

Completing an online Application in GATE – for Individuals

Follow these instructions to complete the applicant profile before moving on to the application form.

Overview:

- The Applicant Profile includes general information about you that is stored in the online system.
- Once this profile is completed you will not need to re-enter your address, contact information etc. as you are completing the application and reporting process.

Procedure:

1. To obtain a GATE user ID and password, send an e-mail request to registrationAFA@gov.ab.ca at least five business days prior to the program deadline.

Figure 1 – Logging into the system

The screenshot shows the 'Front Office Portal' login interface. On the left is a sidebar with links: 'Browse Funding Opportunities' and 'Contact Us'. The main content area is titled 'Online Grant Application System' and includes a welcome message for Alberta Culture and Tourism, the Alberta Foundation for the Arts, and the Alberta Sport Connection. It lists programs for which the system can be used to submit applications or final reporting information, such as the Alberta Media Fund, Individual Artists Project Grant, Organizational project Grant, Organizational Operating Grant, Awards and Scholarships, and Art Acquisition by Application. The login fields (Username and Password) and the Login button are circled in red.

2. Log into GATE with the user id and password provided by the program office.

<https://gate.alberta.ca/gate/frontOffice.jsf>

Figure 2 – “Browse Funding Opportunities”

The screenshot shows the 'Front Office Portal' after logging in as 'john.doe'. The left sidebar now includes 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity', 'Registrations', 'Projects', 'Submissions', and 'Contact Us'. The 'Browse Funding Opportunities' link in the sidebar is circled in red. The main content area is titled 'Welcome to the Online Grant Application System!' and provides instructions for using the system, including links to 'Frequently Asked Questions (PDF)', 'Glossary for GATE (PDF)', and 'Quick Tips for using the System:'. The quick tips include instructions on how to log out properly, how to access previously started applications, and how to submit a final report.

- Click on the “Browse Funding Opportunities” link on the left hand menu bar to locate the program to which you would like to apply.

Figure 3 – Searching for the program that you would like to apply for

Front Office

john.doe

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
		Art Acquisition by Application	1-Dec-2014	2-Dec-2014	1-Apr-2050
		Artists and Education	1-Dec-2014	1-Dec-2014	13-Apr-2050
		Aboriginal Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
		Arts Presenting	1-Dec-2014	1-Dec-2014	13-Apr-2050
		Community Performing Arts Organizations	1-Dec-2014	1-Dec-2014	13-Apr-2050
		Cultural Relations - Individual	1-Dec-2014	1-Dec-2014	13-Apr-2050
		Cultural Relations - Organizations	1-Dec-2014	1-Dec-2014	13-Apr-2050

- Use the search function to locate the correct program. For example, search for the program name, or use general search terms such as grant, non-profit etc.
- Click the magnifying glass icon under the “View” column for the program you are interested in applying for.

Figure 4 – Program information page

e.Forms

john.doe

AFA Publication Form

About the Program

Export to PDF
Get PDF Viewer

Back to Search Results

About the Program

Cultural Relations – Individual project

The Cultural Relations – Individual project grant stream supports professional arts organizations arts discipline that will represent Alberta at a national or international level.

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

→ [Apply Now](#)

- The program information page appears. This page contains a link to the AFA Program guidelines, which will launch in a separate window when the link is selected.
- Click the “Apply Now” button at the bottom of this page. This will open a registration wizard.

Figure 5 - Applicant Details page

Front Office

Help

Funding Opportunity Registration

Create Applicant

Contact Us

Applicant Details

Select an existing Applicant and click Save & Next to continue

Doe, John (APP-89838362)

* Applicant Type: -- select --

Cancel Save & Next

8. On the Applicant Details page, select your name from the drop down list at the top of the page to complete the Applicant Profile.
9. DO NOT enter anything in the fields at the bottom of the page (or you will create a duplicate Applicant Profile).
10. Click “Save and Next”.

Figure 6 – Applicant Type field

e.Forms

john.doe

Applicant Name: Doe, John
Applicant Number: APP-89838362

Applicant Profile

Applicant Type

Individual
Address
Contact List
File Attachments
Submission Summary

Return to Registration Wizard

Applicant Type

* Applicant Type: -- select --

Save & Back Back Save & Next

-- select --
-- select --
Art Gallery
Business / Corporate
Charitable Organization
Community Library
Culture
Educational
Education - Post Secondary
Government (Village, Town, City, MD, etc.)
Group
Health
Indian Band
Individual
Library
Metis Settlement
Municipal Library
Organization Not-for-Profit
System Library
Cultural Industry (AMF Only)

11. Choose “Individual” from the drop-down list for Applicant Type.
12. Click “Save and Next”.

Figure 7 – Legal Name

The screenshot shows the 'e.Forms' interface for 'John Doe'. On the left sidebar, the 'Applicant Profile' section is active, showing 'Applicant Name: Doe, John' and 'Applicant Number: APP-89838362'. The main content area is titled 'Individual' and contains a form for 'Legal Name'. The field '* Legal Name:' is filled with 'John Doe'. Below the field are five buttons: 'Save & Back' (highlighted with a blue border), 'Save', 'Save & Next', 'Back', and 'Next'. A 'Check Spelling' button is located below the 'Back' and 'Next' buttons.

13. In the “Legal Name” field enter your **legal name**.

14. Click “Save and Next”.

Figure 8 – Address

The screenshot shows the 'e.Forms' interface for 'John Doe' at the 'Address' step. The left sidebar shows 'Applicant Profile' and 'Applicant Type: Individual'. The main content area is titled 'Address' and contains a red warning message: 'Updates to this information will not be reflected in any current submissions. Please contact program staff update applications if required.' Below this is the 'Applicant Address' section with fields for '* Address Line 1:' (12345 6th Street), 'Address Line 2:', 'Address Line 3:', '* City:' (Edmonton), '* Province:' (Alberta), '* Postal Code:' (T5H 0A1), and 'Country:' (Canada). The 'Mailing / Delivery Address' section has a field '* Same as address above?' with radio buttons for 'No' and 'Yes' (selected). A help icon (?) is next to the 'Address Line 1' field.

15. Enter your street address in the upper portion of the screen “Applicant Address”.

- If your mailing address is the same as your street address, click Save and Next.
- If your mailing address is different than your street address, click No in the “Same as address above” field on the Mailing Address portion of the screen. Then, enter your mailing address in the additional fields below. Then, click Save and Next.

Figure 9 – Contact List page

eForms

john.doe

Applicant Name:
AFA Demo Organization
Applicant Number:
APP-96495042

Applicant Profile

Applicant Type
Organization
Registration
CRA Registered Charity
Address
Contact List
File Attachments
Submission Summary
Return to Registration Wizard

Contact List

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

Delete	View	Contact Name	Contact Type	Phone Number	Board Title	O
This list contains no items						

Back Next

16. To add a Contact click the orange “plus” icon on the left hand side of the page.
 - Add a Parent or Legal Guardian as a Contact, if the applicant is under the age of 18 years.
 - Add yourself as a Contact if you are over the age of 18 years.
17. Click “Save and Back to List”.

Figure 10 – Entering Contact information

Contact

Contact Type: Primary Contact

* Salutation: Mr.

* First Name: John

Middle Name:

* Last Name: Doe

Title:

* Phone Number: 555-555-5555

Extension:

Alternate Phone Number:

Extension:

Fax Number:

Email Address: test@test.ca

Alternate Email Address:

Website URL:

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

Figure 11 – Completed Contact List

Contact List

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

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
Delete	View	Contact Name	Contact Type	Phone Number	Board Title	Off																		
		Mr. John Doe	Primary Contact	555-555-5555																				

1

Back Next

18. You will now see the completed contact list.

19. Click “Next”.

Figure 12 – File Attachments page

File Attachments

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

Back Next

20. You will now see the File Attachments page. **No input is required here.** Click “Next” to proceed to the Submission Summary page.

Figure 13 – Submission Summary page

e.Forms

john.doe

Applicant Name: Doe, John
Applicant Number: APP-89838362

Applicant Profile

Applicant Type
Individual
Address
Contact List
File Attachments
Submission Summary

Return to Registration Wizard

Submission Summary

Complete	Page	Last Updated	Mandatory
✓	Applicant Type	2015/03/12	Yes
✓	Individual	2015/03/12	Yes
✓	Address	2015/03/12	Yes
✓	Contact List	2015/03/12	Yes
--	File Attachments	No Input Required	No
--	Submission Summary	No Input Required	No

Back Next Complete

21. This page allows you to formally “Complete” the Applicant Profile. If any information is missing or incorrectly formatted, a red **X** will appear on the corresponding line under the “Complete” column. To return to that page and complete the necessary information, click on the hyperlinked page name.
22. You may print out the contents of the Applicant Profile for your records by clicking on the “Export to PDF” button on the left hand menu.
23. Once you have verified that the Applicant Profile is complete, click the “Complete” button. **Do not click the “Next” button.**

Figure 14 – Complete Applicant Profile page

Front Office

Front Office Portal

Browse Funding Opportunities

Funding Opportunity Registration

Login or Create Profile
Create Applicant
Step 1 : Complete Applicant Profile
Step 2 : Create a project
Step 3 : Complete application
Contact Us

Complete Applicant Profile

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

Cancel View Next

24. You are now at the “Complete Applicant Profile” page. Click “Next” to continue the application process.

You are now moving on to the application form!

Figure 15 – Create a Project

The screenshot shows the 'Front Office' portal header. On the left is a sidebar with links: 'Front Office Portal', 'Browse Funding Opportunities', 'Funding Opportunity Registration', 'Login or Create Profile', 'Create Applicant', 'Step 1: Complete Applicant Profile', 'Step 2: Create a project' (highlighted), 'Step 3: Complete application', and 'Contact Us'. The main content area is titled 'Create a Project'. It displays 'Funding Opportunity Name: Cultural Relations - Individual'. Below this is a required field '* Applicant Project Name:' with an empty text box, which is circled in red. At the bottom of the form are 'Cancel' and 'Save & Next' buttons.

25. Enter a name for your project in the “Applicant Project Name” field.

26. Click Save & Next.

Figure 16 – Program Overview

The screenshot shows the 'eForms' portal header. On the left is a sidebar with a user profile for 'john.doe' and a list of application details: 'Applicant Name: Doe, John', 'Applicant Number: APP-89838362', 'Project Name: Individual Project TEST', and 'Project Number: AFA-CRI-14-036334'. Below this is the 'Alberta Foundation for the Arts Application Form' and a 'Program Overview' section with links to 'Applicant Information', 'Contact Information', 'Applicant Contact Information', 'General Information', 'Project Description', 'Principal Artists', 'Individual Applicant Agreement', and 'Project Budget'. The main content area is titled 'Program Overview' and shows 'Cultural Relations - Individual'. It contains the text 'Please click here for program guidelines and information.' with 'click here' in red. Below this are 'Back' and 'Next' buttons. A red-bordered box on the right contains a tip: 'Tip: in GATE, always use the Back/Save & Back and Next/Save & Next buttons to navigate between pages. Do not use your browser back/forward buttons.'

27. The Program Overview page includes a link to the program guidelines and information. Click on the red text if you wish to open a new browser window, for reference as you work through the application.

Figure 17 – Applicant Information

Applicant Information

Date Received: 2015/03/13 (yyyy/mm/dd)

Legal Name of Applicant: John Doe

AKA Name: [?]

* Is the Applicant over the age of 18? -- select --

* I declare that the Applicant is an Alberta resident as described in 2.1 of the guidelines: ☐

Save & Back Save Save & Next

Back Next

Check Spelling

28. Use the drop-down list to confirm that the applicant is of legal age.
 - If the applicant is a minor, the primary contact will need to be a parent or guardian legally authorized to represent the applicant.
29. Confirm the Alberta Residency requirements have been met as per the program guidelines.
30. Click Save & Next.

Figure 18 – Contact Information

Contact Information

* Primary Contact Name: -- select --

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

Note:
If contacts do not appear in the list, then an update must be made to the **Contact List** in the **Applicant Profile**.

[Show Filters] [Clear Filters]

Delete	View	Contact Name	Phone Number
		Mr. John Doe	555-555-5555

1

Save & Back Save Save & Next

Back Next

31. Select a contact person for this grant from the drop-down menu (the contacts will be pulled in from your applicant profile). IF THIS INFORMATION IS INCORRECT, IT MUST BE CHANGED IN YOUR PROFILE.
32. Click Save & Next.

Figure 18 – Contact Information

33. The Applicant Contact Information screen has been populated with the information from your Applicant Profile. Any changes must be done in the profile and not on this page.
34. Click Save and Next.

Figure 19 – General Information


35. This page is optional. Click Next or Save & Next to continue.


Figure 20 – Project Description

Project Description

*** Project Description Brief:**

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

*** Project Start Date:** 
(yyyy/mm/dd)

*** Project Completion Date:** 
(yyyy/mm/dd)




36. Enter 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 late reporting must be granted an extension by program staff.

37. Click Save & Next.

Figure 21 – Principal Artists, adding Artists

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.

[\[Show Filters\]](#) [\[Clear Filters\]](#)

Delete	View	Position/Role	Alberta Resident	First Name	Last Name
This list contains no items					

38. List all principal artists involved in the project. This will often be just the applicant unless the project involves an ensemble or requires key creative artists to be successful. Follow the screen instructions to add additional artists to the list (see Figure 22 below).

Figure 22 – Principal Artists, providing Artist details

The screenshot shows the 'Principal Artists' form in the e.Forms application. On the left is a sidebar with user information (john.doe) and application details (Applicant Name: Doe, John; Applicant Number: APP-89838362; Project Name: Individual Project TEST; Project Number: AFA-CRI-14-036334). The main form area has the following fields and buttons:

- * Position/Role:** Artist
- * Alberta Resident?** Yes (dropdown menu)
- (Per 2.1 in grant stream guidelines)**
- * First Name:** John
- * Last Name:** Doe
- Buttons:** Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling.

39. Click Save & Add Another to continue adding artists. Or, click Save & Back to List to proceed with the application.

Figure 23 – Principal Artists, completed list

The screenshot shows the 'Principal Artists' form in the e.Forms application, displaying a completed list of artists. The sidebar on the left is identical to Figure 22. The main form area shows instructions for adding and managing artists, followed by a table of the completed list.

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]

Delete	View	Position/Role	Alberta Resident	First Name	Last Name
		Artist	Yes	John	Doe

Buttons: Back, Next

40. Once your list of Principal Artists is complete, Click Next.

Figure 24 – Individual Applicant Agreement

The screenshot shows the 'Individual Applicant Agreement' page in the e.Forms system. On the left is a sidebar with the user 'john.doe' and a list of navigation links: Program Overview, Applicant Information, Contact Information, Applicant Contact Information, General Information, Project Description, and Principal Artists. The main content area is titled 'Individual Artists Project Grant Applicant Agreement'. It contains the following sections:

- Individual Artists Project Grant Applicant Agreement**
- The Applicant declares that:**
 - the information contained in its application and supporting documents ("Application") for grant funding from the Alberta Foundation for the Arts ("AFA") is true and accurate and endorsed by the Applicant; and
 - the Applicant has read and understood the applicable grant Guidelines (Guidelines) located on the AFA website at <http://www.affta.ab.ca>.
- The Applicant understands and agrees that should this Application be approved, any grant funding is subject to the Applicant complying with the terms and conditions of this Agreement.**
- The Applicant agrees to the following terms and conditions:**
 - The Guidelines and Application form part of this Agreement and the Applicant agrees to be bound by the requirements set out in them.
 - The Applicant understands and agrees that unless it receives a letter from the AFA awarding grant funding (the "Grant") for the purpose(s) ("Purpose") set out in the Application, and setting out the amounts and timelines for the payment of the Grant, there is no obligation between the Parties.
 - The Applicant understands and agrees that the AFA may award a Grant for less funding than the

41. Read the entire applicant agreement.

42. Click the box beside "I agree to/with all the statements above" to indicate your agreement with the applicant agreement.

43. Click Save & Next.

Figure 25 – Project Budget

The screenshot shows the 'Project Budget' page in the e.Forms system. The sidebar is identical to the previous page. The main content area is titled 'Project Budget' and contains the following information:

- Please refer to the **program guidelines** to determine eligible expenses.
- 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.
- 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.
- 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.
- Total Expenses** will equal **Total Revenues + AFA Grant Request**.
- You may include explanatory notes to your budget on the following page.

At the bottom of the main content area are two buttons: 'Back' and 'Next'.

44. Read the information on how to input budget information.

45. Click next.

[illegible]

Figure 26b – Project Expenses

[illegible]

14

[illegible]

- 15

Figure 28 – Attachments

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes	--		No Attachment
	02. Detailed project description	Yes	--		No Attachment
	03. Letter of invitation	Yes	--		No Attachment
	04. Images	No	--		No Attachment
	05. Itinerary and travel confirmations	No	--		No Attachment
	06. Letter of reference	No	--		No Attachment
	07. Resumes for principal artists involved in the project	No	--		No Attachment
	08. Support materials	No	--		No Attachment
	09. Writing sample	No	--		No Attachment

Back Next

50. We are getting close to the end of the process. You will now be asked to attach information in support of your application. You must attach information if the Document Type is listed as “Required”. Otherwise, you will not be able to submit your application. The other items listed are suggestions of information that might assist the AFA in assessing your application. To attach a document click on the name under Document Type and complete the attachment details page.

Figure 29 – Attachment Details

*** Document Description:** John Doe Resume

*** File Name:**

Document Type: 01. Artist resume

Maximum Size: 4 MB

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

Instructions:

Save

Save & Back to List Back to List

Check Spelling

51. Name your document. Use the browse button to locate the file on your computer to add it to the application. Click Save and Back to List.

Figure 30 – Attachments, completed

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		John Doe Resume	2015/03/16
	02. Detailed project description	Yes	--		No Attachm
	03. Letter of Invitation	Yes	--		No Attachm
	04. Images	No	--		No Attachm
	05. Itinerary and travel confirmations	No	--		No Attachm
	06. Letter of reference	No	--		No Attachm
	07. Resumes for principal artists involved in the project	No	--		No Attachm
	08. Support materials	No	--		No Attachm
	09. Writing sample	No	--		No Attachm

Back Next

52. A red X appears next to the Document Type once you have successfully attached your information. Attach the remaining information required for your application and click Next.

Figure 31 – Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Applicant Information	2015/03/13	Yes
✓	Contact Information	2015/03/13	Yes
✓	Applicant Contact Information	2015/03/13	Yes
--	General Information	No Input Required	No
✓	Project Description	2015/03/13	Yes
✓	Principal Artists	2015/03/13	Yes
✓	Individual Applicant Agreement	2015/03/13	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2015/03/13	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2015/03/16	Yes

Back Next

Export to PDF

Get PDF Viewer

This is the final page of the application! This page acts as a checklist. 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. 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.

53. Once you have made any necessary corrections and see all green check marks on your list the submit button will be activated. Click the Export to PDF button before if you want to create a PDF copy of your application for your records. Click Submit. You will receive an e-mail confirmation that your application has been received and is ready for review by the AFA.

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.

If you are having problems please contact your program consultant and we will do our best to help you through the new system.