17	Yes
✓	Organization	2015/12/17	Yes
✓	Registration	2015/12/17	Yes
✓	Address	2015/12/17	Yes
✓	Contact List	2015/12/21	Yes
--	File Attachments	No Input Required	No
--	Submission Summary	No Input Required	No

Back Next

Edit

This e.Form has been marked as complete

Page Generation Time: 0.313s CSDC

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.

Figure 14 – Saving Changing to Your Profile

Submission Summary

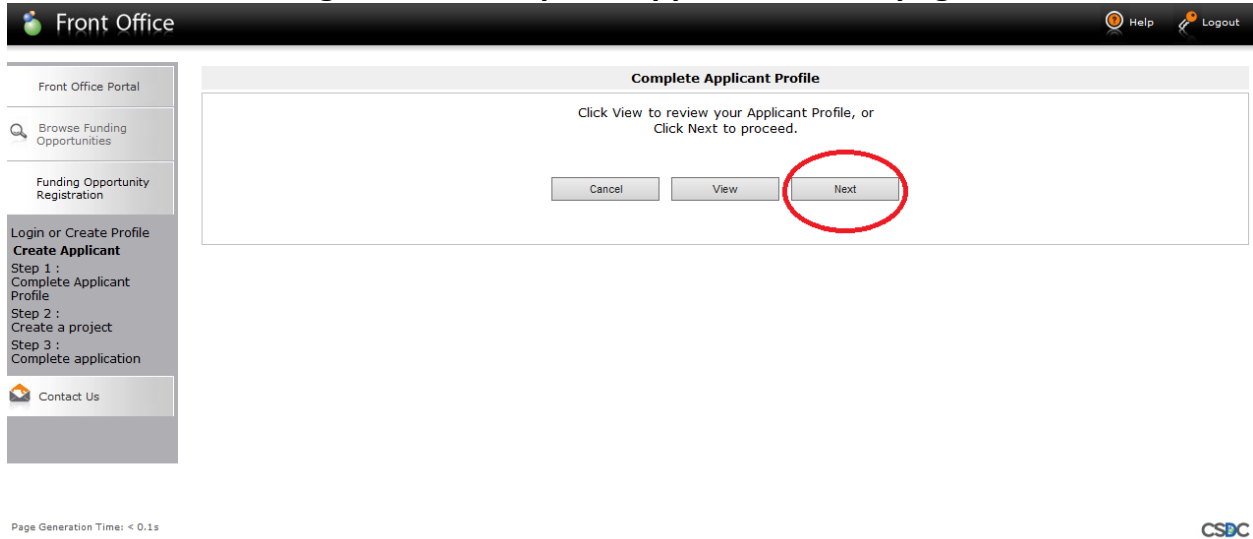
Complete	Page	Last Updated	Mandatory
✓	Applicant Type	2015/12/17	Yes
✓	Organization	2015/12/17	Yes
✓	Registration	2015/12/17	Yes
✓	Address	2015/12/17	Yes
✓	Contact List	2015/12/21	Yes
--	File Attachments	No Input Required	No
--	Submission Summary	No Input Required	No

Back Next

Complete

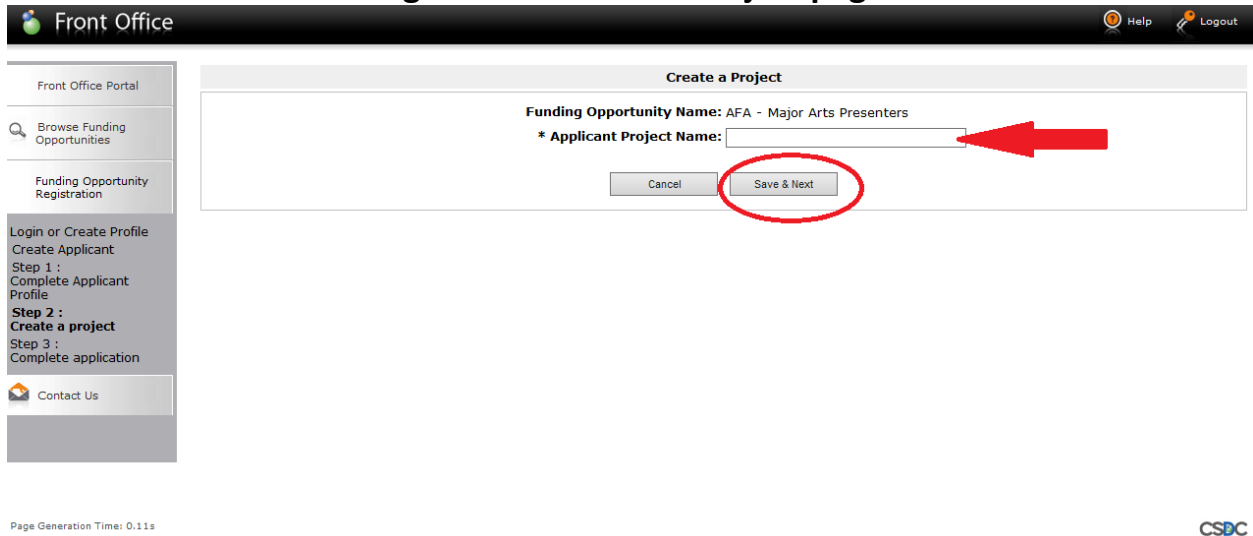
18. Using the left-hand navigation menu, click on the “Submission Summary” link. Click the “Complete” button in order to save your changes to your profile.

Figure 15 – Complete Applicant Profile page



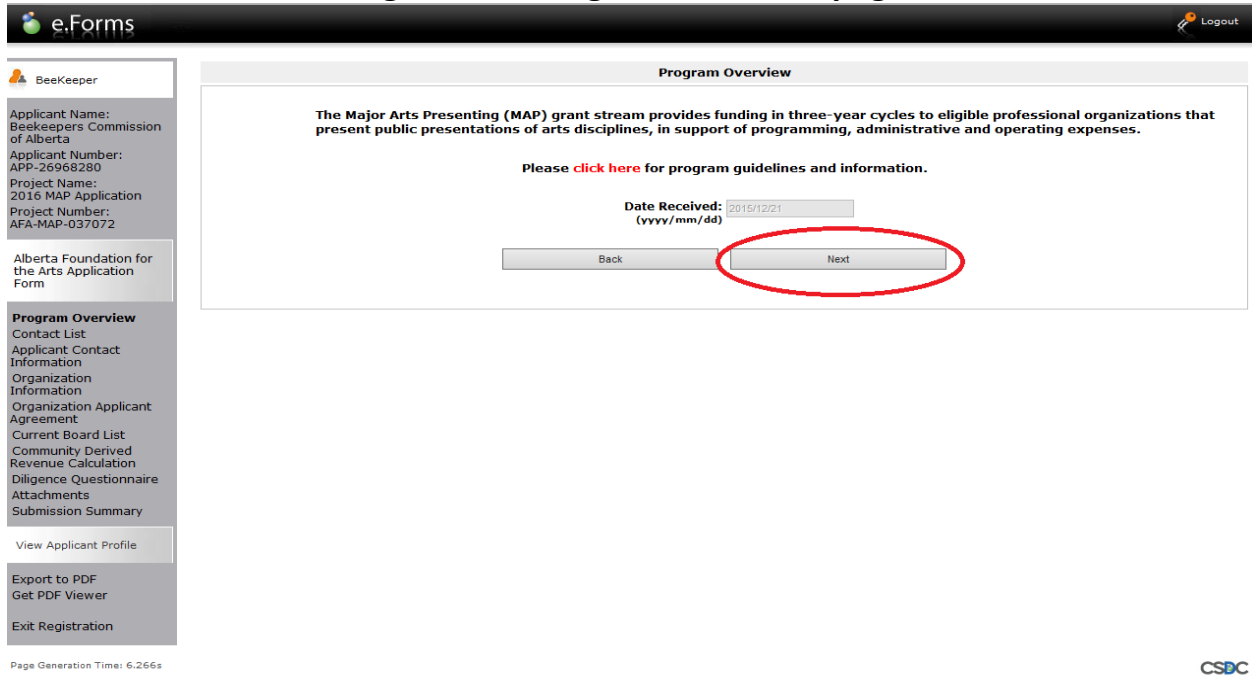
19. After clicking the “Return to Registration Wizard” button, as per step 14, you will be directed to the Complete Applicant Profile page. Click the “Next” button to proceed.

Figure 16 – Create a Project page



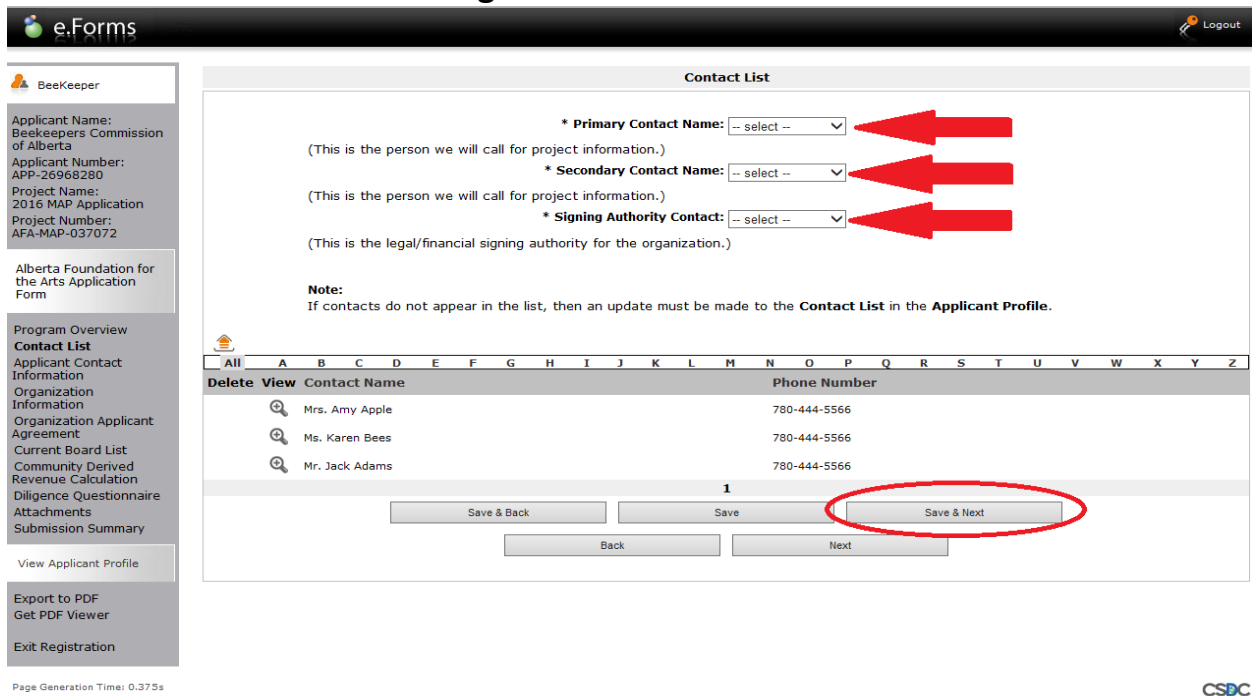
20. Enter a title for your application in the “Applicant Project Name” box (ex. 2016 MAP Application). Click the “Save & Next” button to proceed.

Figure 17 – Program Overview page



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

Figure 18 – Contact List



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

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.

ported (Legal) Name of Applicant Organization ("Organization"):

* Title Name of Authorized Official:
(Legal Signing Authority)

* Position Held:

Date:
(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:

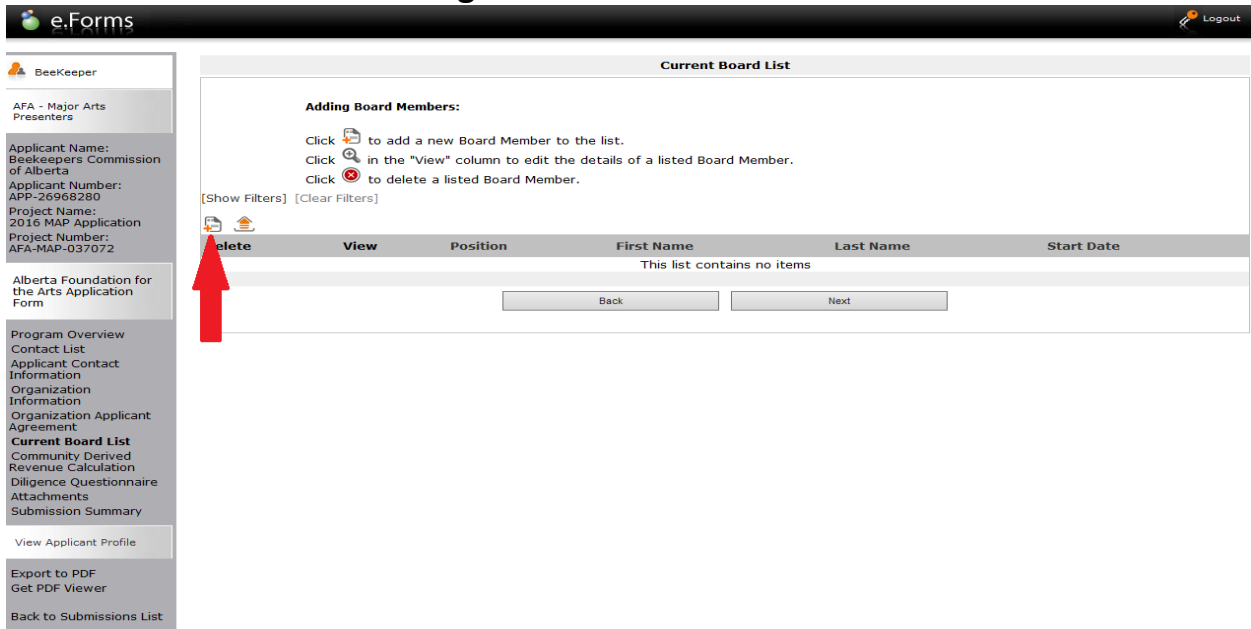
- *310 (Roger's Wireless)
- #310 (Bell and Telus)

The image shows a row of three buttons: "Save & Back", "Save", and "Save & Next". The "Save & Next" button is circled in red. Below this row are two buttons: "Back" and "Next". At the bottom is a button labeled "Check Spelling".

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

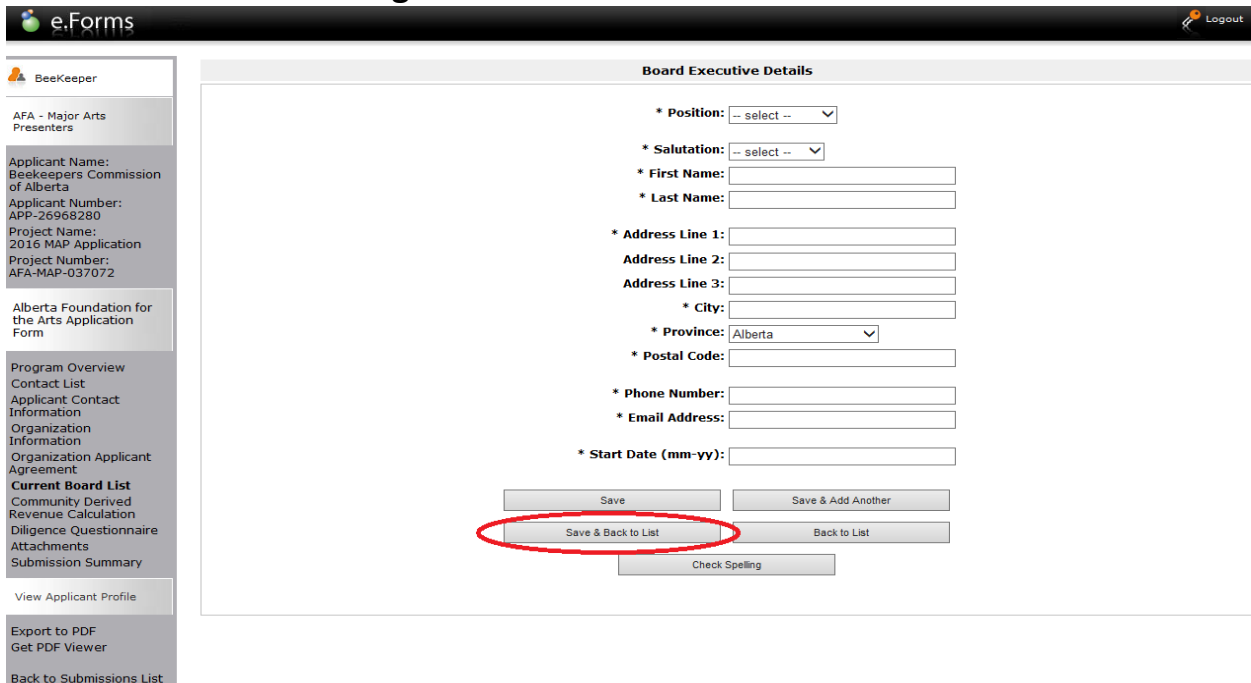
26. Read the entire applicant agreement, enter your title in the "Position Held" box and then click the box beside "The Organization agrees...above." Click the "Save & Next" button to proceed.

Figure 22 – Current Board



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

Figure 23 – Board Member Details



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.

Figure 24 – Current Board List continued

Current Board List

Adding Board Members:

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

[Show Filters] [Clear Filters]

Delete	View	Position	First Name	Last Name	Start Date
		President	Amy	Apple	12-12
		Vice-President	John	Doe	12-14
		Treasurer	Tessa	Messa	12-13

1

Back Next

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

Figure 25 – Community Derived Revenue Calculation

Community Derived Revenue Calculation

CADAC line references do not apply to CPAO applicants.

Fiscal Year End	Year 1	Year 2	Year 3 - Most Recent
* Total Expenditure (Line 5600 from CADAC form)	\$650,000.00	\$650,000.00	\$650,000.00
Total of:			
• Artistic Expenses (including Exhibition, Production, Technical, Programming and Services)			
• Facility Operating Expenses			
• Marketing and Communications Expenses			
• Fundraising Expenses			
• Administration Expenses			
* Total Revenue (Line 4700 from CADAC form)	\$700,000.00	\$705,000.00	\$710,000.00
Total of:			
• Earned Revenues			
• Net Investment Income (trust, endowment and investment revenue)			
• Private Sector Revenue (donations and sponsorships)			
• Public Sector Revenue (Grants)			
* Total Federal Grants (Line 4440 from CADAC form)	\$50,000.00	\$50,000.00	\$50,000.00
* Total Provincial Grants (Line 4500 from CADAC form) Note: casino revenue is not a provincial grant.	\$50,000.00	\$50,000.00	\$50,000.00
* Total Municipal Grants (Line 4535 of CADAC)	\$50,000.00	\$50,000.00	\$50,000.00
Total Public Sector Revenue (Line 4550 of CADAC form)	\$150,000.00	\$150,000.00	\$150,000.00
Community Derived Revenue	\$550,000.00	\$555,000.00	\$560,000.00

Save & Back Save Save & Next

Back Next

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.

Figure 26 – Diligence Questionnaire page

The screenshot shows the 'Diligence Questionnaire' page in the e.Forms system. The user is logged in as 'BeeKeeper'. The left sidebar contains the following navigation items: 'AFA - Major Arts Presenters', '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', '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', and 'Back to Submissions List'. The main content area is titled 'Diligence Questionnaire' and contains three text input fields with the following prompts: '* Official Organizational Mandate:', '* General Programming Outcomes:', and '* Highlight Anecdote:'. The first field contains the text 'Bees are the bees' knees!'. Below these fields is a red warning message: 'The system can handle a maximum of 1,000 characters for all fields below. Please limit your text to stay within this maximum'. The section is titled 'Financial Management' and contains three more text input fields with the following prompts: '* 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?', and '* What is the average length of services of current board directors?'. The page also features an 'e.Forms' logo and a 'Logout' button in the top right corner.

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

Figure 27 – Attachments page

Attachments

Please download the required template(s) from the [AFA website](#). [Link Currently pointing to PPAO needs to be updated to new MAP link once known.](#)

Delete	Document Type	Required?	Download	Document Description	Date Attached
<input type="checkbox"/>	01. Business or strategic plan	Yes	--		No Attachment
<input type="checkbox"/>	02. Cash reserve policy	Yes	--		No Attachment
<input type="checkbox"/>	03. Governance principles	Yes	--		No Attachment
<input type="checkbox"/>	04. Listing of planned activities for the coming year	Yes	--		No Attachment
<input type="checkbox"/>	05. Most recent annual financial statement	Yes	--		No Attachment
<input type="checkbox"/>	06. Most recent annual return from corporate registry	Yes	--		No Attachment
<input type="checkbox"/>	07. List of staff	Yes	--		No Attachment

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.

Figure 28 – Attachment Details page

Attachment Details

* Document Description:

* File Name:

Document Type: 01. Business or strategic plan

Maximum Size: 4 MB

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

Instructions:

Figure 29 – Attachments page continued

Attachments

Please download the required template(s) from the [AFA website](#). [Link Currently pointing to PPAO needs to be updated to new MAP link once known.](#)

Delete	Document Type	Required?	Download	Document Description	Date Attached
<input checked="" type="checkbox"/>	01. Business or strategic plan	Yes		Strat Plan	2015/12/22
<input checked="" type="checkbox"/>	02. Cash reserve policy	Yes		Cash Reserve Policy	2015/12/22
<input checked="" type="checkbox"/>	03. Governance principles	Yes		Governance Princi...	2015/12/22
<input checked="" type="checkbox"/>	04. Listing of planned activities for the coming year	Yes		Planned Activities	2015/12/22
<input checked="" type="checkbox"/>	05. Most recent annual financial statement	Yes		Financial Statement	2015/12/22
<input checked="" type="checkbox"/>	06. Most recent annual return from corporate registry	Yes		Annual Return	2015/12/22
<input checked="" type="checkbox"/>	07. List of staff	Yes		List of Staff	2015/12/22

Back Next

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.

Figure 30 – Submission Summary page

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2015/12/21	Yes
✓	Applicant Contact Information	2015/12/21	Yes
✓	Organization Information	2015/12/21	Yes
✓	Organization Applicant Agreement	2015/12/21	Yes
✓	Current Board List	2015/12/22	Yes
--	Community Derived Revenue Calculation	No Input Required	No
✓	Diligence Questionnaire	2015/12/22	Yes
✓	Attachments	2015/12/22	Yes

Back Next

Export to PDF
Get PDF Viewer

Submit

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.