Overview:

- If you are a first-time **GATE** user, please read through this guide in full **before** starting your application.
- Returning users should refer to the "I am a returning applicant. How do I start a new project in GATE?" FAQ.
- Your funding request contains two components: 1) your applicant profile; and 2) your application. Use this guide to complete both.

Procedure:

• To obtain a GATE username and password, send an email request to <u>registrationAFA@gov.ab.ca</u> at least five business days prior to the program deadline.

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Frequently Asked Questions:

What should I prepare before I begin my application?

I am a returning applicant. How do I start a new project in GATE?

How do I continue my application if I logged out before submitting?

How do I update my applicant profile?

How do I navigate back and forth throughout my application?

🍯 Front Office	
Erost Office Portal Username:	Alberta Government
	Online Grant Application System
Password:	Welcome to the Online Grant Application System for Alberta Culture and Tourism, the Alberta Foundation for the Arts and Alberta Sport Connection & Alberta Human Services.
Login Forgot your password?	The system may be used to submit applications and/or final reporting information for the following Alberta Culture and Tourism programs:
Browse Funding	Alberta Media Fund - http://culture.alberta.ca/mediafund
Opportunities	» Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.
Contact Us	The system may be used to submit applications and reporting information for the following Alberta Foundation for the Arts programs:
	Individual Artists Project Grant - http://affta.ab.ca/Grants/Individual-Project-Grants
	Organizational project Grant - http://affta.ab.ca/Grants/Organizational-Project-Grants
	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 may be used to submit applications and reporting information for the following Alberta Human Services programs:

🍵 Front Office	n and the second s
🚨 sampleuser	
Front Office Portal	Welcome to the Online Grant Application System!
Front Office Portal	It is very important to carefully review the instructions emailed to you and the information below to complete the online process properly.
G Browse Funding Opportunities	Frequently Asked Questions (PDF) - Most commonly asked questions/problems encountered while using the system.
	Glossary for GATE (PDF) - Online system glossary
🗖 Profile	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.
🎓 Workspace	 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.)
Applicants 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)
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Figure 1 – Logging Into the System

1. Log into **GATE** with the username and password provided by the program office at the time of registration. Access the **Front Office** portal at:

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

HINT:

Once you log-in, please complete your application up to FIGURE 14, STEP 33 before logging out of the GATE system.

Figure 2 – Browse Funding Opportunities

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

sampleuser				Browse Funding Opportur	ities	
Front Office Portal				Search Criteria:		
Browse Funding Opportunities				Search		
Profile				Funding Opportunities	5	
My Account Change Password	Registe	r View	Funding Opportunity Name 🕈	Funding Opportunity Start	Registration Start	Registration End
爷 Workspace		Ð,	AFA - Artists and Education	1-Dec-2014	1-Dec-2014	17-Nov-2018
workspace	5	Ð,	AFA - Aboriginal Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
Applicants Funding Opportunity	5	Ð,	AFA - Arts Presenting	1-Dec-2014	1-Jul-2016	17-Nov-2016
Registrations Projects	5	Đ,	AFA - Community Performing Arts Organizations	1-Dec-2014	9-Jun-2015	2-Oct-2018
Submissions	1	⊕	AFA - Cultural Relations - Individual	1-Dec-2014	1-Dec-2014	13-Apr-2050
Contact Us	3	æ			15-Mar-2015	2-Sep-2020
	(a				13-Apr-2050
1-	C C	4	AFA - Organization	s Arts Projects		13-Apr-2050
	<i>«</i>				1-Dec-2014	13-Apr-2050
	5	Ð	AFA - Major Arts Presenters	1-Dec-2014	1-Aug-2015	1-Jan-2017
	5	⊕	AFA - Music Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
	-	Ð	ACA Orresting Ada Projecto	1.0 2014	1.0 2014	12 455 2050

Figure 3 – Selecting Your Grant Stream

- Use the search function or scroll through the Funding Opportunities to locate your grant stream. If you are using the Search function, use the grant name or use general search terms such as grant, non-profit, etc.
- 4. Click on the **document icon** beside the program for which you are applying.

🍯 Front Office		🖲 Help	Cogout 🤌
Funding Opportunity Registration Create Applicant	Applicant Details Select an existing Applicant and did Sure 9 Next to continue Another Applicant (APP-28266018)		
Contact Us	* Applican Type: <u>selet</u> v Cancel Save & Next		
Page Generation Time: 0.323s			CSDC

Figure 4 – Applicant Details

- From the first drop down menu, select your Applicant Name. Click Save & Next at the bottom of the page to continue on to your applicant profile.
- Do NOT use the second drop down menu item. It is for OFFICE USE ONLY and should be left as "-select-" when proceeding with your application.

🍵 e.Forms				2 Log
🚴 sampleuser		Applicant Type		
Applicant Name: Another Applicant Applicant Number: APP-28266018	Save & Back	* Applicant Type: Organization No	Il-for-Profit Save & Next	>
Applicant Profile	E	lack	Next	407 507
Applicant Type Individual Address Contact List Submission Summary				

🍝 e.Forms	
sampleuser	Organization
plicant Name: other Applicant plicant Number: P-28266018	* Is your organization registered under a Provincial/Federal Act or has similar legal status? No • Yes
licant Profile licant Type anization	* Are you a CRA registered charity? Choose one option that applies from the following list: No Yes
istration Iress ntact List	Common Name The Sample User for this Example (if different from Legal Entity Name):
bmission Summary turn to Registration zard	* Legal Entity Name: Sample User Previous Legal Entity Name (if changed in last 5 years):
	GST Number (if applicable): 000 00000 00000 Fiscal Year End (Month): March V Fiscal Year End (Day 1-31): 31
	Vision / Mission Statement:
	To create a test application for an example To provide a user guide for the OAP funding opportunity To illustration step-by-step application procedures
	Save & Back Save Save & Next
	Back Next Check Spelling

Figure 5 – Applicant Type

- 7. Select your **Applicant Type** from the drop-down menu.
- 8. Click on Save & Next to continue.

HINT:

If you already completed a profile, the information in this section will auto-populate. To change any of these fields, update your profile using the steps found in the FAQs.

Figure 6 – Organization

- Complete the mandatory fields on the Organization page. Also include your common or trademark name, if different from your legal name.
- 10. Enter the information pertaining to your fiscal year end and include your official Vision or Mission Statement.

11. Click on Save & Next to continue.

🤼 sampleuser	Registration	
Applicant Name:	* Registration Type: Societies Act	
Another Applicant Applicant Number: APP-28266018	Registered Name: Sample User Registration Number: 1111111111	
Applicant Profile	* Registration Date (yyyy/mm/dd): 2001/01/01	
Applicant Type Organization	Save & Back Save Save & Next	
Registration Address	Back Next	
Contact List Submission Summary	Check Spelling	
Return to Registration Wizard		>

🍵 e.Forms 🔑 Logout Address 🤽 sampleuser Applicant Name: Another Applicant Updates to this information will not be reflected in any current submissions. Please contact program staff to update applications if required. Applicant Number: APP-28266018 Applicant Address Applicant Profile * Address Line 1: 123 Abc Street ? Address Line 2: Applicant Type Organization Address Line 3: Registration Address * City: Calgary Contact List * Province: Alberta V Submission Summary * Postal Code: T2T 0T0 Return to Registration Country: Canada V Wizard Mailing / Delivery Address * Same as address above? Choose one option that applies from the following list: O No • Yes Address Line 1: 123 Abc Street Address Line 2: Address Line 3: City: Calgary Province: Alberta V Postal Code: T2T 0T0 Country: Canada V Save & Back Save & Next Save Back Next Check Spelling

Figure 7 – Registration

- 12. Select your **Registration Type** from the dropdown menu.
- 13. Complete your registration information as on file with Alberta Corporate Registry
- 14. Click on Save & Next to continue.

Figure 8 – Address

- 15. Enter your street address. If your street address and mailing address are the same, click on the **Yes** button to autofill the remainder of the form.
- 16. If your mailing address is different, click on the **No** button and fill in the remainder of the form.

17. Click on Save & Next

to continue.

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A sampleuser				Contac	at List		
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Organization Registration Address Contact List Submission Summary				Back	Next]	
Return to Registration Wizard							
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				Con	itact		
📥 sampleuser	-			Con			
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Applicant Number: APP-28266018				* Salutation:	Ind.		
Applicant Profile				* First Name:			
				Middle Name:			
Applicant Type Organization				* Last Name: Title:	Paint Executive Director		
Registration Address					10- 		
Contact List Submission Summary				* Phone Number: Extension:		_	
Return to Registration							
Wizard				Alternate Phone Number: Extension:		_	
				Extension.			
				Fax Number:			
				Email Address: Alternate Email Address:	email address@emal.email		
					www.ourwebsite.ca		
				on the Board of Directors: If yes, please select Title:			
				If Other, please specify:		1	
			76	Contact is an Officer: Yes, please specify Title:			
			1	If Other, please specify:	Learning and the second s		
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				Save	Sav e & A dd Another		
				Save & Back to List	Backto List		
				Check	Spelling		

Figure 9 – Contact List

- Add organization contacts to your Contact List. This list should include yourself and other key contacts, such as an Executive Director, Board President, or Treasurer. You do NOT need to list your complete office staff or your full board of directors.
- 19. Click on the 🔝 icon to add a contact.

Figure 10 – Contact Card

- 20. Complete the **Contact** card as fully as possible.
- 21. Required fields are marked by an asterisk, but also include a contact email. If the contact is on your Board, ensure you complete the appropriate Directors section.
- 22. Click on Save & Add Another to add another contact right away.
- 23. Click on Save & Back to List to return directly back to the **Contact List** page.

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Organization Registration	8	⊕	Ms. Tap	Shoes			Authoriz	ed Rep	res			000	-000-0	0000									
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Applicant Number: APP-28266018		1	Applicant Type	2016/10/13	sampleuser	Yes		
Applicant Profile		1	<u>Organization</u>	2016/10/13	sampleuser	Yes		
		1	Registration	2016/10/13	sampleuser	Yes		
Applicant Type Organization		1	<u>A ddress</u>	2016/10/13	sampleuser	Yes		
Registration		1	Contact List	2016/10/13	sampleuser	Yes		
Address Contact List			Submission Summary	No Input Required		No		
Submission Summary								
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		Ensure you c	lick on the		Complete		button	
		when you rea	ach this sta	age. Not	-		you out	
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Figure 11 – Contact List Completed

- 24. To edit a contact, click on the icon to reopen the contact card.
- 25. To delete a contact, click on the 🔞 icon.
- 26. Once your contact list is correct, click on Next to proceed.

Figure 12 – Submission Summary

- 27. If you have completed your profile in full, there will be a **green check mark** beside each "page".
- 28. If there is a **red "X"** beside any "page," there is a mandatory field that needs to be completed or corrected. Click on the underlined "page" title to return to that specific form and make your corrections.
- Once you have green check marks for all your pages, click on Complete to move forward with the remainder of your application. Do NOT use the "Next" button at this stage.

🍯 Front Office		👩 Help 📌 Logout
Front Office Portal	Complete Applicant Profile	
C Browse Funding Opportunities	Click View to review your Applicant Profile, or Click Next to proceed.	
Funding Opportunity Registration	Cancel View Next	
Login or Create Profile Create Applicant Step 1 : Complete Applicant Profile Step 2 : Create a project Step 3 : Complete application		
Contact Us		

Figure 13 – Complete Applicant Profile

30. As you have just completed this section of the application, you do not need to view your profile again.

31. Click on Next to proceed.

	🛞 Help 📌 Logout
Create a Project	
Funding Opporturity Home: AFA - Organizations Arts Projects * Applicant Project Name: My OA PR oject Application	
Cancel Save & Next	
	Funding Opportunity Hume: AFA - Organizations Arts Projects * Applicant Project Name: My OAPProject Application

Figure 14 – Create a Project

- Assign a project name to your proposed activity. This project name should be no more than 5-8 words, while still referencing your unique project activities.
- 33. Click on Save & Next to proceed.

HINT:

At this stage, you can continue and fill out the application in full. You can also log-out now and return to your application at a later date. If you do the latter, follow the instructions under the FAQs for **"How do I continue my application if I logged out before submitting?"**

🇯 e.Forms	Ker Pogout
\lambda sampleuser	Program Overview
AFA - Organizations Arts Projects	The Organizations: Arts Project Grant Stream assists not-for-profit organizations by providing a grant for a specific arts project. This grant stream also provides project support for leadership development, capacity building, and partnerships that enhance the promotion and support of the arts in Alberta.
Applicant Name: Another Applicant	
Applicant Number: APP-28266018	Please click here for program guidelines and information.
Project Name: My OAP Project Application	Date Received: 2010/10/13 (yyyy/mm/dd)
Project Number: AFA-OAP-14-037764	Back Next
Alberta Foundation for the Arts Application Form	
Program Overview	
Contact List Applicant Contact Information	
Organization Information Project Description	

Figure 15 – Program Overview

- 34. This is the first page of your application. From here, you can click on the "click here" link to open a page to review the **Program Guidelines** for reference. The **Date Received** field is autocalculated and cannot be edited.
- 35. Click on Next to proceed.

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-037764 ndation for plication	٤			ts do no	appea	ar in th	he list, ti	nen an	update	must b	e made	to the C	ontad	t List in	the F	pplic	ant P	rofile.		
ndation for plication		If	contac	D E		ar in th G	he list, th		update K L		N	O P	Q	rt List in		u U	ant P	rofile. W	X	1
ndation for plication	All Delete	A View	contac 3 C Contact	D E Name							N		Q							Y
ndation for plication		A View	contac	D E Name							N Pho	O P	Q ber							Y
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ndation for plication rerview t n n aription n Applicant		A View Q 1 Q	contac <u>B</u> C Contact nd. Oil Pa 1s. Tap S	D E t Name aint hoes Left		G				м	N Pho 000- 000-	O P one Num 000-0000	Q ber	R S		U				
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Figure 16 – Contact List

- 36. Designate your **Primary, Secondary, and Signing Authority** contacts from the respective drop down menus. The same individual can hold multiple roles.
- 37. You can only add a new contact by editing the Contact List in your Applicant Profile first. Old contacts can also be deleted from your profile, but will still appear as [Inactive] on the Contact List in this part of the application.

38. Click on Save & Next to proceed.

🍯 e.Forms		P Logo
sampleuser	Applicant Contact Information	
AFA - Organizations Arts Projects	Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required.	
Applicant Name: Another Applicant	Applicant Address	
Applicant Number: APP-28266018	* Address Line 1: 123 Abc Street NW	
Project Name: My OAP Project	Address Line 2:	
Application	Address Line 3:	
Project Number: AFA-OAP-14-037764	* City: Calgary	
Alberta Foundation for	* Province: Alberta	
the Arts Application Form	* Postal Code: T2T OTO	
1 on the	Country: Canada	
Program Overview Contact List	Mailing / Delivery Address	
Applicant Contact Information		
Organization	Please ensure that the mailing address is correct for this application.	
Information Project Description	Address Line 1: 123 Abc Street	
Organization Applicant Agreement	Address Line 2:	
Current Board List	Address Line 3:	
Project Budget Project Expenses	City: Calgary	
Project Revenue Attachments	Province: Alberta	
Submission Summary	Postal Code: T2T 0T0	
View Applicant Profile	Country: Canada 🗸 🗸	
Export to PDF	Save & Back Save Save & Next	
Get PDF Viewer	Back Next	-
	Back	

Figure	17 –	Contact	Information	
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39. Your address will be auto-filled from your profile.

40. Click on Save & Next to proceed.

HINT:

If necessary, you can make a correction to your address at this stage of the application. However, this correction will **NOT** be reflected in your **Applicant Profile** and you must update it separately.

A sampleuser	Organization Information
AFA - Organizations Arts Projects	Organization's Registered Name: Sample User Note: Must match Provincial Registration name. If this is not correct, you must update the Applicant Profile (if applicable
ApplicantName: Another Applicant ApplicantNumber:	Common Name: The Sample User for this Brample (if different from Legal Entity Name)
APP-28266018 Project Name: My OAP Project Application	Alberta Registration Number: 11111111111 Alberta Registration Date: 2001/01/01
roject Number: FA-OAP-14-037764	(yyyy/mm/dd) CRA Registration Date:
Alberta Foundation for the Arts Application Form	Fiscal Year End * Month: March
Program Overview Contact List	* Day: 31
Applicant Contact nformation	CADAC Number: (applicable of y for
Organization nformation	PPAO, PAG, PASO, PAP)
roject Description	Save & Back Save Save & Next
Organization Applicant Agreement	Save Save Save Save Save Save Save Save
Current Board List	Back Next
Project Budget	
Project Expenses	Check Spelling

Figure 18 – Organization Information

- 41. This information will be auto-filled from your profile. To make corrections, you must do so in your profile.
- 42. It is **NOT** necessary to enter a CADAC number if you have one, as it is not applicable to this funding opportunity.

43. Click on Save & Next to proceed.

🍝 e.Forms	Reger Logau	t
🚨 sampleuser	Project Description	
AFA - Organizations Arts Projects	* Project Description Brief:	
ApplicantName: Another Applicant	My OAP Capacity Building Research and Project	
Applicant Number: APP-28266018	* Project Start Date: 2017/02/06	
Project Name: My OAP Project Application	* Project Completion Date:	
Project Number: AFA-OAP-14-037764	Save & Back Save Week Sun Mon Tue u Fri Sat 40 1 2 3 2014 6 7	
Alberta Foundation for the Arts Application Form	41 8 9 10 2015 2 13 14 Back Next 42 15 16 17 2015 2 12 21 Back Next 43 22 23 24 2016 5 27 28 Check Speling Today is 2 2017 Today is 2 2017 14	
Program Overview Contact List		

🍐 e.Forms 🔑 Logout Organization Applicant Agreement ampleuser AFA - Organizations Arts Alberta Foundation For The Arts Applicant Agreement Projects Applicant Name: Another Applicant Sample User Applicant Number: APP-28266018 The Organization declares that: a. the information contained in its application and supporting documents ("Application") for grant funding from Project Name: the Alberta Foundation for the Arts ("AFA") is true and accurate and endorsed by the Organization; My OAP Project Application b. the required financial statement(s) for the applicable fiscal period(s) are true copies and have been attached Project Number: AFA-OAP-14-037764 to and form part of the Application; c. it has read and understood the applicable grant Guidelines (Guidelines) located on the AFA website at http://www.affta.ab.ca; d. it is in good standing with the Alberta Corporate Registry. Alberta Foundation for the Arts Application The Organization understands and agrees that should its Application be approved, any grant funding Form awarded is subject to the Organization complying with the terms and conditions of this Agreement. The Organization agrees to the following terms and conditions: Program Overview Contact List 1. The Guidelines and Application form part of this Agreement and the Op ion agrees to be bound by the Applicant Contact Information requirements set out in them. Organization 2. The Organization understands and agrees that unless it receives awarding grant funding Information (the "Grant") for the purpose(s) set out in the Application ("App ting out the amounts Project Description and timelines for the payment of the Grant, there is no obligatio 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. Incorporated (Legal) Name of Applicant Organization Sample User ("Organization"): * Title Name of Autbonzed Official: Mr. Stage Left I Signing Authority)

* Position Held: Date: (yyyy/mm/dd)

* The Organization agrees to/with all the statements above:

Figure 19 – Project Description

- 44. Provide a **Brief Project Description** of **no more than** one sentence.
- 45. Use the calendar function to select your **Project Start Date** and **Completion Date** (start with the year first as the calendar is a little finnicky!).

46. Click on Save & Next to proceed.

Figure 20 – Applicant Agreement

- 47. Read the **Applicant Agreement** and sign at the bottom of the form.
- 48. Your **Authorized Official** will be auto-filled from the signing authority on the contact page, but you must put in the **Position Held** and check the agreement **Check Box**.

49. Click on Save & Next to proceed.

sampleuser				O	urrent Board List	
AFA - Organizations Arts Projects			Adding Board Mem			
oplicant Name:				new Board Member to the list. ww" column to edit the details of	a listed Decid Members	
nother Applicant pplicant Number: PP-28266018				a listed Board Member.	a iisteu poaru memper.	
roject Name: Iy OAP Project pplication	[Show F		[Clear Filters]			
oject Number: FA-OAP-14-037764		~	Position	First Name	Last Name	Start Date
berta Foundation for	8	Đ,	President	Fascinating	Performance	01-01
e Arts Application	8	Đ,	Chair	Best	Art-Ever	09-97
7111	8	O.	Treasurer	Super	Star	12-04
ogram Overview	8	Đ,	Other	Music	Maker	02-14
oplicant Contact formation rganization formation roject Description				Back	1 Next	

Figure 21 – Current Board List

- 50. Enter your Board Members to the **Current Board List**. Follow the same procedures used in your profile contacts.
- 51. Click on the 📮 icon to add a Board Member.
- 52. Use the 🔍 to edit information and 🔕 to remove a Board Member.
- 53. Once you have all of your Board Members entered, click on <u>Next</u> to proceed.

Board Exect	utive Details
* Position:	President V
* Salutation:	Ms.
* First Name:	Fascinating
* Last Name:	Performance
* Address Line 1:	123 Abc St
Address Line 2:	
Address Line 3:	
* City:	Edmonton
* Province:	Alberta 🗸
* Postal Code:	тот ото
* Phone Number:	(000) 000-0000
* Email Address:	email@email.email
* Start Date (mm-yy):	01-01 ×
Save	Save & A dd Another
Save & Back to List	Back to List
Check	Spelling

The **Board Executive Details** contact page is different than the contact card in the **Profile Contact List**. Complete all fields as required, including the **Position** title.

Pay particular attention to the **Start Date** field. The format **MUST** be in **MM-YY** in order to submit your application at the end.

Use	the Save & Add And	ther
butto	on to add another co	ontact, and
the	Save & Back to List	button to
retu	rn to the Current Bo	ard List.

🗯 e.Forms		Cogout .
Å sampleuser	Project Budget	
AFA - Organizations Arts Projects	Please refer to the program guidelines to determine eligible expenses.	
Applicant Name: Another Applicant	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.	
Applicant Number: APP-28266018 Project Name: My OAP Project Application	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.	
Project Number: AFA-OAP-14-037764	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.	
Alberta Foundation for the Arts Application Form	Total Expenses will equal Total Revenues + AFA Grant Request. You may include explanatory notes to your budget on the following page.	
Program Overview Contact List Applicant Contact Information	Back Next	

ampleuser		Project Expenses		
- Organizations Arts acts	* Expen	se Type 1: Administrat	ion 🗸)
cant Name: her Applicant		15 at 1997		
cantNumber: 28266018	Description	Number of Units	Unit Cost	Total Cost
ct Name: AP Project	Program Manager	1	\$2,500.00	\$2,500.00
cation	Project Staff	2	\$1,000.00	\$2,000.00
ct Number: DAP-14-037764	Office Supplies	1	\$100.00	\$100.00
				\$0.00
ta Foundation for Arts Application				\$0.00
				\$0.00
am Overview				\$0.00
actList				\$0.00
cant Contact mation	This column is locked	and will no	ot	\$0.00
nization	allow user entry. To s	e vour		\$0.00
ect Description	-	-		\$0.00
nization Applicant ement	Total Costs, including	Subtotal		\$0.00
ent Board List	and Total Proposed E	vnenses		\$0.00
ect Budget roject Expenses	•	•		\$0.00
oject Revenue	click on the Save butt	on at the		\$0.00
hments hission Summary	bottom of the page a	t anv time		\$0.00
is stort summary		•		\$0.00
Applicant Profile	and this column will r	e-calculate	e. ⊨ 🗧	\$0.00
				30.00

Figure 22 – Project Budget

54. Use the link to the "program guidelines" for eligible project expenses.

55. Click on Next to proceed.

HINT:

Refer to the FAQs page on <u>"What should I</u> prepare before I begin my application?" for more information on how to prepare your budget.

Figure 23 – Project Expenses

- 56. Select an **Expense Type** from the drop down menu. You will be able to submit **up to four different expense types** for your budget.
- 57. Enter the related expenses under the **Description**, **Number of Units**, and **Unit Cost** columns.
- 58. Please note, the Total Cost column is locked and will not auto-calculate until save is clicked at the bottom of the form.

Proposed Expenses C	omments:			
Save &	Back	Sav e	Save & Next	
	Back		Next	

Figure 24 – Project Expenses Continued

- Once completed, you will see your Total Proposed Expenses for your project budget at the bottom of the page. You can include comments or notes, if applicable.
- 60. Click on the Save & Next button to move on to your project revenues.

sampleuser		Project R	evenue		
A - Organizations Arts ojects		Non-AFA	Revenue		
plicant Name:		Description	Amount	Funding Status	
other Applicant		In-Kind contributions for donated facility	\$4,000.00	Confirmed V	
plicant Number: P-28266018		Organization contributions	\$6,000.00	Confirmed V	
oject Name:		Canada Council Project Grant	\$2,000.00		
OAP Project plication				- select - V	
ject Number:				- select - V	
A-OAP-14-037764				- select - V	
perta Foundation for					
e Arts Application				- select - V	
rm				- select - Y	
gram Overview				- select - V	
ntact List				- select - V	
plicant Contact ormation				- select - V	
ganization				- select - V	
ormation				- select - Y	
oject Description ganization Applicant				- select - V	
reement				- select - V	
rrent Board List		Total Non-AFA Revenue:	\$12,000.00		
oject Budget Project Expenses					
Project Revenue					
ta chimen ts		Grant Amount Requested:	\$14,800.00		
bmission Summary					
ew Applicant Profile	Comments:				
en apprearer rome					~
port to PDF					~
t PDF Viewer					
ck to Submissions List	<i>a</i> .		24.12		
		Save & Back Sav	e	Save & Next	

Figure 25 – Project Revenue

- 51. Enter your revenues into the **Description**, **Amount**, and **Funding Status** columns.
- 52. List each revenue item, and code it as **Confirmed** or **Pending**. Do **NOT** include your proposed AFA grant as a revenue source.
- 63. When you click on the seven button at the bottom of the page, your Total Non-AFA Revenue and Grant Amount Requested fields will auto-calculate.
- 64. Your **Grant Amount Requested** is the total amount for which you are asking. This amount cannot exceed \$25,000.
- 65. Click on Save & Next to continue.

		Attachments		
sampleuser		Attachinents		
- Organizations Arts jects	e Document Type	Required?	Download Document Description	Date Attached
	01. Detailed project description	Yes		No Attachment
icantName: ther Applicant	02. Most recent annual financial statement	Yes	8 7.0	No Attachment
icant Number:	03. Most recent annual return from corporate registry	Yes	1075	No Attachment
28266018	04. Artist resume	No	122	No Attachment
ect Name: AP Project	05. temeran and travel and immetors	No	122	No Attachment
ication	06. Marketing plan	No		No Attachment
ect Number: OAP-14-037764	07. Partnership agreement	No	17.00	No Attachment
OAP-14-037764	08. Resumes rincipal artists involved in the project	No	6211	No Attachment
rta Foundation for	09. Support	No		No Attachment
Arts Application	10. Void C ect Deposit Form	No	j	No Attachment
	Back		Next	
ram Overview	Duck		E WARK	
tact List				
tact List	Attachment Detail	ls		
tact List	Attachment Detail	IS		
tact List	Attachment Detail * Document Description:	ls		1
tact List		ls Brow:	50	1
tact List	* Document Description: * File Name:	Brows		1
tact List	* Document Description: * File Name: Document Type: 01. Deta	Brows		1
tact List	* Document Description: * File Name: Document Type: 01. Deta Maximum Size: 4 MB	Brow: iled project descrip	tion	1
tact List	* Document Description: * File Name: Document Type: 01. Deta Maximum Size: 4 MB Allowable Formats: jpg, xls,	Brow: iled project descrip	tion	
tact List	* Document Description: * File Name: Document Type: 01. Deta Maximum Size: 4 MB	Brow: iled project descrip	tion	1
tact List	* Document Description:	Brow: iled project descrip	tion	
tact List	* Document Description: * File Name: Document Type: 01. Deta Maximum Size: 4 MB Allowable Formats: jpg, xls,	Brow: iled project descrip	tion	
icant Contact	* Document Description: * File Name: Document Type: 01. Deta Maximum Size: 4 MB Allowable Formats: jpg, xls, Instructions: Save	Brow: iled project descrip xlsx, wpd, pdf, doc	tion	
tact List	* Document Description:	Brow: iled project descrip	tion	
tact List	* Document Description: * File Name: Document Type: 01. Deta Maximum Size: 4 MB Allowable Formats: jpg, xls, Instructions: Save	Brow: iled project descrip xlsx, wpd, pdf, doc	tion	
tact List	* Document Description: * File Name: Document Type: 01. Deta Maximum Size: 4 MB Allowable Formats: jpg, xls, Instructions: Save Save	Brow: iled project descrip xlsx, wpd, pdf, doc	tion	
tact List	* Document Description: * File Name: Document Type: 01. Deta Maximum Size: 4 MB Allowable Formats: jpg, xls, Instructions: Save Save	Brow: iled project descrip xlsx, wpd, pdf, doc	tion	

🚣 sampleuser	Attachments						
AFA - Organizations Arts Projects	Delete	Document Type	Required?	Download	Document Description	Date Attached	
Applicant Name:	8	01. Detailed project description	Yes	⊙	Our Upcoming Project	2016/10/17	
Another Applicant Applicant Number:	8	02. Most recent annual financial statement	Yes	⊕	2016 Audited Stat	2016/10/17	
APP-28266018 Project Name:	8	03. Most recent annual return from corporate registry	Yes	⊕	2016 Annual Return	2016/10/17	
My OAP Project		04. Artist resume	No			No Attachment	
Application		05. Itinerary and travel confirmations	No			No Attachment	
FA-OAP-14-037764		06. Marketing plan	No			No Attachment	
	8	07. Partnership agreement	No	Q	Partner Contract	2016/10/17	
Alberta Foundation for the Arts Application		08. Resumes for principal artists involved in the project	No			No Attachment	
Form		09. Support materials	No		622	No Attachment	
Program Overview	8	10. Void Cheque or Direct Deposit Form	No	⊕	Void cheque	2016/10/17	
Contact List Applicant Contact nformation		Back		Next	8		

Figure 26 – Attachments

- For all types of activities, you will need to upload 66. items 1-3 in order to submit your application. Please upload all documents in PDF format.
- 67. Project activities often require other attachments as outlined in the program guidelines. Ensure you upload these as necessary in the remaining line items.
- To upload an attachment, click on the underlined 68. Document Type. This will open the Attachments Details page.
- 69. Complete the **Document Description** field and click on the Brow se... button to locate the file you wish to upload from your computer.
- 70. Click on Save & Back to List to return to the Attachments page.
- To view a file, click on the 🕘 icon. If you need 71. to remove a file from the list, click on 🔞 to delete it.
- Once your attachments are all in place, click 72. on to continue. Next

sampleuser		Submission Sur	nma ry		
AFA - Organizations Arts Projects	Complete	Page	Last Updated	Mandatory	
Applicant Name:		Program Overview	No Input Required	No	
Another Applicant	1	Contact List	2016/10/14	Yes	
Applicant Number: APP-28266018	~	Applicant Contact Information	2016/10/14	Yes	
Project Name: My OAP Project	~	Organization Information	2016/10/13	Yes	
Application Project Number:	~	Project Description	2016/10/14	Yes	
FA-OAP-14-037764	×	Organization Applicant Agreement	Please Complete	Yes	
Alberta Foundation for	1	Current Board List	2016/10/14	Yes	
The red "X" indicates th	a t	Project Budget	No Input Required	No	
Pro	at 🧹	Project Expenses	2016/10/14	Yes	
this page has not been	0770	Project Revenue	No Input Required	No	
properly completed. Clic	ck 🖌	Attachments	2016/10/17	Yes	
on the corresponding pa	age 📃	Back	Next		
title to return to the for	m 📃	Export to PDF		This button will	
Cur		Get PDF View			
and make corrections.		Submit		remain inactive	ur

e.Forms 🔑 Logout Submission Summary Å sampleuser AFA - Organizations Arts Page Last Updated Mandatory Complete Projects Program Overview No Input Required No Applicant Name: Contact List 2016/10/14 Another Applicant Yes Applicant Number: Applicant Contact Information 2016/10/14 APP-28266018 Yes Project Name: Organization Information 2016/10/13 Yes My OAP Project Application 1 Project Description 2016/10/14 Yes Project Number: AFA-OAP-14-037764 -Organization Applicant Agreement 2016/10/17 Yes Alberta Foundation for 1 Current Board List 2016/10/14 Yes the Arts Application Form Project Budget No Input Required No Project Expenses 2016/10/14 Yes Program Overview Contact List Project Revenue No Input Required No Applicant Contact Information Attachments 2016/10/17 Yes Organization Information Project Description Back Next Organization Applicant Agreement Export to PDF Current Board List Project Budget Project Expenses Submit Project Revenue

Figure 27 – Submission Summary with Error

- 73. The Submission Summary page is the final page of your application.
- 74. If you have completed your application correctly, there will be a **green check mark** beside each "page"
- 75. If there is a **red "X"** beside any "page," there is a mandatory field that needs to be completed or corrected. Click on the underlined "page" title to return to that specific form and make your corrections.

Figure 28 – Submission Summary COMPLETE

- 76. Once you have **green check marks**, your application is complete.
- 77. Click on the submit button to officially submit your application for consideration.

Congratulations!

You have successfully submitted your grant request to the AFA. You will receive an automatic email confirming the receipt of your application.

What should I prepare before I begin my application?

Before you begin your application, it is recommended that you prepare both a draft budget (for entry into the GATE budget form) and all of your attachments for upload to the system.

Draft Budget

Your draft budget should contain all project expenses and revenues. Expenses can be coded to **up to four different categories**, with each category allowing for twenty line items:

* Expense Type 3:	select
	Administration
	Artist Fees
	Facilities and Equipment
tion	Marketing
tion	Materials and Supplies
	Subsistence
	Travel
	Tuition
	Pre-Production
	Production
	Post-Production
	Research
	Other

Your revenues will be coded as confirmed or pending, and should reflect any In-Kind contributions.

Do **NOT** include your AFA grant request as a revenue. The difference between your expenses and revenue will comprise your grant request to a maximum allowable amount of \$25,000.

Attachments

Save all attachments in PDF format* for uploading:

- **o** Detailed project description
- Most recent financial statement
- Most recent annual return from Corporate Registries
- Additional support materials (may include letters of agreement, itineraries, résumés, and other relevant support materials

Further details on attachments can be found under Section 4 – Application Requirements of the project guidelines.

Audio and/or visual support materials can be submitted by email to <u>vaAFA@gov.ab.ca</u>. Links to online content are **NOT** an acceptable submission format – emails must contain a complete file or a link to a file that can be directly downloaded by Arts Branch staff.

*You can only submit one file, no larger than 4MB each, for each respective attachment in the application.

I am a returning applicant*. How do I start a new project in GATE?

*Before starting a new application, update your Applicant Profile by following the instructions elsewhere in the FAQs.

	Step 3 – click here OPTION 1 – I have a	applied to	OAP before:	
🍵 Front Offic		🍵 Front Offic	re	👰 Help 🤌 Logout
sampleuser	Ap Another Applicant (APP-28266018)	🦀 sampleuser	Applicant: Another Applicant (APP-28266018)	
Front Office Portal	Projects	Front Office Portal	[Hide Filters] [Clear Filters]	
Browse Funding Opportunities	Project Status: Open Projects Funding Opportunity Name: AFA - Organizations Arts Projects	G Browse Funding Opportunities	Applicant Project Name: All Projects V Date Submitted: On V	
Opportunities Profile		Profile	Project Status: Open Project v Submission Version: Latest Version V	
My Account	Edit Project Name Project Funding Number Opportunity Name Applicant Name Step	Change Password	Associate Type: All	
Change Password	My OAP Project AFA-OAP. AFA - Organizations Arts Another Applicant Step 2 - select OAP grant	M orkspace Applicants	Step 5 – click here	
Applicants Funding Opportunity Registrations		Funding Opportunity Registrations Projects Submissions	A ons Project Name Funding Opportunity Name Start End Date Associate Verse Date Date Type Verse Verse Step Name Date Start Type Verse Vers	sion Date Submitted
Projects Submissions	Step 1 – click here	🕰 co 🛛 Us	Ny OAP Project Application Arbs Ny OAP Project Application Arbs Application Application Arbs Application Application 1-Dec-2014 12-Apr 2050 Primary Applicant 1	Submitted
Contact Us	Step 4	l – click here	1	
	Sample - Projects Window		Sample – Submissions Window	

- 1. Log into **GATE** and click on **Projects** on the left-hand menu.
- 2. Select Organizations Arts Projects from the Funding Opportunity Name drop-down list.

3.

4. Click on **Submissions** on the left-hand menu bar to load all open projects.

Applicant Profile

Applicant Type

Organization Registration Address

Contact List

Wizard

Submission Summary

Return to Registration

- Click on the Add Project icon. Give your project a name sub and then click Save & Back to List
- 5. Click on the **Yellow File Folder** icon to fill out and submit your new application.

OPTION 2 – I have NOT applied to OAP before, but I HAVE applied for other grant opportunities:

- 1. Register for OAP funding as per instructions for **Figures 3 & 4** of this guide.
- 2. When you are at the **Applicant Type (Figure 5)** window, click on **Return to Registration Wizard** from the left-hand menu.
- 3. Follow the instructions from Figure 13 Complete Applicant Profile onwards to submit.

Organizations: Arts Projects

How do I continue my application if I logged out before submitting?

- 1. Log back into **Front Office**. From the **Welcome** screen, click on the **Submissions** tab on the left-hand menu bar.
- 2. Click on the **Yellow File Folder** 📩 icon to open your application and continue filling it out.

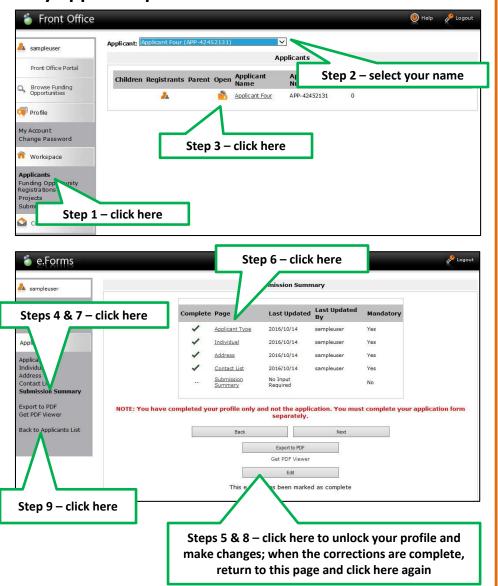
	🇯 Front Off	ice	👰 Help 🥜 Logout
	Å sampleuser	Applicant: Another Applicant (APP-28266018)	
	Front Office Portal	[Hide Filters] [Clear Eilters]	
	Browse Funding Opportunities	Applicant Project Name: All Projects Date Submitted: On	
	Profile	If your project does NOT appear in the list below,	If your project has been successfully
	Change Password	click here to reset your window.	SUBMITTED for consideration, the date it was received will appear in this column.
	Applicants Funding Opportunity Registrations Projects Submissions		
Click here to	ontact Us	Actions Project Number Step Name Date End Date My OAP Project AFA - Organizations Arts Application Projects 1-Dec-2014 12-Apr- 2050	Associate Type Version Date Submitted
open the SUBMISSIONS window.		AFA-OAP-14-037764 Submit Application 2000	
		All of your OPEN projects will be visible in this list. Clicking on t beside a line item will open your application b If you receive a grant, you will also find a line item for your FIN after your payment has been issued.	back up.

Organizations: Arts Projects

Frequently Asked Questions

How do I update my applicant profile?

- 1. Log into **GATE** and click on the **Applicants** line on the left-hand menu bar.
- 2. Ensure your name appears in the **Applicant** drop-down box at the top of the page.
- Click on the Yellow File Folder <a>File icon to open your Profile.
- 4. Once your **Profile** is open, click on the line that says **Submission Summary**.
- 5. To make changes, you must "unlock" your profile. Click on the <u>Edit</u> button to do this (the text will toggle to "Complete" – you will return here and click again once your corrections have been made).
- 6. Navigate to any page by clicking on the under-lined "**page**" title or by using the left-hand menu.
- Once you have reviewed and updated your profile, you MUST return to the Submission Summary page to "lock" it again.
- 8. Click on the <u>Complete</u> button to do so. The text will toggle back to "Edit".
- 9. Click on the **Back to Applicants** line at the bottom of the left-hand menu to return to the main applicants screen.



Organizations: Arts Projects

