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:

lone

🗿 🕢 🔹 https://gate.alberta.ca/gate/fromf.th/ce.of.	* 🔒 🕂 🗙 🗍 🖓 hrg	P -
± ∰Convert • ∰Select		
🙀 Favorites 💠 🐇 Grantium**- Change P., 🗴 📩 Grantium** Program Office	월 - 월 - 대 분 - Page	• Safety • Tools • 📦 • "
🍵 Front Office		
A gallery.applicant	Change Researed	
Front Office Portal	* New Password:	eate you own ssword and
Nry Adeount Change Research	Personal Confirmation Question:	estion
😤 Workspace	Sare Cancel	
Apolicants		
The Community of the States		CSDC

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

😋 🔾 💌 🗳 https://gate	alberta.ca/gitte/publicaboet/Welcome_jst			• 🔒 😽 🗙 🛛 🖓 Bing	فر
x Convert • Selec	t				
Pavorites 🔄 - 👌 G	rantium ¹⁴ - Funding X 👸 Grantium ¹⁴ Program Office			Mar + Mar - Mage + Page +	Safety * Tools * 🞲 *
🍵 Front Office					Help 🧬 Logout
a gallery.applicant	Applicant: Public Art Gallery (APP-71711140)	Funding Opportunity Registr	rations		
Front Office Portal		JKLMN	O P Q R	s t u v w	x y z]
C. Browse Funding	Register View Funding Opportunity Name	Applicants Registered	Start Date	End Date	
Opportunities	🔁 🔍 Aboriginal Individual Project Grant	0	1-Dec-2014	12-Apr-2050	
Profile	🔁 🔍 Alberta Production Grant	0	13-Mar-2012	31-Mar-2050	
My Account	🔁 🔍 Art Acquisition by Application	0	1-Dec-2014	31-Mar-2050	
Change Password	📇 🔍 Artists and Education	0	1-Dec-2014	12-Apr-2050	
R Workspace	📇 🔍 Arts Presenting	0	1-Dec-2014	12-Apr-2050	
Applicants	Community Support Organizations	0	1-Dec-2014	12-Apr-2050	
Funding Opportunity	🔁 🔍 Cultural Relations - Individual	0	1-Dec-2014	12-Apr-2050	
Projects	D Q Cultural Relations - Organizations	0	1-Dec-2014	12-Apt-2050	
Submissions.	Dance Individual Project Grant	0	1-Dec-2014	12-Apr-2050	
Contact Us	🔁 🔍 Export Market Development Grant	0	13-Mar-2012	31-Mar-2050	
	📔 🔍 Film and Video Arts Scholarship Guidelines	0	1-Dec-2014	12-Apr-2050	
	🚰 🚭 Film and Video Individual Project Grant	0	1-Dec-2014	12-Apr-2050	
	🔁 🔍 Grant McEwan Creative Writing Scholarship Guidelines	0	1-Dec-2014	12-Apr-2050	
	🖹 🔍 Literary Arts Individual Project Grant	0	1-Dec-2014	12-Apr-2050	
	🔁 🔍 Music Individual Project Grant	0	1-Dec-2014	12-Apr-2050	
	Corganizations Arts Projects	0	1-Dec-2014	12-Apr-2050	
	Province / Carinet Development Grant	0	13-Mar-2012	31-Mar-2050	
	Public Art Galleries	1	1-Dec-2014	31-Mar-2050	
	Q Coccers School Jubilee Scholarship for Performing Arts Guidelines	0	1-Dec-2014	12-Apr-2050	
	🔁 🔍 Queen's Golden Jubilee Scholarship for Visual Arts Guidelines	0	1-Dec-2014	12-Apr-2050	
		12			
Dana Ganatarian Timar 6 7 San					
				Cocal intranet Protected Mode: Off	- ₹100% ·

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

Grantium" Funding Opport	unity Registrations - Windows Internet Explorer			THE NO.	0 8 8
🔾 🖉 🖉 https://gale.al	berta.ca/gate/publication/Welcome.jsf			• 🔒 • + × P Bing	p
X Convert * ESelect					
Pavontes	ntium ¹¹ - Funding X 💁 Grantium ¹⁴ Program Office			UT * EU + I inge * Page + Sarety	· Ibols · · ·
Front Office				🧶 Halp	/ Logout
	Applicant: Public Art Gallery (APP-71711140)				
 gallery.appicant 		Funding Opportunity Registr	rations		
Front Office Portal		JKLMN	0 P 0 B	5 T U V W X	y z l
Browse Funding	Register View Funding Opportunity Name	Applicants Registered	Start Date	End Date	
Opportunities	Aboriginal Individual Project Grant	0	1-Dec-2014	12-Apr-2050	
Profile	Alberta Production Grant	D	13-Mar-2012	31-Mar-2080	
My Account	Q Art Acquisition by Application	D	1-Dec-2014	31-Mar-2050	
Change Password	🕒 @ Artists and Education	D	1-Dec-2014	12-Apr-2050	
n workspace	C Arts Presenting	0	1-Dec-2014	12-Apr-2050	
Tanking the	Community Support Organizations	D	1-Dec-2014	12-Apr-2050	
Funding Opportunity	🕒 🍳 Cultural Relations - Individual	0	1-Dec-2014	12-Apr-2050	
Projects	🔁 🔍 Cultural Relations - Organizations	0	1-Dec-2014	12-Apr-2050	
Submissions	Dance Individual Project Grant	0	1-Dec-2014	12-Apr-2050	
Contact Us	Export Market Development Grant	0	13-Mar-2012	31-Mar-2050	
	🔁 🍳 Film and Video Arts Scholarship Guidelines	0	1-Dec-2014	12-Apr-2050	
	Pilm and Video Individual Project Grant	0	1-Dec-2014	12-Apr-2050	
	Carant McEwan Creative Writing Scholarship Guidelines	0	1-Dec-2014	12-Apr-2050	
	🔁 🔍 Literary Arts Individual Project Grant	0	1-Dec-2014	12-Apr-2050	
	🔁 🔍 Music Individual Project Grant	0	1-Dec-2014	12-Apr-2050	
	Croanizations Arts Projects	0	1-Dec-2014	12-Apr-2050	
	Q Project/Script Development Grant	0	13-Mar-2012	31-Mar-2050	
\simeq	Q Public Art Galleries	1	1-Dec-2014	31-Mar-2050	
~	Q Queen's Golden Jubilee Scholarship for Performing Arts Guidelines	0	1-Dec-2014	12-Apr-2050	
	Queen's Golden Jubilee Scholarship for Visual Arts Guidelines	0	1-Dec-2014	12-Apr-2050	
		12			
Dana Ganaratina Tanan A 7541					

6. Success! (note your application number)

Grantium" - Funding Opp	sortunity Details - Windows Internet Explorer		0 0 0
G V & Mtps//gite	e alberta ca gate/foProgramtatisf	+ 🔒 😽 🗙 👂 Bing	p -
🗴 📆 Convert 👻 📻 Sele	eet		
😭 Favorites 🛛 😨 • 🎽 🕻	Grantium "- Funding 🗶 📇 Grantium " Program Office	🖓 * 🔯 * 🖓 👘 * Page	• Safety • Tools • 🕢 *
🍵 Front Office	e		🕘 Help 🤌 Logaut
A gatlery applicant	Applicant: Public Art Gallery (APP-71711140)		
	Funding Oppo	rtunity Details	
C Browse Funding	Funding Opportunity Name	Public Art Galleries	
Opportunities	Start Date:	1-Dec-2014	
Profile		A. Har 2000	
My Account Change Password	Funding Opports	nity Registration	
n Workspace			
Applicants	Public Art Gallery (APP-717	.1140) has been registered.	
Funding Opportunity Registrations		d	
Projects Submissions			
Contact Us			
Page Generation Time: 1.704a			CSDC
Jone		Cocal intranet Protected Mode: Off	PA + + 100% +

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

Grantium" - Projects Win	ndows Internet Explorer								0	e 💽
G 🖉 🕈 https://priv	alberta.ca/gate/loProjectList.jof						🔹 🔒 😽 🗶 🖉 Bing		_	р-
iz 📆 Convert 🔹 🚮 Selec	et .									
🚖 Favorites 🛞 - 👸 G	rantium [™] - Projects 🛛 🗶 🚰 Grantium [™] Program Office							Page + Safe	ity * Tools *	0.
🍵 Front Office	2							0	Help 🥜	Logout
A pallery applicant	Applicant: Public Art Gallery (APP-71711140)									
				Projects						
Front Office Portal			Projec	t Status: Open Project	ts 💌					
Q Browse Funding Opportunities			Funding Opportuni	y Name: All Funding (All Funding (Dpportunities 💌	~				
📿 Profile	All A B C D	E F G	н і ј к	LMN	0 P	QR	S T U V	w	K Y	z
My Account	Edit Project Name	Project Number	Funding Opportunity Na	ne Ap	plicant Name		Applicant Number	St	ep Status	
Change Password	Ge Operations	APA-PAG-14-036918	Public Art Galleries	I	bic Art Gallery		APP-71711140	Apt	plication	
💏 Workspace										
Apprents Funding Opportunity Registrations Projects Submissions										
Contact Us										
Page Secondary Trees S.9384	5									csoc
						Softw A softw update enforce	are Update Installation are updates deadline has been exceed installation will soon begin. A restart n d when installation completes. Click h mothers new	4, x led and might be neve to		

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.

Grantium" - Submissions -	Windows Internet Exp	plorer							
G 🖉 🖕 🖞 Mtps//gali	alberta.ca/gsin/toPro	opertain.jul					• 🛔 4 🛪 🗵 800		٩
12 Convert - Seler	ct.								
Favorites HE . C G	itantium ¹⁴ - Submissio	a 1 🔥 Grantum ⁷⁴ Program Office					0 · 0 · 0 ·	n + Page + Safety + To	ola = 🗃 =
🍵 Front Office	8							🕘 Help	P Logout
	Applicant: P	ublic Art Gallery (APP-717111	0)						
- genery.eppicant	1000			Submis	sions				
Front Office Portal	(Hole Filters	(Clear Filters)							
Browse Funding				Applicant Project Name:	All Projects				
				Date Submitted:	On •	31			
Profile				Project Status:	Open Projects 💌				
My Account				Submission Version:	Latest Version +				
Change Password				Associate Type:	Al	1			
Workspace	Click o	on the little folder							
Applicants		in the little folder		14					
Funding Opportunity Registrations									
Projects Submissions									
Contact Us	Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Dat	e End Dat	Associate Type	Version	Date Submitted	
	" (💼)	AFA-PAG-14-036918	Public Art Galleries Submit Application	1-Dec-2014	31-Mar-20	50 Primary Applicant	1		
	\sim			1					
Page Generation Time: 1.359a									CSDC
						6	Local intranet Protected N	Inder Off	R 100% ·

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

🖉 Grantium" - Contact List - W	ndows Internet Explorer		- 2 X
🕒 💭 💌 🖆 Hittps://gite.al	eta ca (potelsimo Formiet, Detais pd	+ 🔒 😽 🗙 🖓 Bing	ρ,
🙁 📆 Convert 👻 🚮 Select			
🎢 Favorites 🛛 😪 🔹 👸 Gran	sum ^m - Contect Uist X 🔥 Grantium th Program Office	🗟 * 🔯 * 🖻 🗰 * Page * Safety * '	Tools = 💀 =
🍯 e.Forms			Logout
allery.applicant	Contact List		
Public Art Galleries	* Primary Contact Name: - select -		
Applicat Nume: Public At Callery Applicat Numbori Applicat Numbori Project Nume: Deviations Project Nume: Deviations Project Nume: Deviations Project Science Project Science Program Science Contact List Application Program Science Contact Call Applicant Contact Information Coganization Agreemet. Current Baard List Commonly Derived Revenue Calculation Differee Questionnae	(This is the parson we will call for project information.) * Secondary Contact Name: select (This is the parson we will call for project information.) * Signing Authority Contact (This is the legal/financial signing authority for the organization.) * Signing Authority Contact 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 F G H 3 K H N O P Q Delete View Contact Name: Q He. Gmb/ Carr 780-655-555202 780-655-555202 780-655-555202 780-655-555202 580-6 & Rect 580-6 & Rect	Pulled in from Profile	¥ 2
View Applicant Profile			
Export to PDF Get PDF Wewer			
Back to Submissions List			
Page Generation Time: 1.7323			CSDC

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.

Grantium - Applicant Contect Information -	Windows Internet Explorer			1218 **
😋 🔵 🔻 💁 https://gite.alberta.ca/gite/vie	ewFormlet_Listyd		🝷 🔒 😽 🗙 🛛 🖓 Bing	. م
× 📆 Convert + 🛃 Select				
🙀 Favorites 🛛 😨 🔹 🚰 Grantium ¹⁴ - Applica	ant 🕺 🎂 Grantium''' Program Office		<u>M</u> • <u>M</u> • [→] m • P	lage + Safety + Tools + 🔞 + 🦈
🍯 e.Forms				Cogout -
📤 gallery.applicant		Applicant Contact Information		
Public Art Galleries		Updates to this information will not be reflected in the Applicant Profi Update the Applicant Profile if required.	lle.	
Applicant Name: Public Art Gallery Applicant Number:		Applicant Address		
APP-71711140 Broint Name		Address Line 1: 1 cty square	2	
Operations.	Auto	Address Line 2:		
Project Number: AFA-PAG-14-036918	Filled	Address Line 3:		
Alberta Equindation for	rineu -	* City: Edmonton		
the Arts Application		* Province: Alberta		
Form		* Postal Code: T5J 0A1		
Program Overview		Country: Canada		
Applicant Contact		Mailing / Delivery Address		-
Organization				
Organization Applicant		Please ensure that the mailing address is correct for this application	n.	
Agreement Ourrent Roard Last		Address Line 1: 1 city square		
Community Derived		Address Line 2:		
Diligence Questionnaire		Address Line 3:		
Attachments		City: Edmonton		
Submission Summary		Province: Alberta		
View Applicant Profile		Postal Code: TSJ 0A1		
Export to PDF		Country: Canada	*	1000
Get PDF Viewer				When
Back to Submissions List		Save & Back Save & Save &	Next	Ready
and the second se		Beck Kent		
		Check Saleling		
				1
Dente			Quite and interest in the second state of the	
vone	W.		Local intranet Protected Mode: Un	

14. Again this should autofill except for your CADAC registration number which you need to add.

🌾 Grantium" - Organization Information - Windows Inter	et Spioner
🕒 🕖 🔻 🏦 https://gine.alberta.ca/gine/viewFormlet	Braisid + 🔒 🕂 🗙 🖉 Bing 👂 +
X 📆 Convert 👻 😰 Select	
🛜 Favorites 🛛 😵 🔹 Grantium''' - Organizat 🛪	👌 Ganetoum" Program Office 🛛 🖓 🕆 🔯 🔶 🖉 Page - Safety - Tools - 🚱 -
🍵 e.Forms	e cognet
allery.applicant	Organization Information
Public Art Galleries	Organization's Registered Name: Induc Art Callery
Applicant Name	Note: Must match Provincial Registration name. If this is not correct, you must update the Applicant Profile (if applicable).
Public Art Gallery Applicant Number APP-71711140	Common Name: (if different from Legal Lutity Name)
Operations	Alberta Registration Number: 1224554224
Project Number: AFA-PAG-14-036918	Alberta Registration Date:
Alberta Foundation for the Arts Application Form	CRA Registration Date:
and the second se	Fiscal Year End
Contact List	Ponn: December 🕷
Applicant Contact Information	
Organization Information	CADAC Number Please add
Organization Applicant Agreement	PPAO, PAC, PASO)
Current Board List	Save & Back Save & Save
Revenue Calculation	Rack. Ivest
Attachments	Check Sentino
Submission Summary	
View Applicant Profile	
Export to PDF	
Get PDF Viewer	
Back to Submissions List	
Page Generation Time: 1.42\$s	CSDC
	🙀 Local intranet Protected Mode: Off 👘 • 🕂 100% •

15. Next is your applicant agreement. Please note : This is reduced to fit on one screenshot the relevant section appears below.

Grantium** - Organization Ap	pplicant Agreement - Windows Internet Explorer		- 8
😋 🔵 💌 🍝 https://gite.al	ilberta ca'gare/viewFormlet_Details.jsf	• 🔒 😽 🛪 🖓 Sing	р +
x 📆 Convert + 🚮 Select			
👷 Favorites 🛛 😸 🔹 🖓 Gran	ntium" - Organizati X 💩 Grantium" Program Office	🔂 🔻 🖾 🕇 🛄 🔻 Page 🔻	Safety + Tools + 🕢 *
6 e.Forms			(Case)
A 400, 40047	Agarization typical Agaramet		
Tany in Lange	Allana Population for the Ana Applicant Appendix		
And and the second seco	We shall be a start of the s	Scroll down to get to this section	
Vignant-sum	 - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse states - The protocol or goals of the discourse s	Software Update Installation ** Arctivere update Installation **	
Done		ensell oppartes now.	PB - 41,50% -

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

🎓 Grantium" - Organization Applicant Agreement - Windows Internet Explorer	
🕒 💭 🔻 🗄 https://gove.albert.a.car.gove/view/Form/ex_Denails.go/	+ 🔒 😽 🗙 🛛 🖓 Sing 🛛 🖓 •
x n Convet + Estect	
😴 Favorites 🛛 😥 + 🎽 Granburn ¹⁴ - Organizati X 🍙 Grantium ¹⁴ Program Office	👸 + 🔯 - 🗇 🖶 - Page - Safety - Tools - 😡 - "
 This Agreement may not be assigned by the Organization. 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 Incorporated (Legal) Name of Applicant Organization ("Organization"): note An Gatery Anything marked "Title Name of Authorized Official: us: WassPeace. (usual Spring Authority) Gostion Helder Date:	e Application and to bind the Organization to the Agreement.
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 which provides consultative and administrative assistance to these awards programs. The information which provides consultative and administrative assistance to these awards programs. The information which provides consultative and administrative assistance to these awards programs. The information which provides consultative and administrative assistance to these awards programs. The information which provides and the use of personal information, please contact Arts Branch, Alberta Culture and Tourism, 780-427-9988@ Tell-free Cults in Alberta to Covernment of Alberta Offices: 310-0000 + office area code + telephone number Cell phone: Toll-free codes below + office's area code + telephone number: *310 (Boger's wireless) *310 (Bog and Telus) *310 (Bog and Telus) 	agreement sinformation may also be shared with Alberta Culture and Tourism, in to be disclosed to any other third parties except as allowed by
Save & Back Save Back Back Spelling Colets Spelling Note: This formhet contains mandatory fields for which no v	Save & Nice When complete
Page Generation Time: 0.905e	CSDC
	🕵 Local instanct Protected Mode: Off 🦷 🚈 🔫 100% 📼

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.

Grantium** - Board Executive Detail	ils - Windows Internet Explore:	
🚱 🔵 💌 👌 https://gM&alberta.	A A gate and Commit Listy of	+ 🎴 😽 🗙 🖓 Bing 🔋 🖉 🗛
🗴 📆 Convert 🔹 🚮 Select		
😭 Favorites 🛛 😁 🖏 Grantium	1" - Board Ere., X. & Grantum" Program Office	🖄 🛪 🔯 🖛 🐨 🖓 👘 🛪 Page 🛪 Safety 🛪 Tools 🛪 🖗 🛪
🍵 e.Forms		P Logout
A gallery-spolicant	Board Executive Details	
Public Art Galleries	Position: Vice-President	
Applicant Name: Public Art Gallery Applicant Number APP-71711140 Project Name: Operations Project Number: APA-PAG-14-036918	* Salutitige "Prosent Vice Periodent • First Name: Charle * Last Name: Charle Sections marked * Complete all * Complete all	Select position use other for members at large
Alberta Foundation for the Arts Application Form	with an * Address Line 3: * City: Beave Lodge	
Program Overview Contact List Applicant: Constit Information Organization Parloamation Organization Applicant Agreement: Current Board List Community Dervola Diligence Questionname Attachments Subtrastion Stammary	Province: Aborta Postal Code: Tangel Post	To add another member
View Applicant Profile Export to PDF Get PDF Viewer Back to Submissions List	runa sianà	
Paga Qeserator Tree 0,7244		CSPC
/gate/viewFormlet_Details.pf		🕵 Local intersect Protected Mode: Off 🛛 🖓 - 🔩 100% -

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

rantium" - Current Board L	nt - Windows Internet Explorer			
🔵 🔹 🔓 https://gate.al	berta.ca/gate/viewFormlet_Details.jsf			🕶 🏭 😽 🗶 🖗 Bing 🛛 🔍 🕈
Convert 🔹 🔂 Select				
avorites 🔡 🔹 🍪 Gran	nbum ¹⁹ - Current B., 🙁 🐮 Grantium ¹⁹ Program Office			🋐 🔹 🔂 🔹 📾 🔹 Page 🔹 Safety 👻 Tools 🗙 🚱 *
e.Forms				y Legout
-		Current	Board List	
gavery.approant				
ic Art Galleries	Adding Board Members:			
icant Name: ic Art Gallery icant Number: 71711140 ect Name: rations ect Number: PAG-14-036918	Click D to add a new Board Click Q, in the "View" colum Click @ to delete a listed B (Show Fitters) [Clear Fitters]	l Member to the list. n to edit the details of a listed Board Member. oard Member.		
	Delete View Position	First Name	Last Name	Start Date
Arts Application	0 Q President	Illingworth	Kerr	09-09
	2 Q vice-President	Euphemia	McNaught	08-08
tact List locant Contact mation anzation anzation anzation anzation anzation anziaton anzio anzio anzio anzio anzio anzio anzio anzio anzio anzio anzio anzi		Bed	Next	When all members are listed click next
to Submissions List				
Genération Timé: 0.9543				CSDC
				🕵 Local Intranet i Protected Mode: Off 🧉 🔹 🐔 100% 🔹

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.

Granbum" · Commu	unity Derived Revenue Calculation - Windows Internet Explorer		
GO . & https:/	//giteurtemalalberta.ca/gite/viewFormlet_Detailsjd	- 🔒 😣	X Ping P
🙁 🤨 Convert 💌 🚮	Select		
🙀 Favorites 💧 Gra	entium [™] - Continuity Derived Revenue Calcu	<u>5</u> .	🗟 • 🖾 🖮 • Page • Safety • Tools • 🚱 •
Public ant Galeries	Communi	ty Derived Revenue Calculation	1
Applicant Name Bable Art Gilley Applicant Number Applicant Number Despect Number Arthr Hid-14-087306 Arthr Hid-14-087306	* Project * Project Comp * Final Rep CADAC Ione refe	Start Date: growth T	
Abbes houdiges for an environment of the second control of the second Acceleration of the second Research Calculation Control of the second Research Calculation Control of the second Research Calculation Research Calculatio Research Calculation Research Cal	<text><text></text></text>	Ver 3 Ver 2 Pat 2 Pat Recall Pat Recall	Click on the small calendar. Select the year from the drop down list first, then the month and finally the day. These figures will auto calculate when you save the page
The second stress stress			CSDC -
		👊 Local intra	net Protected Mode: Off

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

💭 🔻 🐴 https://	gala alberta ca/gala/viewFormler_Details.jsf				• 🔒	4 × 12 Bing	
Convert -	Select						
Favorites 88 • 1	🖞 Grantium ¹⁴⁴ - Communi 🛪 👌 Grantium ¹⁴⁴ Program Office				1	🕈 • 🖾 • 🖙 🖷 • Page •	Safety 🔹 Tools 🕶 😥
e.Forms					_		1
patiens, explorent		Community	Derived Revenue Calculation				
Art Galeries		CADAC line refere	es do not apply to CPAO apple	ants.			
Cant Name C Art Gallery			Year 1	Year 2	Year 3 - Most Recent		
1711140 ct Name:		Fiscal Year End	2012/03/31	2013/03/31	2014/03/31		
tions t Number: PAG-14-026918 te Foundation for rts Application		Total Expenditure (Line SEOS from CABIG from) Total of folder (Sprawning) (Analysis (Instanton, Testings), Regressming and Services) restrict Operating and Communications Deprintes * Particity and Communications Deprintes * Processong Depreses	\$500,800.00	\$500,000,00	\$500,000 00		
em Overview et List tant Contact sation sization sation		Administrative Digenese Total Revenue (use strong manufacture) Total and The strong manufacture Total and The strong manufacture Total strong manufacture	\$550,000,00	\$55,000.00	5600.000.00		
nzation Applicant mult nr Board Lise		* Total Federal Grants (Gre 4440 from C404C from)	\$80,000.00	\$60,000,00	\$60,000.00		
unity Derived se Calculation nce Questionnains		* Total Provincial Grants (una ción tour Caba) turn) Nite: catera everya a rot a generata grant.	\$100,000.00	\$100.000.00	\$100.000.00		
aaion Summary		* Total Municipal Grants (Line 1535 of CIONC)	\$25,000 00	\$26,000,00	\$26,000.00		
Need Insta		Total Public Sector Revenue (une 4350 of CADAC form)	3175,000.00	\$175,000.00	\$178,000.00		
DF Viewer	when you have filled in all	Community Derived Revenue	\$375,000.00	\$310.000.00	3426,000,00		
n Southerne	the numbers click on save to allow the form to self calculate.	Grant Ameent R	nguestedi grazoso	Jane & Send		when you are click save and	finished next
445-754 186			Ches South S				

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

Grantium" Diligence Questionna	iire Windows Internet Explorer		- S ×
😋 🔵 🔹 🗄 https://gide.interni	il albera ca lgua (new Formier, Detailojit	• 🙆 🙀 🗙 🖓 Biog	ρ.
x Convert + Select			
🙀 Favorites 🐁 Grantium ^{re} - Dili	igence Questionnaire	🗿 🛪 🔯 🛪 🔄 🖮 🛪 Page 🛪	Safety + Tools + 🖬 + "
6 e.Forms			Parent -
Public Art Galaries	Diligence Questionnaire		
Applicant Name: Public Art Gallery Applicant fundamin Amir 12731340 Drejact Name Operation & 2 Drejact Number Adda 14 00124003200 Alberta Foundation (pr	Operating Organizational Resolution Again all fields marked with an * are mandatory Control Programming Outcomes:	1	
the Arts Application Form			
Program Overview Consect Lies Applicant Contact Deformation Crystinization Reformation Organization-Applicant Agreemant Current Mant List	* Sighlight Asseddote:	1	
Community Derived Revenue Calculation	Financial Henegement		
Diligence Questionnaire Attachments Submission Summary	* Edentify and explain any major areas of variance between actual results and hadget for the text complete fitcal year.		
View Applicent Profile			
Export to PDF Del PDF Viewer Buck to Applicant Submiceners Las	* 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?	1	
	* What is the average length of services of current loard directors?		
		*	
	Accounting		
	* Bulline any econst, proposed or contemplated changes in your organization's accounting pulicy?		
	* In connection with an audit or review of your financial statements, or in connection with any other investigation or review, have you been advised of any issues relating internal controls	or any other matter relating to the reliability of	-
		Cocal intranet Protected Mode: Off	- + + 75% +

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.

Carbum" - Submission Summe	ny - Windows Internet Explorer							
🕒 🕖 🔹 🖄 https://yike.albert	ta.ca/gete/wexFormlet_AttachmentList.jsf					• 🔒 😽 🛪	P Bing	р.
× Convert • Select								
Favorites 🖳 + 👌 Grantiur	m [™] - Submissio_ ≍ 👌 Grantium [™] Program Offic	a.				Br • 10	1 mi + Page +	Safety + Tools + 😧 +
🍯 e.Forms								1 Logart
A gallery.applicant				Submission Summar	Y			
Public Art Gallenes		Complete	Page		Last Updated	Mandatory		
Applicant Name: Public Art Gallery			Program Diversivere		No Input Required	No		
Applicant Number: APP-71711140 Project Name		1	Context Loss Applicant Context Information		2015/03/02	Yes		
Operations Project Number:		n č	Organization Information	-	2015/03/02	Yes		
AFA-PAG-14-035918	This indicates	$\Rightarrow \odot$	Organization Applicant Apreemer	Click	on the page n	ame ^{ves}		
the Arts Application Form	mistake in this		Continuity Derived Revenue Ca	to re	No Input Required	No		
Program Overview	form You must	1	Dificence Questionnere	prob	lem.torm	785		
Contact List Applicant Contact Information	return to the	-	Attachmenta		2015/03/02	385		
Organization Information	form and make		Be	d	Neit			
Organization Applicant Agreement	the correction			Export to POF				
Community Derived Revenue Calculation				Get PDP Siewer				
Dilgence Questionnaire Attachments Submission Summary								
View Applicant Profile								
Export to PDF Get PDF Viewer								
Back to Submissions List								
Page Generation Time: 1.041a								CSDC
						Local intranet II	Protected Mode: Off	Fa - \$ 100% -

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.

Grantium" - Submissions	- Windows Internet Explorer							0 6 🚯
😋 🔾 🔻 🖆 https://gate	e alberta ca gate/vini/Foundet_SSjøf					• 🚔 😽 🗙 .	P Bing	ρ.
x 📆 Convert 🔹 🕵 Selec	α							
😭 Favorites 😸 - 👸 G	irantium" - Submissio 🕅 🍏 Grantium'' Program Of	flice				G * G *	🔄 👾 * Page * Safe	ty • Tools • 👔 •
🍵 Front Office	8						۲	Help & Lopout
A nationy applicant	Applicant: Public Art Gallery (APP-717	11140)						
Anne Linkhanna			Submissio	ons				
Front Office Portal	[Hide Filters] (Clour Filters)							
Q, Growse Funding			Applicant Project Name: All	Projects .				
opportunities			Date Submitted: On					
🔫 Pròfile			Project Status: Op	en Projects 👻				
My Account			Submission Version: Lat	test Version 💌				
Change Password			Associate Type: All					
R Workspace		and the second					Date and tin	ne of
Applicants	Your project number						submission	
Funding Opportunity Registrations							л	
Projects Submissions	4 5						V	_
Contact Lis	Actions Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted	100
	Coperations	Public Art Galleries	1-Dec-2014	31-Mar-2050	Primary Applicant	1	2-Mar-2015 4:35:24	PM
	\sim		1				-	
	Û							
Page Generation Time: 2.0954	Click hore to review							CSDC
	Click here to review							
	your completed							
	application							
						0		G - 8 1000
Done						Local intranet Pro	tected Mode: Off	- " 100% ·

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.