

Completing an online Application in GATE for the Aboriginal Individual Project Grant

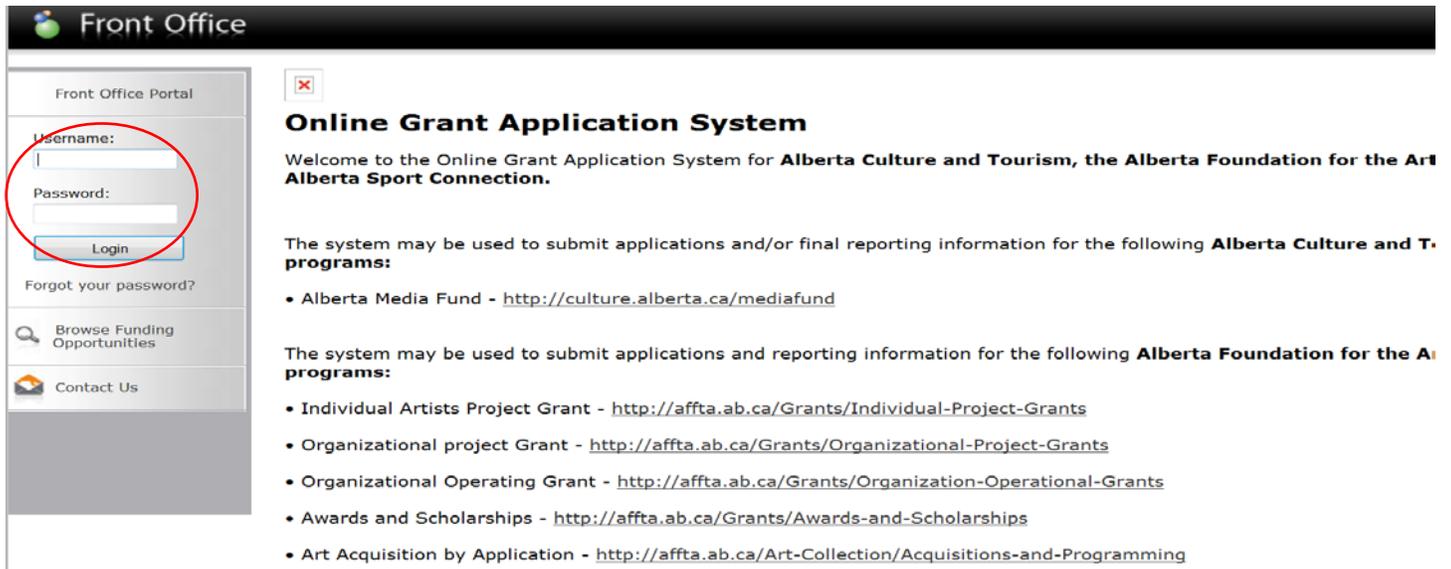
OVERVIEW

The Applicant Profile includes general information about you that is stored in the online system. Once this profile is completed you will not need to re-enter your address, contact information etc. as you are completing the application and reporting process.

PROCEDURE

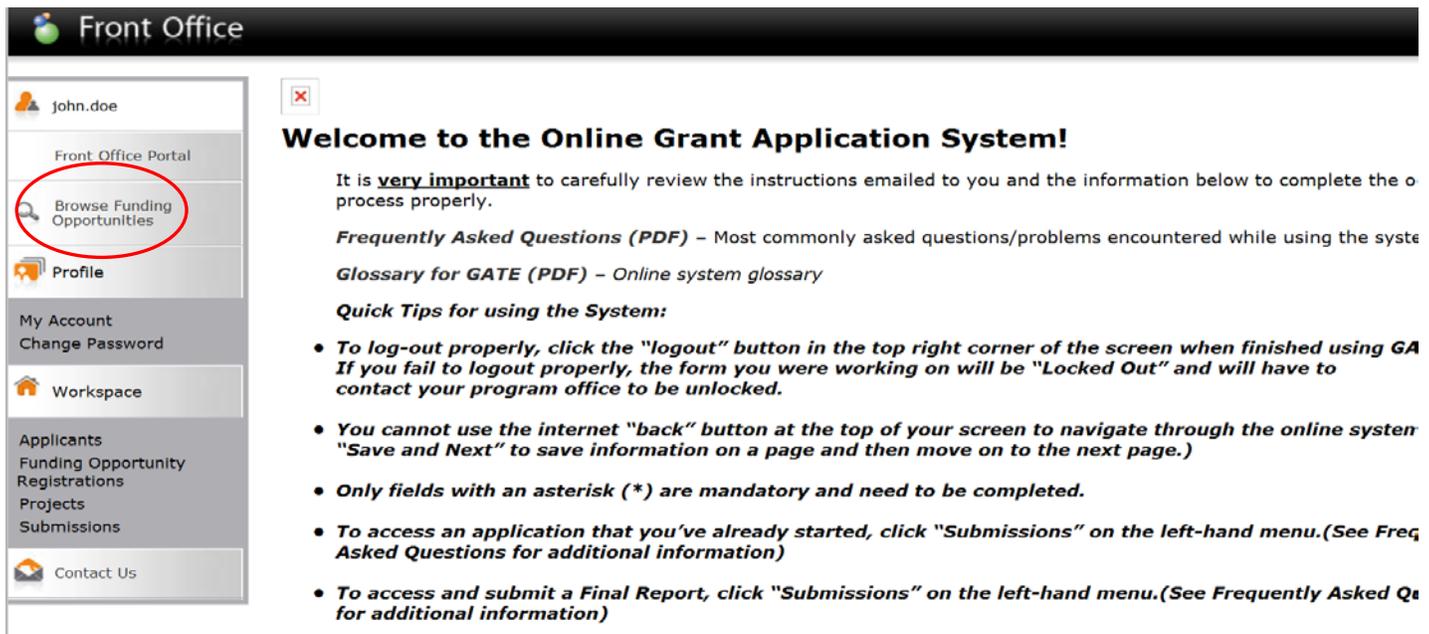
1. To obtain a GATE user ID and password, send an e-mail request to registrationAFA@gov.ab.ca at least five business days prior to the program deadline.

Figure 1 – Logging into the system



2. Log into GATE with the user id and password provided by the program office. <https://gate.alberta.ca/gate/frontOffice.jsf>

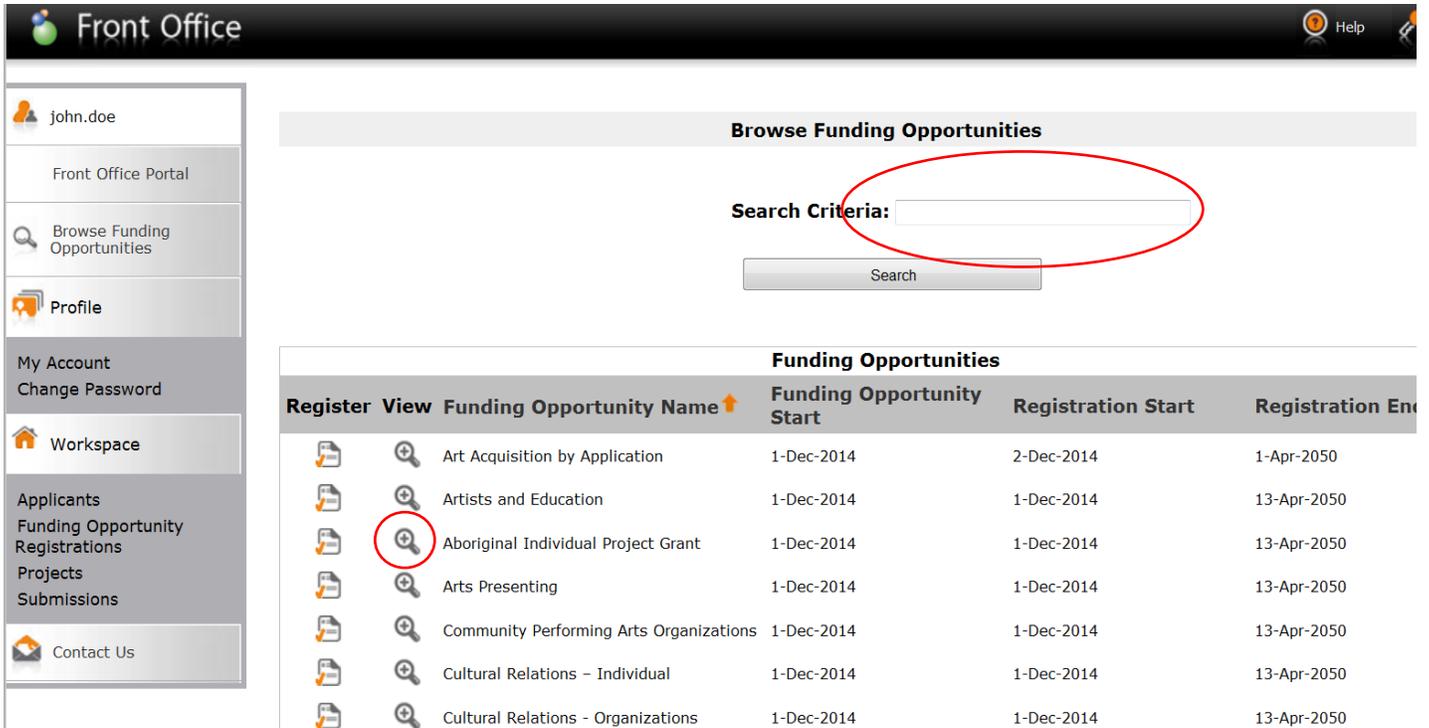
Figure 2 – “Browse Funding Opportunities”



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3. Click on the “Browse Funding Opportunities” link on the left hand menu bar to locate the program to which you would like to apply.

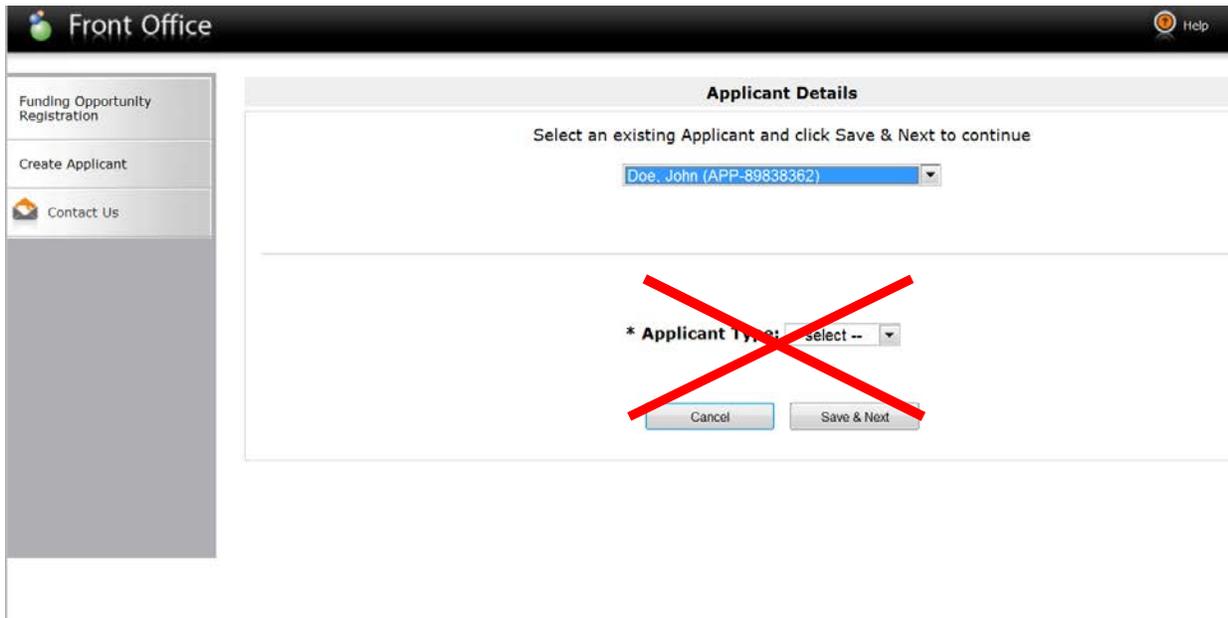
Figure 3 – Searching for the program that you would like to apply for



4. Use the search function to locate the correct program. For example, search for the program name, or use general search terms such as grant, non-profit etc.
5. Click the magnifying glass icon under the “View” column for the program you are interested in applying for.
6. The program information page appears. This page contains a link to the AFA Program guidelines, which will launch in a separate window when the link is selected.
7. Click the “Apply Now” button at the bottom of this page. This will open a registration wizard.

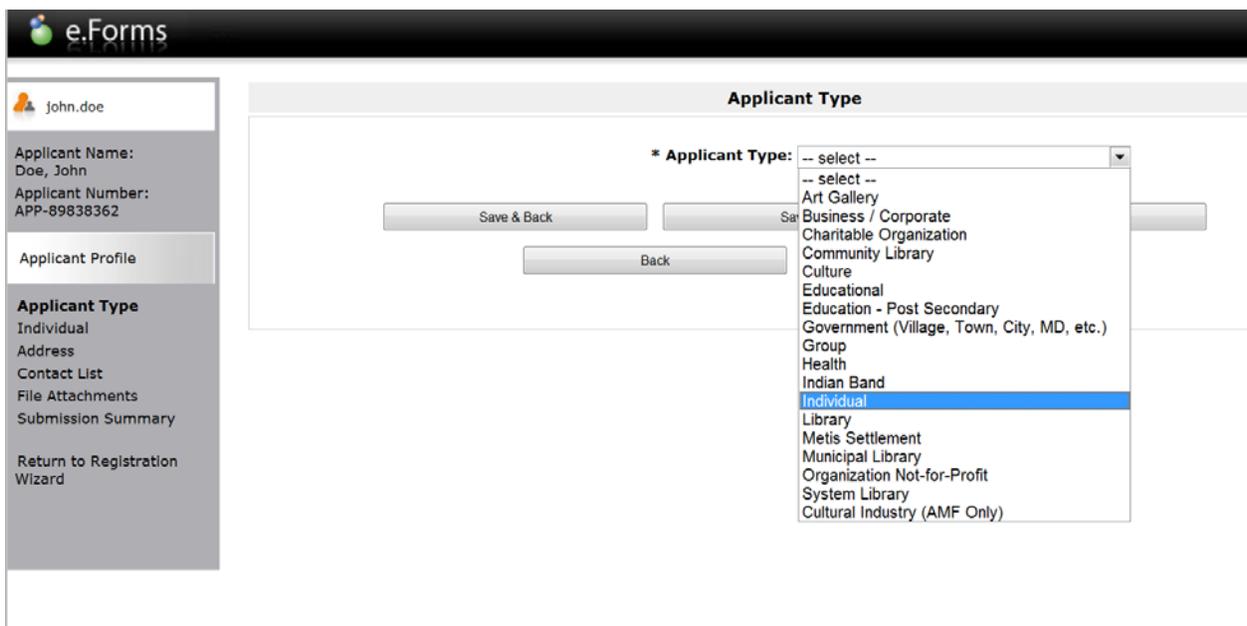
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Figure 4 - Applicant Details page



8. On the Applicant Details page, select your name from the drop down list at the top of the page to complete the Applicant Profile.
9. DO NOT enter anything in the fields at the bottom of the page (or you will create a duplicate Applicant Profile).
10. Click "Save and Next".

Figure 5 – Applicant Type field



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11. Choose “Individual” from the drop-down list for Applicant Type.
12. Click “Save and Next”.

Figure 6 – Legal Name

The screenshot shows the 'e.Forms' interface for an individual applicant. On the left sidebar, the user 'john.doe' is logged in, and the 'Applicant Profile' section is active, showing 'Applicant Name: Doe, John' and 'Applicant Number: APP-89838362'. The 'Applicant Type' is set to 'Individual'. The main content area is titled 'Individual' and features a text input field for '* Legal Name:' containing 'John Doe'. Below the field are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. A 'Check Spelling' button is located at the bottom of the form area.

13. In the “Legal Name” field enter your **legal name**.
14. Click “Save and Next”.

Figure 7 – Address

The screenshot shows the 'e.Forms' interface for an individual applicant, now on the 'Address' section. The left sidebar is identical to Figure 6, but the 'Applicant Type' is 'Individual' and the 'Address' section is highlighted. The main content area is titled 'Address' and contains a red warning message: 'Updates to this information will not be reflected in any current submissions. Please contact program staff update applications if required.' Below this is the 'Applicant Address' section with fields for '* Address Line 1:' (12345 6th Street), 'Address Line 2:', 'Address Line 3:', '* City:' (Edmonton), '* Province:' (Alberta), '* Postal Code:' (T5H 0A1), and 'Country:' (Canada). At the bottom is the 'Mailing / Delivery Address' section with a question '* Same as address above?' and two radio button options: 'No' and 'Yes' (which is selected).

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15. Enter your street address in the upper portion of the screen “Applicant Address”.
- If your mailing address is the same as your street address, click Save and Next.
 - If your mailing address is different than your street address, click No in the “Same as address above” field on the Mailing Address portion of the screen. Then, enter your mailing address in the additional fields below. Then, click Save and Next.

Figure 8 – Contact List page

The screenshot shows the e.Forms interface. On the left is a sidebar with the user's name 'john.doe' and various navigation links. The main area is titled 'Contact List' and contains a message: 'To add a new contact click on the "plus" icon below.' Below this is a table with columns for filtering (All, A-X) and actions (Delete, View). The table is currently empty, with the text 'This list contains no items' displayed below the headers. At the bottom of the table area are 'Back' and 'Next' buttons. A red circle highlights a plus icon in the sidebar.

16. To add a Contact click the orange “plus” icon on the left hand side of the page.
- Add a Parent or Legal Guardian as a Contact, if the applicant is under the age of 18 years.
 - Add yourself as a Contact if you are over the age of 18 years.
17. Click “Save and Back to List”.

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Figure 9 – Entering Contact information

The screenshot shows a web browser window with the URL https://gateuat.internal.alberta.ca/gate/viewFormlet_List.jsf. The page title is "Contact". On the left, a sidebar shows the user profile for "john.doe" and a navigation menu with options like "Applicant Profile", "Applicant Type", "Address", "Contact List", "File Attachments", "Submission Summary", "Return to Registration Wizard", and "Return to Registration Wizard". The main form area contains the following fields:

- Contact Type:** Primary Contact (dropdown)
- * Salutation:** Mr. (dropdown)
- * First Name:** John
- Middle Name:** (empty)
- * Last Name:** Doe
- Title:** (empty)
- * Phone Number:** 555-555-5555
- Extension:** (empty)
- Alternate Phone Number:** (empty)
- Extension:** (empty)
- Fax Number:** (empty)
- Email Address:** test@test.ca
- Alternate Email Address:** (empty)
- Website URL:** (empty)

At the bottom of the form, there are five buttons: "Save", "Save & Add Another", "Save & Back to List", "Back to List", and "Check Spelling".

Figure 10 – Completed Contact List

The screenshot shows the "Contact List" page in the GATE application. The sidebar on the left is identical to Figure 9. The main content area displays the following text:

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

Below this text is a table with a header row and one data row. The header row includes a "plus" icon, a "minus" icon, and a "home" icon. The table has columns for "Delete", "View", "Contact Name", "Contact Type", "Phone Number", "Board Title", and "Off".

Delete	View	Contact Name	Contact Type	Phone Number	Board Title	Off
		Mr. John Doe	Primary Contact	555-555-5555		

Below the table, there is a page number "1" and two buttons: "Back" and "Next".

18. You will now see the completed contact list.

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19. Click "Next".

Figure 11 – File Attachments page

Delete	Document Type	Required?	Download	Document Description	Date Attached
	Attachment 1	No	--		No Attachment
	Attachment 2	No	--		No Attachment
	Attachment 3	No	--		No Attachment
	Attachment 4	No	--		No Attachment
	Attachment 5	No	--		No Attachment

20. You will now see the File Attachments page. **No input is required here.** Click "Next" to proceed to the Submission Summary page.

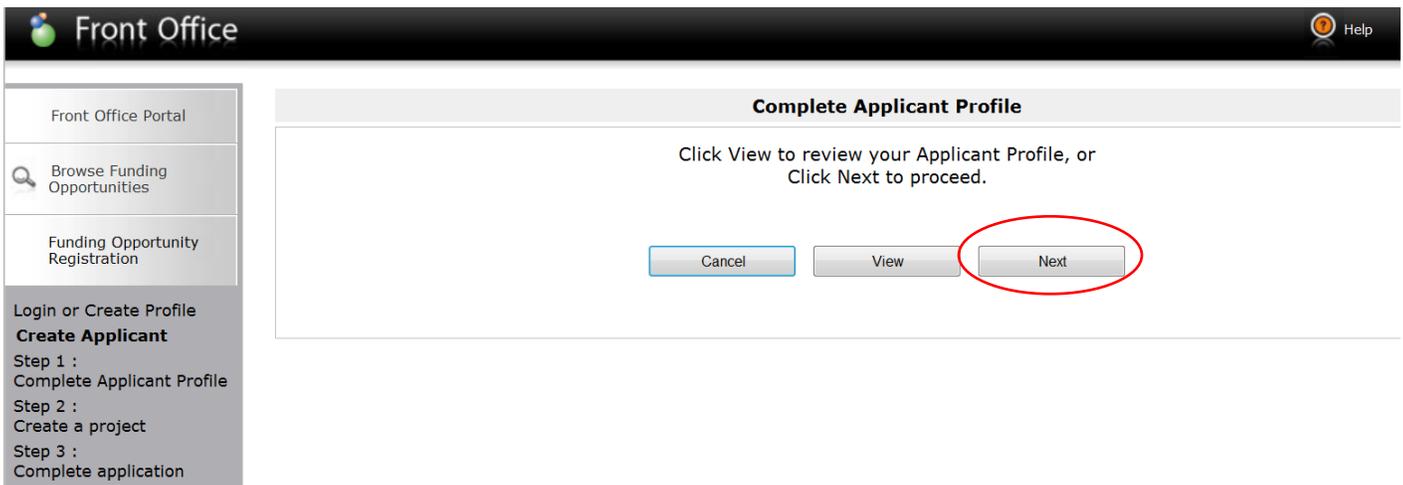
Figure 12 – Submission Summary page

Complete	Page	Last Updated	Mandatory
✓	Applicant Type	2015/03/12	Yes
✓	Individual	2015/03/12	Yes
✓	Address	2015/03/12	Yes
✓	Contact List	2015/03/12	Yes
--	File Attachments	No Input Required	No
--	Submission Summary	No Input Required	No

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21. This page allows you to formally “Complete” the Applicant Profile. If any information is missing or incorrectly formatted, a red **X** will appear on the corresponding line under the “Complete” column. To return to that page and complete the necessary information, click on the hyperlinked page name.
22. You may print out the contents of the Applicant Profile for your records by clicking on the “Export to PDF” button on the left hand menu.
23. Once you have verified that the Applicant Profile is complete, click the “Complete” button. **Do not click the “Next” button.**

Figure 13 – Complete Applicant Profile page



24. You are now at the “Complete Applicant Profile” page. Click “Next” to continue the application process.

YOU ARE NOW MOVING ON TO THE APPLICATION FORM!

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Figure 14 – Create a Project

Front Office

Front Office Portal

Browse Funding Opportunities

Funding Opportunity Registration

Login or Create Profile

Create Applicant

Step 1 : Complete Applicant Profile

Step 2 : Create a project

Step 3 : Complete application

Contact Us

Create a Project

Funding Opportunity Name: AFA - Aboriginal Individual Project Grant

* Applicant Project Name:

Cancel Save & Next

25. Enter a name for your project in the “Applicant Project Name” field.

26. Click Save & Next.

Figure 15 – Program Overview

e.Forms Logout

indigenoustest

Applicant Name: Test, Indigenous

Applicant Number: APP-16088383

Project Name: TEST

Project Number: AFA-AIPG-14-063947

Alberta Foundation for the Arts Application Form

Program Overview

Applicant Information

Contact Information

Applicant Contact Information

General Information

Project Description

Principal Artists

Individual Applicant Agreement

Project Budget

Project Expenses

Project Revenue

Attachments

Submission Summary

View Applicant Profile

Export to PDF

Get PDF Viewer

Exit Registration

Program Overview

This funding provides up to \$15,000 to support the development of an individual Indigenous artist in Alberta by providing funding for a specific cultural or artistic project.

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

Back Next

TIP: Always use the Back/Save & Back and Next/Save & Next buttons to navigate between pages. Do not use your browser back/forward buttons.

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27. The Program Overview page includes a link to the program guidelines and information. Click on the red text if you wish to open a new browser window, for reference as you work through the application.

Figure 16 – Applicant Information

The screenshot displays the 'Applicant Information' form in the eForms system. The sidebar on the left contains the user's name 'indigenoustest' and application details: Applicant Name: Test, Indigenous; Applicant Number: APP-16088383; Project Name: TEST; Project Number: AFA-AIPG-14-063947. It also lists navigation options like 'Program Overview', 'Applicant Information', and 'Export to PDF'. The main form area contains the following elements:

- Date Received:** 2018/01/26 (format: yyyy/mm/dd)
- Legal Name of Applicant:** Indigenous TEST
- AKA Name:** (empty field with a help icon)
- Age Confirmation:** A red circle highlights a drop-down menu for 'Is the Applicant over the age of 18?' with the text '-- select --'.
- Residency Declaration:** '* I declare that the Applicant is an Alberta resident as described in 2.1 of the guidelines.' with an unchecked checkbox.
- Navigation Buttons:** Save & Back, Save, Save & Next, Back, Next, and Check Spelling.

28. Use the drop-down list to confirm that the applicant is of legal age.

- If the applicant is a minor, the primary contact will need to be a parent or guardian legally authorized to represent the applicant.

29. Confirm the Alberta Residency requirements have been met as per the program guidelines.

30. Click Save & Next.

Figure 17 – Contact Information

e.Forms

Indigneoustest

Applicant Name: Test, Indigneous
Applicant Number: APP-16088383
Project Name: TEST
Project Number: AFA-AIPG-14-063947

Alberta Foundation for the Arts Application Form

Program Overview
Applicant Information
Contact Information
Applicant Contact Information
General Information
Project Description
Principal Artists
Individual Applicant Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Contact Information

Primary Contact Name: Mr. Indigneous TEST ▼

(This is the person we will call for project information.)

Note:
If contacts do not appear in the list, then an update must be made to the **Contact List** in the **Applicant Profile**.

[Show Filters] [Clear Filters]

Delete	View	Contact Name	Phone Number
		Mr. Indigneous TEST	555-555-5555

1

Save & Back Save Save & Next

Back Next

31. Select a contact person for this grant from the drop-down menu (the contacts will be pulled in from your applicant profile). ***IF THIS INFORMATION IS INCORRECT, IT MUST BE CHANGED IN YOUR PROFILE.***

32. Click Save & Next.

Figure 18 – Contact Information

e.Forms

indigenoustest

Applicant Name: Test, Indigenous
Applicant Number: APP-16088383
Project Name: TEST
Project Number: AFA-AIPG-14-063947

Alberta Foundation for the Arts Application Form

Program Overview
Applicant Information
Contact Information
Applicant Contact Information
General Information
Project Description
Principal Artists
Individual Applicant Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

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: PO Box 1 ?
Address Line 2:
Address Line 3:
* City: Edmonton
* Province: Alberta
* Postal Code: T0A 0A0
Country: Canada

Mailing / Delivery Address

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

Address Line 1: PO Box 1
Address Line 2:
Address Line 3:
City: Edmonton
Province: Alberta
Postal Code: T0A 0A0
Country: Canada

Save & Back Save Save & Next

Back Next

Check Spelling

33. The Applicant Contact Information screen has been populated with the information from your Applicant Profile. Any changes must be done in the profile and not on this page.

34. Click Save and Next.

Figure 19 – General Information

The screenshot shows the 'General Information' form in the e.Forms application. The left sidebar contains the user's name 'indigenoustest' and application details: Applicant Name: Test, Indigenous; Applicant Number: APP-16088383; Project Name: TEST; Project Number: AFA-AIPG-14-063947. Below this is the 'Alberta Foundation for the Arts Application Form' logo. The main content area has a title 'General Information' and two dropdown menus: '* Category of this application:' and '* Application Classification:'. Below these is a section for 'Community Affiliation (Voluntary):' with a text box containing the instruction 'Choose options that apply from the following list:' and a list of checkboxes: First Nation, Inuit, Metis, Non-Status, and Urban Aboriginal. At the bottom of the form are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. The left sidebar also includes a 'Program Overview' menu with 'General Information' highlighted, and other options like 'View Applicant Profile', 'Export to PDF', and 'Exit Registration'.

35. Answer the questions. Click Next or Save & Next to continue.

Figure 20 – Project Description

The screenshot shows the 'Project Description' form in the e.Forms application. The left sidebar is identical to Figure 19, with 'Project Description' highlighted in the 'Program Overview' menu. The main content area has a title 'Project Description' and a text box for '* Project Description Brief:'. Below the text box is the instruction 'Brief descriptions are used internally. For example: Western Canadian tour for the album "New Music".' There are two date pickers: '* Project Start Date:' and '* Project Completion Date:', both with calendar icons and the year '23' visible. At the bottom of the form are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. The left sidebar also includes the same 'Program Overview' menu and other options as in Figure 19.

36. Enter a project description and start and finish dates. The start date cannot be before the date the application is submitted. Be sure to allow yourself enough time to complete the project

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when selecting the completion date as this will automatically set your reporting date. There is no penalty for reporting early but late reporting must be granted an extension by program staff.

37. Click Save & Next.

38. List all principal artists involved in the project. This will often be just the applicant unless the project involves an ensemble or requires key creative artists to be successful. Follow the screen instructions to add additional artists to the list (see below).

Figure 21 – Principal Artists, providing Artist details

The screenshot shows the 'Principal Artists' form in the e.Forms application. On the left is a sidebar with the user 'indigenoustest' and application details: Applicant Name: Test, Indigenous; Applicant Number: APP-16088383; Project Name: TEST; Project Number: AFA-AIPG-14-063947. The main form area has the following fields: '* Position/Role:' (text input), '* Alberta Resident?' (dropdown menu with '-- select --'), and '* First Name:' and '* Last Name:' (text inputs). Below these fields are five buttons: 'Save', 'Save & Add Another', 'Save & Back to List', 'Back to List', and 'Check Spelling'. The 'Save & Add Another' and 'Save & Back to List' buttons are circled in red. The sidebar also contains a navigation menu with 'Principal Artists' highlighted, and options for 'View Applicant Profile', 'Export to PDF', 'Get PDF Viewer', and 'Exit Registration'.

39. Click Save & Add Another to continue adding artists. Or, click Save & Back to List to proceed with the application.

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Figure 22 – Principal Artists, completed list

Principal Artists

Adding Principal Artists:

Click to add a new Principal Artist to the list.
 Click in the "View" column to edit the details of a listed Principal Artist.
 Click to delete a listed Principal Artist.

[Show Filters] [Clear Filters]

Delete	View	Position/Role	Alberta Resident	First Name	Last Name
		Artist	Yes	Indigenous	TEST

Back Next

40. Once your list of Principal Artists is complete, Click Next.

Figure 23 – Individual Applicant Agreement

12. The Applicant agrees to indemnify and hold harmless the AFA, its employees and agents from any and all claims demands, actions and costs (including legal costs on a solicitor-client basis) for which the Applicant is legally responsible, including those arising out of negligence or wilful acts by the Applicant or its employees or agents. Such indemnification shall survive the termination of this Agreement.
13. This Agreement shall be governed and interpreted in accordance with the laws in force in the Province of Alberta.
14. This Agreement is not intended to and does not make either party the agent or partner of the other for any purpose or create a joint venture.
15. This Agreement may not be assigned by the Applicant.
16. The Applicant will recognize the source of the Grant as required by the Guidelines.

The Applicant represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Applicant to the Agreement.

Name of Applicant:

Date:
 (yyyy/mm/dd)

I agree 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)

Save & Back Save Save & Next

Back Next

Check Spelling

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48. List all income sources for the project and indicate if they are pending or confirmed. The total of this revenue will be deducted automatically from your total expenses, leaving the amount requested from the AFA.
- If the total amount requested is greater than the maximum grant allowed by the program you will receive an error message and will have to revise either your expenses or revenues or both to bring that amount down to the allowable limit.
49. Click Save & Next.
50. We are getting close to the end of the process. You will now be asked to attach information in support of your application. You must attach information if the Document Type is listed as “Required”. Otherwise, you will not be able to submit your application. The other items listed are suggestions of information that might assist the AFA in assessing your application. To attach a document click on the name under Document Type and complete the attachment details page.
51. Name your document. Use the browse button to locate the file on your computer to add it to the application. Click Save and Back to List.

Figure 27 – Attachments, completed

The screenshot shows the 'Attachments' page in the eForms system. The page title is 'Attachments' and it includes instructions: 'Please see the Helpful Resources section of the program guidelines for information on how to prepare attachments. For AUDIO/VIDEO recordings, email files as attachments or downloadable links to aboriginalAFA@gov.ab.ca. Links to streaming files are not accepted.'

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		Resume	2018/01/26
	02. Detailed project description	Yes	--		No Attachment
	03. Commission contract	No	--		No Attachment
	04. Proof of acceptance and detailed description, schedule, and budget for the training program	No	--		No Attachment
	05. Alternate training choices with detailed description, schedule and budget for each	No	--		No Attachment
	06. Official invitations, confirmations, or itineraries	No	--		No Attachment
	07. Marketing plan	No	--		No Attachment
	08. Letter of reference	No	--		No Attachment
	09. Resumes for other principal artists	No	--		No Attachment
	10. Support materials	No	--		No Attachment
	11. Void cheque and Direct Deposit form	No	--		No Attachment

Buttons: Back, Next

52. A red X appears next to the Document Type once you have successfully attached your information. Attach the remaining information required for your application and click Next.

Figure 28 – Submission Summary

e.Forms Logout

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Applicant Information	2018/01/26	Yes
✓	Contact Information	2018/01/26	Yes
✓	Applicant Contact Information	2018/01/26	Yes
✓	General Information	2018/01/26	Yes
✓	Project Description	2018/01/26	Yes
✓	Principal Artists	2018/01/26	Yes
✓	Individual Applicant Agreement	2018/01/26	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2018/01/26	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2018/01/29	Yes

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

indigenoustest
 AFA - Aboriginal Individual Project Grant
 Applicant Name: Test, Indigenous
 Applicant Number: APP-16088383
 Project Name: TEST
 Project Number: AFA-AIPG-14-063947
 Alberta Foundation for the Arts Application Form
 Program Overview
 Applicant Information
 Contact Information
 Applicant Contact Information
 General Information
 Project Description
 Principal Artists
 Individual Applicant Agreement
 Project Budget
 Project Expenses
 Project Revenue
 Attachments
Submission Summary
 View Applicant Profile
 Export to PDF
 Get PDF Viewer
 Back to Submissions List

This is the final page of the application! This page acts as a checklist. If you have completed everything correctly you will see a row of green check marks by each Page name. If there are any errors or omissions you will see a red X by that Page name. Before you can submit your grant you must return to those pages and fill in any missing information. Click on the Page name and it will return you to that page.

53. Once you have made any necessary corrections and see all green check marks on your list the submit button will be activated. Click the Export to PDF button before if you want to create a PDF copy of your application for your records. Click Submit. You will receive an e-mail confirmation that your application has been received and is ready for review by the AFA.

Once you have submitted your application you will be returned to your submissions list. Please note your application number in case you need to contact staff about your grant. You will also see the official application submission date.

If you are having problems please contact your Program Consultant and we will do our best to help you through the system.