

Community Performing Arts Organizations (CPAO) Grant

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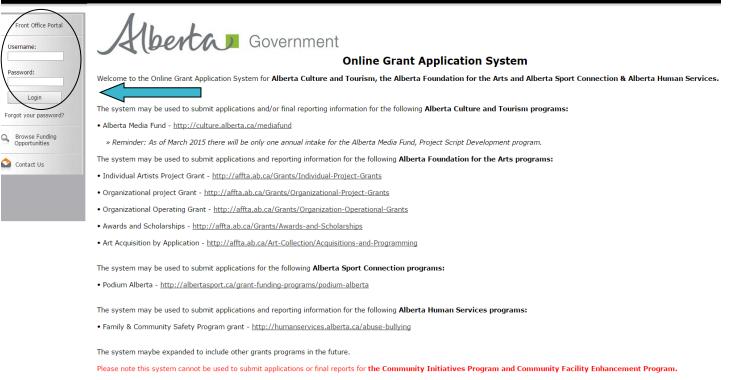
For new GATE users:								
•	• How to start from the beginning to complete your profile first and then							
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•	How to update or edit your profile	16 - 19						
	(you need to do this first before you create a new application)							
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	application							

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



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
Cubmissions

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)

Page Generation Time: 1.015s

🔊 Contact Us

🔑 Log

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			Browse Funding Opportuniti	ies	
Front Office Portal			Search Criteria:		
Browse Funding Opportunities			Search		
👎 Profile			Funding Opportunities		
My Account Change Password	Register Vie	w Funding Opportunity Name 🕇	Funding Opportunity Start	Registration Start	Registration End
	<u>)</u> 🔁	AFA - Aboriginal Individual Project Grant	1-Jun-2014	1-Jun-2015	2-Jan-2020
ô Workspace	, 🛅 🔍	AFA - Community Performing Arts Organizations	1-Dec-2014	16-Jun-2016	2-Nov-2016
Applicants	j 🔁 🔍	AFA - Cultural Relations – Individual	1-Dec-2014	1-Dec-2014	2-Sep-2020
Funding Opportunity Registrations	<u>)</u>	AFA - Cultural Relations - Organizations	1-Dec-2014	1-Dec-2014	13-Apr-2050
Projects Submissions	<u>)</u>	AFA - Dance Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	<u>)</u>	AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
Contact Us	<u>)</u>	AFA - Literary Arts Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	<u>)</u>	AFA - Music Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	<u>)</u> 🔁	AFA - Organizations Arts Projects	1-Dec-2014	1-Jun-2015	2-Sep-2020
	<u>)</u>	AFA - Summer Schools	1-Dec-2014	1-Feb-2016	16-Jul-2016
	<u>)</u>	AFA - Theatre Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	<u>)</u>		1-Dec-2014	19-Jun-2015	2-Sep-2020
	<u>j</u> 🔁	Alberta Production Grant	13-Mar-2012	13-Mar-2012	1-Apr-2050

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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	eip regout
Funding Opportunity Registration	Applicant Details Select an existing <u>Applicant and click Save & Next</u> to continue
Create Applicant	ABC Organization (APP-15653040)
Contact Us	
	* Applicant Type:effect Do not use this box
	Cancel Save & Next Do click Save & Next

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

🇯 e.Forms	e Logout
🔺 Afa.Test	Applicant Type
Applicant Name: ABC Organization	* Applicant Type: Organization Not-for-Profit
Applicant Number: APP-15653040	Save & Back Save Save & Next
Applicant Profile	Back Next
Applicant Type Organization	
Address	
Contact List Submission Summary	
Return to Registration Wizard	

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

\delta e.Forms		Kenter Contraction
🔒 Afa.Test	Organization	
Applicant Name: ABC Organization Applicant Number: APP-15653040	* Is your organization registered under a Provincial/Federal Act or has similar legal Choose one option that applies from the following list:	
Applicant Profile Applicant Type Organization Registration Address Contact List Submission Summary	* Are you a CRA registered charity? Choose one option that applies from the following list: No Yes (if different from Legal Entity Name):	
Return to Registration Wizard	* Legal Entity Name: ABC Organization Previous Legal Entity Name (if changed in last 5 years):	
	GST Number (if applicable): Fiscal Year End (Month): March v Fiscal Year End (Day 1-31): 31	
	Vision / Mission Statement: CPAO example	
	Save & Back Save Save & Next Back Next 4	-

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

- ETUIIIS	
🚣 Afa.Test	Registration
Applicant Name:	* Registration Type: Societies Act
ABC Organization	* Registered Name: ABC Organization
Applicant Number: APP-15653040	* Registration Number: 000012121212 2
Applicant Profile	* Registration Date (yyyy/mm/dd): 2010/06/01
Applicant Type	Save & Back Save & Next
Organization	
Registration	Back Next
Address	
Contact List	Check Spelling
Submission Summary	
Return to Registration Wizard	

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

🇯 e.Forms	K Logout
👃 Afa.Test	Address
Applicant Name: ABC Organization Applicant Number:	Updates to this information will not be reflected in any current submissions. Please contact program staff to update applications if required.
APP-15653040	Applicant Address
Applicant Profile	* Address Line 1: 10708 - 105 Avenue
Applicant Type	Address Line 2: Address Line 3:
Organization Registration	* City: Edmonton
Address Contact List	* Province: Alberta * Postal Code: T5H0A1
Submission Summary	Country: Canada
Return to Registration Wizard	Mailing / Delivery Address
	* Same as address above? — Choose one option that applies from the following list: —
	No ves
	Address Line 1: 10708-105 Avenue Address Line 2:
	Address Line 3:
	City: Edmonton Province: Alberta v
	Postal Code: T5H0A1
	Country: Canada v
	Save & Back Save
	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.

🇯 e.Forms																													e u	ogout
🔒 Afa.Test	Contact List																													
Applicant Name: ABC Organization Applicant Number: APP-15653040		<u> </u>	/								То	add a		ontact		on the	"plus"			<i>ı</i> .										
Applicant Profile	All			В	C	D	E	F	G	Н	I	J	К	L	M	N	0	Р		Q	R	s	T	U	V	w		X	Y	Z
	Delet	Delete View Contact Name				(Contact Type				Р	Phone Number					Board Title						Of	ficer						
Applicant Type	8	Ð,	b Ms. Af	fa Test					F	rimary C	ontact				78	80-111-11	11													
Organization															1															
Registration													Back					Next]									
Address Contact List																					J									
Submission Summary																														
,																														
Return to Registration																														
Wizard																														

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Step 10: green \checkmark 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.

Afa.Test	Submission Summary											
pplicant Name: BC Organization	Complete	Page	Last Updated	Last Updated By	Mandatory							
plicant Number: P-15653040	1	Applicant Type	2016/06/16	Afa.Test	Yes							
	1	Organization	2016/06/16	Afa.Test	Yes							
pplicant Profile	1	Registration	2016/06/16	Afa.Test	Yes							
olicant Type	1	Address	2016/06/16	Afa.Test	Yes							
anization	1	Contact List	2016/06/16	Afa.Test	Yes							
gistration dress		Submission Summary	No Input Required		No							
ntact List b mission Summary												
urn to Registration ard	NOTE: You have comp		and not the application	Next	ur application form separately							

Page Generation Time: 7.548s

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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*.

🇯 Front Office	e 0	Help	Logout
Front Office Portal	Complete Applicant Profile		
Browse Funding Opportunities	Click View to review your Applicant Profile, or Click Next to proceed.		
Funding Opportunity Registration	Cancel View Next		
Login or Create Profile			
Create Applicant			
Step 1 : Complete Applicant Profile			
Step 2 : Create a project			
Step 3 : Complete application			
ᅌ Contact Us			

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

🍵 Front Office	🖲 Help 🤌 Log	gout
Front Office Portal	Create a Project	
Browse Funding Opportunities	Funding Opportunity Name: AFA - Community Performing Arts Organizations * Applicant Project Name: CPAO Sample Project	
Funding Opportunity Registration	Cancel Save & Next	
Login or Create Profile Create Applicant Step 1 : Complete Applicant Profile Step 2 : Create a project Step 3 : Complete application		

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

🇯 e.Forms		P Logout
🔒 Afa.Test	Program Overview	
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	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: 201608/16 (yyyy/mm/dd) Back Next	
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		
Step 14: sele	ect contacts using dropdown menus. Click Save & Next.	

🍵 e.Forms		Cogout 🤌
🔔 Afa.Test	Contact List	
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	* 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.	
Applicant Contact Information	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	r z
Organization Information	Delete View Contact Name Phone Number	
Organization Applicant Agreement	Q Ms. Afa Test 780-111-1111	
Current Board List Community Derived Revenue Calculation Diligence Questionnaire Attachments Submission Summary	Save & Back Save Save & Next	
View Applicant Profile Export to PDF Get PDF Viewer		

8

Exit Registration

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

🇯 e.Forms	e Logout
👃 Afa.Test	Applicant Contact Information
Applicant Name: ABC Organization Applicant Number: APP-15653040	Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required.
Project Name: CPAO Sample Project	Applicant Address
Project Number: AFA-CPAO-14-048567	* Address Line 1: 10708 - 105 Avenue 2 Address Line 2:
Alberta Foundation for the Arts Application Form	Address Line 3: * City: Edmonton
Program Overview	* Province: Alberta * Postal Code: IT5H0A1
Contact List Applicant Contact Information	Country: Canada
Organization Information	Mailing / Delivery Address
Organization Applicant Agreement Current Board List	Please ensure that the mailing address is correct for this application.
Community Derived Revenue Calculation	Address Line 1: 10708 - 105 Avenue
Diligence Questionnaire Attachments	Address Line 2:
Submission Summary	Address Line 3:
View Applicant Profile	City: Edmonton Province: Alberta
Ten Appleant Frome	Postal Code: T5H0A1
Export to PDF Get PDF Viewer	Country: Canada v
Exit Registration	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*.

🇯 e.Forms		Cogout
🔔 Afa.Test	Organization Information	
Applicant Name: ABC Organization Applicant Number: APP-15653040 Deciset Nume:	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).	
Project Name: CPAO Sample Project Project Number: AFA-CPAO-14-048567	(if different from Legal Entity Name)	
Alberta Foundation for the Arts Application Form	Alberta Registration Number: 000012121212 Alberta Registration Date: 0100601 (yyyy/mm/dd) CRA Registration Date: 0200 (yyyy/mm/dd)	
Program Overview Contact List Applicant Contact Information	Fiscal Year End * Month: March • * Day: 31	
Organization Information Organization Applicant Agreement Current Board List	CADAC Humber: (applicable only To- PPAO, PAG, PASO, MAP)	
Community Derived Revenue Calculation Diligence Questionnaire Attachments Submission Summary	Save & Back Save Save & Next Back Next	
View Applicant Profile	Check Spelling	
Export to PDF Get PDF Viewer Exit Registration		

Page Generation Time: 0.205s

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

5	gnize the source of the Grant a			
The Organization represen Organization to the Agreen		person signing is du	ly authorized	I to make the Application and to bind the
Incorporated (Legal) Name	e of Applicant Organization ("O	Organization"): ABC Organiz	ation	
	* Title Name of Autho	orized Official: Ms. Afa Test		
	(Legal S	igning Authority)		
(*	Position Held: Date: 2016/06/16		
		(yyyy/mm/dd)		
* The Organizat	ion agrees to/with all the state	ements above: 🔲		
Please Note:				
Culture and Tourism, which pr		strative assistance to the	ese awards prog	This information may also be shared with Alberta grams. The information will not be disclosed to any
For further information abo	out this program, and the us	e of personal informat	on, please cor	ntact:
Arts Branch, Alberta Culture a Toll-free Calls in Alberta to Go				
 310-0000 + office area 	code + telephone number			
Cell phone: Toll-free codes be	elow + office's area code + tele	phone number:		
 *310 (Roger's Wireless) 				
 #310 (Bell and Telus) 				
			\sim	
	Save & Back	Save		Save & Next
	Back		Next	
		Check Spelling		
	Note: This formlet conta	ains mandatory fields for wh	ich no value has l	been saved.

Current Board List Community Derived Revenue Calculation Diligence Questionnaire Attachments Submission Summary View Applicant Profile Export to PDF Get PDF Viewer Exit Registration Page Generation Time: 0.19s

🇯 e.Forms						P Log	out
👃 Afa.Test				Current Boar	d List		
Applicant Name: ABC Organization Applicant Number: APP-15653040 Project Name: CPAO Sample Project Project Number: AFA-CPAO-14-048567 Alberta Foundation for	w Filters] [Cl	Click 🔍 in the "Vie Click 🔕 to delete	new Board Member to the	ist.			
the Arts Application Form	Delete	View	Position	First Name	Last Name	Start Date	
				This list contains	no items		_
Program Overview							
Contact List				Back	Next		
Applicant Contact Information			L				
Organization Information							
Organization Applicant Agreement							

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*.

🇯 e.Forms	P Logout
\rm Afa.Test	Board Executive Details
Applicant Name: ABC Organization	* Position: Chair •
Applicant Number: APP-15653040	* Salutation: Ms. 🔻
Project Name: CPAO Sample Project	* First Name: Board
Project Number:	* Last Name: Chair
AFA-CPAO-14-048567	* Address Line 1: 11111 - 111 Avenue
Alberta Foundation for	Address Line 2:
the Arts Application Form	Address Line 3:
December Oversiter	* City: Edmonton
Program Overview Contact List	* Province: Alberta v
Applicant Contact Information	* Postal Code: T5H0A1
Organization Information	* Phone Number: 780-000-0000
Organization Applicant Agreement	* Email Address: afa.test@shawca
Current Board List Community Derived	* Start Date (mm-yy): 06-01
Revenue Calculation	
Diligence Questionnaire Attachments	Save Save & Add Another
Submission Summary	Save & Back to List Back to List
View Applicant Profile	
	Check Spelling
Export to PDF Get PDF Viewer	
Exit Registration	
Step 20: You s	hould see your entire board listed. The example below shows the chair, treasurer, and vice-president
were added. C	lick Next.
🇯 e.Forms	n n n n n n n n n n n n n n n n n n n
📤 Afa.Test	Current Board List
AFA - Community	Adding Board Members

AFA - Community Performing Arts Organizations Applicant Name: ABC Organization Applicant Number: APP-15653040 Project Name: CPAO 2017-18	Adding Board Members: Click P to add a new B Click I to add a new B Click I to delete a lister [Show Filters] [Clear Filters] ()	olumn to edit the details of a listed B	oard Member.	
Project Number: AFA-CPAO-14-054358	Delete View Position	First Name	Last Name	Start Date
Alberta Foundation for	🔍 Chair	Betty	Jones	04-15
the Arts Application	🔍 Treasurer	John	Smith	04-15
	🔍 Vice-President	Rita	Hayworth	04-15
Program Overview Contact List	•		1	
Applicant Contact		Back	Next	>
Information Organization Information		This e.Forr	n has been submitted	
Organization Applicant Agreement				
Current Board List				
Community Derived Revenue Calculation				
Diligence Questionnaire				
Attachments				
Submission Summary				

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	Community Derived Revenue Calculation				
Applicant Name: ABC Organization Applicant Number:		CADAC line refences do not apply to CPAO app	licants.		
APP-15653040			Norm 1		
Project Name:			Year 1		
CPAO Sample Project Project Number:		Fiscal Year End	2015/03/31		
AFA-CPAO-14-048567		· - · - ·			
		* Total Expenditure	\$22,500.00		
Alberta Foundation for		(Line 5600 from CADAC form) Total of:			
the Arts Application		Artistic Expenses			
Form		(including Exhibition, Production, Technical, Programming and Services)			
		 Facility Operating Expenses Marketing and Communications Expenses 			
Program Overview		 Fundraising Expenses 			
Contact List		Administration Expenses			
Applicant Contact Information		* Total Revenue			
Organization Information		(Line 4700 from CADAC form)	\$70,000.00		
Organization Applicant		Total of:			
Agreement		Earned Revenues			
Current Board List	\longrightarrow	 Net Investment Income (trust, endowment and investment revenue) Private Sector Revenue (donations and sponsorships) 			
Community Derived Revenue Calculation		Public Sector Revenue (Grants)			
Diligence Questionnaire					
Attachments		* Total Federal Grants	\$5,000.00		
Submission Summary		(Line 4440 from CADAC form)			
· · · · ·		* Total Provincial Grants			
View Applicant Profile		(Line 4500 from CADAC form)	\$2,356.00		
		Note: casino revenue is not a provincial grant.			
Export to PDF					
Get PDF Viewer		* Total Municipal Grants	\$1,000.00		
		(Line 4535 of CADAC)	,		
Exit Registration		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 22: fill out all boxes marked with an asterisk on the Diligence Questionnaire. Click Save & Next.

👃 Afa.Test	Diligence Questionnaire
Applicant Name: ABC Organization	* Official Organizational Mandate:
Applicant Number: APP-15653040	CPAO example
Project Name: CPAO Sample Project	
Project Number: AFA-CPAO-14-048567	
	* General Programming Outcomes:
Alberta Foundation for the Arts Application	
Form	
Program Overview Contact List	* Highlight Anecdote:
Applicant Contact Information	* Highnight Anecuote:
Organization Information	
Organization Applicant Agreement	
Current Board List Community Derived	
Revenue Calculation Diligence	The system can handle a maximum of 1,000 characters for all fields below. Please limit your text to stay within this maximum
Questionnaire Attachments	
Submission Summary	Financial Management
View Applicant Profile	
Export to PDF	* Identify and explain any major areas of variance between actual results and budget for the last complete fiscal year.
Get PDF Viewer	
Exit Registration	
	* 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 uploaded a void cheque if you choose, so we can set up auto-

Afa.Test		Attachm	ents	
blicant Name: C Organization blicant Number: P-15653040		Please download the required tem	plate(s) from the <u>AFA website</u> .	
ject Name: AO Sample Project	Delete Document Type	Required?	Download Document Description	Date Attached
ject Number:	01. Detailed budget for next operating year	Yes		No Attachment
-CPAO-14-048567	02. Governance principles	Yes		No Attachment
	03. Listing of planned activities for the coming year	Yes		No Attachment
erta Foundation for Arts Application	04. Most recent annual financial statement	Yes		No Attachment
m	05. Most recent annual return from corporate registry	Yes		No Attachment
gram Overview Itact List Dicant Contact Irmation	$\mathbf{\uparrow}$	Back	Next	
anization Information anization Applicant sement				
ent Board List munity Derived nue Calculation				
ence Questionnaire				
c hments hission Summary				
ission summary				
Applicant Profile				
t to PDF				
DF Viewer				
Registration				

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	Attachment Details
Applicant Name:	* Document Description: 2015-16 Budget
ABC Organization	* File Name: Choose File Testdocx
Applicant Number: APP-15653040	
Project Name:	Document Type: 01. Detailed budget for next operating year
CPAO Sample Project	Maximum Size: 4 MB
Project Number:	Allowable Formats: jpg, xls, xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt
AFA-CPAO-14-048567	Instructions:
Alberta Foundation for the Arts Application Form	Save Save Back to List Back to List
Program Overview	
Contact List	Check Spelling
Applicant Contact	
Information	
Organization Information	
Organization Applicant Agreement	
Current Board List	
Community Derived	
Revenue Calculation	
Diligence Questionnaire	
Attachments Submission Summary	
Submission Summary	
View Applicant Profile	
Export to PDF	
Get PDF Viewer	
Exit Registration	

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				Attachr	nents			
Applicant Name: ABC Organization Applicant Number: APP-15653040			Please download the	required ten	nplate(s) from the	AFA website.		
Project Name: CPAO Sample Project	Delete D	Document Type		Required?	Download	Document Description	Date	e Attached
Project Number: AFA-CPAO-14-048567	8 0	1. Detailed budget for next operating year		Yes	Q	2015-16 Budget	2016/	06/16
	(2)	2. Governance principles		Yes	⊙	governance form	2016/	06/16
Alberta Foundation for the Arts Application	(2)	Listing of planned activities for the coming year		Yes	⊕	Planned Activities	2016/	06/16
Form	8 0	4. Most recent annual financial statement		Yes	⊕	Most Recent Finan	2016/	06/16
Program Overview Contact List	8 0	15. Most recent annual return from corporate registry		Yes	\odot	corp registry doc	2016/	06/16
Applicant Contact Information	\land		Back		Next			
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								

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 \checkmark beside every page.

🔒 Afa.Test				Submissio	n Summary		
Applicant Name:							
ABC Organization		Complete	Page			Last Updated	Mandatory
Applicant Number: APP-15653040			<u>Prograr</u>	n Overview		No Input Required	No
Project Name: CPAO Sample Project		✓	<u>Contact</u>	List		2016/06/16	Yes
Project Number:		✓	<u>Applica</u>	nt Contact Information		2016/06/16	Yes
AFA-CPAO-14-048567		1	<u>Organiz</u>	ation Information		2016/06/16	Yes
Alberta Foundation for the Arts Application		x	<u>Organiz</u>	ation Applicant Agreement		Please Complete	Yes
Form		1	Current	Board List		2016/06/16	Yes
Program Overview			Commu	nity Derived Revenue Calculation		No Input Required	No
Contact List		X	Diligen	e Questionnaire		Please Complete	Yes
Applicant Contact Information		1	<u>Attachr</u>	<u>nents</u>		2016/06/16	Yes
Organization Information							
Organization Applicant Agreement				Back		Next	
Current Board List							
Community Derived Revenue Calculation					t to PDF		
Diligence Questionnaire				Get PD	F Viewer		
Attachments				Su	ıbmit		
Submission Summary	\supset						
View Applicant Profile							
Export to PDF							
Get PDF Viewer							
Exit Registration							

Step 27: Now, and only with all green \checkmark , 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		Submission S	ummary	
Applicant Name: ABC Organization	Complete	Page	Last Updated	Mandatory
Applicant Number: APP-15653040		Program Overview	No Input Required	No
Project Name: CPAO Sample Project	\checkmark	Contact List	2016/06/16	Yes
Project Number:	\checkmark	Applicant Contact Information	2016/06/16	Yes
FÁ-CPAO-14-048567	\checkmark	Organization Information	2016/06/16	Yes
Iberta Foundation for	✓	Organization Applicant Agreement	2016/06/16	Yes
he Arts Application orm	1	Current Board List	2016/06/16	Yes
rogram Overview		Community Derived Revenue Calculation	No Input Required	No
ontact List	1	Diligence Questionnaire	2016/06/16	Yes
plicant Contact ormation	1	Attachments	2016/06/16	Yes
anization Information				
ganization Applicant reement		Back	Next	
rrent Board List		Export to P	DE	
mmunity Derived venue Calculation		Get PDF Vie		
gence Questionnaire achments				
		Submit		

Get PDF Viewer Exit Registration

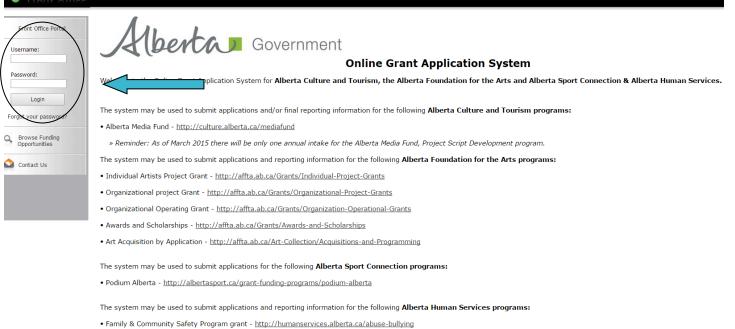
Step 28: After submitting, the screen reverts to *Submissions* where you will see your application was submitted successfully with a project number, time and date. You will receive an e-mail confirming your submission has been received, plus you will continue to receive e-mails as your application is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

Sront Office		🖲 Help 🥜 Logout
Afa.Test	Applicant: ABC Organization (APP-15653040) Submissions	
Front Office Portal Browse Funding Opportunities Profile My Account Change Password	[Hide Filters] [Clear Filters] Applicant Project Name: All Projects Date Submitted: On Project Status: Open Projects Submission Version: Latest Version Associate Type: All	
Workspace Applicants Funding Opportunity Registrations Projects	Fiter	
Submissions	Actions Project Name [†] Funding Opportunity Name Proj <u>ect Numb</u> er Step Name Start Date End Date Associate Type Version Date	e Submitted
Contact Us	COAO Councile Devicet ATA Community Devicements Arts Operational	un-2016 11:09:51 AM

How to update or edit your profile

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

Front Office



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

Å Afa.Test	Welcome to the Online Grant Application System!
Front Office Portal	It is very important to carefully review the instructions emailed to you and the information below to complete the online process properly.
Q Browse Funding	Frequently Asked Questions (PDF) - Most commonly asked questions/problems encountered while using the system.
Opportunities	Glossary for GATE (PDF) – Online system glossary
柯 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.
Morkspace	• 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	• To access an application that you've already started, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
Submissions	• To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
🔷 Contact Us	

🔑 Logou

Step 3: click o	on the orange folder b	eside Applicant N	lame.		
🇯 Front Office					🖲 Help 🥠 Logout
L Bob SMith	Applicant: test society (APP-2042028	30) 🔻			
			Applicants		
Front Office Portal	Children Registrants Parent	Open Applicant Name	Applicant Number	Number of Projects	Last Submission
G Browse Funding Opportunities	2	test society	APP-20420280	0	
Profile My Account Change Password		\uparrow			
Applicants Funding Opportunity Registrations Projects Submissions Contact Us					

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

👃 Bob SMith	Applicant Type
Applicant Name: test society	* Applicant Type: Charitable Organization *
Applicant Number: APP-20420280	Back Next
Applicant Profile	This e.Form has been marked as complete
Applicant Type	
Organization	
Registration	
CRA Registered Charity	
Address	
Contact List	
Submission Summary	
Export to PDF	
Get PDF Viewer	
Back to Applicants List	

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.

http://www.com/

🌢 e.Forms

👃 Bob SMith				Submission Sumr	nary	
Applicant Name: test society		Complete	Page	Last Updated	Last Updated By	Mandatory
Applicant Number: APP-20420280		✓	Applicant Type	2016/07/05	jacklyn.wu2	Yes
		~	Organization	2016/07/05	jacklyn.wu2	Yes
Applicant Profile		~	<u>Registration</u>	2016/07/05	jacklyn.wu2	Yes
Applicant Type		~	CRA Registered Charity	2016/07/05	jacklyn.wu2	Yes
Organization Registration		✓	Address	2016/07/05	jacklyn.wu2	Yes
CRA Registered Charity		1	Contact List	2016/07/05	jacklyn.wu2	Yes
Address Contact List Submission Summary		-	Submission Summary	No Input Required		No
Export to PDF	NOTE: You hav	ve completed	your profile only and	not the application	. You must complete	your application
Get PDF Viewer			Back		Next	
Back to Applicants List				Export to PDF		
				Get PDF Viewer		
			\langle	Edit		
			This e.F	orm has been marke	d 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.

🇯 e.Forms			Kogout
👃 Bob SMith		Contact List	
Applicant Name: test society Applicant Number:		To add a new contact click on the "plus" icon below.	
APP-20420280 Applicant Profile	All A B C D E F	G H I J K L M N O P Q R Contact Type Phone Number	s t u v w x y z Board Title Officer
Applicant Type Organization	8 Q Mr. sdsdf sdsdf	Primary Contact 780-789-7878	
Registration CRA Registered Charity Address		Back Next	
Contact List Submission Summary			
Export to PDF Get PDF Viewer			
Back to Applicants List			

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.

🍵 e.Forms		P Logout
A Bob SMith	Contact	
Applicant Name: test society	Contact Type: Primary Contact	
Applicant Number: APP-20420280	* Salutation: Mr. v	
	* First Name: sdsdf	
Applicant Profile	Middle Name:	
Applicant Type	* Last Name: sdsdf	
Organization	Title:	
Registration	* Phone Number: 760-769-7678	
CRA Registered Charity Address		
Contact List	Extension:	
Submission Summary	Alternate Phone Number:	
Export to PDF	Extension:	
Get PDF Viewer		
	Fax Number:	
Back to Applicants List	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 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.

			nary	
Complete	Page	Last Updated	Last Updated By	Mandatory
1	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
OTE: You have completed	your profile only and	not the application	. You must complete	your application
	Back		Next	
		Export to PDF		
		 Applicant Type Organization Registration CRA Registered Charity Address Contact List Submission Summary 	Applicant Type 2016/07/05 Organization 2016/07/05 Registration 2016/07/05 CRA Registered Charity 2016/07/05 Address 2016/07/05 Contact List 2016/11/10 Submission Summary No Input Required	Applicant Type 2016/07/05 jacklyn.wu2 Organization 2016/07/05 jacklyn.wu2 Registration 2016/07/05 jacklyn.wu2 CRA Registered Charity 2016/07/05 jacklyn.wu2 Address 2016/07/05 jacklyn.wu2 Contact List 2016/11/10 Bob SMith Submission Summary No Input Required

How to complete your final report from last year

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

berta 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 grey menu at the left.

Front Office

Afa.Test	Di N
Front Office Portal	

Welcome to the Online Grant Application System!

Browse Funding

Opportunities

My Account Change Password

Workspace



Projects Submissions

Contact Us

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: 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	Cogout Cogout
📤 Afa.Test	Applicant:	ABC Organization (APP-1565304		_					
Front Office Portal			Submiss	sions					
	[Hide Filter:	s] [Clear Filters]							
Generation Browse Funding Opportunities			Applicant Project Name: A	,	,	•			
			Date Submitted:		_	23			
Refile			Project Status:						
My Account			Submission Version:						
Change Password			Associate Type: A	MI	•				
Workspace			Filter						
Applicants Funding Opportunity Registrations Projects									
Submissions	Actions	Project Name 🕈 Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submi	tted
Contact Us		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
	6	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		
	6	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 11:1	9:20 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 or	n the o	range folder besi	ide "Submit Application" if	f you wo	uld like	to view yo	our ap	plication	
from last year.	lf you	don't need to vie	ew this, click <i>Next</i> .						
o.Forms								ģ	🔑 Logout

🔒 Afa.Test	Reference Submissions
AFA - Community Performing Arts Organizations	View Step
	Submit Application
Applicant Name: ABC Organization	
Applicant Number: APP-15653040	
Project Name: CPAO 2017-18	Back Next
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	

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.

P Logout

🍵 e.Forms

👃 Afa.Test	Statistical Report
AFA - Community Performing Arts Organizations	* Number of full-time staff: 2
	Number of full-time staff would include total of:
Applicant Name: ABC Organization Applicant Number: APP-15653040 Project Name:	 Number of full-time full year artistic, exhibition, production, programming and technical positions Number of full-time full year administrative positions
CPAO 2017-18 Project Number:	* Number of part time or seasonal full-time staff:
AFA-CPAO-14-054358	(on wages or contract) Number of part-time or seasonal full-time staff would include total of:
AFA Final Report	Number of full-time seasonal artistic, exhibition, production, programming and technical positions
Reference Submissions Statistical Report Attachments Submission Summary	 Number of part-time artistic, exhibition, production, programming and technical positions Number of full-time seasonal administrative positions Number of part-time administrative positions
View Applicant Profile	Total number of volunteers, including Board members: (Please estimate if necessary)
_	(riedse esumate in recessary)
Export to PDF Get PDF Viewer	* Total number of hours contributed by volunteers, including Board members.
	(Please estimate if necessary)
Back to Submissions List	
Back to Submissions List	
	Arts Activities
	Please include only activities produced or presented by your organization as outlined in the guidelines. Use totals from the <i>Listing of Arts Activities</i> 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
	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: 2 (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.

🇯 e.Forms				hogout 🥐 Logout
👃 Afa.Test		Attach	ments	
AFA - Community Performing Arts Organizations	Plea	ase download the required te	mplate(s) from the <u>AFA websit</u>	<u>e</u> .
Applicant Name: ABC Organization	Delete Document Type	Required?	Download Document Des	cription Date Attached
Applicant Number: APP-15653040	01. Financial statement	Yes		No Attachment
Project Name:	02. Copies of promotional and publicity material	Yes		No Attachment
CPAO 2017-18	03. Listing of completed arts activities	Yes		No Attachment
Project Number: AFA-CPAO-14-054358 AFA Final Report		Back	Next	
Reference Submissions Statistical Report				
Attachments Submission Summary View Applicant Profile				
Export to PDF Get PDF Viewer				
Back to Submissions List				

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*.

🇯 e.Forms		ogout
	Attachment Details	
📥 Afa.Test	** Document Description: financial statement	
AFA - Community Performing Arts	* File Name: Choose File Test docx	
Organizations	Document Type: 01, Financial statement	
	Maximum Size: 4 MB	
Applicant Name: ABC Organization	Allowable Formats: jpg, xls, xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt	
Applicant Number: APP-15653040	Instructions:	
Project Name: CPAO 2017-18	Save	
Project Number: AFA-CPAO-14-054358	Save & Back to List Back to List	
AFA Final Report	Check Spelling	
Reference Submissions		
Statistical Report		
Attachments Submission Summary		
Submission Summary		
View Applicant Profile		
Export to PDF		
Get PDF Viewer		
Back to Submissions List		

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*.

P Logout e.Forms Attachments AFA - Community Performing Arts Organizations Please download the required template(s) from the AFA website. Applicant Name: ABC Organization Applicant Number: APP-15653040 Date Attached **Delete Document Type Required? Download Document Description** Project Name: Ð, CPÁO 2017-18 01. Financial statement Yes financial statement 2017/07/07 \otimes Project Number: Ð 2017/07/07 AFA-CPAO-14-054358 02. Copies of promotional and publicity material Yes promo material 03. Listing of completed arts activities Ð, completed arts ac... 2017/07/07 Yes AFA Final Report Reference Submissions Back Next Statistical Report Attachments Submission Summary View Applicant Profile Export to PDF Get PDF Viewer Back to Applicant Submissions List

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 \checkmark beside every page.

🇯 e.Forms							Cogout
👃 Afa.Test			Submissio	n Summary			
AFA - Community Performing Arts	Complete	Page		Last Updated	Mandato	ory	
Organizations		Reference Submissi	ons	No Input Required	No		
Applicant Name: ABC Organization	~	Statistical Report		2017/07/07	Yes		
Applicant Number: APP-15653040	 ×	<u>Attachments</u>		Please Complete	Yes		
Project Name: CPAO 2017-18		Submission Summa	Γ¥	No Input Required	No		
Project Number: AFA-CPAO-14-054358		Back		Next			
AFA Final Report			Export	to PDF			
Reference Submissions		_		Viewer			
Statistical Report			Sul	bmit			
Attachments Submission Summary							
View Applicant Profile							
Export to PDF							
Get PDF Viewer							
Back to Submissions List							

Step 10: now, and only with all green \checkmark , 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				
\rm Afa.Test		Submi	ssion Summary	
AFA - Community Performing Arts	Complete	Page	Last Updated	Mandatory
Organizations		Reference Submissions	No Input Required	No
Applicant Name:	~	Statistical Report	2017/07/07	Yes
ABC Organization Applicant Number:	~	Attachments	2017/07/07	Yes
APP-15653040 Project Name: CPAO 2017-18		Submission Summary	No Input Required	No
Project Number: AFA-CPAO-14-054358		Back	Next	
AFA Final Report			Export to PDF	
Reference Submissions Statistical Report		G	Submit	
Attachments				
Submission Summary				
View Applicant Profile				
Export to PDF				
Get PDF Viewer				
Back to Submissions List				

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!**

🖲 Help 🎤 Logout

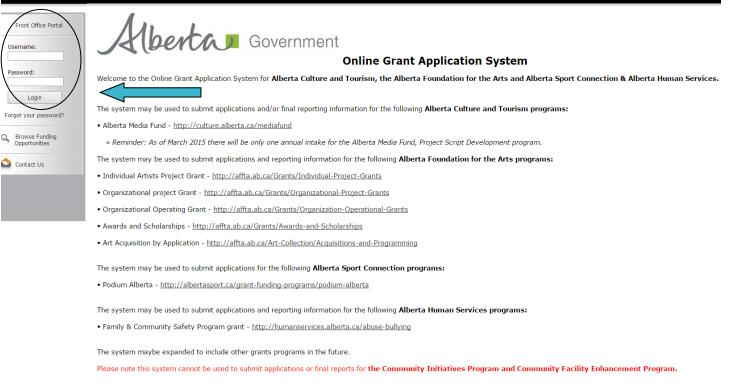
1	Front	Office	
	FIGHT	Onice	

Afa.Test	Applicant:	ABC Organization (APP-1565304	0) 🔻					
*			Submiss	ions				
Front Office Portal	[Hide Filter	s] [Clear Filters]						
Browse Funding	Linde Filter.		Applicant Project Name: A	II Proiects	,	•		
Opportunities			Date Submitted: 0	,		23		
Profile			Project Status: 0	pen Projects 🔻]			
-			Submission Version:	atest Version 🔻	-			
ly Account hange Password			Associate Type: A		•			
Workspace			Filter					
oplicants								
nding Opportunity gistrations								
ubmissions	Actions	Project Name† Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
Contact Us	6	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
	6	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	
	6	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 - Community Performing Arts Organizations Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	7-Jul-2017 9:49:07 AM

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



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
Culoriations

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)

Page Generation Time: 1.015s

🔊 Contact Us

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			Browse Funding Opportunit	ties	
Front Office Portal			Search Criteria:		
Browse Funding Opportunities			Search		
- Frome			Funding Opportunities		
My Account Change Password	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
ô Workspace	y 🎦	AFA - Community Performing Arts Organizations	1-Dec-2014	16-Jun-2016	2-Nov-2016
Applicants	1	🔍 AFA - Cultural Relations – Individual	1-Dec-2014	1-Dec-2014	2-Sep-2020
Funding Opportunity Registrations	>	🔍 AFA - Cultural Relations - Organizations	1-Dec-2014	1-Dec-2014	13-Apr-2050
Projects Submissions	>	🔍 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
Contact Us)	🔍 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
	<u>}</u>	🔍 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
	<u>}</u>	🔍 🛛 AFA - Visual Arts and New Media Individual Project Grant	1-Dec-2014	19-Jun-2015	2-Sep-2020
	5	🕄 Alberta Production Grant	13-Mar-2012	13-Mar-2012	1-Apr-2050

Page Generation Time: 0.594s

CSDC

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	eip regout
Funding Opportunity Registration	Applicant Details Select an existing <u>Applicant and click Save & Next</u> to continue
Create Applicant	ABC Organization (APP-15653040)
Contact Us	
	* Applicant Type:effect Do not use this box
	Cancel Save & Next 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.

P Logout

CSDC

👃 Afa.Test	Applicant Type
Applicant Name: ABC Organization Applicant Number: APP-15653040	* Applicant Type: Organization Not-for-Profit Save & Back Save Save & Next
Applicant Profile Applicant Type	Back Next
Organization Address Contact List	
Submission Summary	
Return to Registration Wizard	

Page Generation Time: 28.784s

6 e.Forms

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.*

🇯 Front Office		Help	Cogout
Front Office Portal	Complete Applicant Profile		
Browse Funding Opportunities	Click View to review your Applicant Profile, or Click Next to proceed.		
Funding Opportunity Registration	Cancel View Next		
Login or Create Profile			
Create Applicant			
Step 1 : Complete Applicant Profile			
Step 2 :			
Create a project Step 3 :			
Complete application			
🙆 Contact Us			

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

🍵 Front Office	🧕 Help 🥠 Logo
Front Office Portal	Create a Project
Browse Funding Opportunities	Funding Opportunity Name: AFA - Community Performing Acts Organizations * Applicant Project Name: OPAO Sample Project
Funding Opportunity Registration	Cancel Save & Next
Login or Create Profile Create Applicant Step 1 : Complete Applicant Profile Step 2 : Create a project Step 3 : Complete application	
🔦 Contact Us	

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

🍝 e.Forms		Cogout 🥐
🔒 Afa.Test	Program Overview	
Applicant Name: ABC Organization Applicant Number: APP-15653040 Project Name: CPAO Sample Project Project Number: AFA-CPAO-14-049567	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: 201608/16 (yyyy/mm/dd)	
Alberta Foundation for the Arts Application Form	Back Next	
Program Overview		
Contact List Applicant Contact		
Information		
Organization Information		
Organization Applicant Agreement		
Current Board List		
Community Derived Revenue Calculation		
Diligence Questionnaire		
Attachments Submission Summary		
Submission Summary		
View Applicant Profile		
Export to PDF Get PDF Viewer		
Exit Registration		

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.

P Logout

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e.	ΓQ	ш	IS.	

🚣 Afa.Test	Contact List							
Applicant Name: ABC Organization	* Primary Contact Name: select •							
Applicant Number: APP-15653040	(This is the person we will call for project information.)							
Project Name: CPAO Sample Project	* Secondary Contact Name: Ms. Afa Test •							
Project Number:	(This is the person we will call for project information.)							
AFA-CPAO-14-048567	* Signing Authority Contact: Ms. Afa Test •							
	(This is the legal/financial signing authority for the organization.)							
Alberta Foundation for the Arts Application Form	Note:							
	If contacts do not appear in the list, then an update must be made to the Contact List in the Applicant Profile .							
Program Overview								
Contact List								
Applicant Contact Information	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							
Organization Information	Delete View Contact Name Phone Number							
Organization Applicant Agreement	😋 Ms. Afa Test 780-111-1111							
Current Board List								
Community Derived Revenue Calculation	Save & Back Save Save & Next							
Diligence Questionnaire	Back Next							
Attachments Submission Summary								
Submission Summary								
View Applicant Profile								
Export to PDF								
Get PDF Viewer								
Exit Registration								

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

🇯 e.Forms	Regout
👃 Afa.Test	Applicant Contact Information
Applicant Name: ABC Organization Applicant Number: APP-15653040	Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required.
Project Name: CPAO Sample Project	Applicant Address
Project Number: AFA-CPAO-14-048567	* Address Line 1: 10708 - 105 Avenue
Alberta Foundation for	Address Line 2
the Arts Application Form	* City: Edmonton * Province: Alberta
Program Overview Contact List	* Postal Code: T5H0A1
Applicant Contact Information	Country: Canada v
Organization Information Organization Applicant Agreement	Mailing / Delivery Address Please ensure that the mailing address is correct for this application.
Current Board List Community Derived Revenue Calculation	Address Line 1: 10708 - 105 Avenue
Diligence Questionnaire Attachments	Address Line 2:
Submission Summary	Address Line 3: City: Edmonton
View Applicant Profile	Province: Alberta
Export to PDF Get PDF Viewer	Postal Code: T5H0A1 Country: Canada T
Exit Registration	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*.

🇯 e.Forms		Cogout
👃 Afa.Test	Organization Information	
Applicant Name: ABC Organization Applicant Number: APP-15653040	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).	
Project Name: CPAO Sample Project	(if different from Legal Entity Name)	
Project Number: AFA-CPAO-14-048567	Alberta Registration Number: 000012121212	
Alberta Foundation for the Arts Application	Alberta Registration Date: 20100801 (yyyy/mm/dd)	
Form	CRA Registration Date: 23 (yyy/mm/dd)	
Program Overview Contact List	Fiscal Year End	
Applicant Contact Information	* Month: March v	
Organization Information	* Day: <u>31</u>	
Organization Applicant Agreement	CADAC Number:	
Current Board List Community Derived	PPAO, PAG, PASO, MAP	
Revenue Calculation Diligence Questionnaire	Save & Back Save Save & Next	
Attachments	Back Next	
Submission Summary	Check Spelling	
View Applicant Profile	Ulevi opeling	
Export to PDF		
Get PDF Viewer		
Exit Registration		

Page Generation Time: 0.205s

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

	e the source of the Grant as req				
The Organization represents Organization to the Agreement		son signing is du	ly authorized to	make the Application	and to bind th
Incorporated (Legal) Name of	Applicant Organization ("Organ	ization"): ABC Organiz	tion		
Theorporated (Legar) Hame or	Applicant organization (organ	12 ABC Olganiza			
	* Title Name of Authorize (Legal Signing				
		ition Held:			
((1)	Date: 2016/06/16)
* The Organization a	agrees to/with all the statemer	nts above: 🔲			
Please Note:					
The personal information collected	d using this form is required for	the administration c	f this program. This	information may also be s	hared with Alber
Culture and Tourism, which provid other third parties except as allow				. The information will not	be disclosed to a
For further information about t		personal mormati	on, piease contact	•	
Arts Branch, Alberta Culture and T Toll-free Calls in Alberta to Govern					
 310-0000 + office area code 	+ telephone number				
Cell phone: Toll-free codes below	+ office's area code + telephon	e number:			
 *310 (Roger's Wireless) 					
 #310 (Bell and Telus) 					
• #310 (Bell and Telus)					
• #310 (Bell and Telus)					
• #310 (Bell and Telus)	Save & Back	Save		Save & Next	
• #310 (Bell and Telus)	Save & Back Back	Save	Next	Save & Next	
• #310 (Bell and Telus)				Save & Next	
• #310 (Bell and Telus)		Check Spelling	Next		

🍵 e.Forms	

Å Afa.Test				Current Board	1 List	
Applicant Name: ABC Organization Applicant Number: APP-15653040 Project Name: CPAO Sample Project Project Number: AFA-CPAO-14-048567	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. Click to delete a listed Board Member.					
Alberta Foundation for	۱					
the Arts Application Form	Delete	View	Position	First Name	Last Name	Start Date
				This list contains	no items	
Program Overview						
Contact List				Back	Next	
Applicant Contact Information						
Organization Information						
Organization Applicant						
Agreement						
Current Board List Community Derived						
Revenue Calculation						
Diligence Questionnaire						
Attachments						
Submission Summary						
View Applicant Profile						
Event to DDE						
Export to PDF Get PDF Viewer						

Exit Registration

Page Generation Time: 0.19s

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*.

\delta e.Forms	K Logout
🔔 Afa.Test	Board Executive Details
Applicant Name: ABC Organization	* Position: Chair •
Applicant Number: APP-15653040	* Salutation: Ms. v
Project Name: CPAO Sample Project	* First Name: Board
Project Number: AFA-CPAO-14-048567	* Last Name: Chair
AFA-CFA0-14-040507	* Address Line 1: 11111-111 Avenue
Alberta Foundation for	Address Line 2:
the Arts Application Form	Address Line 3:
	* City: Edmonton
Program Overview Contact List	* Province: Alberta
Applicant Contact Information	* Postal Code: T5H0A1
Organization Information	* Phone Number: 780-000-0000
Organization Applicant Agreement	* Email Address: ata.test@shaw.ca
Current Board List Community Derived	* Start Date (mm-yy): 06-01
Revenue Calculation	
Diligence Questionnaire Attachments	Save Save & Add Another
Submission Summary	
	Save & Back to List Back to List
View Applicant Profile	Check Spelling
Export to PDF	
Get PDF Viewer	
Exit Registration	

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

🎤 Logout

۴.	e.	Fo	rr	ns
	\sim	10	11	117

Current Board List				
[Show Filters]	Click 🍳 in the "View" column to Click 🔕 to delete a listed Board	edit the details of a listed Board Membe	er.	
1 (Contow Fincers) [
Delete View	Position	First Name	Last Name	Start Date
€	Chair	Betty	Jones	04-15
Đ	Treasurer	John	Smith	04-15
⊕	Vice-President	Rita	Hayworth	04-15
	^	1		
1		Back This e.Form has been	Next	
	<u>)</u> Delete View ور	Click To add a new Board Mer Click Click in the "View" column to Click to delete a listed Board [Show Filters] [Clear Filters]	Adding Board Members: Click in to add a new Board Member to the list. Click in the "View" column to edit the details of a listed Board Member. Click in the "View" column to edit the details of a listed Board Member. [Show Filters] [Clear Filters] Image: Chair information in the interview of the second member. Image: Chair information interview of the se	Adding Board Members: Click Image: to add a new Board Member to the list. Click Image: to add a new Board Member to the list. Click Image: to add a new Board Member to the list. Click Image: to add a new Board Member. Store To add a new Board Member. Click Image: to add a new Board Member. Click Image: to add a new Board Member. Store To add a new Position First Name Last Name Image: to add to a new Position First Name Last Name Image: to add to an image: to add to

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		Community Derived Revenue Calculation		
Applicant Name: ABC Organization Applicant Number:	CADA	C line refences do not apply to CPAO appli	cants.	
APP-15653040			N 1	
Project Name: CPAO Sample Project		ſ	Year 1 2015/03/31	
Project Number:	Fiscal fear End	l	2015/03/31 23	
AFA-CPAO-14-048567	* Total Expenditure	r		
	(Line 5600 from CADAC for	m)	\$22,500.00	
Alberta Foundation for the Arts Application Form	Total of: • Artistic Expenses (including Exhibition, Produ	ction, Technical, Programming and Services)		
Program Overview	Facility Operating Expension Marketing and Communi			
Contact List	Fundraising Expenses Administration Expenses			
Applicant Contact				
Information	* Total Revenue		\$70,000.00	
Organization Information Organization Applicant	(Line 4700 from CADAC for Total of:	m)	· · · · · ·	
Agreement	Earned Revenues			
Current Board List		trust, endowment and investment revenue) onations and sponsorships)		
Community Derived Revenue Calculation	Public Sector Revenue (G			
Diligence Questionnaire	* Total Federal Gra	ts	A5 000 00	
Attachments	(Line 4440 from CADAC for		\$5,000.00	
Submission Summary	***			
View Applicant Profile	* Total Provincial Gi (Line 4500 from CADAC for		\$2,356.00	
Ten Applicate Frome	Note: casino revenue is not		,	
Export to PDF				
Get PDF Viewer	* Total Municipal Gr (Line 4535 of CADAC)	ants	\$1,000.00	
Cuit Devictorian	(Line 4535 of CADAC)			
Exit Registration	Total Public Sector	levenue	\$8,356.00	
	(Line 4550 of CADAC form)	I	36,550.00	
	Community Derived	Revenue	\$61,644.00	
	Save & Back	Save	Save & Next	
		Back Next		
		Next Next		

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

Afa.Test	Diligence Questionnaire
Applicant Name: ABC Organization	* Official Organizational Mandate:
Applicant Number: APP-15653040	CPAO example
Project Name: CPAO Sample Project	
Project Number: AFA-CPAO-14-048567	
	* General Programming Outcomes:
Alberta Foundation for the Arts Application Form	
Program Overview Contact List	* Highlight Anecdote:
Applicant Contact Information	
Organization Information Organization Applicant	
Agreement Current Board List	
Community Derived Revenue Calculation	The system can handle a maximum of 1,000 characters for all fields below. Please limit your text to stay within this maximum
Diligence Questionnaire	The system can handle a maximum of 1,000 characters for all news below. Please limit your text to stay within this maximum
Attachments	
Submission Summary	Financial Management
View Applicant Profile	* Identify and explain any major areas of variance between actual results and budget for the last complete fiscal year.
Export to PDF	
Get PDF Viewer	
Exit Registration	
	* 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 uploaded a void cheque if you choose, so we can set up auto-

a.Test	Attachments					
ant Name: Irganization ant Number: 5653040	Please download the required template(s) from the <u>AFA website</u> .					
t Name: Sample Project	Delete Document Type	Required?	Download Document Description	Date Attached		
t Number:	01. Detailed budget for next operating year	Yes		No Attachment		
AO-14-048567	02. Governance principles	Yes		No Attachment		
	03. Listing of planned activities for the coming year	Yes	-	No Attachment		
a Foundation for ts Application	04. Most recent annual financial statement	Yes		No Attachment		
	05. Most recent annual return from corporate registry	Yes		No Attachment		
am Overview ct List ant Contact nation ization Information ization Applicant		Back	Next			
nent t Board List						
nity Derived calculation						
e Questionnaire						
nents						
ion Summary						
licant Profile						
o PDF Viewer						
stration						

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	Attachment Details
Afa.Test Applicant Name: ABC Organization Applicant Number: APP-15653040 Project Name: CPAO Sample Project Project Number: AFA-CPAO-14-048567	Attachment Details * Document Description: 2015-16 Budget * File Name: Choose File Testdocx 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:
Alberta Foundation for the Arts Application	Save
Form	Jaire
Program Overview Contact List Applicant Contact	Save & Back to List Back to List Check Spelling
Information	
Organization Information	
Organization Applicant Agreement	
Current Board List	
Community Derived Revenue Calculation	
Diligence Questionnaire	
Attachments Submission Summary	
Submission Summary	
View Applicant Profile	
Export to PDF	
Get PDF Viewer	
Exit Registration	

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	Attachments				
Applicant Name: ABC Organization Applicant Number:		Please download the required ten	nplate(s) from the <u>AFA website</u> .		
APP-15653040 Project Name: CPAO Sample Project	Delete Document Type	Required?	Download Document Description	Date Attached	
Project Number: AFA-CPAO-14-048567	8 01. Detailed budget for next operating year	Yes	2015-16 Budget	2016/06/16	
	02. Governance principles	Yes	governance form	2016/06/16	
Alberta Foundation for the Arts Application	03. Listing of planned activities for the coming year	Yes	Operation of the second sec	2016/06/16	
Form	8 04. Most recent annual financial statement	Yes	🔍 Most Recent Finan	2016/06/16	
Program Overview Contact List	O5. Most recent annual return from corporate registry	Yes	Corp registry doc	2016/06/16	
Applicant Contact Information Organization Information Organization Applicant	$\mathbf{\uparrow}$	Back	Next		
Agreement Current Board List Community Derived Revenue Calculation Diligence Questionnaire Attachments Submission Summary View Applicant Profile Export to PDF					
Get PDF Viewer Exit Registration					

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 \checkmark beside every page.

🔒 Afa.Test			Submission Summary			
Applicant Name: ABC Organization		Complete	Page		Last Updated	Mandatory
Applicant Number: APP-15653040			Program Overview		No Input Required	No
Project Name: CPAO Sample Project		✓	Contact List		2016/06/16	Yes
Project Number:		1	Applicant Contact Information		2016/06/16	Yes
AFA-CPAO-14-048567		1	Organization Information		2016/06/16	Yes
Alberta Foundation for the Arts Application		×	Organization Applicant Agreement		Please Complete	Yes
Form		✓	Current Board List		2016/06/16	Yes
Program Overview			Community Derived Revenue Calculation		No Input Required	No
Contact List	→	x	Diligence Questionnaire		Please Complete	Yes
Applicant Contact Information		1	<u>Attachments</u>		2016/06/16	Yes
Organization Information						
Organization Applicant Agreement			Back		Next	
Current Board List				Export to PDF		
Community Derived Revenue Calculation						
Diligence Questionnaire			(Get PDF Viewer		
Attachments				Submit		
Submission Summary						
View Applicant Profile						
Export to PDF Get PDF Viewer						
Exit Registration						

Step 22: Now, and only with all green \checkmark , 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		Submission S	iummary	
Applicant Name: ABC Organization	Complete	Page	Last Updated	Mandatory
Applicant Number: APP-15653040		Program Overview	No Input Required	No
Project Name: CPAO Sample Project	\checkmark	Contact List	2016/06/16	Yes
Project Number:	✓	Applicant Contact Information	2016/06/16	Yes
AFA-CPAO-14-048567	✓	Organization Information	2016/06/16	Yes
Alberta Foundation for	✓	Organization Applicant Agreement	2016/06/16	Yes
the Arts Application Form	1	Current Board List	2016/06/16	Yes
Program Overview		Community Derived Revenue Calculation	No Input Required	No
Contact List	1	Diligence Questionnaire	2016/06/16	Yes
Applicant Contact	1	Attachments	2016/06/16	Yes
Organization Information				
organization Applicant greement		Back	Next	
Current Board List		Export to F	105	
Community Derived evenue Calculation				
ligence Questionnaire		Get PDF Vit	ewer	
ttachments		Submit		

Get PDF Viewer Exit Registration

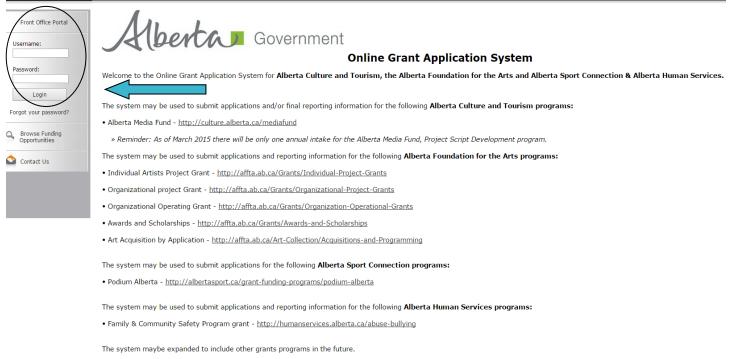
Step 23: After submitting, the screen reverts to *Submissions* where you will see your application was submitted successfully with a project number, time and date. You will receive an e-mail confirming your submission has been received, plus you will continue to receive e-mails as your application is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

6 Front Office		👰 Help 📌 Logout
🔒 Afa.Test	Applicant: ABC Organization (APP-15653040) V	
	Submissions	
Front Office Portal	[Hide Filters] [Clear Filters]	
Browse Funding Opportunities	Applicant Project Name: All Projects	
🗖 Profile	Date Submitted: On v 223 Project Status: Open Projects v	
1 Home	Submission Version: Latest Version *	
My Account	Associate Type: All	
Change Password	Associate Type, All	
Workspace	Filter	
Applicants		
Funding Opportunity Registrations		
Projects		
Submissions	Actions Project Name Funding Opportunity Name Start Date End Date Associate Type Version	Date Submitted
Contact Us	CPAO Sample Project AFA - Community Performing Arts Organizations 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



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.

5 Front Office

🔒 Afa.Test	Welcome to the Online Grant Application System!
Front Office Portal	It is very important to carefully review the instructions emailed to you and the information below to complete the online process properly.
Q Browse Funding	Frequently Asked Questions (PDF) - Most commonly asked questions/problems encountered while using the system.
Opportunities	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	• To access an application that you've already started, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
Submissions	• To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
🙆 Contact Us	

🔑 Logoi

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

ront Office								🔞 Help	4
	Applicant: A	3C Organization (APP-15653040) ▼							
			Subm	issions					
Office Portal	[Hido Filtors]	[Clear Filters]							
e Funding	inde ritteraj	[clear rinteraj	Applicant Project Name	All Projects	Ŧ				
tunities			Date Submitted	: On 🔻	23				
e			Project Status	Copen Projects V					
			Submission Version	Latest Version V					
nt assword			Associate Type	: All 🔻					
space s Dpportunity ons			F	ilter					
ions	Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted	
t Us	6	2017/18 Exhibition Programming AFA-OAP-14-056401	AFA - Organizations Arts Projects Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1		Ī
	B	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	PI
		Î		1					
ion Time: 1.132s									

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		Cogout
🔔 Afa.Test	Program Overview	
AFA - Community Performing Arts Organizations	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.	
Applicant Name: ABC Organization Applicant Number: APP-15653040	Date Received: 2017/06/29 (yyyy/mm/dd)	
Project Name: CPAO 2017-18 Project Number: AFA-CPAO-14-057249	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 \checkmark , 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*.

Afa.Test		Submission	Summary		
- Community rming Arts	Complete	Page	Last Updated	Mandatory	
nizations		Program Overview	No Input Required	No	
cant Name:	1	Contact List	2017/06/29	Yes	
Organization cant Number:	1	Applicant Contact Information	2017/06/29	Yes	
5653040	1	Organization Information	2017/06/29	Yes	
ct Name: 2017-18	1	Organization Applicant Agreement	2017/06/29	Yes	
ct Number: IPAO-14-057249	1	Current Board List	2017/06/29	Yes	
	1	Community Derived Revenue Calculation	2017/06/29	Yes	
ta Foundation for Arts Application Form	✓	Diligence Questionnaire	2017/06/29	Yes	
am Overview	~	<u>Attachments</u>	2017/06/29	Yes	
act List					
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ue Calculation		This e.Form has	been submitted		
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Export to PDF Get PDF Viewer Back to Submissions List

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!**

🖲 Help 🎤 Logo

🍵 Front Office

🔒 Afa.Test	Applicant: ABC Organization (APP-15653040) V								
	Submissions								
Front Office Portal	[Hide Filters] [Clear Filters]								
Browse Funding Opportunities	Applicant Project Name: All Projects								
	Date Submitted: On 🔹								
🗖 Profile	Project Status: Open Projects V								
My Account	Submission Version: Latest Version •								
, Change Password	Associate Type: All								
Workspace	Filter								
Applicants									
Funding Opportunity Registrations Projects									
Submissions	Actions Project Name Funding Opportunity Name Start Date End Date Associate Type Version Date Submitted								
Contact Us	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								