

### Visual Arts and New Media

#### Overview:

Grant recipients must submit a report that demonstrates that the project was completed and that funds were spent on the project activities as described in the grant application.

The final report is due on the date noted in the successful notification document and includes:

- o completed outcomes report that details the results of your project, with an evaluation of its success in relation to the original objectives;
- o a complete and accurate financial accounting based on the budget submission; and
- o a copy of the work(s) produced (required for **all** Art Production grants; Career/Training, Marketing, and Research projects should include images whenever possible).

When applicable, it also includes:

- o copies of promotional materials such as posters and program (funding credit to the AFA must be shown where appropriate);
- o any reviews, publications, invitations, and/or catalogues related to the project; and/or
- o travel itineraries and confirmation of attendance at events, conferences or courses of study.

Any grant recipient who does not provide a report prior to the deadline, who does not fulfill any conditions associated with a grant, or whose report is not approved will be made delinquent and ineligible for further funding from the AFA for a period of three years from the time the delinquency is resolved.

Previous grant recipients must have met reporting requirements in order to be eligible to receive subsequent funding in any AFA grant program or stream.

Follow this guide to complete your final report for a project grant in **Visual Arts and New Media**.

If your address has changed, please update your **Applicant Profile** prior to starting, as outlined in the FAQs.

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#### Frequently Asked Questions:

What should I prepare before I begin my Final Report?

How do I continue my Application or Final Report if I logged out before submitting?

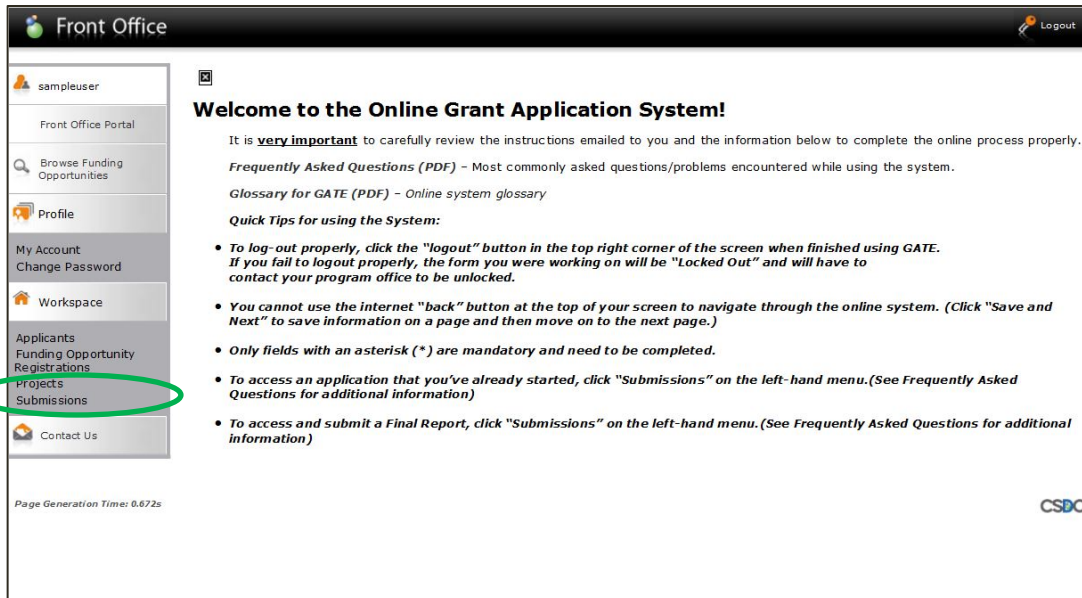
How do I update my Applicant Profile?



**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>



**Figure 2 – Submissions**

2. Click on the **Submissions** line on the left-hand menu bar to open your submission history page.

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

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	My Greatest Exhibition 2016 AFA-VIPG-14-037784	AFA - Visual Arts and New Media Individual Project Grant Submit Application	3-Mar- 2015	4-Apr- 2050	Primary Applicant	2	24-Oct-2016 1:12:35 PM
	My Greatest Exhibition 2016 AFA-VIPG-14-037784	AFA - Visual Arts and New Media Individual Project Grant Submit Final Report	1-Dec- 2014	12-Apr- 2050	Primary Applicant	1	

1

sampleuser

Front Office Portal

Browse Funding Opportunities

Profile

My Account  
Change Passw

Workspace

Applicants  
Funding Opportunity  
Registrations  
Projects  
Submissions

Contact Us

**Figure 3 – Submissions Listing**

- The **Submissions** page will show all of your current projects. Each project name/number will have two line items.
- Click on the **orange file folder** beside the program line that reads **Submit Final Report** under the funding opportunity column.

e.Forms

Reference Submissions

View Step

Submit Application

Back Next

sampleuser

AFA - Visual Arts and New Media Individual Project Grant

Applicant Name:  
Another Applicant  
Applicant Number:  
APP-28266018  
Project Name:  
My Greatest Exhibition 2016  
Project Number:  
AFA-VIPG-14-037784

AFA Final Report

Reference Submissions  
Individual Project  
Evaluation  
Project Budget  
Project Expenses

**Figure 4 – Reference Submissions**

- This page will show all activities related to your project grant. The **Submit Application** line references your original grant application. You **DO NOT** need to view this to submit your **Final Report**.
- Simply click on the **Next** button to continue.

**HINT:**

If you do want to see your application before completing your **Final Report**, click on the **orange file folder** beside **Submit Application**. This will open your original application for you to view. To return and complete your report, click on **Back to AFA Final Report** that will be visible at the bottom of the left-hand menu bar.

**Project Outcomes**

\* 1) Please describe the results of your project in relation to the original objectives as stated in your project description.

\* 2) Did your project add to the development of your artistic practice? **Yes** ▾

\* Please describe

Comments

\* 3) Please describe the most significant way that your project contributed to your career.

Comments

Save & Next

**Figure 5 – Project Outcomes**

7. Answer the mandatory questions, describing the outcomes of your project.
8. Some questions will prompt you for a **Yes** or **No** answer. Select the appropriate answer from the drop-down menu. If you select **Yes**, you will be asked to provide more in-depth information.
9. Click on  when you have completed all of the requisite questions and are ready to move on to your budget section.

**Project Budget**

Please refer to the **program guidelines** to determine eligible expenses.

Please select a heading from the drop-down menus for each separate expense sections. Include a detailed breakdown of each item on each expense line. **Total Expenses** will automatically calculate.

Include project revenue (funding from other agencies, personal contributions, in-kind contributions, etc.) on separate lines within the revenue section to balance out the expenses. **Total Revenues** will automatically calculate.

The remaining amount is your request to the AFA. The maximum AFA grant request must not exceed the amount indicated in the AFA program guidelines.

**Total Expenses** will equal **Total Revenues + AFA Grant Request**.

You may include explanatory notes to your budget on the following page.

Back Next

**Figure 6 – Project Budget**

10. The budget you submitted with your application will be auto-filled into your report. You will be asked to enter your final expenses and revenues according to the same line items/categories as in your submission.
11. Click on  to continue.



**Project Revenue**

**Non-AFA Revenue**

Description	Proposed Amount	Actual Amount	Funding Status
Personal Contributions	\$1,345.00	\$1,300.00	Confirmed
Canada Council Micro Grant	\$1,000.00	\$1,000.00	Pending
			- select -
			- select -
			- select -
			- select -
			- select -
			- select -
			- select -
			- select -
			- select -
			- select -
			- select -
			- select -
			- select -
			- select -
			- select -
<b>Total Non-AFA Revenue:</b>	<b>\$2,345.00</b>	<b>\$2,300.00</b>	

**AFA Amount Awarded:** \$15,000.00

**Total Revenue:** \$17,300.00

**Variance:** \$0.00

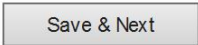
Comments:

Save & Back   Save   Save & Next

Back   Next

Check Spelling

**Figure 8 – Project Revenues**

18. Enter the **revenues** contributed to your project.
19. The total fields at the bottom of the form will auto-calculate.
20. Click on  to continue.

Your **Variance** should be **equal to \$0.00**. If not, please contact your **Development Consultant** before submitting your **Final Report**.

**SPECIAL NOTE ON BUDGET:**

Remember that, **according to the grant conditions**, you must complete your project as described in your application. If a grant was used for any other purpose, and you did not receive written approval from the AFA to make changes, the AFA may require the partial or full return of all grant funds.

Often there may be minor changes between your **proposed** and **actual** expenses. These are generally accepted as part of the reconciliation process. However, any **SUBSTANTIVE** or **MAJOR** changes to your budget **MUST** have been approved in writing before you reallocate any funding.



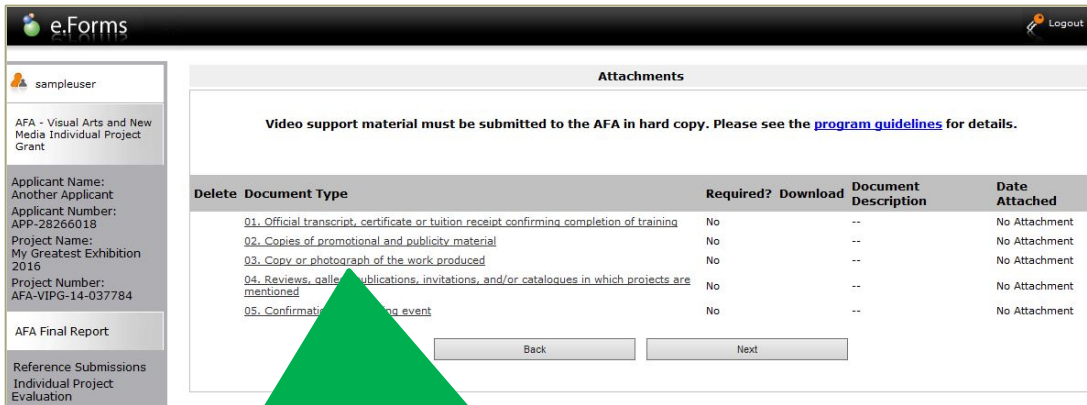
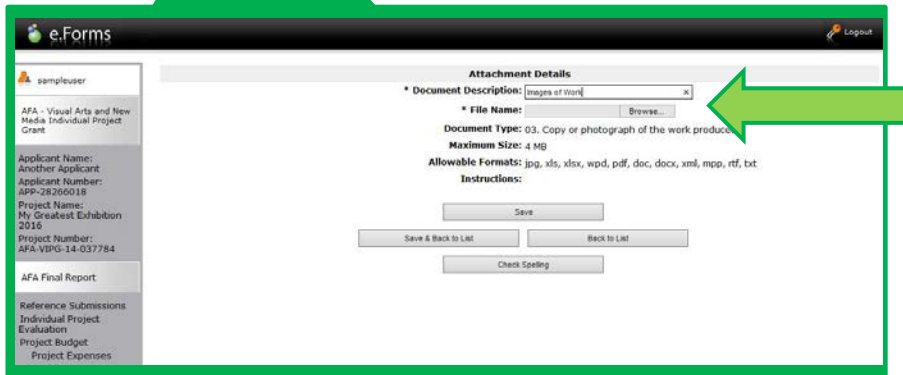
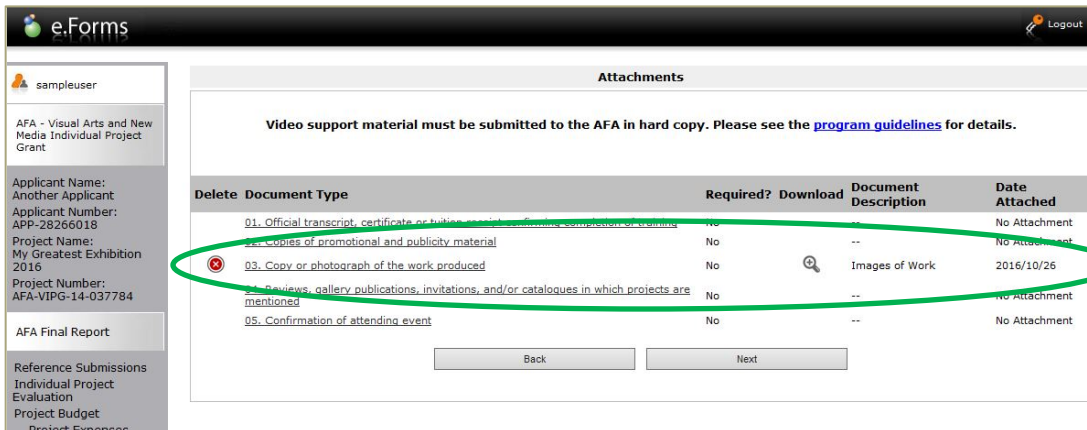


Figure 9 – Attachments

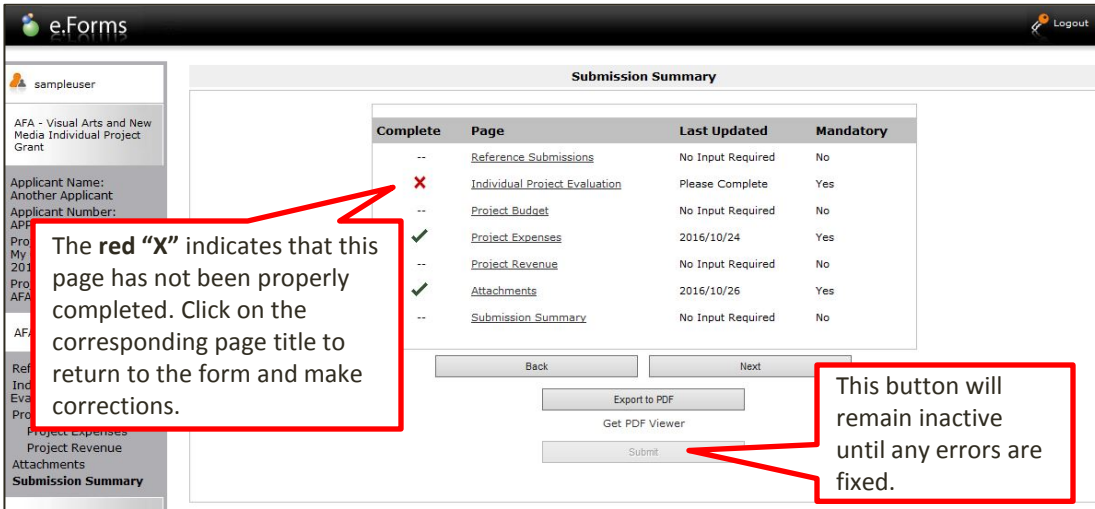
- Depending on your project, you will need to upload items to your final report. Please upload all documents in **PDF format**.
- All **Art Production** grants require images of the work produced as part of your report. **Career/Training, Marketing, or Research** project types should also include images whenever possible. Refer to the FAQs for information on how to **“Prepare Your Images for Attachment”**.



- To upload an attachment, click on the underlined **Document Type**. This will open the **Attachments Details** form.
- Complete the **Document Description** field and click on the **Brow se...** button to locate the file you wish to upload from your computer.

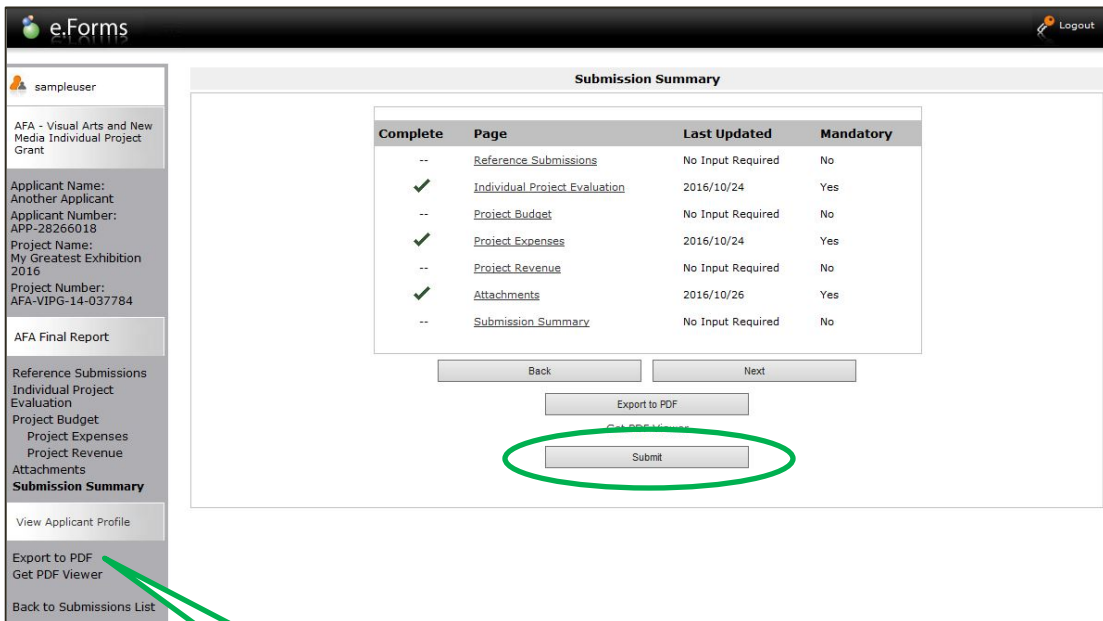


- Click on **Save & Back to List** to return to the **Attachments** page.
- To view a file, click on the icon. If you need to remove a file from the list, click on to delete it.
- Once your attachments are all in place, click on **Next** to continue.



**Figure 10 – Submission Summary with Error**

28. The Submission Summary page is the final page of your Final Report.
29. If you have completed your report correctly, there will be a **green check mark** beside each relevant **“page”**.
30. 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”** to return to that specific form and make your corrections.



**Figure 11 – Submission Summary COMPLETE**

31. Once you have **green check marks**, your Final Report is complete.
32. Click on the  button to officially submit your report for approval.

**Congratulations!**

**You have successfully submitted your Final Report to the AFA.**

**Your Development Consultant will contact you if any further information is needed.**



## What should I prepare before I begin my Final Report?

Before you begin your Final Report, it is recommended that you prepare all of your attachments for upload to the system in advance. Each attachment will only allow for 1 file to be uploaded per attachment type.

### Attachments

Save all attachments in **PDF format** for upload:

- **Official transcript, certificate or tuition receipt confirming completion of training** (required for all Post-Secondary study or training)
- **Copies of promotional and publicity material** (provide if available, as 1 complete file)
- **Copy or photograph of the work produced** (provide as 1 complete file)
- **Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned** (provide if available, as 1 complete file)
- **Confirmation of attending event** (provide if available, as 1 complete file)

### How to Prepare Your Images

Save your images as **1 single file in PDF format** for upload:

- Use software such as **PowerPoint** or **Keynote** to create your visual presentation, then **export or save as a PDF file** when complete.
- Your file should have **1 page per image** (total pages=total images)
  - Label **each** image with **title, medium, size and date**
- Your file **MUST** be **under 4MB** in size. To help reduce your file size, ensure your images have been compressed into JPEGs (recommended at 1680x1050 pixels and 150dpi max) before importing into your software


### Other Media:

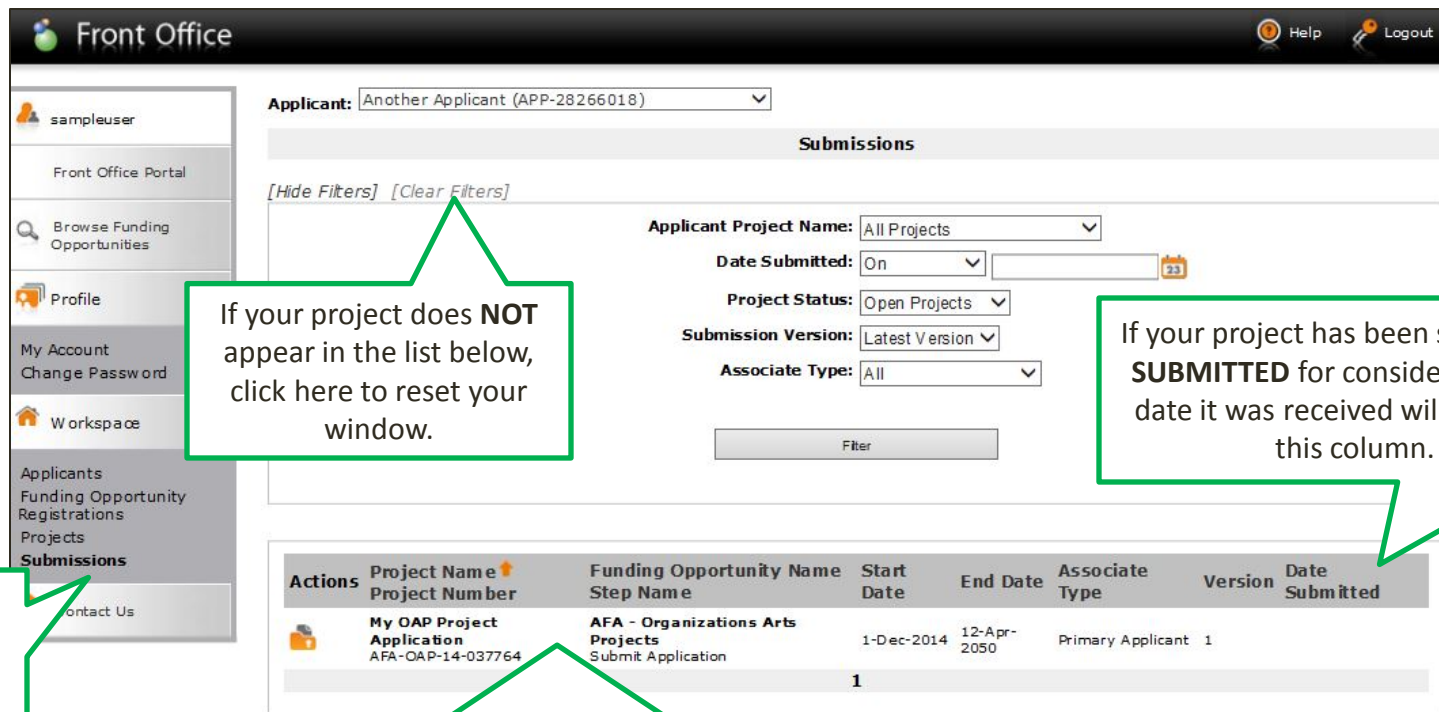
You can also submit 1 media file, of no more than 5 minutes in length, if applicable to your project.

Media files can be submitted by email to [vaAFA@gov.ab.ca](mailto:vaAFA@gov.ab.ca) with the subject line "**Final Report {LAST NAME} AFA-VIPG-{PROJECT NUMBER}**".


**Links** to online content are **NOT** an acceptable submission format – emails **MUST** contain a complete file or, in the case of large files, a link to a **file that can be directly downloaded** by Arts Branch staff.

## How do I continue my Application or Final Report 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 **Orange File Folder**  icon to open your application or final report and continue filling it out.



The screenshot shows the 'Front Office' interface. On the left is a navigation menu with 'Submissions' highlighted. The main area has a search filter section with dropdowns for 'Applicant Project Name' (set to 'All Projects'), 'Date Submitted' (set to 'On'), 'Project Status' (set to 'Open Projects'), 'Submission Version' (set to 'Latest Version'), and 'Associate Type' (set to 'All'). Below this is a 'Filter' button. A table lists submissions with columns: Actions, Project Name, Project Number, Funding Opportunity Name, Step Name, Start Date, End Date, Associate Type, Version, and Date Submitted. One submission is visible: 'My OAP Project Application' (AFA-OAP-14-037764) under 'AFA - Organizations Arts Projects', with a start date of 1-Dec-2014 and an end date of 12-Apr-2050. Callouts provide instructions: one points to the 'Submissions' menu item, another to the 'Filter' button, and a third to the 'Date Submitted' column header.

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	


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

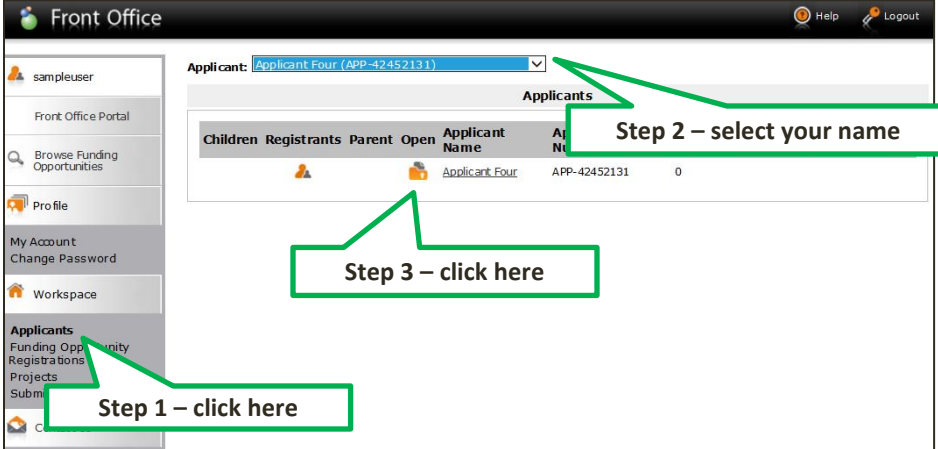
If your project has been successfully **SUBMITTED** for consideration, the date it was received will appear in this column.

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

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

## How do I update my Applicant Profile?

1. Log into **GATE** and click on the **Applicants** line on the left-hand menu bar.
2. Ensure your name appears in the **Applicant** drop-down box at the top of the page.
3. Click on the **Yellow File Folder**  icon to open your **Profile**.
4. Once your **Profile** is open, click on the line that says **Submission Summary**.
5. To make changes, you must “**unlock**” your profile. Click on the  button to do this (the text will toggle to “**Complete**” – you will return here and click again once your corrections have been made).
6. Navigate to any page by clicking on the under-lined “**page**” title or by using the left-hand menu.
7. Once you have reviewed and updated your profile, you **MUST** return to the **Submission Summary** page to “**lock**” it again.
8. Click on the  button to do so. The text will toggle back to “**Edit**”.
9. Click on the **Back to Applicants** line at the bottom of the left-hand menu to return to the main applicants screen.



Front Office

Applicant: Applicant Four (APP-42452131)

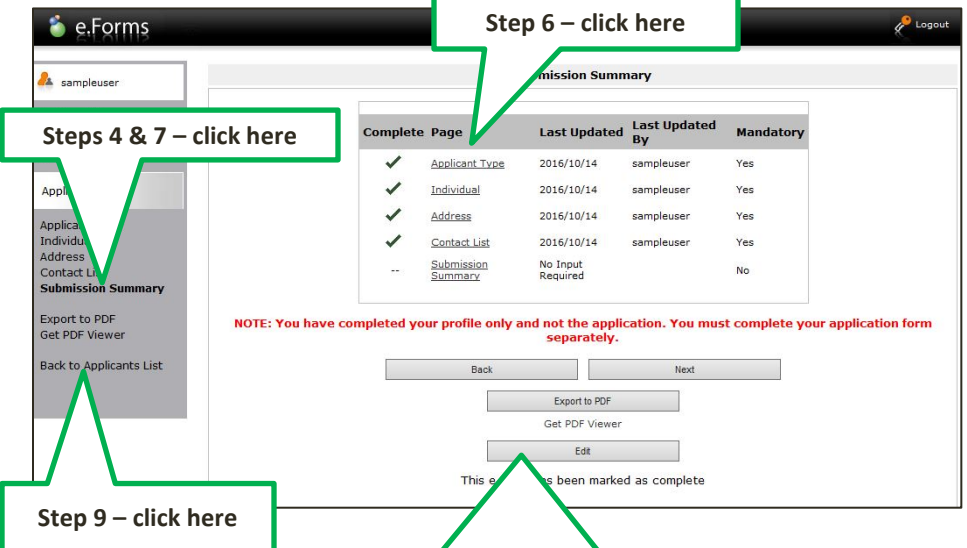
Applicants

Children	Registrants	Parent	Open	Applicant Name	App No
				Applicant Four	APP-42452131
					0

Step 2 – select your name

Step 3 – click here

Step 1 – click here



e.Forms

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	<a href="#">Applicant Type</a>	2016/10/14	sampleuser	Yes
✓	<a href="#">Individual</a>	2016/10/14	sampleuser	Yes
✓	<a href="#">Address</a>	2016/10/14	sampleuser	Yes
✓	<a href="#">Contact List</a>	2016/10/14	sampleuser	Yes
--	<a href="#">Submission Summary</a>	No Input Required		No

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

Back Next

Export to PDF  
Get PDF Viewer

Edit

This e-form has been marked as complete

Steps 4 & 7 – click here

Step 9 – click here

Step 6 – click here

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