

# Completing an online Application in GATE – Professional Performing Arts Organizations

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

Figure 1 – Logging into the system

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>

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>

1. Log into GATE with your organization's user ID and password at <https://gate.alberta.ca/gate/frontOffice.jsf>. If you don't have an ID and password, email [registrationAFA@gov.ab.ca](mailto:registrationAFA@gov.ab.ca) as soon as possible.

Figure 2 – Browse Funding Opportunities

Front Office

Logout

BeeKeeper

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: 0.687s

CSDC

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

**Figure 3 – Select the PPAO program**

The screenshot shows the 'Front Office' portal with a sidebar on the left containing links like 'BeeKeeper', 'Front Office Portal', 'Browse Funding Opportunities', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects Submissions', and 'Contact Us'. The main content area is titled 'Browse Funding Opportunities' and includes a search criteria input field and a 'Search' button. Below this is a table of 'Funding Opportunities' with columns: 'Register', 'View', 'Funding Opportunity Name', 'Funding Opportunity Start', 'Registration Start', and 'Registration End'. The table lists various AFA programs. A green arrow points to the magnifying glass icon in the 'View' column for the 'AFA - Professional Performing Arts Organizations' program.

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

3. Click on the magnifying glass icon under the “View” column for the PPAO program, located half-way down the page.

**Figure 4 – Program Information page**

The screenshot shows the 'eForms' portal with a sidebar on the left containing links like 'BeeKeeper', 'AFA Publication Form', 'About the Program', 'Export to PDF', 'Get PDF Viewer', and 'Back to Search Results'. The main content area is titled 'About the Program' and contains the text 'Please click here for program guidelines and information.' and a button labeled 'Apply Now'. A red oval highlights the 'Apply Now' button.

4. The program information page appears. This page contains a link to the PPAO program guidelines (the ‘click here’ link), which will launch in a separate window when selected.

5. Click the “Apply Now” button at the bottom of this page.

**Figure 5 – Applicant Details page**

Front Office

Help Logout

Funding Opportunity Registration

Create Applicant

Contact Us

**Applicant Details**

Select an existing Applicant and click Save & Next to continue

Beekeepers Commission of Alberta (APP-26968280) ▼

\* Applicant Type: Organization ▼

\* Applicant Name:

\* Applicant Number: APP-68035839

Cancel Save & Next

6. On the Applicant Details page, select your organization from the drop down list at the top of the page. Under the “Applicant Type” drop-down menu, select ‘Organization’ and type in your organization’s name in the “Applicant Name” box. Your Applicant Number will automatically appear in the final box.

7. Click the “Save & Next” button at the bottom of this page.

**Figure 6 – Applicant Type page**

e.Forms

Logout

BeeKeeper

Applicant Name: Beekeepers Commission of Alberta

Applicant Number: APP-26968280

Applicant Profile

**Applicant Type**

Organization

Registration

Address

Contact List

File Attachments

Submission Summary

Return to Registration Wizard

\* Applicant Type: Organization Not-for-Profit ▼

Back Next

This e.Form has been marked as complete

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

Figure 7 – Organization page

**e.Forms** Logout

**BeeKeeper**

Applicant Name: Beekeepers Commission of Alberta  
Applicant Number: APP-26968280

Applicant Profile

Applicant Type  
**Organization**  
Registration  
Address  
Contact List  
File Attachments  
Submission Summary

Return to Registration Wizard

**Organization**

\* Is your organization registered under a Provincial/Federal Act or has similar legal status? Choose one option that applies from the following list:  
☐ No  
☒ Yes

\* Are you a CRA registered charity? Choose one option that applies from the following list:  
☒ No  
☐ Yes

Common Name (if different from Legal Entity Name):

\* Legal Entity Name: Beekeepers Commission of Alberta

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

GST Number (if applicable):

Fiscal Year End (Month): June

Fiscal Year End (Day 1-31): 30

Vision / Mission Statement:  
Bees are the bees' knees!

Back Next

This e.Form has been marked as complete

9. Review that your organization's information is accurate, then click the "Next" button. If changes/updates need to be made, please see steps 15 to 18 and Figures 13 and 14.

Figure 8 – Registration page

**e.Forms** Logout

**BeeKeeper**

Applicant Name: Beekeepers Commission of Alberta  
Applicant Number: APP-26968280

Applicant Profile

Applicant Type  
**Organization**  
**Registration**  
Address  
Contact List  
File Attachments  
Submission Summary

Return to Registration Wizard

**Registration**

\* Registration Type: Canada Corporations Act (non-profit)

\* Registered Name: Beekeepers Commission of Alberta

\* Registration Number: 8655118899

\* Registration Date (yyyy/mm/dd): 2012/12/03

Back Next

This e.Form has been marked as complete

10. Review that your organization's registration information is accurate, then click the "Next" button. If changes/updates need to be made, please see steps 15 to 18 and Figures 13 and 14.

**Figure 9 – Address page**

**eForms** Logout

**BeeKeeper**

Applicant Name: Beekeepers Commission of Alberta  
Applicant Number: APP-26968280

Applicant Profile

Applicant Type  
Organization  
Registration  
**Address**  
Contact List  
File Attachments  
Submission Summary

Return to Registration Wizard

**Address**

Updates to this information will not be reflected in any current submissions. Please contact program staff to update applications if required.

**Applicant Address**

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

**Mailing / Delivery Address**

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

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

Back Next

This e.Form has been marked as complete

11. Review that your organization's address information is accurate, then click the "Next" button. If changes/updates need to be made, please see steps 15 to 18 and Figures 13 and 14.

**Figure 10 – Contact page**

**eForms** Logout

**BeeKeeper**

Applicant Name: Beekeepers Commission of Alberta  
Applicant Number: APP-26968280

Applicant Profile

Applicant Type  
Organization  
Registration  
Address  
**Contact List**  
File Attachments  
Submission Summary

Return to Registration Wizard

**Contact List**

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

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

1

Back Next

This e.Form has been marked as complete

12. Review that the contact names and phone numbers are accurate, then click the “Next” button. If changes/updates need to be made, please see steps 15 to 18 and Figures 13 and 14.

**Figure 11 – File Attachments page**

**File Attachments**

Document Type	Required?	Download	Document Description	Date Attached
<a href="#">Attachment 1</a>	No	--		No Attachment
<a href="#">Attachment 2</a>	No	--		No Attachment
<a href="#">Attachment 3</a>	No	--		No Attachment
<a href="#">Attachment 4</a>	No	--		No Attachment
<a href="#">Attachment 5</a>	No	--		No Attachment

Back Next

This e.Form has been marked as complete

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

**Figure 12 – Submission Summary page (profile)**

**Submission Summary**

Complete	Page	Last Updated	Mandatory
✓	<a href="#">Applicant Type</a>	2015/12/17	Yes
✓	<a href="#">Organization</a>	2015/12/17	Yes
✓	<a href="#">Registration</a>	2015/12/17	Yes
✓	<a href="#">Address</a>	2015/12/17	Yes
✓	<a href="#">Contact List</a>	2015/12/21	Yes
--	<a href="#">File Attachments</a>	No Input Required	No
--	<a href="#">Submission Summary</a>	No Input Required	No

Back Next Edit

This e.Form has been marked as complete

14. Once you have reviewed your organization’s profile, click the “Return to Registration Wizard” link on the left-hand navigation menu.



15. If you need to make updates to your organization's information as per steps 9 to 12, continue reading. Otherwise, you can skip to step 19 and Figure 15.

**Figure 13 – Edits to Your Profile**

**Submission Summary**

Complete	Page	Last Updated	Mandatory
✓	<a href="#">Applicant Type</a>	2015/12/17	Yes
✓	<a href="#">Organization</a>	2015/12/17	Yes
✓	<a href="#">Registration</a>	2015/12/17	Yes
✓	<a href="#">Address</a>	2015/12/17	Yes
✓	<a href="#">Contact List</a>	2015/12/21	Yes
--	<a href="#">File Attachments</a>	No Input Required	No
--	<a href="#">Submission Summary</a>	No Input Required	No

Back Next

Edit

This e.Form has been marked as complete

Page Generation Time: 0.313s

CSDC

16. At the Submission Summary page, click the “Edit” button located at the bottom of the page. The “Edit” button will then be displayed as “Complete.”

17. Using the left-hand navigation menu, click on the section that needs to be updated and you will be directed to that page. Make updates to your page(s) as necessary.

**Figure 14 – Saving Changing to Your Profile**

**Submission Summary**

Complete	Page	Last Updated	Mandatory
✓	<a href="#">Applicant Type</a>	2015/12/17	Yes
✓	<a href="#">Organization</a>	2015/12/17	Yes
✓	<a href="#">Registration</a>	2015/12/17	Yes
✓	<a href="#">Address</a>	2015/12/17	Yes
✓	<a href="#">Contact List</a>	2015/12/21	Yes
--	<a href="#">File Attachments</a>	No Input Required	No
--	<a href="#">Submission Summary</a>	No Input Required	No

Back Next

Complete

This e.Form has been marked as complete

Page Generation Time: 0.313s

CSDC

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

**Figure 15 – Complete Applicant Profile page**

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

Page Generation Time: < 0.1s

CSDC

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

**Figure 16 – Create a Project page**

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 - Major Arts Presenters

\* Applicant Project Name:

Cancel Save & Next

Page Generation Time: 0.11s

CSDC

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



Figure 17 – Program Overview page

**e.Forms** Logout

**BeeKeeper**

Applicant Name: Beekeepers Commission of Alberta  
 Applicant Number: APP-26968280  
 Project Name: 2016 MAP Application  
 Project Number: AFA-MAP-037072

Alberta Foundation for the Arts Application Form

**Program Overview**  
 Contact List  
 Applicant Contact Information  
 Organization Information  
 Organization Applicant Agreement  
 Current Board List  
 Community Derived Revenue Calculation  
 Diligence Questionnaire  
 Attachments  
 Submission Summary

View Applicant Profile

Export to PDF  
 Get PDF Viewer

Exit Registration

Page Generation Time: 6.265s

**Program Overview**

The Major Arts Presenting (MAP) grant stream provides funding in three-year cycles to eligible professional organizations that present public presentations of arts disciplines, in support of programming, administrative and operating expenses.

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

Date Received: 2015/12/21  
 (yyyy/mm/dd)

Back Next

CSDC

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

Figure 18 – Contact List

**e.Forms** Logout

**BeeKeeper**

Applicant Name: Beekeepers Commission of Alberta  
 Applicant Number: APP-26968280  
 Project Name: 2016 MAP Application  
 Project Number: AFA-MAP-037072

Alberta Foundation for the Arts Application Form

**Program Overview**  
 Contact List  
 Applicant Contact Information  
 Organization Information  
 Organization Applicant Agreement  
 Current Board List  
 Community Derived Revenue Calculation  
 Diligence Questionnaire  
 Attachments  
 Submission Summary

View Applicant Profile

Export to PDF  
 Get PDF Viewer

Exit Registration

Page Generation Time: 0.375s

**Contact List**

\* Primary Contact Name: -- select --  
 (This is the person we will call for project information.)

\* Secondary Contact Name: -- select --  
 (This is the person we will call for project information.)

\* Signing Authority Contact: -- select --  
 (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				
		Mrs. Amy Apple																				780-444-5566				
		Ms. Karen Bees																				780-444-5566				
		Mr. Jack Adams																				780-444-5566				

1

Save & Back Save Save & Next

Back Next

CSDC

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

Figure 19 – Applicant Contact page

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

**Mailing / Delivery Address**

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

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

Buttons: Save & Back, Save, **Save & Next** (circled), Back, Next, Check Spelling

23. Review that your organization’s address and delivery address is correct and then click the “Save & Next” button to proceed. If changes/updates need to be made, please see steps 15 to 18 and Figures 13 and 14.

Figure 20 – Organization Information page

**Organization Information**

Organization's Registered Name: Beekeepers Commission of Alberta

Note: Must match Provincial Registration name. If this is not correct, you must update the Applicant Profile (if applicable).

Common Name: (if different from Legal Entity Name)  
 Alberta Registration Number: 665518899  
 Alberta Registration Date: 2012/12/03 (yyyy/mm/dd)  
 CRA Registration Date: (yyyy/mm/dd) 23  
 Fiscal Year End  
 \* Month: June  
 \* Day: 30  
 CADAC Number: (applicable only for PPAO, PAG, PASO, MAP)

Buttons: Save & Back, Save, **Save & Next** (circled), Back, Next, Check Spelling

24. Enter your ten digit CADAC number (3 letters, 7 numbers) in the last box before the grey buttons.

25. Review that your organization's information is correct, then click the "Save & Next" button to proceed.

### Figure 21 – Applicant Agreement

indemnification shall survive the termination of this Agreement.

13. This Agreement shall be governed and interpreted in accordance with the laws in force in the Province of Alberta.

14. This Agreement is not intended to and does not make either party the agent or partner of the other for any purpose or create a joint venture.

15. This Agreement may not be assigned by the Organization.

16. The Organization will recognize the source of the Grant as required by the Guidelines.

**The Organization represents and warrants that the person signing is duly authorized to make the Application and to bind the Organization to the Agreement.**

**porated (Legal) Name of Applicant Organization ("Organization"):**

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

**\* Position Held:**

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

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

**Please Note:**

The personal information collected using this form is required for the administration of this program. This information may also be shared with Alberta Culture and Tourism, which provides consultative and administrative assistance to these awards programs. The information will not be disclosed to any other third parties except as allowed by the Freedom of Information and Protection of Privacy Act.

**For further information about this program, and the use of personal information, please contact:**

Arts Branch, Alberta Culture and Tourism, 780-427-9968  
Toll-free Calls in Alberta to Government of Alberta Offices:

- 310-0000 + office area code + telephone number

Cell phone: Toll-free codes below + office's area code + telephone number:

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

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

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

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

## Figure 22 – Current Board

**e.Forms** Logout

**BeeKeeper**

AFA - Major Arts Presenters

Applicant Name: Beekeepers Commission of Alberta  
 Applicant Number: APP-26968280  
 Project Name: 2016 MAP Application  
 Project Number: AFA-MAP-037072

Alberta Foundation for the Arts Application Form

Program Overview  
 Contact List  
 Applicant Contact Information  
 Organization Information  
 Organization Applicant Agreement  
**Current Board List**  
 Community Derived Revenue Calculation  
 Diligence Questionnaire  
 Attachments  
 Submission Summary

View Applicant Profile

Export to PDF  
 Get PDF Viewer

Back to Submissions List

**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
This list contains no items					

Back Next

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

## Figure 23 – Board Member Details

**e.Forms** Logout

**BeeKeeper**

AFA - Major Arts Presenters

Applicant Name: Beekeepers Commission of Alberta  
 Applicant Number: APP-26968280  
 Project Name: 2016 MAP Application  
 Project Number: AFA-MAP-037072

Alberta Foundation for the Arts Application Form

Program Overview  
 Contact List  
 Applicant Contact Information  
 Organization Information  
 Organization Applicant Agreement  
**Current Board List**  
 Community Derived Revenue Calculation  
 Diligence Questionnaire  
 Attachments  
 Submission Summary

View Applicant Profile

Export to PDF  
 Get PDF Viewer

Back to Submissions List

**Board Executive Details**

\* Position: -- select --

\* Salutation: -- select --

\* First Name:

\* Last Name:

\* Address Line 1:

Address Line 2:

Address Line 3:

\* City:

\* Province: Alberta

\* Postal Code:

\* Phone Number:

\* Email Address:

\* Start Date (mm-yy):

Save Save & Add Another

**Save & Back to List** Back to List

Check Spelling

28. Enter a board member's information, as per required fields, then click the "Save & Back to List" button. Repeat steps 26 and 27 until all board members have been inputted.

Figure 24 – Current Board List continued

**Current Board List**

**Adding Board Members:**

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

[Show Filters] [Clear Filters]

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

1

Back Next

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

Figure 25 – Community Derived Revenue Calculation

**Community Derived Revenue Calculation**

CADAC line references do not apply to CPAO applicants.

Fiscal Year End	Year 1	Year 2	Year 3 - Most Recent
2013/06/30	2014/06/30	2015/06/30	
<b>* Total Expenditure</b> (Line 5600 from CADAC form)	\$650,000.00	\$650,000.00	\$650,000.00
<b>Total of:</b>			
• Artistic Expenses (including Exhibition, Production, Technical, Programming and Services)			
• Facility Operating Expenses			
• Marketing and Communications Expenses			
• Fundraising Expenses			
• Administration Expenses			
<b>* Total Revenue</b> (Line 4700 from CADAC form)	\$700,000.00	\$705,000.00	\$710,000.00
<b>Total of:</b>			
• Earned Revenues			
• Net Investment Income (trust, endowment and investment revenue)			
• Private Sector Revenue (donations and sponsorships)			
• Public Sector Revenue (Grants)			
<b>* Total Federal Grants</b> (Line 4440 from CADAC form)	\$50,000.00	\$50,000.00	\$50,000.00
<b>* Total Provincial Grants</b> (Line 4500 from CADAC form) Note: casino revenue is not a provincial grant.	\$50,000.00	\$50,000.00	\$50,000.00
<b>* Total Municipal Grants</b> (Line 4535 of CADAC)	\$50,000.00	\$50,000.00	\$50,000.00
<b>Total Public Sector Revenue</b> (Line 4550 of CADAC form)	\$150,000.00	\$150,000.00	\$150,000.00
<b>Community Derived Revenue</b>	\$550,000.00	\$555,000.00	\$560,000.00

Save & Back Save Save & Next

Back Next

30. Enter information into the table as outlined. *Note: this information must be consistent with the information listed in your CADAC profile.*

31. Once you've entered information into the first six lines, click the "Save" button and calculations will automatically be generated into the remaining two rows.

32. Click the "Save & Next" button to proceed.

**Figure 26 – Diligence Questionnaire page**

**eForms** Logout

**BeeKeeper**

AFA - Major Arts Presenters

Applicant Name:  
Beekeepers Commission of Alberta  
Applicant Number:  
APP-26968280  
Project Name:  
2016 MAP Application  
Project Number:  
AFA-MAP-037072

Alberta Foundation for the Arts Application Form

Program Overview  
Contact List  
Applicant Contact Information  
Organization Information  
Organization Applicant Agreement  
Current Board List  
Community Derived Revenue Calculation  
**Diligence Questionnaire**  
Attachments  
Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

**Diligence Questionnaire**

**\* Official Organizational Mandate:**

Bees are the bees' knees!

**\* General Programming Outcomes:**

**\* Highlight Anecdote:**

The system can handle a maximum of 1,000 characters for all fields below. Please limit your text to stay within this maximum

**Financial Management**

**\* Identify and explain any major areas of variance between actual results and budget for the last complete fiscal year.**

**\* Identify and explain any material reductions in revenue and/or increase in expenses which you expect over the next 12 months. How do you propose to manage these changes?**

**\* What is the average length of services of current board directors?**

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

Figure 27 – Attachments page

**e.Forms** Logout

**BeeKeeper**

AFA - Major Arts Presenters

Applicant Name: Beekeepers Commission of Alberta  
 Applicant Number: APP-26968280  
 Project Name: 2016 MAP Application  
 Project Number: AFA-MAP-037072

Alberta Foundation for the Arts Application Form

Program Overview  
 Contact List  
 Applicant Contact Information  
 Organization Information  
 Organization Applicant Agreement  
 Current Board List  
 Community Derived Revenue Calculation  
 Diligence Questionnaire  
**Attachments**  
 Submission Summary

View Applicant Profile

Export to PDF  
 Get PDF Viewer

Back to Submissions List

**Attachments**

Please download the required template(s) from the [AFA website](#).

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

Back Next

34. You will now be asked to attach information in support of your application. To attach a document, click on a heading under Document Type and complete the Attachment Details page, as illustrated in Figure 28.

Note: links to attachment templates are available by click on the blue text above the Document Type table.

Figure 28 – Attachment Details page

**e.Forms** Logout

**BeeKeeper**

AFA - Major Arts Presenters

Applicant Name: Beekeepers Commission of Alberta  
 Applicant Number: APP-26968280  
 Project Name: 2016 MAP Application  
 Project Number: AFA-MAP-037072

Alberta Foundation for the Arts Application Form

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Back to Submissions List

**Attachment Details**

The document must be named ➡ \* Document Description:

\* File Name:  Browse... ➡

Document Type: 01. Business or strategic plan  
 Maximum Size: 4 MB  
 Allowable Formats: jpg, xls,xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt  
 Instructions:

Save

Save & Back to List Back to List

Check Spelling



Figure 29 – Attachments page continued

**Attachments**

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

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

Back Next

35. Repeat each step until all attachments have been uploaded. A red X appears next to Document Type once you have successfully attached your information. Click the “Next” button on the Attachments page to proceed.

Figure 30 – Submission Summary page

**Submission Summary**

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

Back Next

Export to PDF  
Get PDF Viewer

Submit

This is the final page of the application! If you have completed everything correctly you will see a row of green check marks by each Page name. If there are any errors or omissions you will see a red X by that Page name.

36. Click the “Export to PDF” button if you want to create a PDF copy of your application for your records. Then, click the “Submit” button. You will receive an email confirmation that your application has been received and is ready for review by the AFA.