

## Completing a Final Report in GATE – Individual Grants

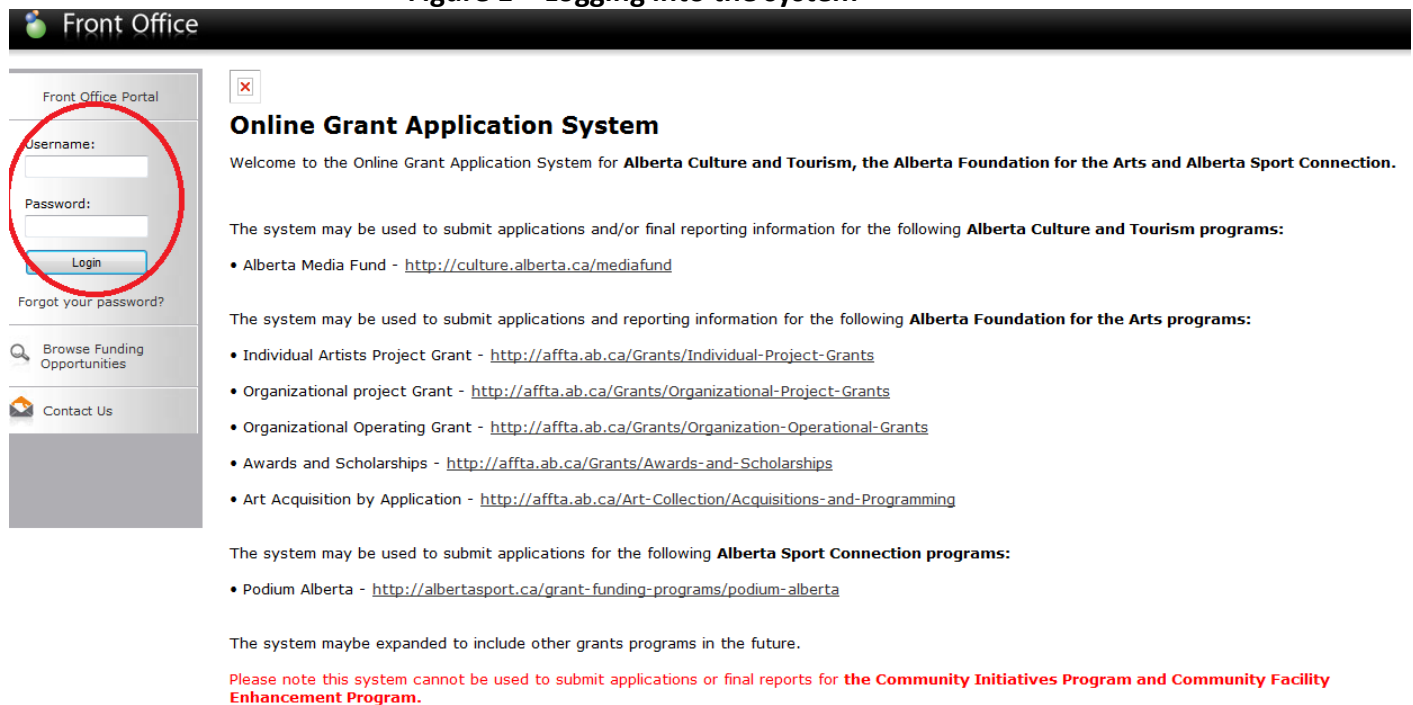
Follow these instructions to complete your final report for an Individual Project Grant.

Before starting, it is recommended you have all of your Actual Budget Expenses ready for input. In addition, have the following documents (where applicable), saved to a folder and ready for upload:

- Description of Project Results (required for all grant streams)
- Confirmation of Attendance at an Event or of Completion of Studies
- Copies of Promotional and publicity Material
- Copy of Photograph of Work Produced
- Media Reviews, Gallery Publications ect.

1. Log into GATE with your user id and password.

**Figure 1 – Logging into the system**



The screenshot shows the 'Front Office Portal' interface. On the left is a sidebar with 'Front Office Portal' at the top, followed by 'Browse Funding Opportunities' and 'Contact Us'. The main content area is titled 'Online Grant Application System' and includes a welcome message, a list of programs, and a login form. The login form, consisting of 'Username:' and 'Password:' fields and a 'Login' button, is circled in red. A red 'X' icon is visible in the top right corner of the main content area.

**Front Office Portal**

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

**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.**

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>

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 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.**

2. Click on the “Submissions” link on the left hand menu bar.

Figure 2 – “Submissions” link

The screenshot shows the 'Front Office' portal interface. On the left-hand menu, the 'Submissions' link is highlighted with a red circle. The main content area displays a welcome message and instructions for using the system. The instructions include:

- 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)

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3. Select your project's name from the “Applicant Project Name” drop-down menu, then hit “Filter.”

You will see your project name under “Funding Opportunity” with a sub-title “Submit Final Report.” Click on the orange folder under “Actions.”

Figure 3 – Finding “Submit Final Report” folder

The screenshot shows the 'Front Office' portal interface with the 'Submissions' section selected. The 'Applicant Project Name' drop-down menu is set to 'Commerical Recording'. The 'Filter' button is highlighted with a green arrow. The table below shows the following data:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Commerical Recording AFA-MIPG-14-036475	AFA - Music Individual Project Grant Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	28-Apr-2015 2:01:05 PM
	Commerical Recording AFA-MIPG-14-036475	AFA - Music Individual Project Grant Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	

The 'Submit Final Report' folder is highlighted with a red circle, and a green arrow points to it from the left. Another green arrow points to the 'Filter' button from the right.

4. Select "Next" from the Reference Submissions page.

Figure 4 – Reference Submissions

The screenshot shows the 'Reference Submissions' page in the e.Forms system. The user is Jay.Zoo. The page displays a 'View Step' section with a 'Submit Application' icon. Below this, there are two buttons: 'Back' and 'Next'. The 'Next' button is circled in red. Below the buttons, the text 'This e.Form has been submitted.' is visible. The left sidebar contains user information for Jay.Zoo and a list of navigation options including 'Reference Submissions', 'Individual Project Evaluation', 'Project Budget', 'Project Expenses', 'Project Revenue', 'Attachments', 'Submission Summary', 'View Applicant Profile', 'Export to PDF', 'Get PDF Viewer', and 'Back to Submissions List'.

5. Provide responses to each of the 17 questions on the Project Outcomes page, then click "Save & Next."

Figure 5 – Project Outcomes

The screenshot shows the 'Project Outcomes' page in the e.Forms system. The user is Jay.Zoo. The page contains five numbered questions, each with a dropdown menu and a text area for comments. The questions are: 1) Please describe the results of your project in relation to the original objectives as stated in your project description. 2) Did your project add to the development of your artistic practice? 3) Please describe the most significant way that your project contributed to your career. 4) Did your project result in the creation or dissemination of a new art work? 5) Did your project contribute to the development of your career? The left sidebar contains user information for Jay.Zoo and a list of navigation options including 'Reference Submissions', 'Individual Project Evaluation', 'Project Budget', 'Project Expenses', 'Project Revenue', 'Attachments', 'Submission Summary', 'View Applicant Profile', 'Export to PDF', 'Get PDF Viewer', and 'Back to Submissions List'.

6. Click "Next" on the Project Budget landing page.

Figure 6 – Project Budget

**e.Forms** Logout

**Project Budget**

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

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

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

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

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

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

**Left Sidebar:**

- Jay.Zoo
- AFA - Music Individual Project Grant
- Applicant Name: AFA Individual
- Applicant Number: APP-71944464
- Project Name: Commerical Recording
- Project Number: AFA-MIPG-14-036475
- AFA Final Report
- Reference Submissions
- Individual Project Evaluation
- Project Budget**
  - Project Expenses
  - Project Revenue
- Attachments
- Submission Summary
- View Applicant Profile
- Export to PDF
- Get PDF Viewer
- Back to Submissions List

7. Select the Expense Type from the drop-down menu.

8. Enter data in the Project Expenses spreadsheet in columns "Actual Number of Units" and "Actual Unit Costs." Please note that data for columns "Description," "Proposed Number of Units" and "Proposed Unit Cost" are automatically generated from your application submission.

Figure 7 – Project Expenses

The screenshot displays the "Project Expenses" section of the e.Forms application. On the left sidebar, the user "Jay.Zoo" is logged in, and the current project is "AFA - Music Individual Project Grant". The sidebar also lists various navigation options such as "AFA Final Report", "Reference Submissions", "Project Budget", "Project Expenses", "Project Revenue", "Attachments", and "Submission Summary".

The main content area features a table titled "Project Expenses" with the following columns: Description, Proposed Number of Units, Proposed Unit Cost, Actual Number of Units, Actual Unit Cost, and Total Cost. The first row is pre-filled with "Production costs", 1 proposed unit, a proposed unit cost of \$10,000.00, 1 actual unit, an actual unit cost of \$10,000.00, and a total cost of \$10,000.00. The remaining rows are empty, and a "Subtotal" row at the bottom right shows a total of \$10,000.00.

Annotations include a red circle around the "\* Expense Type 1:" dropdown menu, which is currently set to "Production". Two green arrows point to the "Actual Number of Units" and "Actual Unit Cost" columns, indicating where data should be entered.

Below the table is a "Comments:" field and an "Expense Type 2:" dropdown menu set to "-- select --".

8. Click "Save & Next."

9. If applicable, enter data in the Non-AFA Revenue spreadsheet column “Actual Amount.” Please note that data for columns “Description” and “Proposed Amount” are automatically generated from your application submission.

Figure 8 – Non-AFA Revenue

The screenshot displays the 'Project Revenue' section of an eForms application. On the left is a sidebar with user information (Jay.Zoo) and navigation links. The main area features a table titled 'Non-AFA Revenue' with columns for Description, Proposed Amount, Actual Amount, and Funding Status. A green arrow points to the 'Actual Amount' column. The 'Funding Status' dropdown in the first row is circled in red. Below the table, summary fields show 'AFA Amount Awarded: \$10,000.00', 'Total Revenue: \$10,000.00', and 'Variance: \$0.00'. A 'Comments:' text area is present. At the bottom, navigation buttons include 'Save & Back', 'Save', 'Save & Next' (circled in red), 'Back', and 'Next'.

10. Click “Save & Next”

11. On the Attachments landing page, click “01. Description...objectives”

Figure 9 – Attachments

**Attachments**

Video support material must be submitted to the AFA in hard copy. Please see the [program guidelines](#) for details.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Description of project results, with evaluation of success vs original objectives</u>	Yes	--		No Attachment
	<u>02. Confirmation of attendance at an event or of completion of studies</u>	No	--		No Attachment
	<u>03. Copies of promotional and publicity material</u>	No	--		No Attachment
	<u>04. Copy or photograph of the work produced</u>	No	--		No Attachment
	<u>05. Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned</u>	No	--		No Attachment

Back Next

12. Enter document title in the “Document Description” box. Then, upload your file by selecting the “Browse” key.

Figure 10 – Attachment Details

**Attachment Details**

\* Document Description:

\* File Name:  Browse...

Document Type: 01. Description of project results, with evaluation of success vs original objectives

Maximum Size: 4 MB

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

Instructions:

Save

Save & Back to List Back to List

Check Spelling

13. Click “Save & Back to List.”

14. If applicable, repeat steps #11, #12 and #13.

Figure 11 – Repeat Attachment Steps

**Attachments**

Video support material must be submitted to the AFA in hard copy. Please see the [program guidelines](#) for details.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Description of project results with evaluation of educational objectives	Yes		Project Description	2015/04/30
	02. Confirmation of attendance at an event or of completion of studies	No	--		No Attachment
	03. Copies of promotional and publicity material	No	--		No Attachment
	04. Copy or photograph of the work produced	No	--		No Attachment
	05. Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned	No	--		No Attachment

[Back](#) [Next](#)

15. Once all attachments are uploaded, click “Next.”

16. Click “Submit” on the Submission Summary landing page.

Figure 12 – Submission Summary

**Submission Summary**

Complete	Page	Last Updated	Mandatory
--	<a href="#">Reference Submissions</a>	No Input Required	No
✓	<a href="#">Individual Project Evaluation</a>	2015/04/30	Yes
--	<a href="#">Project Budget</a>	No Input Required	No
✓	<a href="#">Project Expenses</a>	2015/04/30	Yes
--	<a href="#">Project Revenue</a>	No Input Required	No
✓	<a href="#">Attachments</a>	2015/04/30	Yes
--	<a href="#">Submission Summary</a>	No Input Required	No

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