Organizations: Arts Projects
Completing an Online Application in GATE

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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- I am a returning applicant. How do I start a new project in GATE?
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- How do I update my applicant profile?
- How do I navigate back and forth throughout my application?

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.
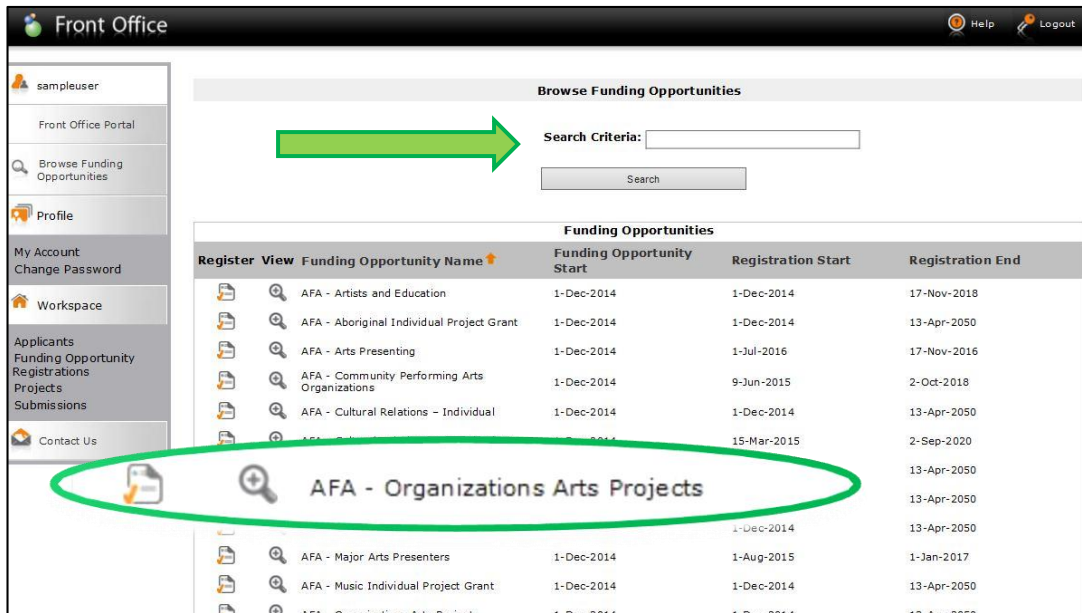
Figure 3 – Selecting Your Grant Stream

3. 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.
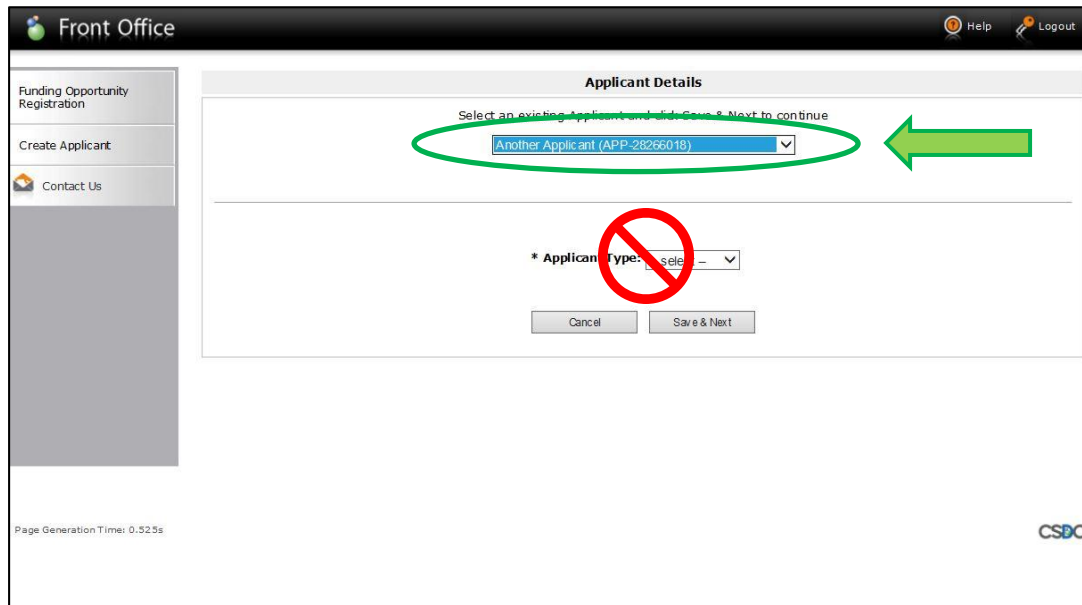
Figure 4 – Applicant Details
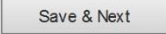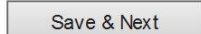
5. From the first drop down menu, select your **Applicant Name**. Click [Save & Next] at the bottom of the page to continue on to your applicant profile.

6. 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.
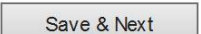
Figure 5 – Applicant Type

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

8. Click on [Save & Next] to continue.

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 [Save & Next] to continue.
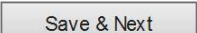
Figure 7 – Registration

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 [Save & Next] to continue.
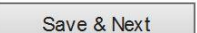
Figure 8 – Address

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.

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.

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.

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.

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

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 [Complete] to move forward with the remainder of your application. Do **NOT** use the "Next" button at this stage.
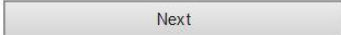
Figure 13 – Complete Applicant Profile

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.
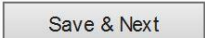
Figure 14 – Create a Project

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 [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?"

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 [Next] to proceed.

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.

Figure 17 – Contact Information

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.

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.

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.

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 Next to proceed.

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

Figure 22 – Project Budget

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

55. Click on [Next] to proceed.

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.

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.

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.

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 [Browse...] 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.

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 [Next] to continue.

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

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

Submission Summary

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

The **red "X"** indicates that this page has not been properly completed. Click on the corresponding page title to return to the form and make corrections.

This button will remain inactive until any errors are fixed.

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.

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

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

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:

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:

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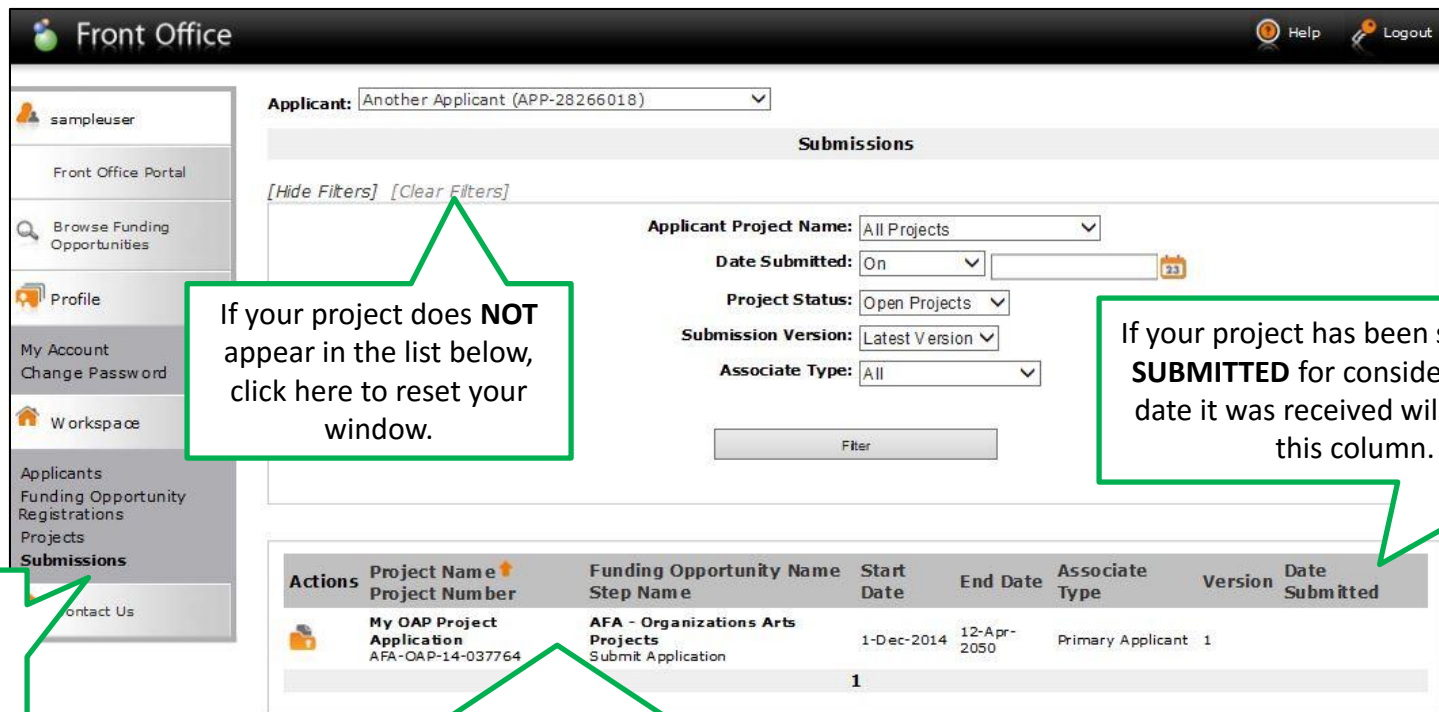
1. Register for OAP funding as per instructions for **Figures 3 & 4** of this guide.
2. When you are at the **Applicant Type (Figure 5)** window, click on **Return to Registration Wizard** from the left-hand menu.
3. Follow the instructions from **Figure 13 – Complete Applicant Profile** onwards to submit.

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

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

If your project does **NOT** appear in the list below, click here to reset your window.
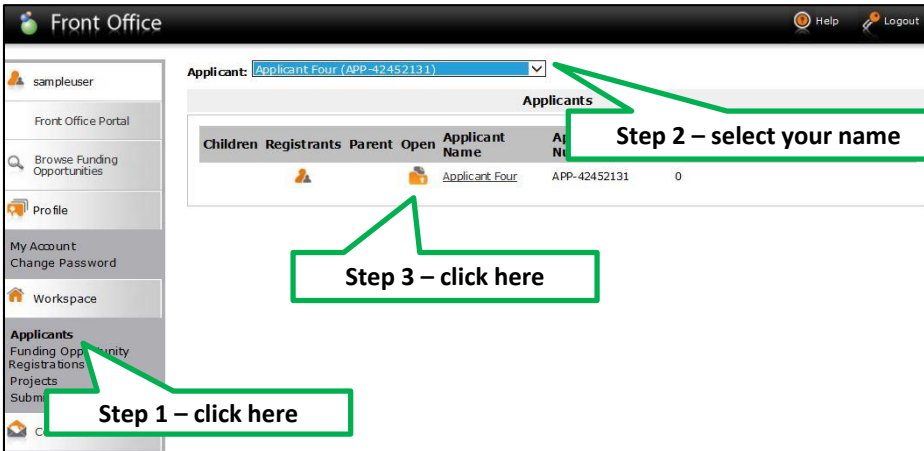
If your project has been successfully **SUBMITTED** for consideration, the date it was received will appear in this column.

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

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

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 [Edit] 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 [Complete] 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.

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:

Main Menu

sampleuser

Front Office Portal

Browse Funding Opportunities — **Register for grant streams**

Profile

My Account
Change Password — **Change password**

Workspace

Applicants
Funding Opportunity Registrations — **Access profile**
Projects
Submissions — **Access applications**

Contact Us

This menu appears when you log in. Use it to navigate to your profile or submissions

Profile Menu

sampleuser

Applicant Name:
Applicant Four
Applicant Number:
APP-42452131 — **Applicant Name**

Applicant Profile

Applicant Type
Individual
Address — **Applicant Profile Forms**
Contact List
Submission Summary

Export to PDF — **Export Copy of Profile**
Get PDF Viewer

Back to Applicants List — **Return to Prior Level**

In your profile or application, you can access a form by clicking on a respective line.

Application Menu

sampleuser

AFA - Organizations Arts Projects

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

Alberta Foundation for the Arts Application Form

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

Open Your Profile →
View Applicant Profile

Export Copy of App →
Export to PDF
Get PDF Viewer

Return to Prior Level →
Back to Submissions List