AFA - Individual Project Grants

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:

- 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
- 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:

- 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
- 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.

Completing a Final Report

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Figure 11 – Submission Summary COMPLETE

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?

Front Office Portal	
Username:	Aberta Government
	Online Grant Application System
Password:	Welcome to the Online Grant Application System for Alberta Culture and Tourism, the Alberta Foundation for the Arts and Alberta Spor Connection & Alberta Human Services.
Login Forgot your password?	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
Browse Funding Opportunities	» Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.
Contact Us	The system may be used to submit applications and reporting information for the following Alberta Foundation for the Arts programs:
	Individual Artists Project Grant - <u>http://affta.ab.ca/Grants/Individual-Project-Grants</u>
	Organizational project Grant - http://affta.ab.ca/Grants/Organizational-Project-Grants
	Organizational Operating Grant - <u>http://affta.ab.ca/Grants/Organization-Operational-Grants</u>
	Awards and Scholarships - http://affta.ab.ca/Grants/Awards-and-Scholarships
	Art Acquisition by Application - http://affta.ab.ca/Art-Collection/Acquisitions-and-Programming
	The system may be used to submit applications for the following Alberta Sport Connection programs:

🍯 Front Office	P Logout
Å sampleuser	
Front Office Portal	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.
G Browse Funding	Frequently Asked Questions (PDF) - Most commonly asked questions/problems encountered while using the system.
	Glossary for GATE (PDF) - Online system glossary
👎 Profile	Quick Tips for using the System:
My Account Change Password	 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.
🎓 Workspace	 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.)
Applicants Funding Opportunity	• Only fields with an asterisk (*) are mandatory and need to be completed.
Registrations Projects Submissions	To access an application that you've already started, click "Submissions" on the left-hand menu.(See Frequently Asked Questions for additional information)
Contact Us	 To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
Page Generation Time: 0.672s	CSDC

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					🧕 Help 🤌 Log
sampleuser	Applicant: Another Applicant (APP-	28266018)			
		Submis	sions		
Front Office Portal	[Hide Filters] [Clear Filters]				
Browse Funding		Applicant Project Name:	All Projects	~	
Browse Funding Opportunities		Date Submitted:			
Profile				2	23
	our project does NOT	Project Status:			
Av Account		Submission Version:		-	
	ear in the list below,	Associate Type:	All	1	
Workspace CliC	ck here to reset your				
and Kanada	window.	Filte	۲		
Applicants Funding Opportunity					
egistrations Projects					
Submissions	Actions Project Name + F	unding Opportunity Name	Start End	Associate	Date
Contact Us		Step Name	Date Date	Туре	Version Submitted
Contact os	My Greatest A Exhibition 2016 I	FA - Visual Arts and New Media ndividual Project Grant	3-Mar- 4-Apr-	Primary	2 24-Oct-2016
N	AFA-VIPG-14-037784 S	ubmit Application	2015 2050	Applicant	2 1:12:35 PM
	My Greatest A Exhibition 2016 II AFA-VIPG-14-03784 S	FA - Visual Arts and New Media noividual Project crant	1-Dec- 12-Apr- 2014 2050	Primary Applicant	1
	AFA-VIPG-14-037.84 5	ubmit Final Report			
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Concernence and the second		Reference S	ubmissions		
a sampleuser					
AFA - Visual Arts and New	-				
4edia Individual Project Grant	View Step				
	5 Submit Application				
Applicant Name: Another Applicant					
Applicant Number: APP-28266018					
roject Name:		Back	Next		
ly Greatest Exhibition 016					
roject Number: FA-VIPG-14-037784					
AFA Final Report					
Reference Submissions					
Individual Project Evaluation					
Project Budget					
Project Expenses					

Figure 3 – Submissions Listing

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

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.
- 6. 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.

🇯 e.Forms		Cogout
Å sampleuser	Project Outcomes	
AFA - Visual Arts and New Media Individual Project Grant	* 1) Please describe the results of your project in relation to the original objectives as stated in your project description.	
Applicant Name: Another Applicant Applicant Number: APP-28266018	Ç	
Project Name: My Greatest Exhibition 2016 Project Number:	* 2) Did your project add to the development of your artistic Yes processory	
AFA-VIPG-14-037784 AFA Final Report	* Please describe	
Reference Submissions Individual Project Evaluation	Comments	
Project Budget Project Expenses Project Revenue		
Attachments Submission Summary	~	
View Applicant Profile	* 3) Please describe the most significant way that your project contributed to your career.	
Get PDF Viewer Back to Submissions List	Comments	
	comments	

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 Save & Next when you have completed all of the requisite questions and are ready to move on to your budget section.

🌢 e.Forms		Cogout Logout
sampleuser	Project Budget	
AFA - Visual Arts and New Media Individual Project Grant	Please refer to the program guidelines to determine eligible expenses.	
Applicant Name: Another Applicant	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.	
Applicant Number: APP-28266018	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	
Project Name: My Greatest Exhibition 2016	calculate.	
Project Number: AFA-VIPG-14-037784	indicated in the AFA program guidelines.	
	Total Expenses will equal Total Revenues + AFA Grant Request.	
AFA Final Report	You may include explanatory notes to your budget on the following page.	
Reference Submissions		
Individual Project Evaluation	Back Next	
Project Budget		
Project Expenses		

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 Next to continue.

o.Forms	Re Production and the second sec
	Project Expenses
AFA - Visual Arts and New Media Individual Project Grant	* Expense Type 1: Materials and Supplies
Applicant Name: Another Applicant Applicant Number: APP-3826018 Project Name: My Greatest Exhibition 2016 Project Number: AFA-VIPG-14-037784 AFA Final Report Reference Submissions Individual Project	Description Proposed of Units Proposed Unit Cost Actual Number of Units Actual Unit Cost Total Cost Carvas and stretchers 10 \$140.00 10 \$140.00 \$1,400.00 Oil paint and solvents 1 \$500.00 1 \$320.00 \$320.00 Brushes 1 \$125.00 1 \$200.00 \$200.00 Crates for shipping 5 \$125.00 5 \$125.00 \$625.00 Framing 10 \$200.00 1 \$200 \$22,000.00 Picture hangers and wire 10 \$200 \$200 \$20,000.00
Submission Sur View Applicant F th	This column is locked and will not allow user entry. To see your Total Costs , including Subtotal and Total Proposed Expenses , click on the Save button at the bottom of the page at any time and this column will re- calculate.
Commen	ts:

Figure 7 – Project Expenses

- 12. Enter the units and amounts you spent in the **Actuals** columns for each corresponding line item.
- 13. If you did not end up incurring expenses on a proposed budget item, enter "0" for units and "0" for dollars do NOT leave related fields blank.
- 14. If you have expenses that were not on your initial budget, add another line item. You will not be able to alter your submitted budget, but you can make additions in the **Description** and **Actuals** columns if necessary.
- 15. Please note, the **Total Cost** column is locked and will not auto-calculate until save is clicked at the bottom of the form.
- 16. The **Total Proposed Expenses** and **Total Actual Expenses** fields will also auto-calculate when you click on save at the bottom of the page.
- 17. Click on Save & Next when your expenses are complete and to move on to your project revenues.

🇯 e.Forms					Logout		
sampleuser		Project Revenue				Figu	ure 8 – Project Revenues
AFA - Visual Arts and New Media Individual Project Grant		Non-AFA Revenue				18.	Enter the revenues contributed to your project
	Description	Proposed Amount	Actual	Funding Status			
Applicant Name: Another Applicant	Personal Contributions	\$1,345.00	\$1,300.00	Confirmed 🗸			
Applicant Number: APP-28266018	Canada Council Micro Grant	\$1,000.00	\$1,000.00	Pending 🗸		19.	The total fields at the bottom of the form will
Project Name:				- select - 🗙			
My Greatest Exhibition 2016				- select - 🗙			auto-calculate.
Project Number:				- select - 🗙			
AFA-VIPG-14-037784				- select - 🗙			
AFA Final Report				- select - 🗙		20.	Click on Save & Next to continue.
A A A A A A A A A A A A A A A A A A A				- select - 🗙		-	
Reference Submissions				- select - 🗙			
Individual Project Evaluation				- select - 🗙			
Project Budget				- select - 🗸			
Project Expenses				- select - 🗙			
Project Revenue Attachments		ī — — ī		- select - 🗸			
Submission Summary				- select - 🗙			
				- select - 🗙			
View Applicant Profile	Total Non-AFA Revenue:	\$2,345.00	\$2,300.00				
Export to PDF							
Get PDF Viewer	AFA Amoun	t Awarded: \$15,000.00					
Back to Submissions List						`	Your Variance should be equal to
	1013	al Revenue: \$17,300.00					
		Variance: \$0.00					\$0.00 . If not, please contact your
	Comments:					- I I	Development Consultant before
	comments:						
				~			submitting your Final Report .
				\sim			
	Save & Back	Save	Save &	Next			
				ll.			
	Back		Next				
		Check Spelling					

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.

sampleuser	Attachments			
sampleuser				
AFA - Visual Arts and New Media Individual Project Grant	Video support material must be submitted to the AFA in hard cor	oy. Please see the <u>prog</u>	<u>ram guidelines</u> fo	or details.
pplicant Name: nother Applicant	Delete Document Type	Required? Download	Document Description	Date Attached
pplicant Number: PP-28266018	01. Official transcript, certificate or tuition receipt confirming completion of training	No		No Attachmer
roject Name:	02. Copies of promotional and publicity material	No	<u>22</u>	No Attachmer
y Greatest Exhibition 016	03. Copy or photograph of the work produced	No		No Attachmer
roject Number: FA-VIPG-14-037784	04. Reviews, galle ublications, invitations, and/or catalogues in which projects are mentioned	No		No Attachmen
A VII 0 14 03/704	05. Confirmatir og event	No		No Attachmer
FA Final Report	Back	Next	1	
eference Submissions		Host		
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ndividual Project valuation AFA - Visu AFA - Visu Acta Ind Grant Applicant Applicant	* Document Description: Images of tworf al Arts and New data Project Document Type: 03, Copy or pl Maximum Size: 4 Mg Maximum Size: 4 Mg Allowable Formats: jpg, Mg, Klsx, V SUBS		وہ میں ا	gad .
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sampleuser		Att	achments				
AFA - Visual Arts and New Media Individual Project Grant		Video support material must be submitted to the AFA	in hard cop	y. Please se	e the <mark>prog</mark>	<u>am guidelines</u> for	details.
pplicant Name: nother Applicant	Delet	e Document Type		Required?	Download	Document Description	Date Attached
pplicant Number: PP-28266018		01. Official transcript, certificate or tuition receipt confirming completion	t of training	110			No Attachmer
roject Name: y Greatest Exhibition		copies of promotional and publicity material		No			No Autoching
16	🤇 🗵	03. Copy or photograph of the work produced		No	⊕	Images of Work	2016/10/26
oject Number: A-VIPG-14-037784		2.1 Deviews, gallery publications, invitations, and/or catalogues in whic mentioned	h projects are	No			No Attachmer
FA Final Report		05. Confirmation of attending event		No			No Attachmer
eference Submissions		Back		Next			
ndividual Project							

Figure 9 – Attachments

- 21. 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".
- 23. To upload an attachment, click on the underlined **Document Type**. This will open the **Attachments Details** form.
- 24. Complete the **Document Description** field and click on the Brow se... button to locate the file you wish to upload from your computer.
- 25. Click on Save & Back to List to return to the **Attachments** page.
- 26. To view a file, click on the 🔍 icon. If you need to remove a file from the list, click on 🔞 to delete it.
- 27. Once your attachments are all in place, click on ______ 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**" title 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 submit 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)
 - o 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 <u>vaAFA@gov.ab.ca</u> 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.

AFA - Individual Project Grants

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

- Log back into Front Office. From the Welcome screen, click on the Submissions tab on the left-hand menu bar. 1.
- Click on the **Orange File Folder** icon to open your application or final report and continue filling it out. 2.

	SFront Off	ice Melp Cogout	
	Front Office Portal	Submissions	
	Browse Funding Opportunities	[Hide Filters] [Clear Filters] Applicant Project Name: All Projects Date Submitted: On V	
	My Account Change Password	If your project does NOT appear in the list below, click here to reset your window. Project Status: Open Projects Submission Version: Latest Version Associate Type: All Filter If your project has been successed will appear in the list below, click here to reset your window. Filter If your project has been successed will appear in the list below, click here to reset your window.	ion, the
	Applicants Funding Opportunity Registrations Projects Submissions	Actions Project Name Funding Opportunity Name Start End Date Associate Version Date Step Name Date Type Version Submitted	
Click here to open the SUBMISSIONS	ontact Us	My OAP Project Application AFA-037764 AFA - Organizations Arts Projects 1-Dec-2014 12-Apr- 2050 Primary Applicant 1 1 1	
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.	

AFA - Individual Project Grants

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 i**con to open your **Profile**.
- 4. Once your **Profile** is open, click on the line that says **Submission Summary**.
- To make changes, you must "unlock" your profile. Click on the Edit button to do this (the text will toggle to "Complete" – you will return here and click again once your corrections have been made).
- 6. Navigate to any page by clicking on the under-lined "**page**" title or by using the left-hand menu.
- Once you have reviewed and updated your profile, you MUST return to the Submission Summary page to "lock" it again.
- 8. Click on the <u>complete</u> 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.

