

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 registrationAFA@gov.ab.ca 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

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

Online Grant Application System

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**.

The system may be used to submit applications and/or final reporting information for the following **Alberta Culture and Tourism** programs:

- Alberta Media Fund - <http://culture.alberta.ca/mediafund>
 - » Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.

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:

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.

Front Office

sampleuser

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

It is **very important** to carefully review the instructions emailed to you and the information below to complete the online process properly.

Frequently Asked Questions (PDF) – Most commonly asked questions/problems encountered while using the system.

Glossary for GATE (PDF) – Online system glossary

Quick Tips for using the System:

- 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.
- 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.)
- Only fields with an asterisk (*) are mandatory and need to be completed.
- To access an application that you've already started, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
- To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)

Page Generation Time: 0.672s

CSDC

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.

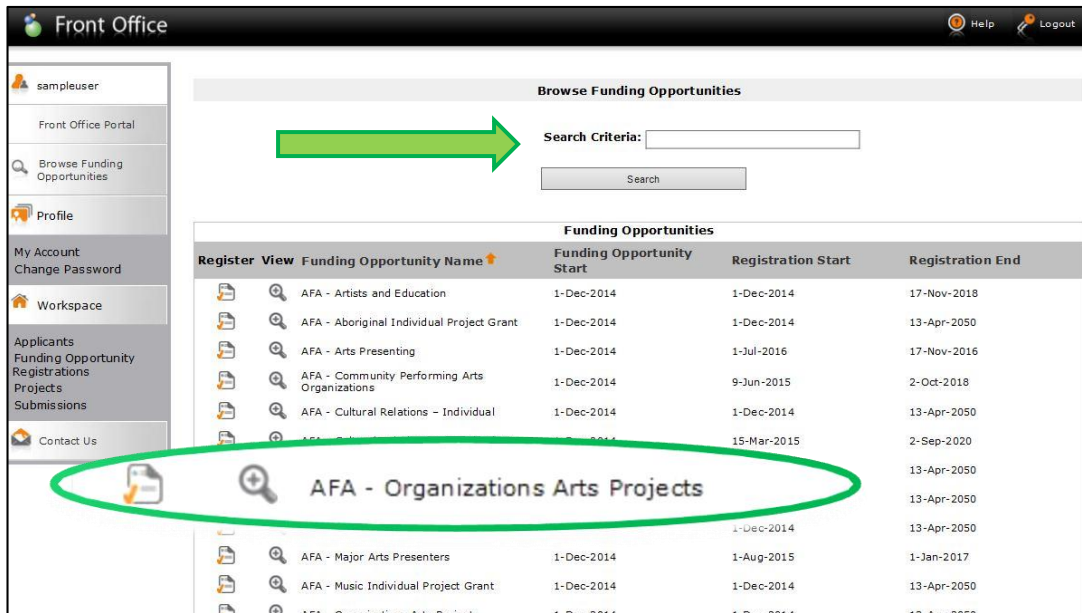



Figure 3 – Selecting Your Grant Stream

- 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.
- Click on the **document icon**  beside the program for which you are applying.

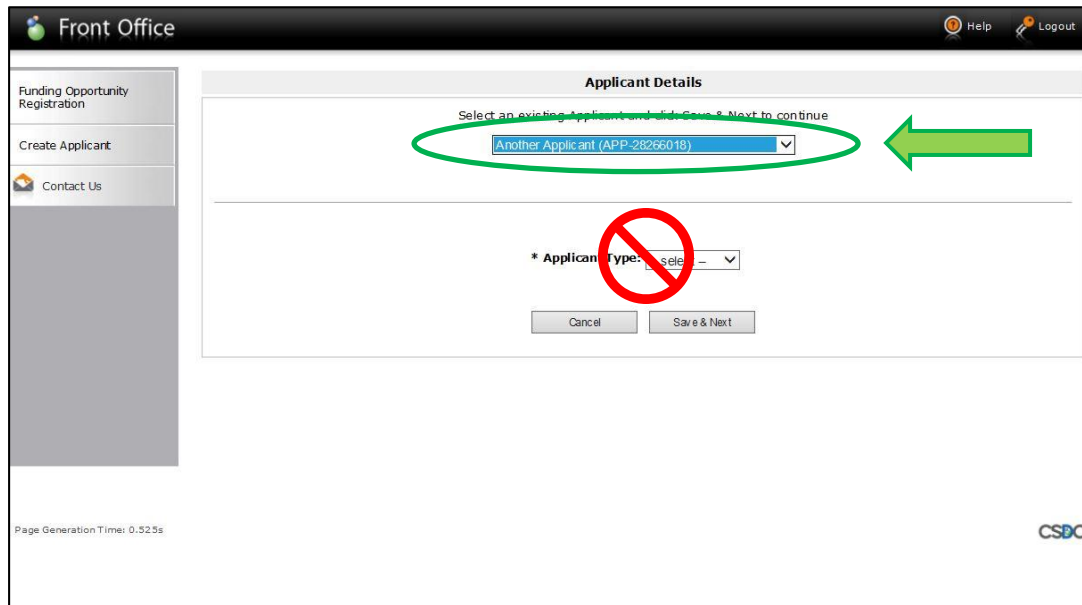


Figure 4 – Applicant Details

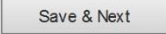
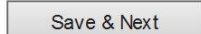
- From the first drop down menu, select your **Applicant Name**. Click  at the bottom of the page to continue on to your applicant profile.
- Do **NOT** use the second drop down menu item. It is for **OFFICE USE ONLY** and should be left as **"-select-"** when proceeding with your application.

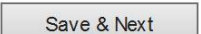
Figure 5 – Applicant Type

7. Select your **Applicant Type** from the drop-down menu.
8. Click on  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

9. 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  to continue.

Registration

* **Registration Type:** Societies Act

* **Registered Name:** Sample User

* **Registration Number:** 1111111111

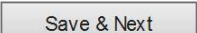
* **Registration Date (yyyy/mm/dd):** 2001/01/01

Save & Back Save Save & Next

Back Next

Check Spelling

Figure 7 – Registration

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

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:** 123 Abc Street

Address Line 2:

Address Line 3:

* **City:** Calgary

* **Province:** Alberta

* **Postal Code:** T2T 0T0

Country: Canada

Mailing / Delivery Address

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

Address Line 1: 123 Abc Street

Address Line 2:

Address Line 3:

City: Calgary

Province: Alberta

Postal Code: T2T 0T0

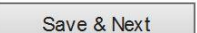
Country: Canada

Save & Back Save Save & Next

Back Next

Check Spelling

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  to continue.

e.Forms Logout

sampleuser

Applicant Name:
Another Applicant
Applicant Number:
APP-28266018


Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
Submission Summary

Return to Registration Wizard

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 Y Z

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

Back Next

Figure 9 – Contact List

18. 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.

e.Forms Logout

sampleuser

Applicant Name:
Another Applicant
Applicant Number:
APP-28266018

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
Submission Summary

Return to Registration Wizard

Contact

Contact Type: Primary Contact

* Salutation: Ind.

* First Name: Oil

Middle Name:

* Last Name: Paint

Title: Executive Director

* Phone Number: 000-000-0000

Extension:

Alternate Phone Number:

Extension:

Fax Number:

Email Address: email address@email.email

Alternate Email Address:

Website URL: www.ourwebsite.ca

Contact is on the Board of Directors: ☐

If yes, please select Title: -- select --

If Other, please specify:

Contact is an Officer: ☐

If Yes, please specify Title: -- select --

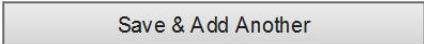
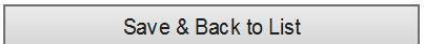
If Other, please specify:

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

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  to add another contact right away.
23. Click on  to return directly back to the **Contact List** page.

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	Y	Z	
		Ind. Oil Paint		Primary Contact		000-000-0000																					
		Ms. Tap Shoes		Authorized Repres...		000-000-0000																					
		Mr. Stage Left		Authorized Repres...		000-000-0000																				Treasurer	

1

Back Next

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 to proceed.

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	<u>Applicant Type</u>	2016/10/13	sampleuser	Yes
✓	<u>Organization</u>	2016/10/13	sampleuser	Yes
✓	<u>Registration</u>	2016/10/13	sampleuser	Yes
✓	<u>Address</u>	2016/10/13	sampleuser	Yes
✓	<u>Contact List</u>	2016/10/13	sampleuser	Yes
--	<u>Submission Summary</u>	No Input Required		No

NOTE: You have completed your profile only and not the application. You must complete your application form separately.

Back Next Complete

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.
29. Once you have green check marks for all your pages, click on to move forward with the remainder of your application. Do **NOT** use the "Next" button at this stage.

IMPORTANT!!!

Ensure you click on the button when you reach this stage. Not doing so will lock you out of successive steps in the application process.

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

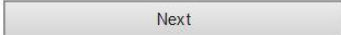
Contact Us

Complete Applicant Profile

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

Cancel View Next

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  to proceed.

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

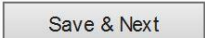
Create a Project

Funding Opportunity Name: AFA - Organizations Arts Projects

* Applicant Project Name: My OAPProject Application

Cancel Save & Next

Figure 14 – Create a Project

32. 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  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?”**

Program Overview

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.

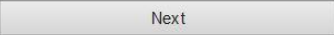
Please [click here](#) for program guidelines and information.

Date Received: 2019/10/13
(yyyy/mm/dd)

Back Next

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 auto-calculated and cannot be edited.
35. Click on  to proceed.

Contact List

* **Primary Contact Name:** Ms. Tap Shoes
(This is the person we will call for project information.)

* **Secondary Contact Name:** Ind. Oil Paint
(This is the person we will call for project information.)

* **Signing Authority Contact:** Mr. Stage Left
(This is the legal/financial signing authority for the organization.)

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

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 Y Z			
Delete	View	Contact Name	Phone Number
		Ind. Oil Paint	000-000-0000
		Ms. Tap Shoes	000-000-0000
		Mr. Stage Left	000-000-0000

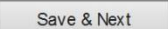
1

Save & Back Save Save & Next

Back Next

Program Overview
Contact List
Applicant Contact Information
Organization Information
Project Description
Organization Applicant Agreement
Current Board List
Project Budget
Project Expenses
Project Revenue
Attachments

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  to proceed.

e.Forms Logout

sampleuser

AFA - Organizations Arts Projects

Applicant Name: Another Applicant
Applicant Number: APP-28266018
Project Name: My OAP Project Application
Project Number: AFA-OAP-14-037764

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Project Description
Organization Applicant Agreement
Current Board List
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Applicant Contact Information

Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required.

Applicant Address

* Address Line 1: 123 Abc Street NW ?
Address Line 2:
Address Line 3:
* City: Calgary
* Province: Alberta
* Postal Code: T2T 0T0
Country: Canada


Mailing / Delivery Address

Please ensure that the mailing address is correct for this application.

Address Line 1: 123 Abc Street
Address Line 2:
Address Line 3:
City: Calgary
Province: Alberta
Postal Code: T2T 0T0
Country: Canada

Save & Back Save Save & Next
Back Next

Figure 17 – Contact Information

39. Your address will be auto-filled from your profile.
40. Click on  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.

e.Forms Logout

sampleuser

AFA - Organizations Arts Projects

Applicant Name: Another Applicant
Applicant Number: APP-28266018
Project Name: My OAP Project Application
Project Number: AFA-OAP-14-037764

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Project Description
Organization Applicant Agreement
Current Board List
Project Budget
Project Expenses

Organization Information

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).

Common Name: The Sample User for this Example
(if different from Legal Entity Name)

Alberta Registration Number: 1111111111

Alberta Registration Date: 2001/01/01 (yyyy/mm/dd)


CRA Registration Date: (yyyy/mm/dd)

Fiscal Year End
* Month: March
* Day: 31

CADAC Number: (applicable only to PPAO, PAG, PASO, AP)

Save & Back Save Save & Next
Back Next
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  to proceed.

Project Description

* Project Description Brief:
My OAP Capacity Building Research and Project

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

* Project Start Date: 2017/02/06 (yyyy/mm/dd)

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

Buttons: Save & Back, Save, Back, Next, Check Spelling

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 finnickily!).
46. Click on to proceed.

Organization Applicant Agreement

Alberta Foundation For The Arts Applicant Agreement

Sample User

The Organization 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 Organization;
- the required financial statement(s) for the applicable fiscal period(s) are true copies and have been attached to and form part of the Application;
- it has read and understood the applicable grant Guidelines (Guidelines) located on the AFA website at <http://www.afta.ab.ca>;
- it is in good standing with the Alberta Corporate Registry.

The Organization understands and agrees that should its Application be approved, any grant funding awarded is subject to the Organization complying with the terms and conditions of this Agreement. The Organization agrees to the following terms and conditions:

- The Guidelines and Application form part of this Agreement and the Organization agrees to be bound by the requirements set out in them.
- The Organization understands and agrees that unless it receives a grant from the AFA awarding grant funding (the "Grant") for the purpose(s) set out in the Application ("App"), it is not obligated to pay out the amounts and timelines for the payment of the Grant, there is no obligation.

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 to proceed.

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 ("Organization"): Sample User

* Title Name of Authorized Official: Mr. Stage Left

* Position Held:

Date: 2016/10/13

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

e.Forms Logout

sampleuser

AFA - Organizations Arts Projects




Applicant Name:
Another Applicant
Applicant Number:
APP-28266018
Project Name:
My OAP Project Application
Project Number:
AFA-OAP-14-037764

Alberta Foundation for the Arts Application Form









Program Overview
Contact List
Applicant Contact Information
Organization Information
Project Description

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.




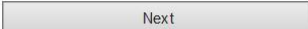
[Show Filters] [Clear Filters]

Delete	View	Position	First Name	Last Name	Start Date
		President	Fascinating	Performance	01-01
		Chair	Best	Art-Ever	09-97
		Treasurer	Super	Star	12-04
		Other	Music	Maker	02-14

1

Back 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  to proceed.

Board Executive Details

* Position:

* Salutation:

* First Name:

* Last Name:

* Address Line 1:

Address Line 2:

Address Line 3:

* City:

* Province:

* Postal Code:

* Phone Number:

* Email Address:

* Start Date (mm-yy):

Save Save & Add 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  button to add another contact, and the  button to return to the **Current Board List**.

Total Proposed Expenses:

Proposed Expenses Comments:

Save & Back
Save
Save & Next

Back
Next

Check Spelling

Figure 24 – Project Expenses Continued

59. 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.

eForms
Logout

sampleuser

AFA - Organizations Arts Projects

Applicant Name: Another Applicant
Applicant Number: APP-28266018
Project Name: My OAP Project Application
Project Number: AFA-OAP-14-037764

Alberta Foundation for the Arts Application Form

Program Overview
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Project Revenue
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Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Project Revenue

Non-AFA Revenue

Description	Amount	Funding Status
In-Kind contributions for donated facility	\$4,000.00	Confirmed ▼
Organization contributions	\$6,000.00	Confirmed ▼
Canada Council Project Grant	\$2,000.00	Pending ▼
		-- select -- ▼
		-- select -- ▼
		-- select -- ▼
		-- select -- ▼
		-- select -- ▼
		-- select -- ▼
		-- select -- ▼
		-- select -- ▼
		-- select -- ▼
		-- select -- ▼
		-- select -- ▼
		-- select -- ▼
		-- select -- ▼
Total Non-AFA Revenue:	\$12,000.00	

Grant Amount Requested:

Comments:

Save & Back
Save
Save & Next

Back
Next

Check Spelling

Figure 25 – Project Revenue

61. Enter your revenues into the **Description**, **Amount**, and **Funding Status** columns.
62. 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 Save 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.

eForms Logout

sampleuser

AFA - Organizations Arts Projects

Applicant Name: Another Applicant
Applicant Number: APP-28266018
Project Name: My OAP Project Application
Project Number: AFA-OAP-14-037764

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact

Attachments

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Detailed project description</u>	Yes	--	No Attachment	
	<u>02. Most recent annual financial statement</u>	Yes	--	No Attachment	
	<u>03. Most recent annual return from corporate registry</u>	Yes	--	No Attachment	
	<u>04. Artist resume</u>	No	--	No Attachment	
	<u>05. Itinerary and travel confirmations</u>	No	--	No Attachment	
	<u>06. Marketing plan</u>	No	--	No Attachment	
	<u>07. Partnership agreement</u>	No	--	No Attachment	
	<u>08. Resumes for principal artists involved in the project</u>	No	--	No Attachment	
	<u>09. Support materials</u>	No	--	No Attachment	
	<u>10. Void Cheque or Direct Deposit Form</u>	No	--	No Attachment	

Back Next

Attachment Details

* Document Description:

* File Name: Browse...

Document Type: 01. Detailed project description

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

Figure 26 – Attachments

66. For all types of activities, you will need to upload 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.
68. To upload an attachment, click on the underlined **Document Type**. This will open the **Attachments Details** page.
69. Complete the **Document Description** field and click on the button to locate the file you wish to upload from your computer.
70. Click on to return to the Attachments page.
71. To view a file, click on the icon. If you need to remove a file from the list, click on to delete it.
72. Once your attachments are all in place, click on to continue.

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AFA - Organizations Arts Projects

Applicant Name: Another Applicant
Applicant Number: APP-28266018
Project Name: My OAP Project Application
Project Number: AFA-OAP-14-037764

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information

Attachments

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Detailed project description</u>	Yes		Our Upcoming Project	2016/10/17
	<u>02. Most recent annual financial statement</u>	Yes		2016 Audited Stat...	2016/10/17
	<u>03. Most recent annual return from corporate registry</u>	Yes		2016 Annual Return	2016/10/17
	<u>04. Artist resume</u>	No	--	No Attachment	
	<u>05. Itinerary and travel confirmations</u>	No	--	No Attachment	
	<u>06. Marketing plan</u>	No	--	No Attachment	
	<u>07. Partnership agreement</u>	No		Partner Contract	2016/10/17
	<u>08. Resumes for principal artists involved in the project</u>	No	--	No Attachment	
	<u>09. Support materials</u>	No	--	No Attachment	
	<u>10. Void Cheque or Direct Deposit Form</u>	No		Void cheque	2016/10/17

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AFA - Organizations Arts Projects

Applicant Name: Another Applicant
Applicant Number: APP-28266018
Project Name: My OAP Project Application
Project Number: AFA-OAP-14-037764

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Project Description
Organization Applicant Agreement
Current Board List
Project Budget
Project Expenses
Project Revenue
Attachments

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/10/14	Yes
✓	Applicant Contact Information	2016/10/14	Yes
✓	Organization Information	2016/10/13	Yes
✓	Project Description	2016/10/14	Yes
✗	Organization Applicant Agreement	Please Complete	Yes
✓	Current Board List	2016/10/14	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2016/10/14	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2016/10/17	Yes

Back Next

Export to PDF
Get PDF Viewer
Submit

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.

e.Forms Logout

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AFA - Organizations Arts Projects

Applicant Name: Another Applicant
Applicant Number: APP-28266018
Project Name: My OAP Project Application
Project Number: AFA-OAP-14-037764

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Project Description
Organization Applicant Agreement
Current Board List
Project Budget
Project Expenses
Project Revenue
Attachments

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/10/14	Yes
✓	Applicant Contact Information	2016/10/14	Yes
✓	Organization Information	2016/10/13	Yes
✓	Project Description	2016/10/14	Yes
✓	Organization Applicant Agreement	2016/10/17	Yes
✓	Current Board List	2016/10/14	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2016/10/14	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2016/10/17	Yes

Back Next

Export to PDF
Get PDF Viewer
Submit

Figure 28 – Submission Summary COMPLETE

76. Once you have **green check marks**, your application is complete.
77. Click on the 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
	Marketing
	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:

- 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 vaAFA@gov.ab.ca. 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.

OPTION 1 – I have applied to OAP before:

Step 1 – click here (Points to 'Projects' in the left-hand menu)

Step 2 – select OAP grant (Points to 'AFA - Organizations Arts Projects' in the 'Funding Opportunity Name' dropdown)

Step 3 – click here (Points to the 'Add Project' icon)

Step 4 – click here (Points to the 'Submissions' link in the left-hand menu)

Step 5 – click here (Points to the 'Yellow File Folder' icon)

Sample - Projects Window

Project Name	Project Number	Funding Opportunity Name	Applicant Name	Step
My OAP Project Application	AFA-OAP-14-037764	AFA - Organizations Arts Projects	Another Applicant	1

Sample – Submissions Window

Project Name	Project Number	Funding Opportunity Name	Start Date	End Date	Associate Type	Version	Date Submitted
My OAP Project Application	AFA-OAP-14-037764	AFA - Organizations Arts Projects	1-Dec-2014	12-Apr-2050	Primary Applicant	1	

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. Click on the **Add Project** icon. Give your project a name and then click Save & Back to List
4. Click on **Submissions** on the left-hand menu bar to load all open projects.
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:

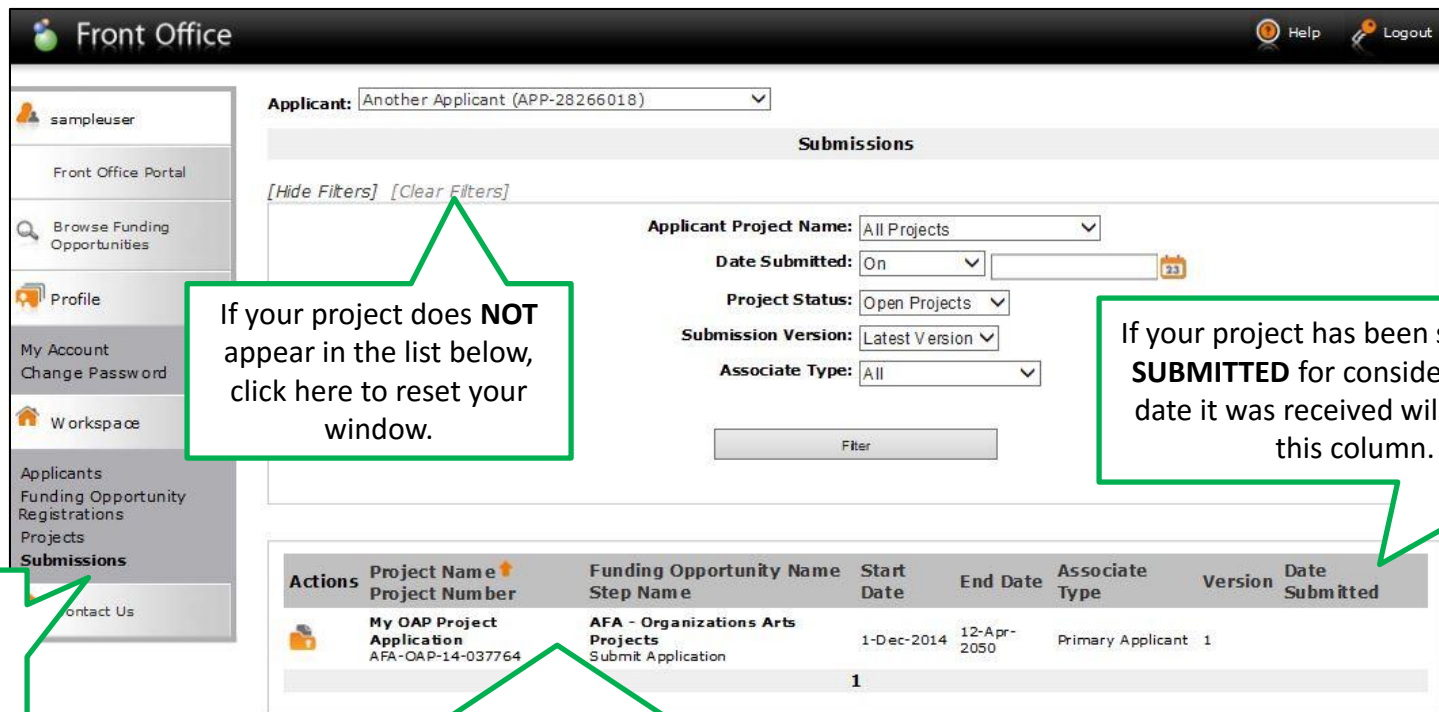
1. Register for OAP funding as per instructions for **Figures 3 & 4** of this guide.
2. When you are at the **Applicant Type (Figure 5)** window, click on **Return to Registration Wizard** from the left-hand menu.
3. Follow the instructions from **Figure 13 – Complete Applicant Profile** onwards to submit.

Applicant Profile

- Applicant Type
- Organization
- Registration
- Address
- Contact List
- Submission Summary
- Return to Registration Wizard**

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 Office

sampleuser

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Applicant: Another Applicant (APP-28266018)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects


Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Actions	Project Name	Project Number	Funding Opportunity Name	Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	My OAP Project Application	AFA-OAP-14-037764	AFA - Organizations Arts Projects	Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
					1				


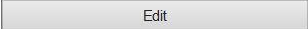
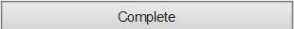
If your project does **NOT** appear in the list below, click here to reset your window.

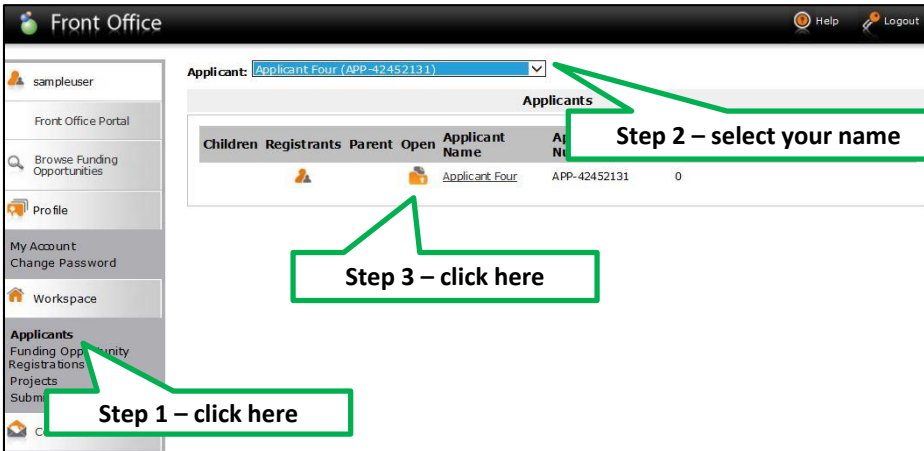
If your project has been successfully **SUBMITTED** for consideration, the date it was received will appear in this column.

Click here to open the **SUBMISSIONS** window.

All of your **OPEN** projects will be visible in this list. Clicking on the **ORANGE FILE FOLDER** beside a line item will open your application back up.
If you receive a grant, you will also find a line item for your **FINAL REPORT** on this page after your payment has been issued.

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.
3. Click on the **Yellow File Folder**  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  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.
7. Once you have reviewed and updated your profile, you **MUST** return to the **Submission Summary** page to “lock” it again.
8. Click on the  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.



Front Office

Applicant: Applicant Four (APP-42452131)

Applicants

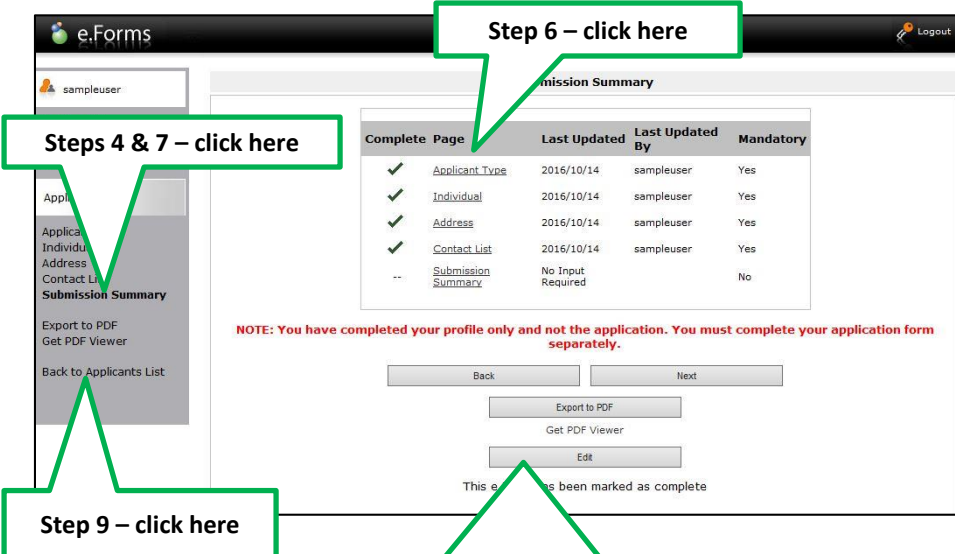
Children Registrants Parent Open Applicant Name App No

Applicant Four APP-42452131 0

Step 2 – select your name

Step 3 – click here

Step 1 – click here



e.Forms

sampleuser

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	<u>Applicant Type</u>	2016/10/14	sampleuser	Yes
✓	<u>Individual</u>	2016/10/14	sampleuser	Yes
✓	<u>Address</u>	2016/10/14	sampleuser	Yes
✓	<u>Contact List</u>	2016/10/14	sampleuser	Yes
...	<u>Submission Summary</u>	No Input Required		No

NOTE: You have completed your profile only and not the application. You must complete your application form separately.

Back Next

Export to PDF Get PDF Viewer

Edit

This e... has been marked as complete

Steps 4 & 7 – click here

Step 6 – click here

Step 9 – click here

Steps 5 & 8 – click here to unlock your profile and make changes; when the corrections are complete, return to this page and click here again

How do I navigate back and forth throughout my application?

The easiest way to move through your application is to use the left-hand menu bar that is present after you log into Front Office. This menu will change depending on what part of your application you are accessing:

