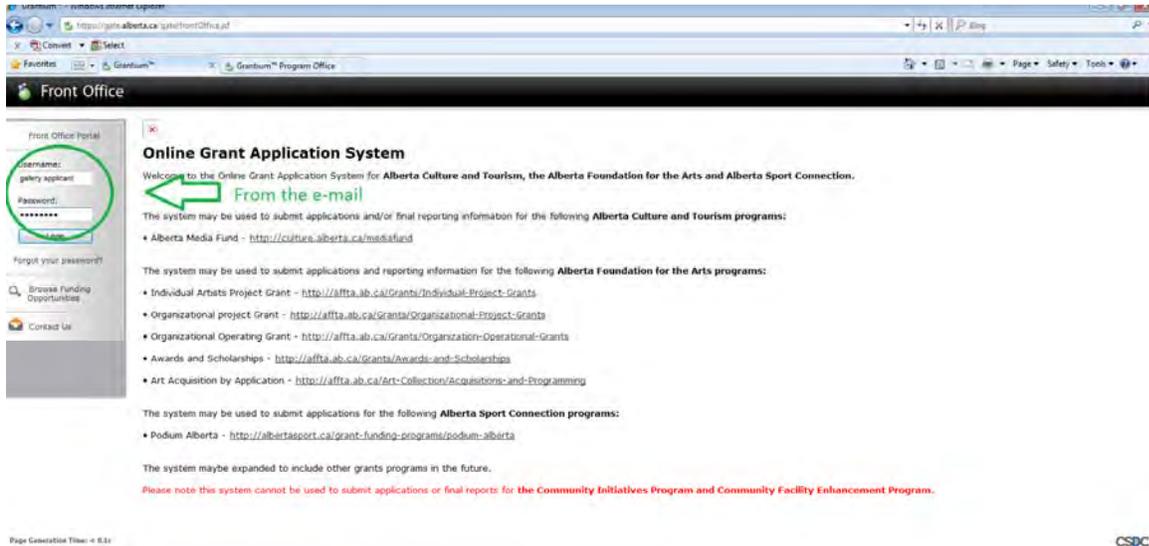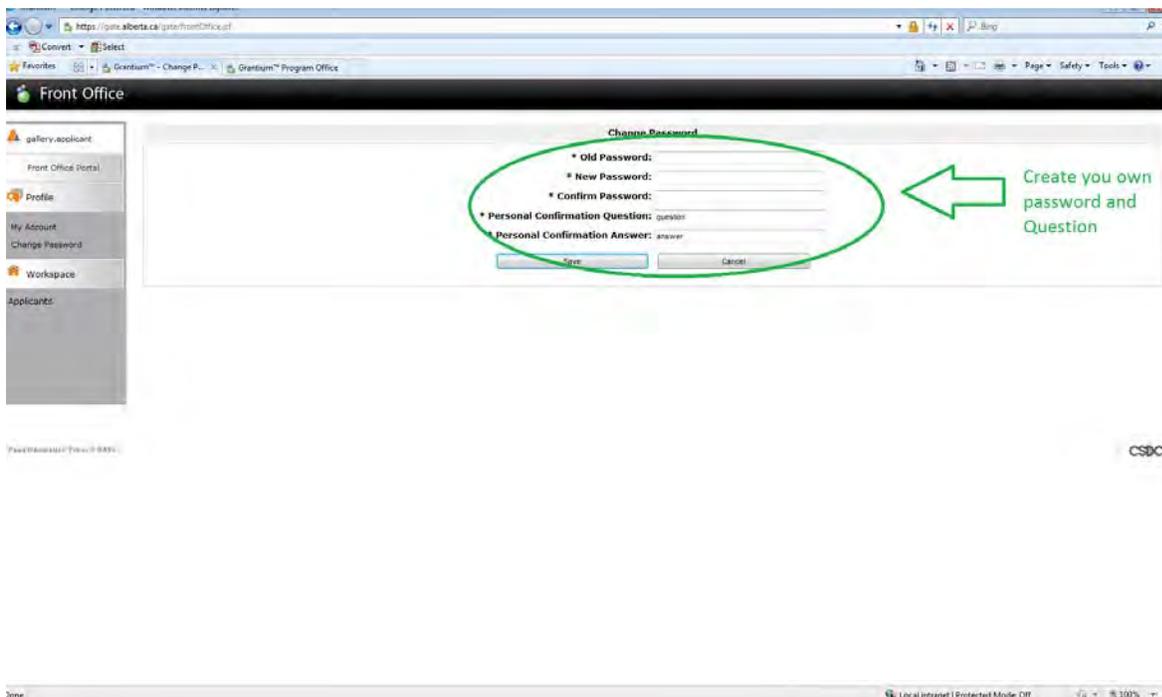# How to use GATE to apply for the AFA Public Art Galleries Operation Grant

(Note: User Profile must be completed before using this guide)

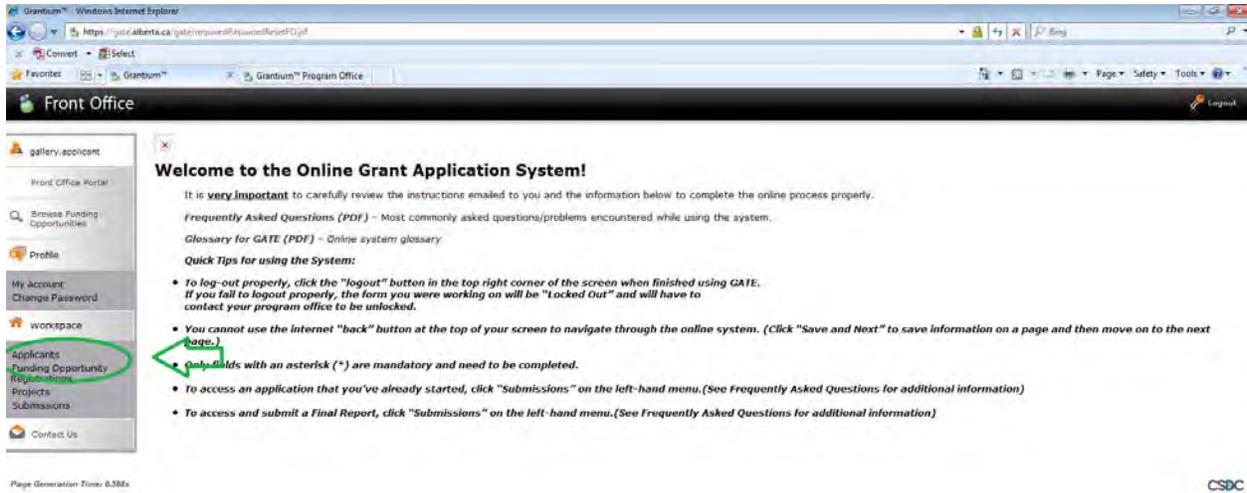1. Log In using the username and password sent to you.
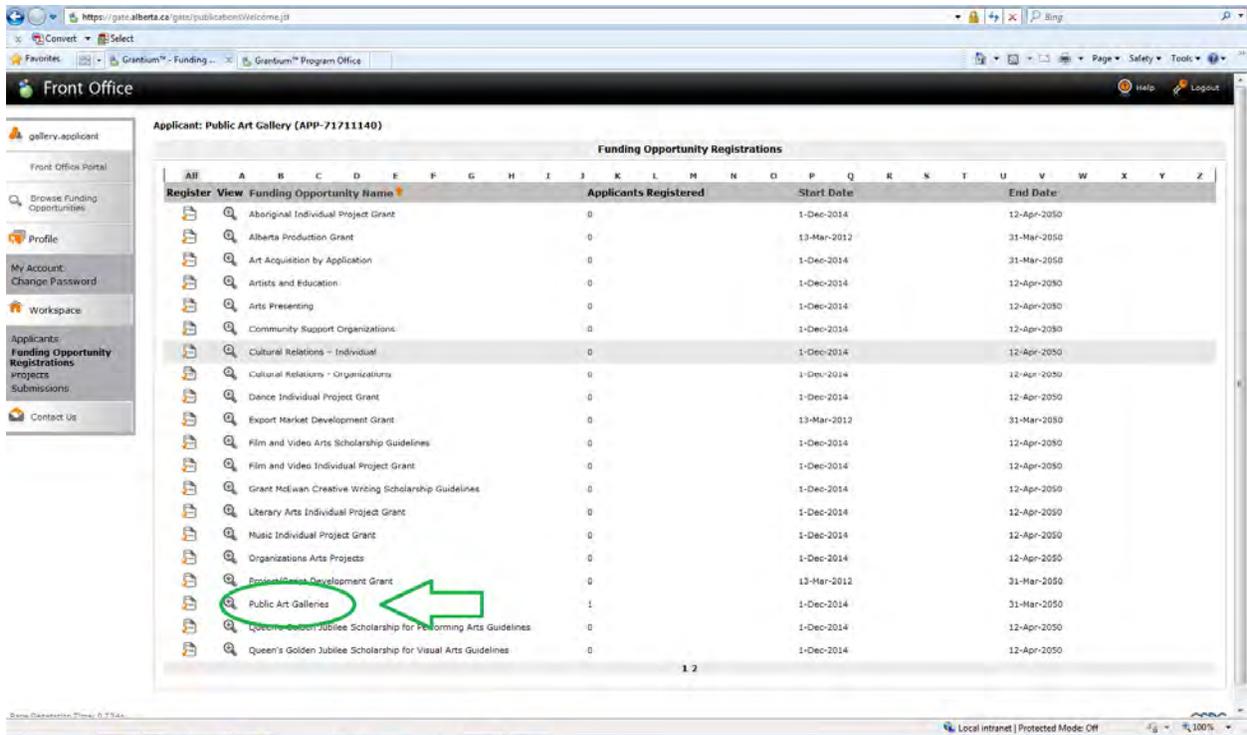

2. Change Password:

3. Register for Funding Opportunity.

This step will link your organization to a grant (or funding opportunity

4. This is what the page should look like. Scan for Public Art Galleries

5. Click on the small square icon with the yellow plus sign to the left of the Public Art Galleries
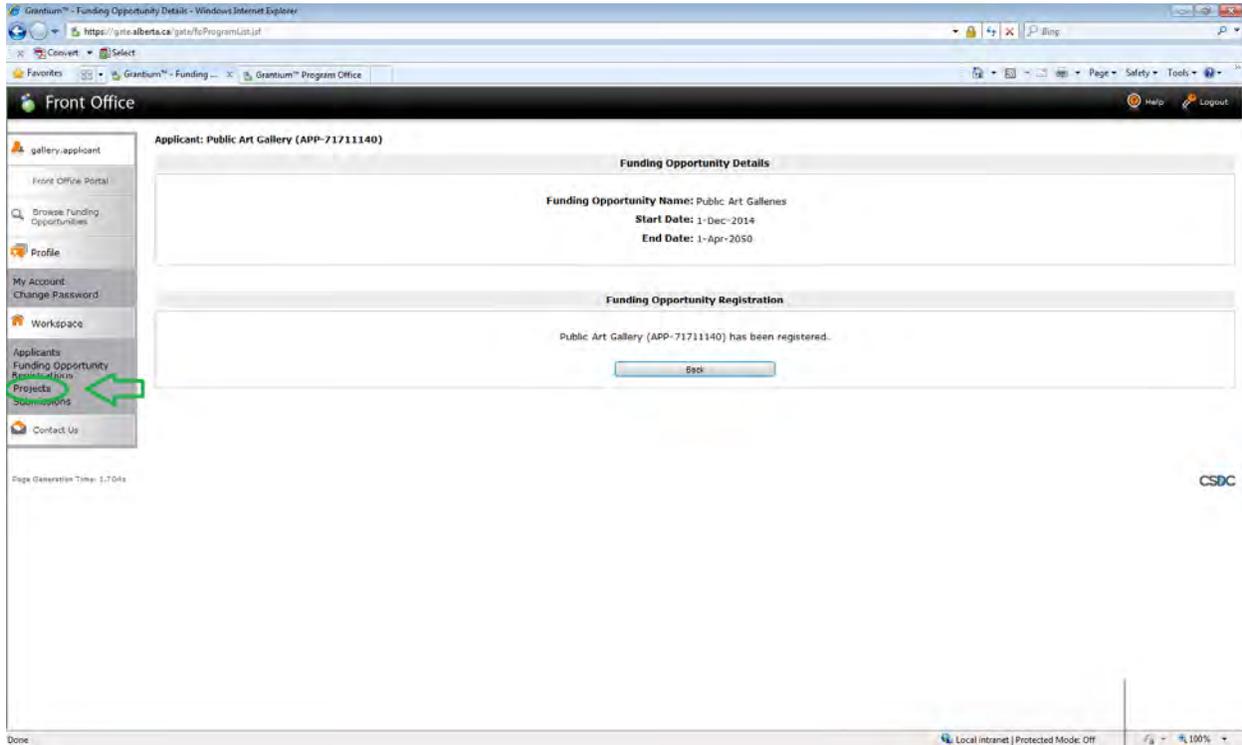

6. Success! (note your application number)

7. Now that you are registered for this grant, you may now apply for it. In gate language this is "creating a new project". Use the side menu to click on "Projects"

8. Select Public Art Galleries from the drop down menu. You have now created a new "project
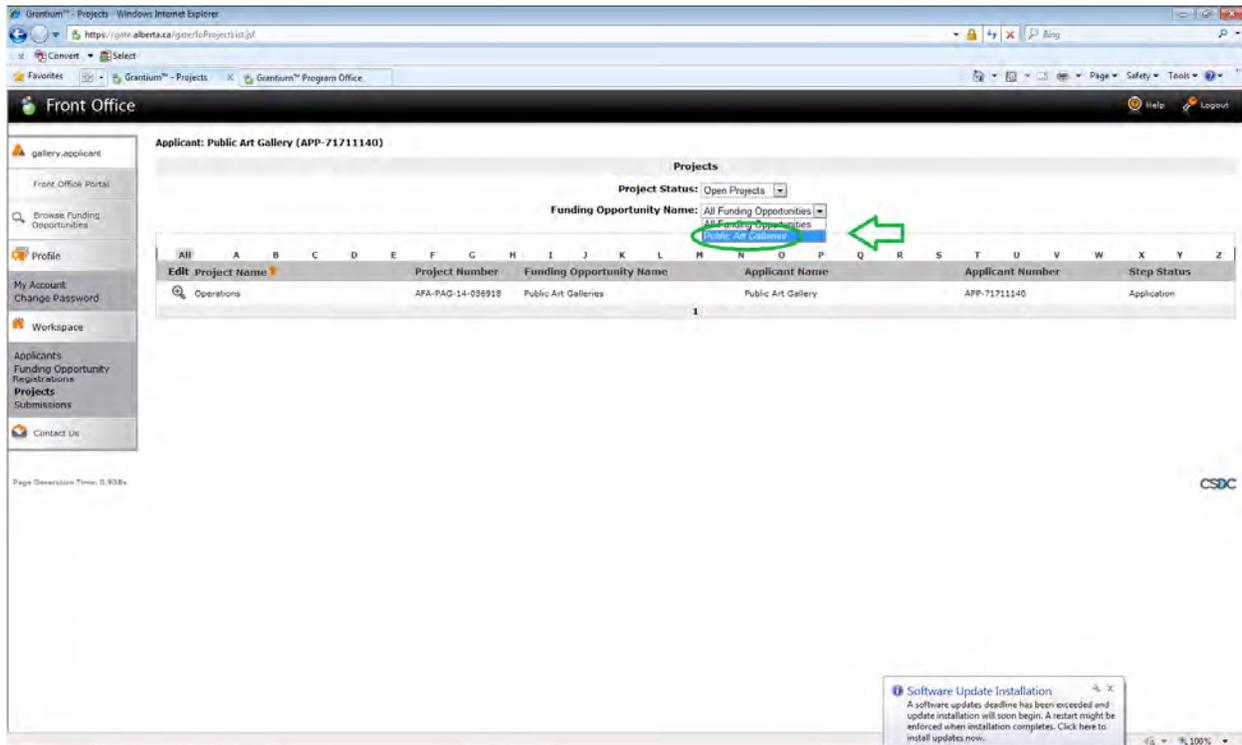
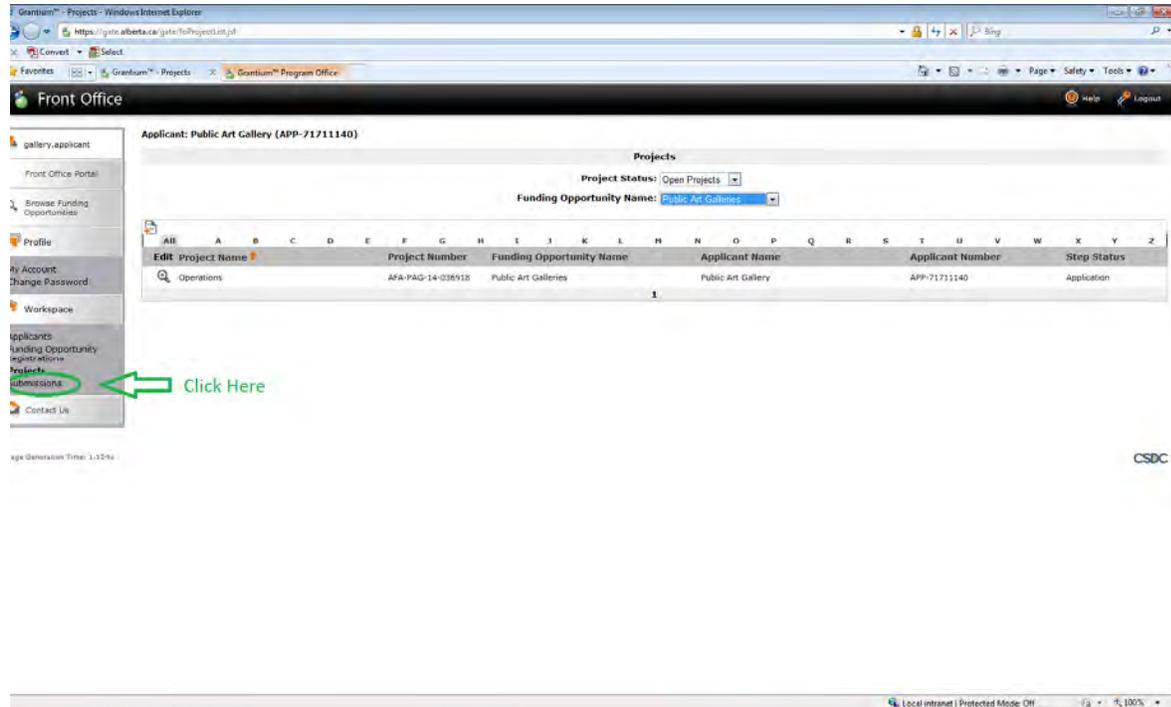9. Now you have to fill in the details. In order to do that, please go to the side menu and click on "submissions" (this is also where you will click if you have to leave it partially filled in and need to return and finish it at a later time)


10. Now you need to open your project by clicking on the little yellow file folder with the arrow.
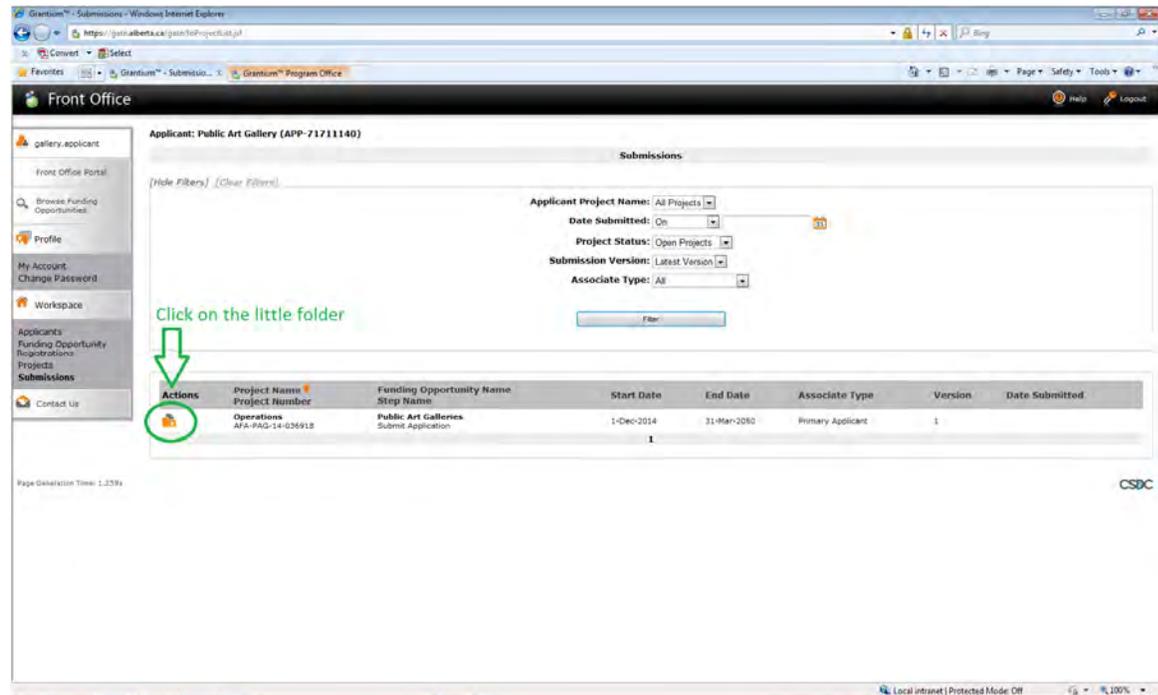
11. At last you are in the actual application for Public Art Galleries. Make sure that the name of the grant is correct
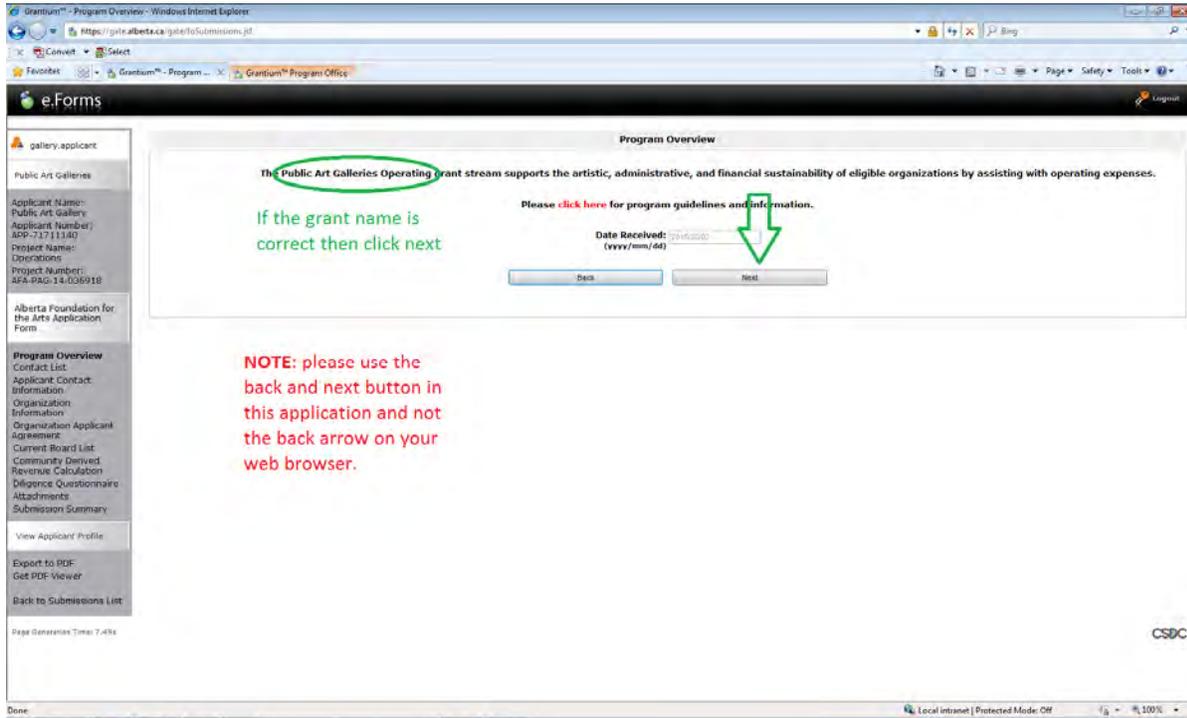
12. You will be asked for a contact person for this grant.   The contacts will be pulled in from your profile, select the appropriate contact from the drop down lists. IF THIS INFORMATION IS INCORRECT, IT MUST BE CHANGED IN YOUR PROFILE. If correct click save and next
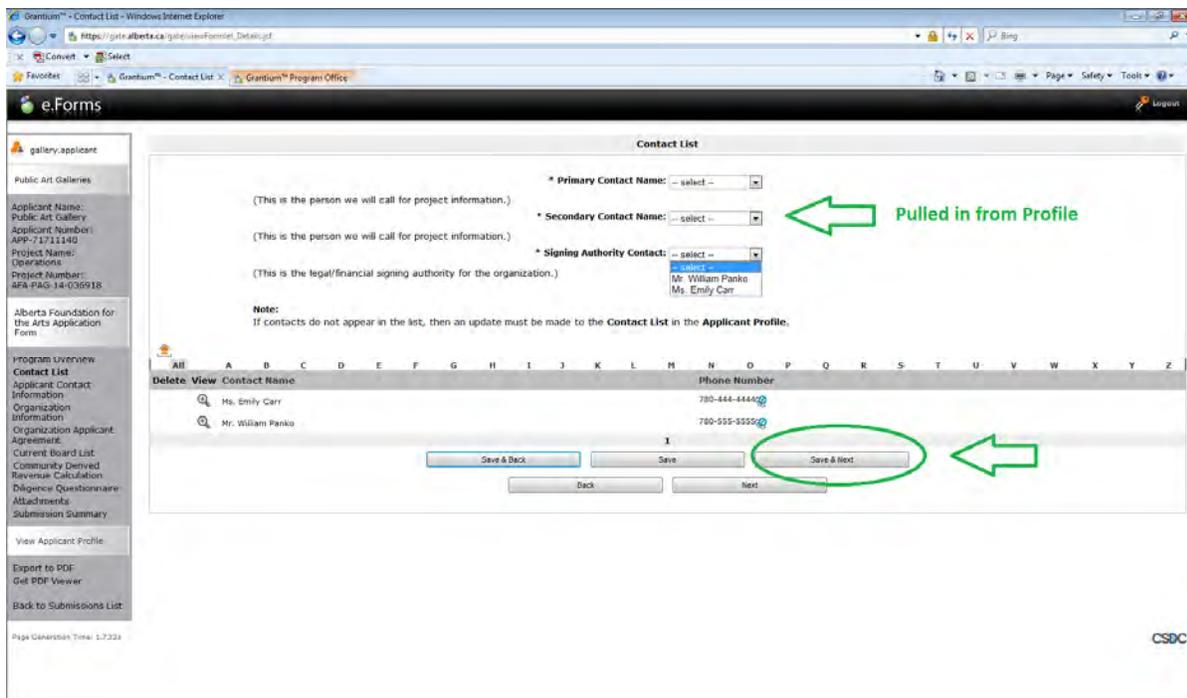
13. Your application profile comes up. Notice that all information has been autofilled from your profile. Any changes must be done in the profile and not on this page. Click Save and Next.

14. Again this should autofill except for your CADAC registration number which you need to add.
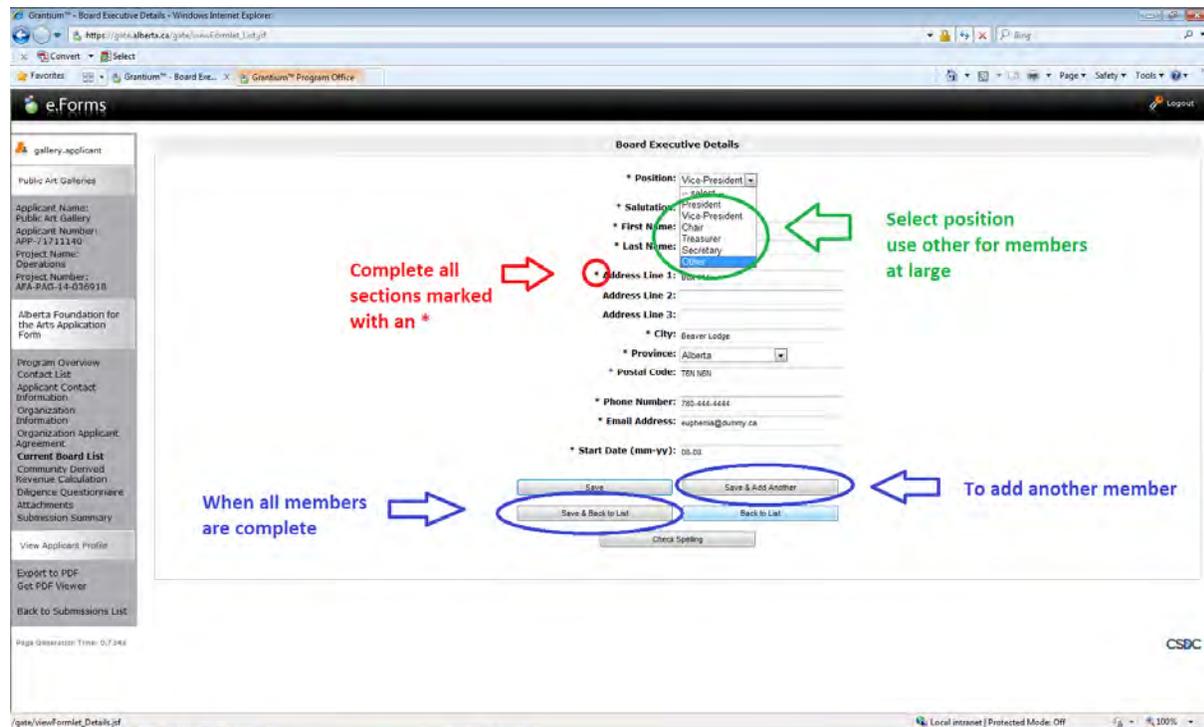
15. Next is your applicant agreement. Please note : This is reduced to fit on one screenshot the relevant section appears below.

16. Here is the section that must be filled in. Please note: this is in lieu of a signature

17. The Board List is next. Click on the little "plus" sign to add a new board member. The red x beside an existing name allows you to remove a member and the magnifying glass shows the details and allows you to edit the information.
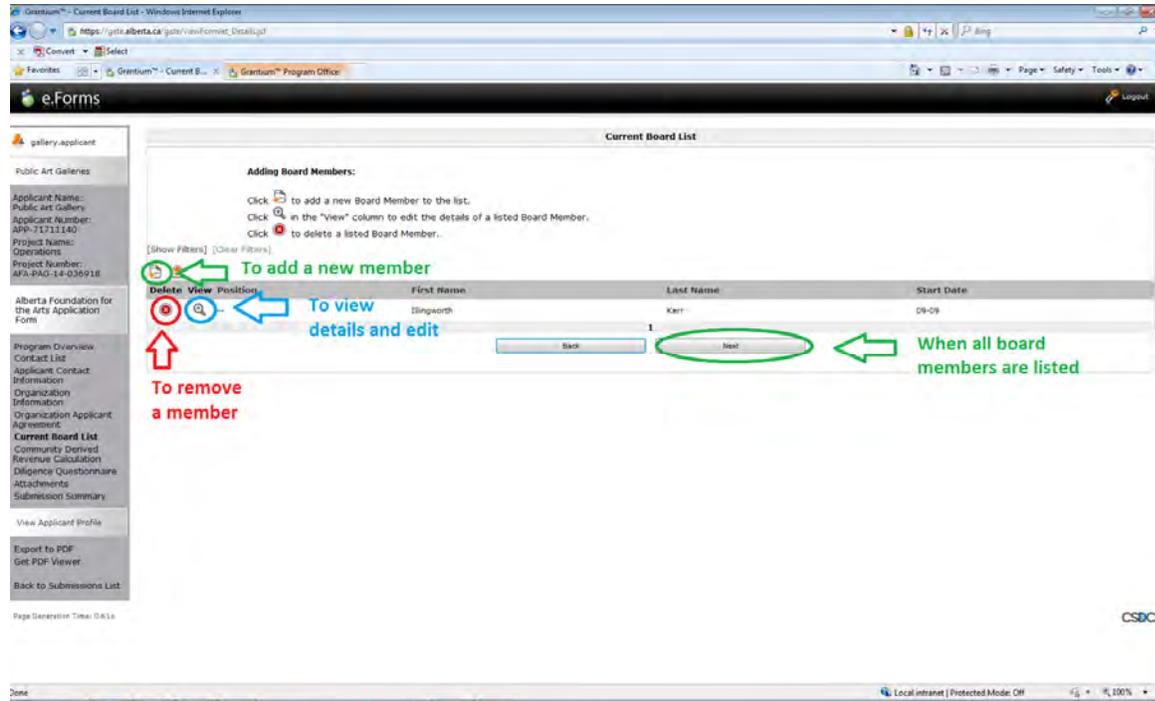
18. When you click on the "plus" sign this is the page that appears. You need to complete one for each board member serving at the time of the application. Please fill in all mandatory fields.

19. Please add your ENTIRE board(not just the executive). When you are finished click next.

20. Now you get to calculate your Community Derived Revenue (CDR). Please note these numbers do not include projections. They have to reflect your latest 3 audited statements.

21. Once the page is complete and saved the bottom three rows of figures will self-calculate

22. Diligence Questionnaire is familiar to galleries, please be sure to answer all questions. When you are finished click save and next.

23. Now you need to add the attachments we told you about in the original e-mail communication. You will need the seven documents ready to download before you begin

24. For each of the 7 attachments name the document, attach the file and save and back

25. The 7 red 'x's indicate that all required documents are uploaded. Be aware of the 4 mb maximum file sizefor each attachment. If your document is larger than that, scan it at a lower resolution or upload a notice stating that the information will be sent in in hard copy.
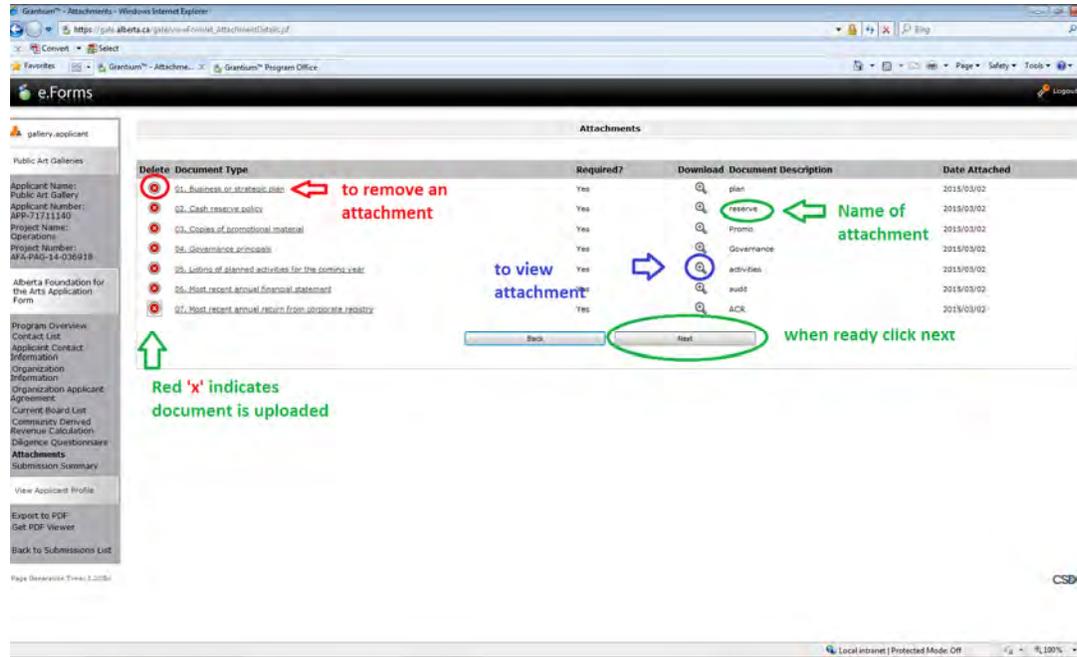
26. You are almost finished. On the summary page there should be a row of green check marks to indicate that all forms in the application are complete. If you have missed something or made an error there will be a red 'X' beside that form. You must return to the form by clicking on the page name and complete it.
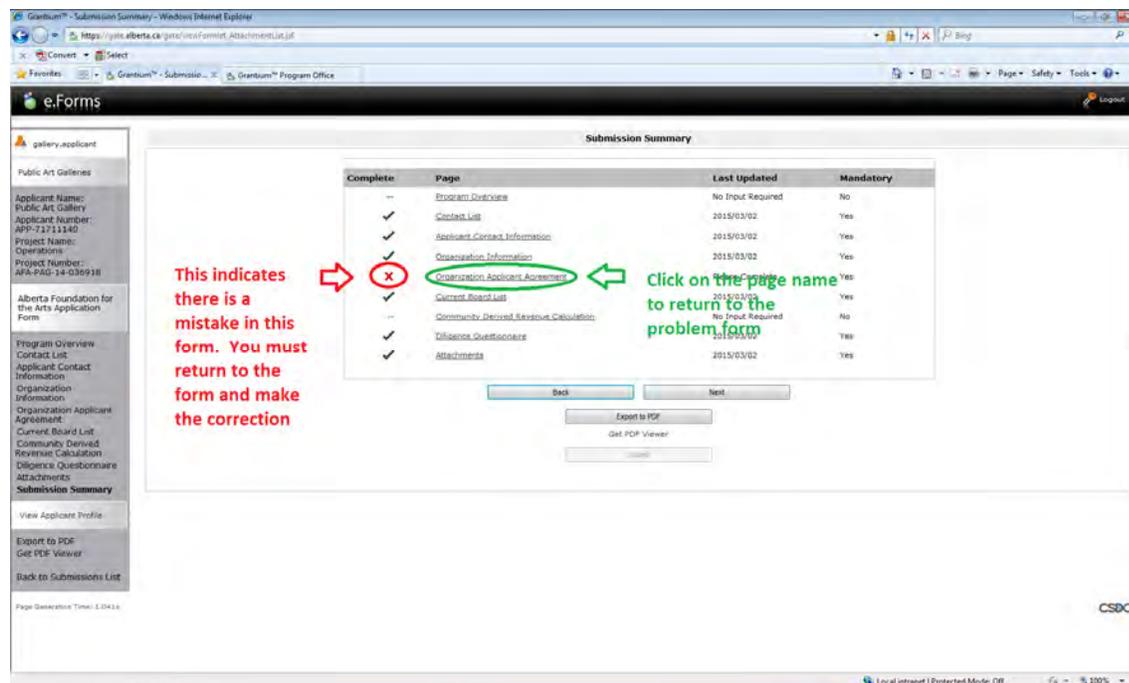
27. If you do have to correct a form you can return directly to the summary page by clicking on the Submission Summary link on the side tool bar. You can return to any form in the application by clicking on that title in the left hand column.

You should now have completed you application and all that is left is to print yourself a copy by clicking the Export to PDF button before you hit the Submit button. If you want to review the application on line before submitting you can hit the next button and it will take you back to the beginning. Once you are ready hit submit and you will receive an e-mail telling you that your application has been received and is ready for review by the AFA.

28.   The final screen shows you your project number and the time and date of your submission. This will be the official date we receive your application so it is important it is before the program deadline. The first icon on the line allows you to review the application, however once it is submitted you cannot make any changes to the forms. If changes need to be made you must contact your program consultant and request an amendment to the application..

If you are still having problems please contact your program consultant and we will do our best to help you through the new system. This is new for all of us if there is a glitch in the program we will work through it together. If there are items that are unclear in the User Guide please let us know so we can ensure you are getting as mush support as possible.