



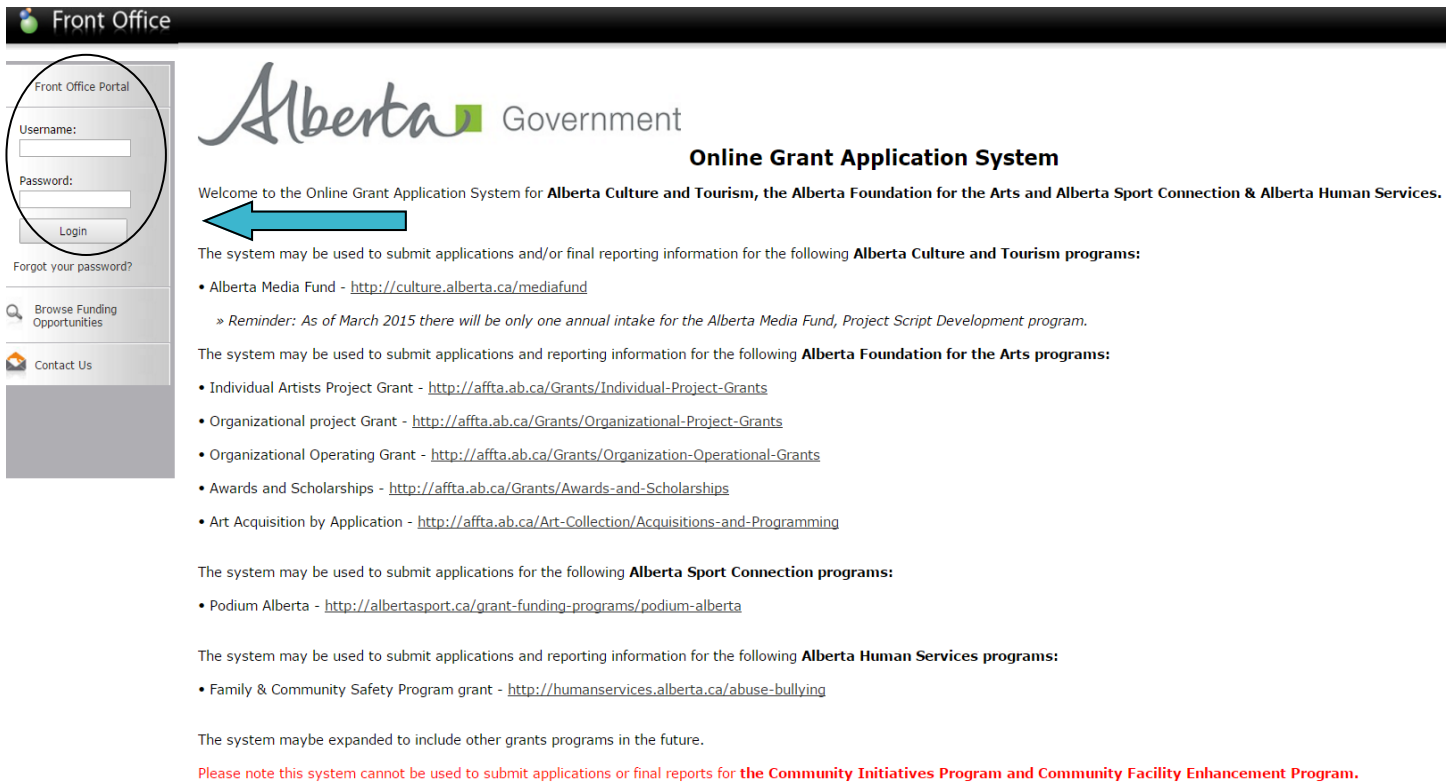
Community Performing Arts Organizations (CPAO) Grant

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How to Use GATE to apply for Community Performing Arts Organizations (CPAO) Grant

Step 1: log on to GATE <https://gate.alberta.ca/gate/frontOffice.jsf>.



Front Office

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>
» *Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.*

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>

The system may be used to submit applications for the following **Alberta Sport Connection** programs:

- Podium Alberta - <http://albertasport.ca/grant-funding-programs/podium-alberta>

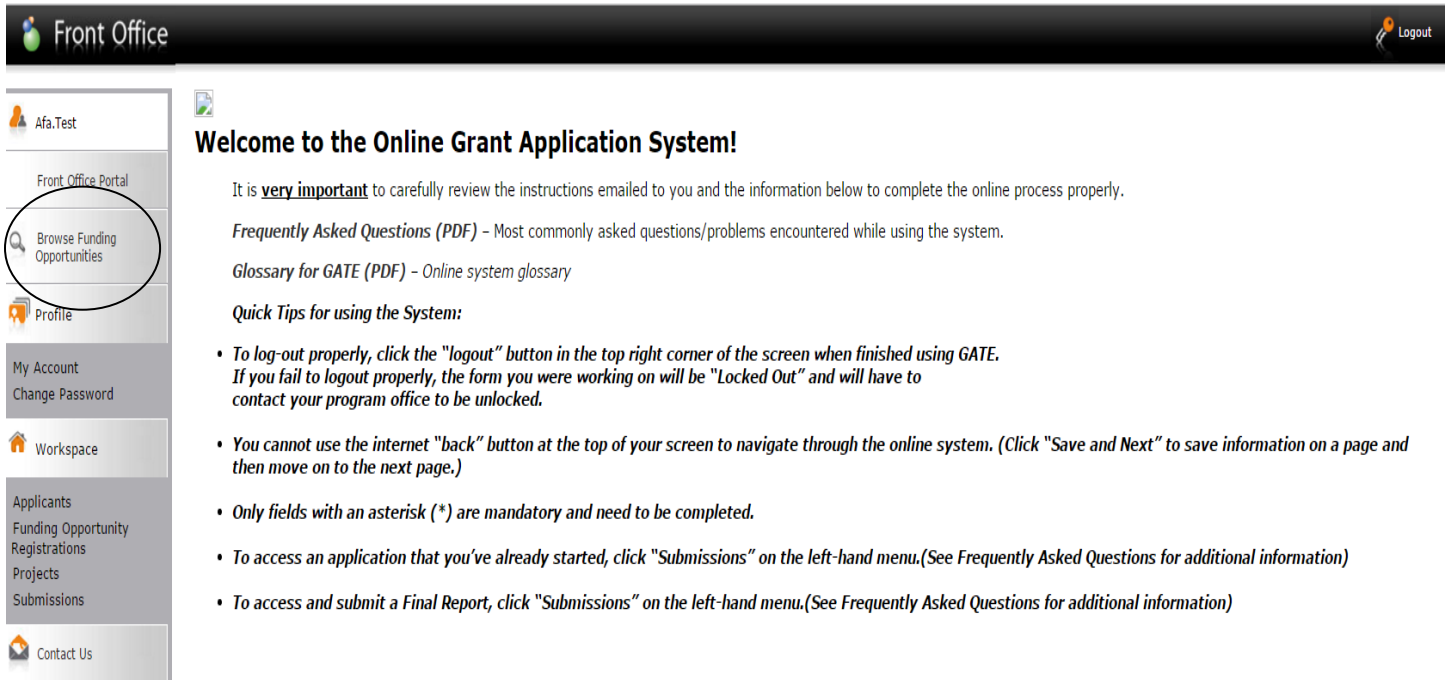
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- Family & Community Safety Program grant - <http://humanservices.alberta.ca/abuse-bullying>

The system maybe expanded to include other grants programs in the future.

Please note this system cannot be used to submit applications or final reports for the **Community Initiatives Program** and **Community Facility Enhancement Program**.

Step 2: click on *Browse Funding Opportunities* in the left menu.



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Logout

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)**

**Step 3: - type *Community Performing Arts Organizations* in the Search Criteria box, OR
- scroll down the page, find *Community Performing Arts Organizations*, and click on icon under Register**

Front Office Help Logout

Afa.Test
Front Office Portal
Browse Funding Opportunities
Profile
My Account
Change Password
Workspace
Applicants
Funding Opportunity Registrations
Projects
Submissions
Contact Us

Browse Funding Opportunities

Search Criteria:
Search

Register View	Funding Opportunity Name	Funding Opportunity Start	Registration Start	Registration End
	AFA - Aboriginal Individual Project Grant	1-Jun-2014	1-Jun-2015	2-Jan-2020
	AFA - Community Performing Arts Organizations	1-Dec-2014	16-Jun-2016	2-Nov-2016
	AFA - Cultural Relations - Individual	1-Dec-2014	1-Dec-2014	2-Sep-2020
	AFA - Cultural Relations - Organizations	1-Dec-2014	1-Dec-2014	13-Apr-2050
	AFA - Dance Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Literary Arts Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Music Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Organizations Arts Projects	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Summer Schools	1-Dec-2014	1-Feb-2016	16-Jul-2016
	AFA - Theatre Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Visual Arts and New Media Individual Project Grant	1-Dec-2014	19-Jun-2015	2-Sep-2020
	Alberta Production Grant	13-Mar-2012	13-Mar-2012	1-Apr-2050

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Page Generation Time: 0.594s CSBC

Step 4: use the dropdown menu to choose your organization with the funding opportunity. Do not do anything else and click *Save & Next*.

Front Office Help Logout

Funding Opportunity Registration
Create Applicant
Contact Us

Applicant Details

Select an existing Applicant and click *Save & Next* to continue

ABC Organization (APP-15653040) ▼

~~* Applicant Type: --select-- ▼~~

Cancel **Save & Next**

Do not use this box

Do click *Save & Next*

Step 5: use the menu to choose your type of organization from the dropdown box. Click *Save & Next*.

e.Forms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040

Applicant Profile

Applicant Type
Organization
Address
Contact List
Submission Summary

Return to Registration Wizard

Applicant Type

* Applicant Type: Organization Not-for-Profit

Save & Back Save Save & Next

Back Next

Step 6: fill in all questions with an asterisk and those questions with no asterisk if applicable. Click *Save & Next* when finished.

e.Forms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
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: ABC Organization

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

GST Number (if applicable):

Fiscal Year End (Month): March

Fiscal Year End (Day 1-31): 31

Vision / Mission Statement:
CPAO example

Save & Back Save **Save & Next**

Back Next

Step 7: fill in all questions with an asterisk. Click *Save & Next* when finished.

Registration

* Registration Type: Societies Act

* Registered Name: ABC Organization

* Registration Number: 000012121212

* Registration Date (yyyy/mm/dd): 2010/06/01

Save & Back Save Save & Next

Back Next

Check Spelling

Step 8: fill in all questions with an asterisk and questions with no asterisk if applicable. Click *Save & Next* when finished.

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: 10708 - 105 Avenue

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5H0A1

Country: Canada

Mailing / Delivery Address

* Same as address above? Choose one option that applies from the following list:

No

Yes

Address Line 1: 10708 - 105 Avenue

Address Line 2:

Address Line 3:

City: Edmonton

Province: Alberta

Postal Code: T5H0A1

Country: Canada

Save & Back Save Save & Next

Back Next

Check Spelling

Step 9: add yourself and others as contacts by clicking the paper icon with plus sign. Click *Save & Back to List* when finished.

Contact List

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

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	Contact Type	Phone Number	Board Title	Officer																				
⊗	🔍	Ms. Afa Test	Primary Contact	780-111-1111																						
1																										
Back													Next													

Page Generation Time: 4.454s

CSDC

Step 10: **green ✓** indicate you have completed your profile correctly. If you see a **red X** click on the page, correct or complete any missing items, and save. Go back to the **Submission Summary** page by clicking in the grey menu at the left. Click *Complete* when finished.

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2016/06/16	Afa.Test	Yes
✓	Organization	2016/06/16	Afa.Test	Yes
✓	Registration	2016/06/16	Afa.Test	Yes
✓	Address	2016/06/16	Afa.Test	Yes
✓	Contact List	2016/06/16	Afa.Test	Yes
--	Submission Summary	No Input Required		No

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

Page Generation Time: 7.548s

CSDC

You have now completed your profile and can start creating your project or application, next page.

NOTE: you can go into your profile anytime and update your contact info by first going to the *Submission Summary* page and clicking *Edit*. Then choose the page that you would like to update, save the change(s), go back to *Submission Summary* and click *Complete*. The changes are saved and will automatically appear in the next project you create. More detailed instructions on how to edit your profile after you initially create it are found on pages 16-19.

Step 11: since you have just completed your profile you can click *Next* to start your project. Notice in the grey menu to the left that you are beginning *Step 2: create a project*.

The screenshot shows the 'Complete Applicant Profile' page. At the top, it says 'Complete Applicant Profile'. Below that, it instructs the user: 'Click View to review your Applicant Profile, or Click Next to proceed.' There are three buttons: 'Cancel', 'View', and 'Next'. The 'Next' button is circled in black. On the left sidebar, under 'Login or Create Profile', the 'Create Applicant' section is expanded to show 'Step 1: Complete Applicant Profile', 'Step 2: Create a project', and 'Step 3: Complete application'. A blue arrow points to the 'Step 2: Create a project' item.

Step 12: Name your project as "CPAO 2017-18" or whatever the current year span will be. Click *Save & Next*.

The screenshot shows the 'Create a Project' page. At the top, it says 'Create a Project'. Below that, it displays 'Funding Opportunity Name: AFA - Community Performing Arts Organizations'. There is a text input field for '* Applicant Project Name:' containing the text 'CPAO Sample Project'. Below the input field are two buttons: 'Cancel' and 'Save & Next'. Both the input field and the 'Save & Next' button are circled in black. On the left sidebar, under 'Login or Create Profile', the 'Create Applicant' section is expanded to show 'Step 1: Complete Applicant Profile', 'Step 2: Create a project', and 'Step 3: Complete application'. The 'Step 2: Create a project' item is highlighted in bold.

Step 13: the date will be automatically filled in. Click *Next*.

e.Forms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

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Organization Applicant Agreement
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Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Program Overview

The Community Performing Arts Organizations Operating Grant supports creating and producing performing arts activity by assisting community performing arts organizations with annual operating expenses.

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

Date Received: 2016/06/16
(yyyy/mm/dd)

Step 14: select contacts using dropdown menus. Click *Save & Next*.

e.Forms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

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Exit Registration


Contact List



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

* Secondary Contact Name: Ms. Afa Test
(This is the person we will call for project information.)

* Signing Authority Contact: Ms. Afa Test
(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
		Ms. Afa Test	780-111-1111

1

Step 15: Notice that your address has auto filled from your profile. Click *Save & Next*.

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: 10708 - 105 Avenue
Address Line 2:
Address Line 3:
* City: Edmonton
* Province: Alberta
* Postal Code: T5H 0A1
Country: Canada

Mailing / Delivery Address

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

Address Line 1: 10708 - 105 Avenue
Address Line 2:
Address Line 3:
City: Edmonton
Province: Alberta
Postal Code: T5H 0A1
Country: Canada

Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

Step 16: Fill in your common name if applicable. Do not fill in the CADAC number even if you have one. It does not apply to this program. Click *Save & Next*.

Organization Information

Organization's Registered Name: ABC Organization

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: 000012121212
Alberta Registration Date: 2010/06/01 (yyyy/mm/dd)
CRA Registration Date: (yyyy/mm/dd)

Fiscal Year End

* Month: March
* Day: 31

~~CADAC Number: (applicable only for PPAO, PAG, PASO, MAP)~~

Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

Step 17: Fill in the applicant agreement by scrolling down to click the small box and fill in the position title. Click *Save & Next*.

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.

Incorporated (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)

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

Step 18: Create your board list by clicking on the small icon with the + sign and completing the boxes.

e.Forms
Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

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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.

View Filters [Clear Filters]

Delete	View	Position	First Name	Last Name	Start Date
This list contains no items					

Step 19: continue to add board members until your list is complete by clicking *Save & Add Another*. When you are finished, click *Save & Back to List*.

Board Executive Details

* Position: Chair

* Salutation: Ms.

* First Name: Board

* Last Name: Chair

* Address Line 1: 11111 - 111 Avenue

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5H0A1

* Phone Number: 780-000-0000

* Email Address: afa.test@shaw.ca

* Start Date (mm-yy): 06-01

Buttons: Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling

Step 20: You should see your entire board listed. The example below shows the chair, treasurer, and vice-president were added. Click *Next*.

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
		Chair	Betty	Jones	04-15
		Treasurer	John	Smith	04-15
		Vice-President	Rita	Hayworth	04-15

Buttons: Back, Next

This e.Form has been submitted

Step 21: this is your CDR form (Community Derived Revenue). Fill out all boxes marked with an asterisk from your most recent approved financial statements. Type 0 if there is no amount to input. The dark-shaded boxes will be filled in automatically. Click *Save & Next*.

Afa.Test

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO Sample Project
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Community Derived Revenue Calculation

CADAC line references do not apply to CPAO applicants.

	Fiscal Year End	Year 1
	2015/03/31	
→	* Total Expenditure (Line 5600 from CADAC form) Total of: <ul style="list-style-type: none"> • Artistic Expenses (including Exhibition, Production, Technical, Programming and Services) • Facility Operating Expenses • Marketing and Communications Expenses • Fundraising Expenses • Administration Expenses 	\$22,500.00
→	* Total Revenue (Line 4700 from CADAC form) Total of: <ul style="list-style-type: none"> • Earned Revenues • Net Investment Income (trust, endowment and investment revenue) • Private Sector Revenue (donations and sponsorships) • Public Sector Revenue (Grants) 	\$70,000.00
→	* Total Federal Grants (Line 4440 from CADAC form)	\$5,000.00
→	* Total Provincial Grants (Line 4500 from CADAC form) Note: casino revenue is not a provincial grant.	\$2,356.00
→	* Total Municipal Grants (Line 4535 of CADAC)	\$1,000.00
	Total Public Sector Revenue (Line 4550 of CADAC form)	\$8,356.00
	Community Derived Revenue	\$61,644.00

Step 22: fill out all boxes marked with an asterisk on the Diligence Questionnaire. Click *Save & Next*.

Afa.Test

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
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Alberta Foundation for the Arts Application Form

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Diligence Questionnaire

*** Official Organizational Mandate:**

CPAO example

*** 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?**

Step 23: click on the Document Type (underlined) and upload the requested document. To download the template requiring three (3) signatures approving your financial statements (for those organizations which received \$25,000 or less), and template for planned activities, click the AFA website link.

Note: 05. Void Cheque is not mandatory — you can upload a void cheque if you choose, so we can set up auto-

Afa.Test

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO Sample Project
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Alberta Foundation for the Arts Application Form

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Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Detailed budget for next operating year</u>	Yes	--		No Attachment
	<u>02. Governance principles</u>	Yes	--		No Attachment
	<u>03. Listing of planned activities for the coming year</u>	Yes	--		No Attachment
	<u>04. Most recent annual financial statement</u>	Yes	--		No Attachment
	<u>05. Most recent annual return from corporate registry</u>	Yes	--		No Attachment

Step 24: Name your document in the first box (Document Description) and click on *Choose File* to upload the material. Click *Save & Back to List* to continue uploading the forms required. When finished, click on *Back to List*.

Afa.Test

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO Sample Project
 Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

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Attachment Details

* Document Description:

* File Name: Test.docx

Document Type: 01. Detailed budget for next operating year

Maximum Size: 4 MB

Allowable Formats: jpg, xls,xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt

Instructions:

Step 25: When you have finished uploading all your documents, the *Attachments* page will show red circles as per the sample below. If you have attached the wrong document by mistake, you can delete the document by clicking on the red circle and re-uploading the correct document. Click *Next*.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040

Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

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Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
✖	01. Detailed budget for next operating year	Yes		2015-16 Budget	2016/06/16
✖	02. Governance principles	Yes		governance form	2016/06/16
✖	03. Listing of planned activities for the coming year	Yes		Planned Activities	2016/06/16
✖	04. Most recent annual financial statement	Yes		Most Recent Finan...	2016/06/16
✖	05. Most recent annual return from corporate registry	Yes		corp registry doc	2016/06/16

Step 26: This last page, *Submission Summary*, summarizes all the previous pages that you completed. If, for some reason, you missed an item on a previous page, you will see a **red X** beside the page. Click on the link beside the **X**, complete the page, and save. Go directly to the *Submission Summary* page by clicking *Submission Summary* in the grey menu to the left. Repeat until you see a **green ✓** beside every page.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040

Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

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Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/06/16	Yes
✓	Applicant Contact Information	2016/06/16	Yes
✓	Organization Information	2016/06/16	Yes
✖	Organization Applicant Agreement	Please Complete	Yes
✓	Current Board List	2016/06/16	Yes
--	Community Derived Revenue Calculation	No Input Required	No
✖	Diligence Questionnaire	Please Complete	Yes
✓	Attachments	2016/06/16	Yes

Step 27: Now, and only with all green ✓ , you can hit *Submit*. **But, before you do that**, you can print out a paper copy of your submission if you wish. Just click on *Export to PDF*. Then, go back and click *Submit*.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for
the Arts Application
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Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/06/16	Yes
✓	Applicant Contact Information	2016/06/16	Yes
✓	Organization Information	2016/06/16	Yes
✓	Organization Applicant Agreement	2016/06/16	Yes
✓	Current Board List	2016/06/16	Yes
--	Community Derived Revenue Calculation	No Input Required	No
✓	Diligence Questionnaire	2016/06/16	Yes
✓	Attachments	2016/06/16	Yes

Back Next

Export to PDF
Get PDF Viewer

Submit

Step 28: After submitting, the screen reverts to *Submissions* where you will see your application was submitted successfully with a project number, time and date. You will receive an e-mail confirming your submission has been received, plus you will continue to receive e-mails as your application is processed. **Congratulations on submitting your application!**

Front Office
Help
Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: ABC Organization (APP-15653040)

Submissions

[\[Hide Filters\]](#) [\[Clear Filters\]](#)

Applicant Project Name: All Projects

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

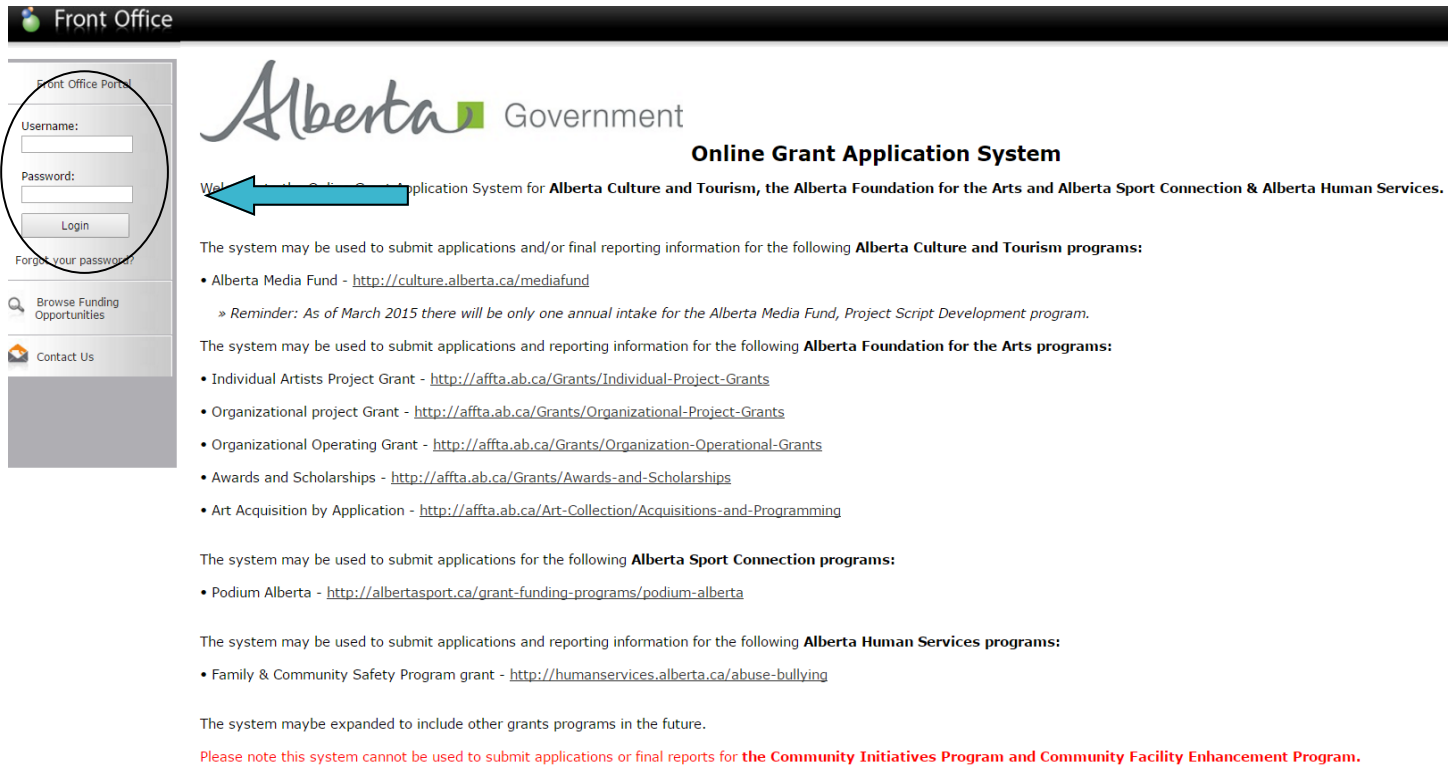
Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	CPAO Sample Project AFA-CPAO-14-048567	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	16-Jun-2016 11:09:51 AM
1							

How to update or edit your profile

Step 1: log on to GATE <https://gate.alberta.ca/gate/frontOffice.jsf>. If you are prompted to **change your password**, please complete the steps outlined, and save your new password in a safe place.



Front Office

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>
» *Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.*

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>

The system may be used to submit applications for the following **Alberta Sport Connection programs**:

- Podium Alberta - <http://albertasport.ca/grant-funding-programs/podium-alberta>

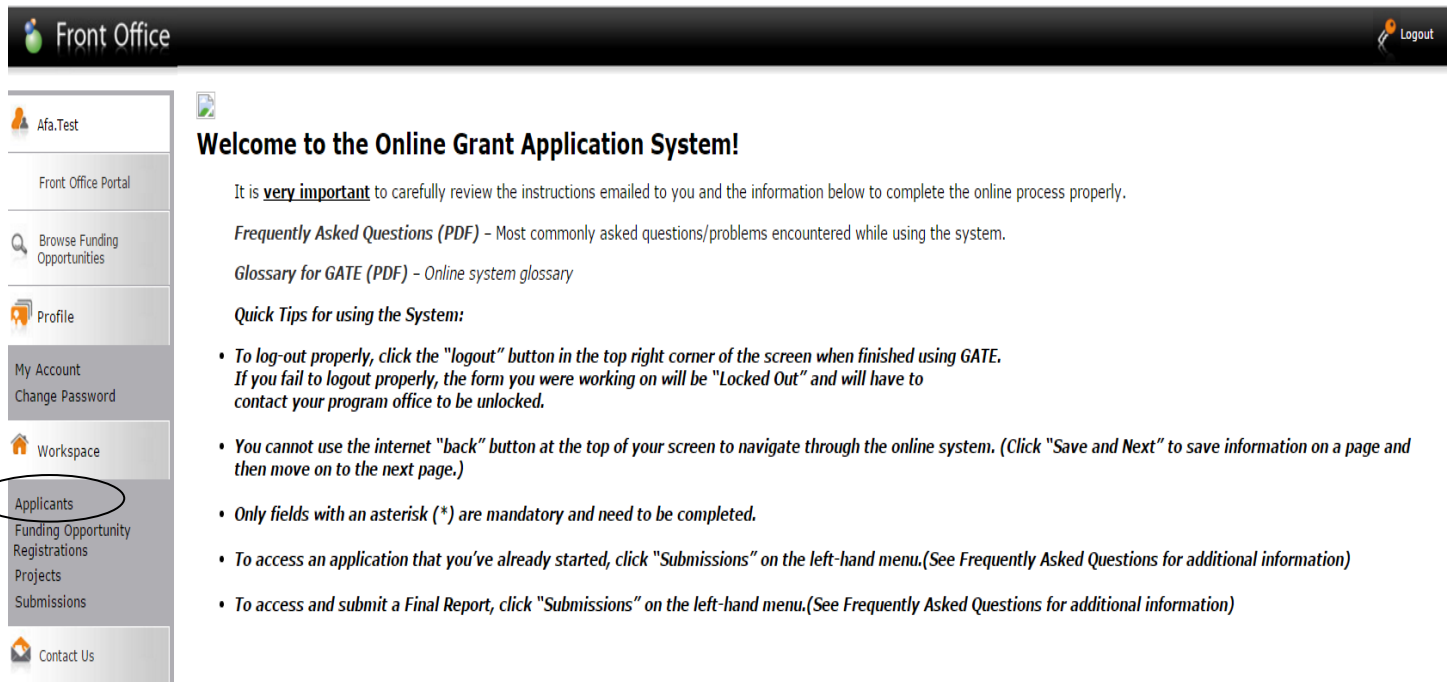
The system may be used to submit applications and reporting information for the following **Alberta Human Services programs**:

- Family & Community Safety Program grant - <http://humanservices.alberta.ca/abuse-bullying>

The system maybe expanded to include other grants programs in the future.

Please note this system cannot be used to submit applications or final reports for the **Community Initiatives Program and Community Facility Enhancement Program**.

Step 2: click on *Applicants* in the left menu.



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunity Registrations

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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)

Step 3: click on the orange folder beside **Applicant Name**.

Front Office Help Logout

Bob SMith

Front Office Portal

Browse Funding Opportunities

Profile


My Account
Change Password

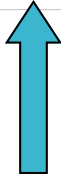
Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: test society (APP-20420280) ▾

Applicants							
Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				test society	APP-20420280	0	



Step 4: click on *Submission Summary* in the grey menu at the left.

Bob SMith

Applicant Name: test society

Applicant Number: APP-20420280

Applicant Profile

Applicant Type
Organization
Registration
CRA Registered Charity
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer
Back to Applicants List

Applicant Type

* Applicant Type: Charitable Organization ▾

Back Next

This e.Form has been marked as complete

Step 5: click on the **Edit** button in the middle of the page at the bottom and then click on any page underlined, above, that you wish to edit.

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2016/07/05	jacklyn.wu2	Yes
✓	Organization	2016/07/05	jacklyn.wu2	Yes
✓	Registration	2016/07/05	jacklyn.wu2	Yes
✓	CRA Registered Charity	2016/07/05	jacklyn.wu2	Yes
✓	Address	2016/07/05	jacklyn.wu2	Yes
✓	Contact List	2016/07/05	jacklyn.wu2	Yes
--	Submission Summary	No Input Required		No

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

Buttons: Back, Next, Export to PDF, Get PDF Viewer, **Edit** (circled), Back to Applicants List

This e.Form has been marked as complete

Step 6: this example shows how you can make a change to the *Contact List*. You can click on the red circle with an **X** to delete any name and add a new person by clicking on the paper icon with the **+** symbol.

Contact List

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

Buttons: Add (+), Delete (X)

Delete	View	Contact Name	Contact Type	Phone Number	Board Title	Officer
✗	🔍	Mr. sdsdf sdsdf	Primary Contact	780-789-7878		

Page: 1

Buttons: Back, Next

Step 7: when you click on the paper icon with the + symbol to add a person, this page appears. Fill in all the boxes with an asterisk and click either *Save* or *Save & Add Another*. Make any other changes you like to your profile by clicking any item from the list in the grey menu at the left.

Contact

Contact Type: Primary Contact

* Salutation: Mr.

* First Name: sdsdf

Middle Name:

* Last Name: sdsdf

Title:

* Phone Number: 789-789-7878

Extension:

Alternate Phone Number:

Extension:

Fax Number:

Email Address:

Alternate Email Address:

Website URL:

Contact is on the Board of Directors:

If yes, please select Title: -- select --

If Other, please specify:

Contact is an Officer:

If Yes, please specify Title: -- select --

If Other, please specify:

Save Save & Add Another

Step 8: when you have finished making all the updates to your profile, go back to the *Submission Summary* page by clicking *Submission Summary* in the grey menu at the left. The edit button has changed back to **Complete**. Click **Complete** to get out of edit mode.

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2016/07/05	jacklyn.wu2	Yes
✓	Organization	2016/07/05	jacklyn.wu2	Yes
✓	Registration	2016/07/05	jacklyn.wu2	Yes
✓	CRA Registered Charity	2016/07/05	jacklyn.wu2	Yes
✓	Address	2016/07/05	jacklyn.wu2	Yes
✓	Contact List	2016/11/10	Bob SMith	Yes
--	Submission Summary	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

Complete

How to complete your final report from last year

Step 1: log on to GATE <https://gate.alberta.ca/gate/frontOffice.isf>. If you are prompted to **change your password**, please complete the steps outlined, and save your new password in a safe place.

Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us



Online Grant Application System

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» *Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.*

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>

The system may be used to submit applications for the following **Alberta Sport Connection** programs:

- Podium Alberta - <http://albertasport.ca/grant-funding-programs/podium-alberta>

The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- Family & Community Safety Program grant - <http://humanservices.alberta.ca/abuse-bullying>

The system may be expanded to include other grants programs in the future.

Please note this system cannot be used to submit applications or final reports for the **Community Initiatives Program** and **Community Facility Enhancement Program**.

Step 2: click on *Submissions* in the grey menu at the left.

Front Office

Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

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Change Password

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Registrations
Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

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Glossary for GATE (PDF) - Online system glossary

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- 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)

Step 3: look for your project name and number and the step name "Submit Final Report." Click on the orange folder under the Actions column.

Front Office Help Logout

Applicant: ABC Organization (APP-15653040) ▼

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects ▼
 Date Submitted: On [] 23
 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
	2017-18 CSO Operating Grant AFA-CSO-14-051567	AFA - Community Support Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	10-Nov-2016 2:26:29 PM
	2017-18 CSO Operating Grant AFA-CSO-14-051567	AFA - Community Support Organizations Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	CPAO 2017-18 AFA-CPAO-14-054358	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	4-Jul-2017 11:19:20 AM
	CPAO 2017-18 AFA-CPAO-14-054358	AFA - Community Performing Arts Organizations Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	

1

Step 4: Click on the orange folder beside "Submit Application" if you would like to view your application from last year. If you don't need to view this, click Next.

e.Forms Logout

Reference Submissions

View Step

Submit Application

Back Next

Afa.Test

AFA - Community Performing Arts Organizations

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO 2017-18
 Project Number: AFA-CPAO-14-054358

AFA Final Report

Reference Submissions
 Statistical Report
 Attachments
 Submission Summary

View Applicant Profile

Export to PDF
 Get PDF Viewer

Back to Submissions List

Applicant Name: ABC Organization (APP-15653040) ▼

Reference Submissions

View Step

Submit Application

Back Next

Step 5: fill out all boxes marked with an asterisk on the Statistical Report. Hint: data requested in this step is similar to the data in the activity report that you need to upload in the next step (Attachments page). You may wish to complete that activity report first before completing this page. Always remember to save any work you do before moving on.

Afa.Test

AFA - Community Performing Arts Organizations

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO 2017-18
 Project Number: AFA-CPAO-14-054358

AFA Final Report

Reference Submissions

Statistical Report

Attachments

Submission Summary

View Applicant Profile

Export to PDF
 Get PDF Viewer

Back to Submissions List

Back to Submissions List

Statistical Report

* Number of full-time staff: ?
 (on salary, wages or contract)

Number of full-time staff would include total of:

- Number of full-time full year artistic, exhibition, production, programming and technical positions
- Number of full-time full year administrative positions

* Number of part time or seasonal full-time staff: ?
 (on wages or contract)

Number of part-time or seasonal full-time staff would include total of:

- Number of full-time seasonal artistic, exhibition, production, programming and technical positions
- Number of part-time artistic, exhibition, production, programming and technical positions
- Number of full-time seasonal administrative positions
- Number of part-time administrative positions

* Total number of volunteers, including Board members: ?
 (Please estimate if necessary)

* Total number of hours contributed by volunteers, including Board members. ?
 (Please estimate if necessary)

Arts Activities

Please include only activities produced or presented by your organization as outlined in the guidelines. Use totals from the **Listing of Arts Activities** Excel spreadsheet.

* Total Number of Events: ?

Total Number of Events would include total of:

- Public Performances and Literary Readings presented by your organization
- Exhibitions Organized and/or Curated by Your Organization
- Number of film / video / media screenings programmed by your organization

* Total Number of Paid Attendance:
 (Please estimate if necessary)

This is the total of paid attendance for all public activity reported in the Total Number of Events line.

* Total Number of Unpaid Attendance:
 (Please estimate if necessary)

This is the total of unpaid attendance for all public activity reported in the Total Number of Events line.

* Total number of Artists hired: ?
 (exhibitions, performers, instructors, etc.)

Total number of artists to whom your organization paid artists' fees and or/salaries. Can include performers, instructors, exhibitors, or artists who were paid distribution fees.

* Fees Paid to Artists/Instructors: ?

* Event/Activity Revenue:

Save & Back Save **Save & Next**

Back Next

Check Spelling

Step 6: click on the three Document Types (underlined) and upload the requested documents. To download the template requiring three (3) signatures approving your financial statements (for those organizations which received \$25,000 or less), and the template for completed activities, click the AFA website link.

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Financial statement</u>	Yes	--		No Attachment
	<u>02. Copies of promotional and publicity material</u>	Yes	--		No Attachment
	<u>03. Listing of completed arts activities</u>	Yes	--		No Attachment

Back Next

Step 7: name your document in the first box (Document Description) and click on *Choose File* to upload the material. Click *Save & Back to List* to continue uploading the remaining forms required. When finished, click on *Back to List*.

Attachment Details

* Document Description: financial statement

* File Name: Choose File Test.docx

Document Type: 01. Financial statement

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

Step 8: when you have finished uploading all your documents, the *Attachments* page will show red circles as per the sample below. If you have attached the wrong document by mistake, you can delete the document by clicking on the red circle and re-uploading the correct document. Click *Next*.

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Financial statement	Yes		financial statement	2017/07/07
	02. Copies of promotional and publicity material	Yes		promo material	2017/07/07
	03. Listing of completed arts activities	Yes		completed arts ac...	2017/07/07

Back Next

Step 9: this last page, *Submission Summary*, summarizes all the previous pages that you completed. If, for some reason, you missed an item on a previous page, you will see a red X beside the page. Click on the link beside the X, complete the page, and save. Go directly to the *Submission Summary* page by clicking *Submission Summary* in the grey menu to the left. Repeat until you see a green ✓ beside every page.

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Reference Submissions	No Input Required	No
✓	Statistical Report	2017/07/07	Yes
X	Attachments	Please Complete	Yes
--	Submission Summary	No Input Required	No

Back Next

Export to PDF
Get PDF Viewer
Submit

Step 10: now, and only with all green ✓ , you can hit *Submit*. But, before you do that, you can print out a paper copy of your submission if you wish. Just click on *Export to PDF*. Then, go back and click *Submit*.

e.Forms Logout

Afa.Test

AFA - Community Performing Arts Organizations

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO 2017-18
 Project Number: AFA-CPAO-14-054358

AFA Final Report

Reference Submissions
 Statistical Report
 Attachments
Submission Summary

View Applicant Profile

Export to PDF
 Get PDF Viewer

Back to Submissions List

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Reference Submissions	No Input Required	No
✓	Statistical Report	2017/07/07	Yes
✓	Attachments	2017/07/07	Yes
--	Submission Summary	No Input Required	No

Step 11: after submitting, the screen reverts to *Submissions* where you will see your final report was submitted successfully with the time and date. You will receive an e-mail confirming your submission has been received. **Congratulations on submitting your final report from last year's grant!**

Front Office Help Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
 Funding Opportunity Registrations
 Projects
Submissions

Contact Us

Applicant: ABC Organization (APP-15653040)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

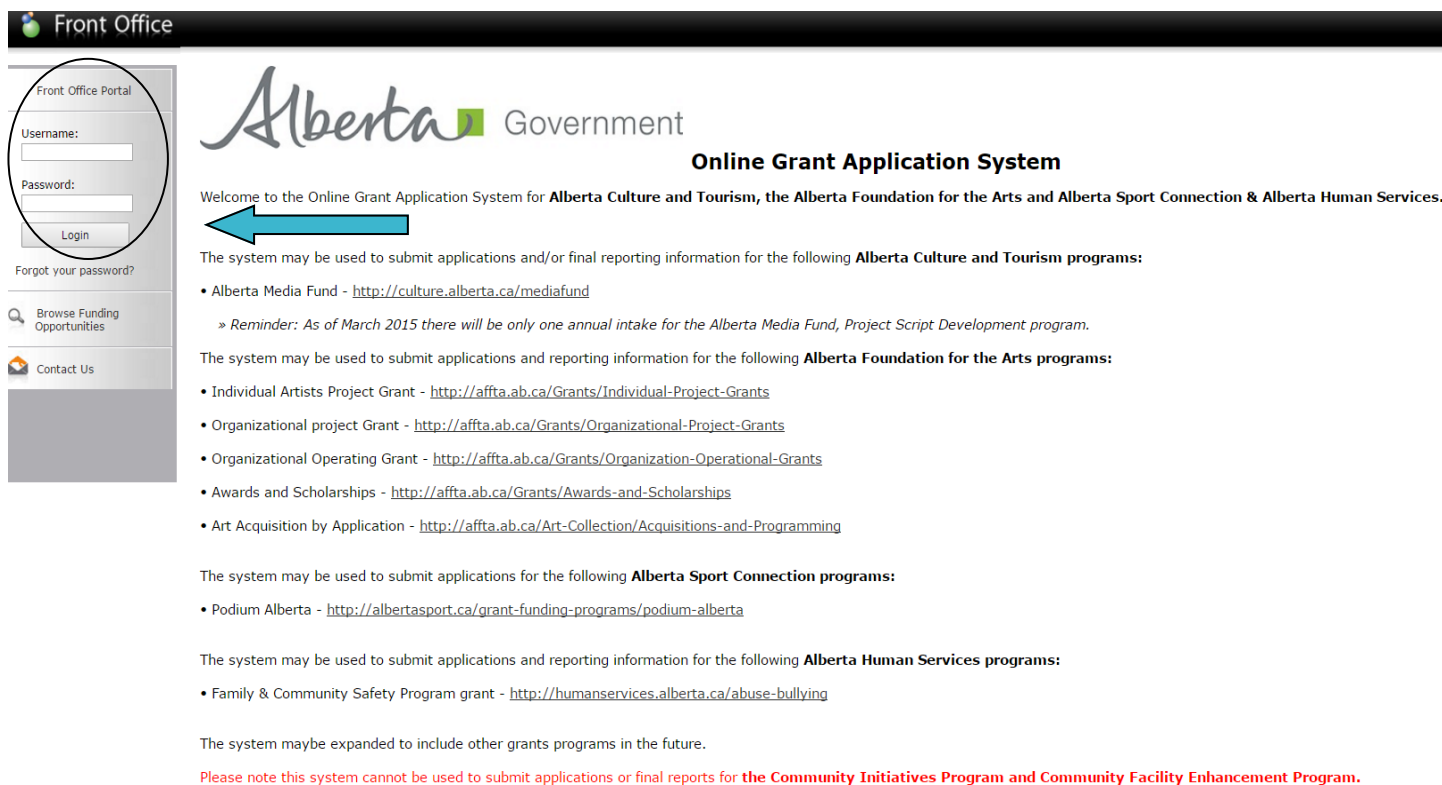
Associate Type: All

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
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	2017-18 CSO Operating Grant AFA-CSO-14-051567	AFA - Community Support Organizations Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	CPAO 2017-18 AFA-CPAO-14-054358	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	4-Jul-2017 11:19:20 AM
	CPAO 2017-18 AFA-CPAO-14-054358	AFA - Community Performing Arts Organizations Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	7-Jul-2017 9:49:07 AM

1

How to start a new CPAO application in GATE

Step 1: log on to GATE <https://gate.alberta.ca/gate/frontOffice.jsf>. If you are prompted to **change your password**, please complete the steps outlined, and save your new password in a safe place.



Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

Online Grant Application System

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- 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>

The system may be used to submit applications for the following **Alberta Sport Connection** programs:

- Podium Alberta - <http://albertasport.ca/grant-funding-programs/podium-alberta>

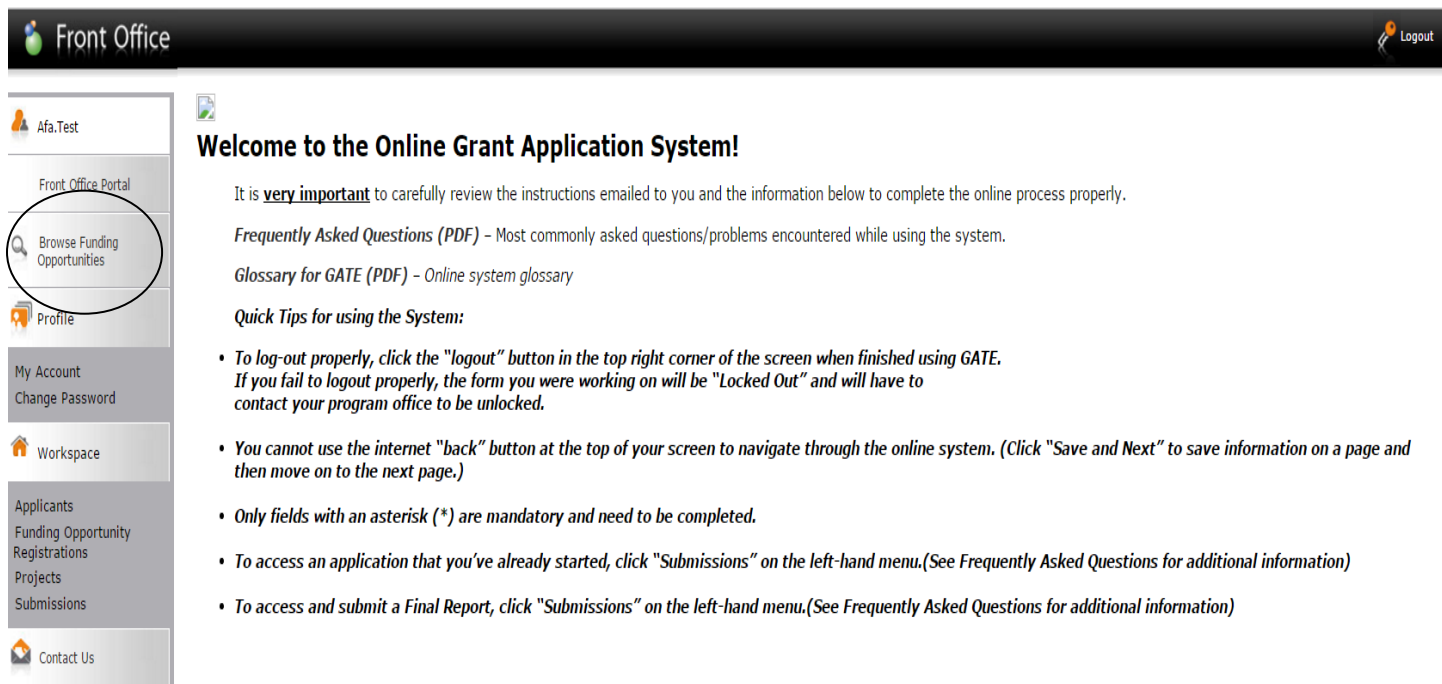
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- Family & Community Safety Program grant - <http://humanservices.alberta.ca/abuse-bullying>

The system maybe expanded to include other grants programs in the future.

Please note this system cannot be used to submit applications or final reports for the **Community Initiatives Program** and **Community Facility Enhancement Program**.

Step 2: click on *Browse Funding Opportunities* in the left menu.



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

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Workspace

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Logout

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- 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)

**Step 3: - type *Community Performing Arts Organizations* in the Search Criteria box, OR
- scroll down the page, find *Community Performing Arts Organizations*, and click on icon under Register**

Front Office Help Logout

Afa.Test
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Contact Us

Browse Funding Opportunities

Search Criteria:
Search

Register View	Funding Opportunity Name	Funding Opportunity Start	Registration Start	Registration End
	AFA - Aboriginal Individual Project Grant	1-Jun-2014	1-Jun-2015	2-Jan-2020
	AFA - Community Performing Arts Organizations	1-Dec-2014	16-Jun-2016	2-Nov-2016
	AFA - Cultural Relations - Individual	1-Dec-2014	1-Dec-2014	2-Sep-2020
	AFA - Cultural Relations - Organizations	1-Dec-2014	1-Dec-2014	13-Apr-2050
	AFA - Dance Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Literary Arts Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Music Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Organizations Arts Projects	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Summer Schools	1-Dec-2014	1-Feb-2016	16-Jul-2016
	AFA - Theatre Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Visual Arts and New Media Individual Project Grant	1-Dec-2014	19-Jun-2015	2-Sep-2020
	Alberta Production Grant	13-Mar-2012	13-Mar-2012	1-Apr-2050

1

Page Generation Time: 0.594s CSBC

Step 4: use the dropdown menu to choose your organization with the funding opportunity. Do not do anything else and click *Save & Next*.

Front Office Help Logout

Funding Opportunity Registration
Create Applicant
Contact Us

Applicant Details

Select an existing Applicant and click *Save & Next* to continue

ABC Organization (APP-15653040) ▼

~~* Applicant Type: --select-- ▼~~

Cancel **Save & Next**

Do not use this box

Do click *Save & Next*

Step 5: ignore main screen and just click **Return to Registration Wizard** in the grey menu at the left. This allows you to bypass the rest of the profile pages and start your new application.

The screenshot displays the 'e.Forms' application interface. At the top left is the 'e.Forms' logo, and at the top right is a 'Logout' link. The main content area is titled 'Applicant Type' and contains a form with the following elements:

- A label: *** Applicant Type:**
- A dropdown menu with the selected value: **Organization Not-for-Profit**
- Three buttons: **Save & Back**, **Save**, and **Save & Next**
- Two buttons: **Back** and **Next**

The left sidebar contains a menu with the following items:

- Afa.Test
- Applicant Name: ABC Organization
- Applicant Number: APP-15653040
- Applicant Profile
- Applicant Type**
- Organization
- Address
- Contact List
- Submission Summary
- Return to Registration Wizard** (indicated by a blue arrow)

Step 6: since you have already updated or edited your profile you can click *Next* to start a new application. Notice in the grey menu to the left that you are beginning *Step 2: create a project*.

Step 7: Name your project as “CPAO 2017-18” or whatever the year span currently will be. Click *Save & Next*.

Step 8: the date will be automatically filled in. Click *Next*.

Program Overview

The Community Performing Arts Organizations Operating Grant supports creating and producing performing arts activity by assisting community performing arts organizations with annual operating expenses.

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

Date Received: 2016/06/16
(yyyy/mm/dd)

Back Next

Step 9: select contacts using dropdown menus. Click *Save & Next*. NOTE: you cannot add names here. You have already added the names in your profile which auto filled into this new application.

Contact List

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

* Secondary Contact Name: Ms. Afa Test
(This is the person we will call for project information.)

* Signing Authority Contact: Ms. Afa Test
(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

Ms. Afa Test 780-111-1111

1

Save & Back Save Save & Next Next

Step 10: notice that your address has also auto filled from your profile. Click *Save & Next*.

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: 10708 - 105 Avenue
Address Line 2:
Address Line 3:
* City: Edmonton
* Province: Alberta
* Postal Code: T5H 0A1
Country: Canada

Mailing / Delivery Address

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

Address Line 1: 10708 - 105 Avenue
Address Line 2:
Address Line 3:
City: Edmonton
Province: Alberta
Postal Code: T5H 0A1
Country: Canada

Save & Back Save **Save & Next** Back Next Check Spelling

Step 11: fill in your common name if applicable. Do not fill in the CADAC number even if you have one. It does not apply to this program. Click *Save & Next*.

Organization Information

Organization's Registered Name: ABC Organization

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: 000012121212
Alberta Registration Date: 2010/06/01 (yyyy/mm/dd)
CRA Registration Date: (yyyy/mm/dd)

Fiscal Year End

* Month: March
* Day: 31

~~CADAC Number: (Applicable only for PFAO, PAG, PASO, MAP)~~

Save & Back Save **Save & Next** Back Next Check Spelling

Step 12: fill in the applicant agreement by scrolling down to click the small box and fill in the position title. Click *Save & Next*.

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.

Incorporated (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)

Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

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

Step 13: create your board list by clicking on the small icon with the + sign and completing the boxes.

e.Forms
Logout

Afa.Test

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO Sample Project
 Project Number: AFA-CPAO-14-048567

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

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.

View Filters [Clear Filters]

Delete	View	Position	First Name	Last Name	Start Date
This list contains no items					

Step 14: continue to add board members until your list is complete by clicking *Save & Add Another*. When you are finished, click *Save & Back to List*.

Board Executive Details

* Position: Chair

* Salutation: Ms.

* First Name: Board

* Last Name: Chair

* Address Line 1: 111111 - 111 Avenue

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5H0A1

* Phone Number: 780-000-0000

* Email Address: afa.test@shaw.ca

* Start Date (mm-yy): 06-01

Buttons: Save, Save & Add Another, Save & Back to List, Back to List, Check Spelling

Step 15: you should see your entire board listed. The example below shows the chair, treasurer, and vice-president were added. Click *Next*.

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
		Chair	Betty	Jones	04-15
		Treasurer	John	Smith	04-15
		Vice-President	Rita	Hayworth	04-15

Buttons: Back, Next

This e.Form has been submitted

Step 16: this is your CDR form (Community Derived Revenue). Fill out all boxes marked with an asterisk from your most recent approved financial statements. Type 0 if there is no amount to input. The dark-shaded boxes will be filled in automatically. Click *Save & Next*.

Afa.Test

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO Sample Project
 Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

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Community Derived Revenue Calculation

CADAC line references do not apply to CPAO applicants.

	Fiscal Year End	Year 1
	2015/03/31	
→	* Total Expenditure (Line 5600 from CADAC form) Total of: <ul style="list-style-type: none"> • Artistic Expenses (including Exhibition, Production, Technical, Programming and Services) • Facility Operating Expenses • Marketing and Communications Expenses • Fundraising Expenses • Administration Expenses 	\$22,500.00
→	* Total Revenue (Line 4700 from CADAC form) Total of: <ul style="list-style-type: none"> • Earned Revenues • Net Investment Income (trust, endowment and investment revenue) • Private Sector Revenue (donations and sponsorships) • Public Sector Revenue (Grants) 	\$70,000.00
→	* Total Federal Grants (Line 4440 from CADAC form)	\$5,000.00
→	* Total Provincial Grants (Line 4500 from CADAC form) Note: casino revenue is not a provincial grant.	\$2,356.00
→	* Total Municipal Grants (Line 4535 of CADAC)	\$1,000.00
	Total Public Sector Revenue (Line 4550 of CADAC form)	\$8,356.00
	Community Derived Revenue	\$61,644.00

Save & Back Save Save & Next

Back Next

Step 17: fill out all boxes marked with an asterisk on the Diligence Questionnaire. Click *Save & Next*.

Afa.Test

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO Sample Project
 Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

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Diligence Questionnaire

*** Official Organizational Mandate:**

CPAO example

*** 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?**

Step 18: click on the Document Type (underlined) and upload the requested document. To download the template requiring three (3) signatures approving your financial statements (for those organizations which received \$25,000 or less), and template for planned activities, click the AFA website link.

Note: 05. Void Cheque is not mandatory — you can upload a void cheque if you choose, so we can set up auto-

Afa.Test

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO Sample Project
 Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

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Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Detailed budget for next operating year</u>	Yes	--		No Attachment
	<u>02. Governance principles</u>	Yes	--		No Attachment
	<u>03. Listing of planned activities for the coming year</u>	Yes	--		No Attachment
	<u>04. Most recent annual financial statement</u>	Yes	--		No Attachment
	<u>05. Most recent annual return from corporate registry</u>	Yes	--		No Attachment

Step 19: name your document in the first box (Document Description) and click on *Choose File* to upload the material. Click *Save & Back to List* to continue uploading the forms required. When finished, click on *Back to List*.

Afa.Test

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO Sample Project
 Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

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Attachment Details

* Document Description:

* File Name: Test.docx

Document Type: 01. Detailed budget for next operating year

Maximum Size: 4 MB

Allowable Formats: jpg, xls, xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt

Instructions:

Step 20: When you have finished uploading all your documents, the *Attachments* page will show red circles as per the sample below. If you have attached the wrong document by mistake, you can delete the document by clicking on the red circle and re-uploading the correct document. Click *Next*.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040

Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

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Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
✘	01. Detailed budget for next operating year	Yes		2015-16 Budget	2016/06/16
✘	02. Governance principles	Yes		governance form	2016/06/16
✘	03. Listing of planned activities for the coming year	Yes		Planned Activities	2016/06/16
✘	04. Most recent annual financial statement	Yes		Most Recent Finan...	2016/06/16
✘	05. Most recent annual return from corporate registry	Yes		corp registry doc	2016/06/16

Step 21: This last page, *Submission Summary*, summarizes all the previous pages that you completed. If, for some reason, you missed an item on a previous page, you will see a **red X** beside the page. Click on the link beside the **X**, complete the page, and save. Go directly to the *Submission Summary* page by clicking *Submission Summary* in the grey menu to the left. Repeat until you see a **green ✓** beside every page.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040

Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

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Submission Summary

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Get PDF Viewer

Exit Registration

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/06/16	Yes
✓	Applicant Contact Information	2016/06/16	Yes
✓	Organization Information	2016/06/16	Yes
✘	Organization Applicant Agreement	Please Complete	Yes
✓	Current Board List	2016/06/16	Yes
--	Community Derived Revenue Calculation	No Input Required	No
✘	Diligence Questionnaire	Please Complete	Yes
✓	Attachments	2016/06/16	Yes

Step 22: Now, and only with all green ✓, you can hit *Submit*. **But, before you do that**, you can print out a paper copy of your submission if you wish. Just click on *Export to PDF*. Then, go back and click *Submit*.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for
the Arts Application
Form

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Exit Registration

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/06/16	Yes
✓	Applicant Contact Information	2016/06/16	Yes
✓	Organization Information	2016/06/16	Yes
✓	Organization Applicant Agreement	2016/06/16	Yes
✓	Current Board List	2016/06/16	Yes
--	Community Derived Revenue Calculation	No Input Required	No
✓	Diligence Questionnaire	2016/06/16	Yes
✓	Attachments	2016/06/16	Yes

Step 23: After submitting, the screen reverts to *Submissions* where you will see your application was submitted successfully with a project number, time and date. You will receive an e-mail confirming your submission has been received, plus you will continue to receive e-mails as your application is processed. **Congratulations on submitting your application!**

Front Office
Help
Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: ABC Organization (APP-15653040)

Submissions

[\[Hide Filters\]](#) [\[Clear Filters\]](#)

Applicant Project Name: All Projects

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

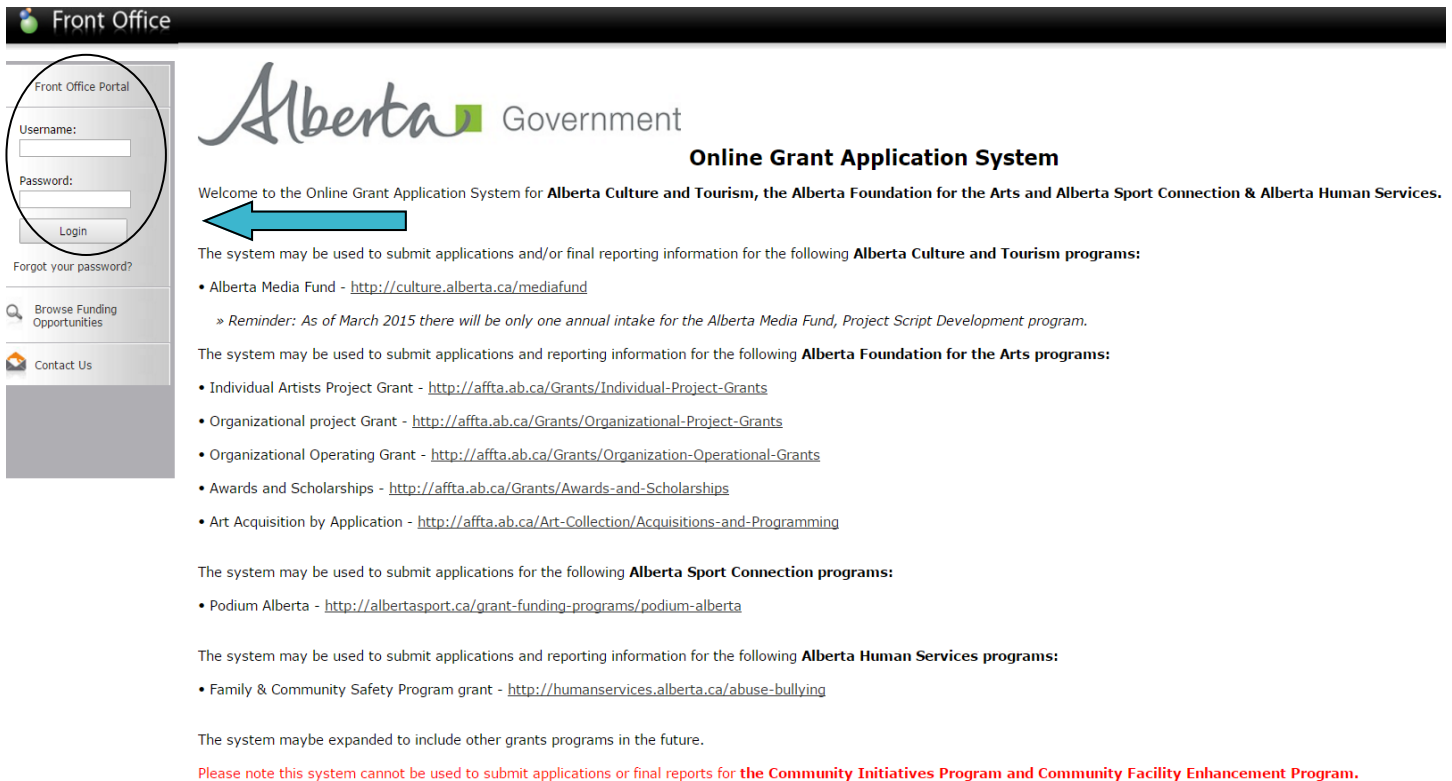
Associate Type: All

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	CPAO Sample Project AFA-CPAO-14-048567	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	16-Jun-2016 11:09:51 AM

1

How to resume where you left off working on your CPAO application in GATE

Step 1: log on to GATE <https://gate.alberta.ca/gate/frontOffice.jsf>. If you are prompted to **change your password**, please complete the steps outlined, and save your new password in a safe place.



Front Office

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>
» *Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.*

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>

The system may be used to submit applications for the following **Alberta Sport Connection** programs:

- Podium Alberta - <http://albertasport.ca/grant-funding-programs/podium-alberta>

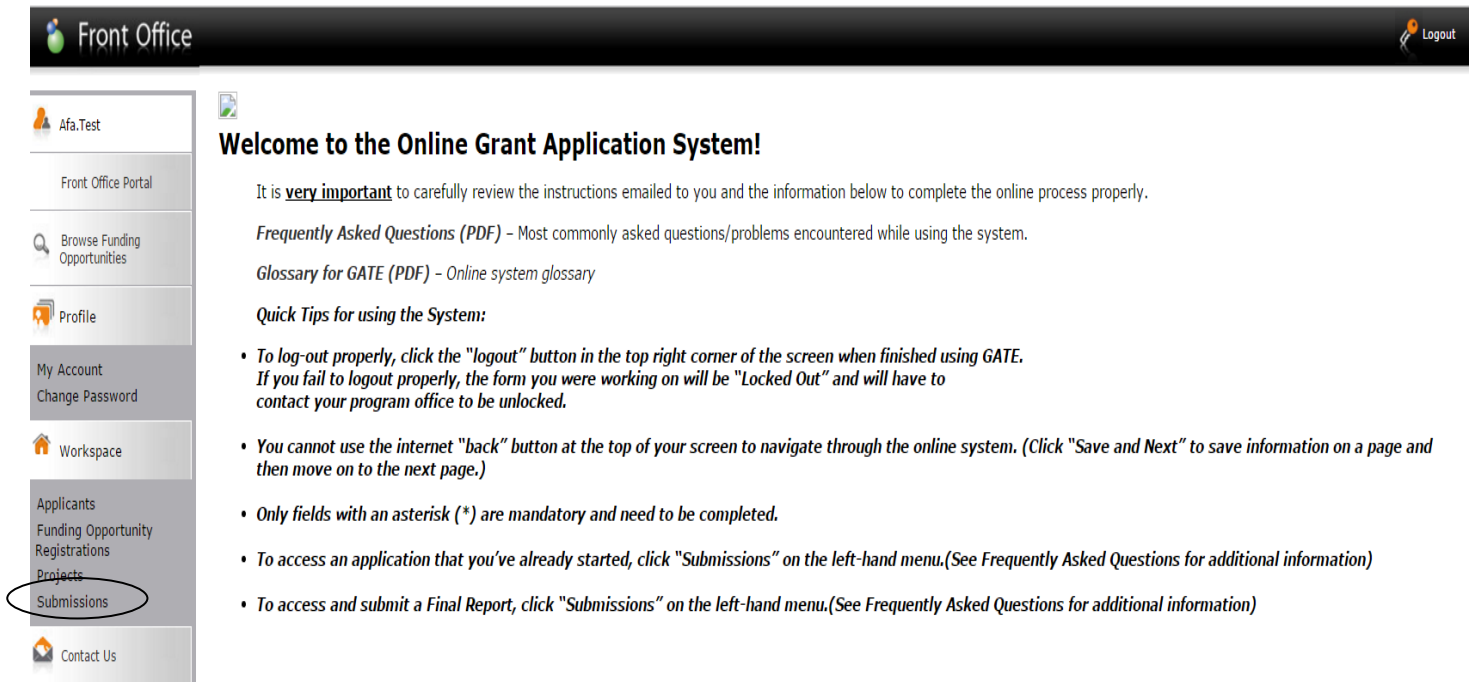
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- Family & Community Safety Program grant - <http://humanservices.alberta.ca/abuse-bullying>

The system maybe expanded to include other grants programs in the future.

Please note this system cannot be used to submit applications or final reports for the **Community Initiatives Program** and **Community Facility Enhancement Program**.

Step 2: click on *Submissions* in the left menu.



Front Office

Logout

Afa.Test

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)**

Step 3: find your project name and number and click on the orange file folder to the left.

Front Office

Applicant: ABC Organization (APP-15653040)

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
	2017/18 Exhibition Programming AFA-OAP-14-056401	AFA - Organizations Arts Projects Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	CPAO 2017-18 AFA-CPAO-14-057249	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	29-Jun-2017 2:07:26 PM
				1			

Page Generation Time: 1.132s

CSDC

Step 4: click on any page at the left (e.g. Current Board List, Diligence Questionnaire) to resume working on your application. Remember to save each page before moving on.

e.Forms

Program Overview

This grant provides annual funding to eligible not-for-profit community organizations that self-create and self-produce performing art productions.

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

Date Received: 2017/06/29
(yyyy/mm/dd)

Back Next

This e.Form has been submitted

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

Page Generation Time: 1.384s

CSDC

Step 5: as long as you have all green ✓ , you can hit *Submit*. **Remember**, you can print out a paper copy of your submission if you wish. Just click on *Export to PDF*. Then, go back and click *Submit*.

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2017/06/29	Yes
✓	Applicant Contact Information	2017/06/29	Yes
✓	Organization Information	2017/06/29	Yes
✓	Organization Applicant Agreement	2017/06/29	Yes
✓	Current Board List	2017/06/29	Yes
✓	Community Derived Revenue Calculation	2017/06/29	Yes
✓	Diligence Questionnaire	2017/06/29	Yes
✓	Attachments	2017/06/29	Yes

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

This e.Form has been submitted

Step 6: after you click *Submit* you land back at the *Submission* screen, where you re-started. You know your project was submitted successfully because the time and date is now added. You will receive an e-mail confirming your application has been received, plus you will continue to receive e-mails as the application is processed. **Congratulations on submitting your application!**

Front Office

Applicant: ABC Organization (APP-15653040)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects

Date Submitted: On [Calendar Icon]

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
	CPAO Sample Project AFA-CPAO-14-048567	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	16-Jun-2016 11:09:51 AM

1

