#### Public Art Commission Projects User Guide

BEFORE YOU START. Make sure you have the following documents created, scanned as a pdf and stored in one folder on your computer

- 1) detailed project description (no budget)
- 2) most recent financial statement
- 3) Most recent annual return from Corporate registries
- 4) Any additional support materials such as promotional literature, programs or newsletters

Note total cannot go above 4MB.

#### 1. Sign on to GATE:

https://gate.alberta.ca/gate/frontOffice.jsf

🇯 Front Office	
Front Office Portal	
	Online Grant Application System
Username:	Welcome to the Online Grant Application System for Alberta Culture and Tourism, the Alberta Foundation for the Arts and Alberta Sport Connection. Sign in here using user name and password
Password:	from e-mail (AFTER you have completed your
Login	The system may be used to submit applications and/or final reporting information for the following Alberta Culture and Tourism programs:
Forgot your password?	Alberta Media Fund - <u>http://culture.alberta.ca/mediafund</u>
Browse Funding Opportunities	The system may be used to submit applications and reporting information for the following <b>Alberta Foundation for the Arts</b> programs:
Contact Us	Individual Artists Project Grant - <a href="http://affta.ab.ca/Grants/Individual-Project-Grants">http://affta.ab.ca/Grants/Individual-Project-Grants</a>
	Organizational project Grant - <u>http://affta.ab.ca/Grants/Organizational-Project-Grants</u>
	Organizational Operating Grant - <a href="http://affta.ab.ca/Grants/Organization-Operational-Grants">http://affta.ab.ca/Grants/Organization-Operational-Grants</a>
	• 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 <b>Alberta Sport Connection programs:</b>

#### 2. Click on Browse funding opportunities

🍵 Front Office	e Logout
A paperwork.guru	Welcome to the Online Grant Application System!
Front Office Portal Browse Funding Opportunities	It is <u>very important</u> to carefully review the instructions emailed to you and the information below to complete the online process property. Click on Browse Funding opportunities Most commonly asked questions/problems encountered while using the system.
🗖 Profile	Glossary for GATE (PDF) – Online system glossary Quick Tips for using the System:
My Account Change Password	<ul> <li>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.</li> </ul>
Applicants	<ul> <li>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.)</li> </ul>
Funding Opportunity Registrations	• Only fields with an asterisk (*) are mandatory and need to be completed.
Projects Submissions	<ul> <li>To access an application that you've already started, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)</li> </ul>
Contact Us	<ul> <li>To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)</li> </ul>

Page Generation Time: 0.538s

CSDC

#### **3** Use the search funding to find Public Art Commission Projects



4. Select AFA- Public Art Commission Project and click on the little "paper" icon with a check mark to "register" your organization for the funding opportunity (grant program)

🇯 Front Office	
🐣 afaorg	Bro
Front Office Portal	Sei
Browse Funding Opportunities	
Profile	
My Account Change Password Register View	Funding
1 Workspace	1-Dec-20:
Applicants	
Funding Opportunity Registrations Projects Submissions	
🔿 Contract I In	

#### 5. Use the drop down menu to associate your organization with the funding opportunity

🍯 Front Office	🧕 Help 🦑 Logout
Funding Opportunity	Applicant Details
Registration	Select an existing Applicant and click Save & Next to continue
Create Applicant	select select Applicant Organization (APP-04648894) Use the drop down menu to find your
	organization name
	* Applicant Type: select • Do not use this box
	Cancel Save & Next Click save and next

Page Generation Time: 0.191s

6. Notice it has auto-filled the type of organization you are from your completed profile

🍝 e.Forms		Logout
A paperwork.guru Applicant Name: Applicant Organization	Applicant Type This box autofilled from vour profile * Applicant Type Organization Not-for-Profit	
Applicant Number: APP-04648894	Back Next	
Applicant Profile	This e.Form has been marked as complete	
Applicant Type Organization Registration		
Address Contact List File Attachments	Click save and next	
Submission Summary Return to Registration		
Wizard		
Page Generation Time: 25.93s		CSDC

7. I shrunk this page down so you could see it all. Notice it has auto filled from your profile. Click "next"

🐣 paperwork.guru	Organization
Applicant Name: Applicant Organization Applicant Number: APP-04648894	Lis your organization registered under a Provincial/Federal Act or has similar legal status? Choose one option that applies from the following list: Notice all the boxes
Applicant Profile	
Applicant Type Organization Registration Address Contact List	
File Attachments Submission Summary	Common Name (if different from Legal Entity Name):
Return to Registration Wizard	* Legal Entity Name: Applicat Organization
	Previous Legal Entity Name (if changed in last 5 years):
	GST Number (if applicable): 1234567
	Fiscal Year End (Month): December 💌
	Fiscal Year End (Day 1-31): 31
	Vision / Mission Statement:
	To serve as an example organization
	Click next
	Bxx Net This e.Form has been marked as complete

8 More details. If any information is missing or incorrect, you must go back to profile to fill it in

🇯 e.Forms		Cogout
paperwork.guru  Applicant Name: Applicant Organization Applicant Number: APP-04648894  Applicant Profile  Applicant Type Organization Registration Address Contact List Elia Attachments	Registration         All autofilled. Please         note if any astericked         fields are empty, you         must fill them in on         your profile, not here         *         *         Back         This e.Form has been marked as complete	
File Attachments Submission Summary Return to Registration Wizard	Click next	
Page Generation Time: 6.85s		CSDC

9 Check your address. If correct click yes, if not, change in your profile

+ A https://gate.alberta	a.ca/gate/viewFormlet_Details.jsf 🛛 🗸 🔽 🕻	Search		⋒	☆	Ê	¥		S	<b>ABP</b> -	ø	=
Applicant Name: Applicant Organization	Updates to this information will not be ref	flected in any current submiss	ions. Please contact program	staff t	o upd	late aj	pplicat	tions if	f requi	red.		
Applicant Number: APP-04648894		Applicant	Address									
Applicant Profile	Check the details. If	* Address Line 1:	123 Made Up		?							
Applicant Type Organization	correct, click next	Address Line 3:										
Registration Address		* City: * Province:	Edmonton									
Contact List File Attachments Submission Summary		* Postal Code:	T5H 0A1					7				
Return to Registration		Mailing ( Dolh	Canada				•					
Wizaro		* Same as address above?	-Choose one option that applies fi No Yes	rom the	e follov	wing lis	t:					
		Address Line 1:	123 Made Up									
		Address Line 2:										
		Address Line 3:										
		City:	Edmonton									
		Province:	Alberta 🔻									
		Postal Code:	T5H 0A1					-				
		Country:	Canada				Ψ					
		Back	Next	5								
		This e.Form has been	marked os complete									

# 10 Check that you are listed as the contact

← A https://gate.alber	ta.ca/gate/viewFormlet_Details.jsf	⊽ C' 👆	-	<b>Q</b> Search						⋒	☆	Ê	¥		S	ABP 👻	9	≡
\delta e.Forms																	<mark>رم</mark> ا	ogout
🌲 paperwork.guru						Contact	List											
Applicant Name: Applicant Organization Applicant Number: APP-04648894				To add	l a new conta	act click o	n the "plus	" icon bel	ow.									
Applicant Profile	All A B C D Delete View Contact Name	E F	G	H I Contact Ty	ј К ре	LM	N Phone Nun	0 P nber	Q	R	s B	T oard T	U ītle	v	w	x Office	Y r	z
Applicant Type Organization Registration Address <b>Contact List</b> File Attachments Submission Summary	🕰 Ms. Paperwork Guru			Primary Cont	act		780-427-631	5										
	$\wedge$				Back This e.Form h	1 nas been n	orked as co	Next			)							
Return to Registration Wizard																		
	this sh	ould b	e y	ou														
Page Generation Time: 8.823s																	C	SDC

#### 11 There should be NO attachments

\_\_\_\_\_

🍵 e.Forms				Kogout 🥐 Logout
🔔 paperwork.guru			File Attachments	
Applicant Name: Applicant Organization	Document Type	Required?	Download Document Description	Date Attached
Applicant Number: APP-04648894	Attachment 1 Attachment 2	No No		No Attachment No Attachment
Applicant Profile	Attachment 3 Attachment 4	No		No Attachment No Attachment
Applicant Type Organization	Attachment 5	No		No Attachment
Registration Address			Back Next	
Contact List File Attachments			This e.Form has been marked as complete	
Submission Summary				
Winned				

There should be no attachments

Page Generation Time: 4.632s

CSDC

12 Your profile check is complete. Click on "submission summary" to continue. Once there, click on "Return to Registration Wizard"

🎲 Grant Help & Resour 🗴 📴 Out	look.com - barba 🗙 📑 Facebo	ok 🗙 TheSingir	gStage Forum • 🗴 👌 Gra	ntium™ Program × ち	Grantium™ - Submiss × +
https://gate.alberta.ca/gate/viewFo	rmlet_AttachmentList, 🔻 C 🔩	• Q Search		合☆ 自 📢	-
e.Forms					
paperwork.guru		Subr	nission Summary		
licant Name: licant Organization	Complete	Page	Last Updated	Mandatory	
icant Number: 04648894	<b>√</b>	Applicant Type	2015/03/23	Yes	
	1	Organization	2015/03/23	Yes	
icant Profile	1	Registration	2015/03/23	Yes	
icant Type	~	Address	2015/03/23	Yes	
nization	~	Contact List	2015/03/23	Yes	
stration		File Attachments	No Input Required	No	
ress tact List		Submission Summary	No Input Required	No	
Attachments					
mission Summary		Back	Next		
Im to Registration	_				
ard			Edit		
	Your profi	le is checked an	s been marked as complete d okay, click on		
	roturn to	registration wiz	ard to continue		
	return to	egistration wize	and to continue		



#### 13. Click "next to Proceed"



#### 14 Name your project - start with the letters "PAC"

ffice	
	Create a Project
	Funding Opportunity Name: AFA - Public Art Commission Project Name your project
	* Applicant Project Name: PAC - Sample Project Starting with PAC
ity	Cancel Save & Next Click Save & Next
е	
ronie	

#### 15 Date will autofill. Click next



# 16 Select contacts using drop down menus

# 17 Notice that your address has autofilled

🐌 e.Forms	
🍰 paperwork.guru	Applicant Contact Information
Applicant Name: Applicant Organization Applicant Number:	Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required.
APP-04648894	Applicant Address
Project Name: OAP - Sample Project	Auto filled
Project Number: AFA-OAP-14-038157	Address Line 1: 123 Made Up
	Address Line 2:
Alberta Foundation for the Arts Application	Address Line 3:
Form	* City: Edmonton
Program Overview	** Province: Alberta -
Contact List	* Postal Code: T5H 0A1
Applicant Contact Information	Country: Canada
Organization	Mailling / Delivery Address
Information	Maining / Denvery Address
Project Description Organization Applicant Agreement	Please ensure that the mailing address is correct for this application.
Current Board List	Address line 1: 123 Markelin
Project Budget	
Project Expenses	Autress Line 2:
Project Revenue	Address Line 3:
Submission Summarv	City: Edmonton
,	Province: Alberta
View Applicant Profile	Postal Code: TSH 0A1
Export to PDF	Country: Canada
Get PDF Viewer	Click save and
Exit Registration	Save & Back Save & Next next
	Back Next
	Check Spelling

# 18 Fill in your common name. DO NOT FILL IN CADAC NUMBER. It does not apply in this program (even if you are a CADAC member)

🇯 e.Forms	2 Logout
🔔 paperwork.guru	Organization Information
Applicant Name: Applicant Organization Applicant Number: APP-04648894 Project Name: OAP - Sample Project Project Number: AFA-OAP-14-038157 Alberta Foundation for the Arts Application Form	Organization's Registered Name: Applicant Organization Note: Must match Provincial Registration name. If this is not correct, you must update the Applicant Profile (if applicable). Common frame: (if different from Legal Entity Name) Alberta Registration Number: 1234567890 Alberta Registration Date: 2010/01/01 (yyyy/mm/dd) CRA Registration Date: 233
Program Overview Contact List Applicant Contact Information Organization Information	(yyyy/mm/dd) <u>Fiscal Year End</u> <u>* Month:</u> December → <u>* Day:</u> 31
Project Description Organization Applicant Agreement Current Board List Project Budget Project Expenses Project Revenue Attachments Submission Summary View Applicant Profile	CADAC Number: Do not fill in does not apply to this grant (applicable only for PPAO, PAG, PASO) Save & Back Save Save Next Back Next Check Spelling

19 Fill in your project description (start with the letters PAC -- and one sentence including the location of the commission). Fill in start and end dates using the calendar (start with the year first, it's picky)

🇯 e.Forms	
🐣 afaorg	Project Description
Applicant Name: AFA Org Applicant Number: APP-22632936 Project Name: PAC - Sample Project Project Number: AFA-PACP-14-036695 AF	Image: Construction Brief:       Project Description: Start with PAC         Project Description: Start with PAC         Project Start Date:         Difference         Start / end dates         using calendar         Start & Back         Back         Next         Check Spelling         Then click save and next

Export to PDF

20 Applicant Agreement. Scroll all the way down to click the little box and fill in the position title. Click save and next

$\smile$						
o.Forms	¢ tapa					
A promoti pro	Organization Applicant Agreement					
Applicant Name -						
Applicant Organization	Alberts Foundation For The Arts Applicant Agreement					
Applicant Number: APP-04648894						
Project Name: 042 - Temple Resident	Applicant Organization					
Project Number:	The Organization declares that:					
AFA-GAP-14-038157	<ul> <li>a. the information contained in its application and supporting documents / Application's for grant Application's</li></ul>					
Alberta Roundation for	<ul> <li>It has read or understood the applicable grant Galacimies (Galacimies) located on the AFA website at http://www.affta.ab.ca;</li> <li>It is nonot activities with the Athend compared Resistor.</li> </ul>					
form						
Pregram Overview	The organization intercents in a given on a population is approved, say given intensing ansatz or a subject to intercent and contained or on appreciation. The organization gives a or accounting with an endownload or an appreciation.					
Contect List	<ol> <li>The outcomes and Application form part of this Agreement and the organization agrees to be sound by the redurements set out in them.</li> </ol>					
Applicant Contact Information	<ol> <li>The Organization understands and agrees that unless it receives a letter from the APA awarding grant thinding (the "Grant") for the purpose(s) set out in the Application ("Approved Purpose"), and setting out the amounts and timelines for the payment of the Grant, there is no obligation between the particle.</li> </ol>					
Organization	3. The Organization understands and agrees that the AFA may award a Greet for less funding than the Organization requested in its Application. The Organization agrees that If it does not return the Greet to the AFA within 30 days of receipt of the funds or the funds or the funds of the standard in its account, by its					
Project Description	actions the Organization: (a) access the lesser munut as evented and understands that the AFA will not say the Organization any additional funds above the amount of the Grant: and					
Organization Applicant Agreement	(b) agrees that all of the other terms of this Agreement are in full force and effect.					
Current Board List	4. The Organization will use the Grant awarded for the Approved Purpose.					
Project Budget Project Expenses	5. The Organization must comply with all applicable laws.					
Project Revenue	6. By accessing the Grant, the Organization agrees to be bound by the requirements set out in the Guidelines and in the Application and related attachments.					
Submission Summery	7. This Agreement is the case the Application is signed by an authorized representative of the Organization and submitted to the AFA and concluses when the Grant has been deposited into the Organization's are account or the organization has received a letter from the AFA stating that they will be the organized to the AFA and concluses when the Grant has been deposited into the Organization's area exceeded a letter from the AFA stating that they will be the organized to the AFA and concluses when the Grant has been deposited into the Organization's area exceeded a letter from the AFA stating that they will be organized to the AFA and concluses when the Grant has been deposited into the Organization has received a letter from the AFA stating that they will be organized to the AFA and concluses when the Grant has been deposited into the Organization has received a letter from the AFA stating that they will be organized to the AFA and concluses when the Grant has been deposited into the Organization has received a letter from the AFA stating that they will be organized to the AFA and concluses when the Grant has been deposited into the Organization has received a letter from the AFA and concluses when the Grant has been deposited into the Organization has received a letter from the AFA and concluses when the Grant has been deposited into the Organization has been deposited into the AFA and concluses when the Grant has been deposited into the Organization has been deposited into the AFA and concluses when the Grant has been deposited into the AFA and concluses when the Grant has been deposited into the AFA and concluses when the Grant has been deposited into the AFA and concluses when the Grant has been deposited into the AFA and concluses when the Grant has been deposited into the AFA and concluses when the Grant has been deposited into the AFA and concluses when the Grant has been deposited into the AFA and concluses when the Grant has been deposited into the AFA and concluses when the Grant has been deposited int					
Vew Applicant Profile	8. Any part of the Grant not sport as set out in this Agreement, or upon termination of this Agreement, must be repaid to the AFA.					
Export to POF	9. This Agreement may be terminated upon:					
Get PDF Viewer	<ul> <li>mutual invites concert;</li> <li>D dops initian concert;</li> </ul>					
Exit Registration	c. In the event of a breach of any term or constant that agreement; or d. If the Organization becomes insiduent.					
	10. The Organization sprans to you the XAB access to examine the Organization constraints on Volt you that the flucture to be Approved for you access to all francis statements and records bailing any connection with the Grant or the Approved Ruppes will be the test and the same of the Approved Ruppes and will provide access to all francis statements are records bailing any connection with the Grant or the Approved Ruppes will be the test and the same of the Approved Ruppes and will provide access to all francis statements are records bailing any connection with the Grant or the Approved Ruppes will be the test and test and the same of the Approved Ruppes and will provide access to all francis statements are records bailing any connection with the Grant or the Approved Ruppes will be the test and test a					
	11. The Organization activolishes that the Readom of Information and Pottection of Philoxy Act (POIP) spoles to records submitted by the Organization to the APA, including the Application and all attachments and this Agreement. These records may be disclosed in response to an access to information request under the FOIP Act.					
	12 The Department press to Incernity and the Termines the ATA, Including its employees and experts from any one discuss demands, actions and costs (including legit costs on a solicitor-client basis) for which the Department in termines the ATA and any other and the Department on a solicitor-client basis) for which the Department on th					
	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 purgoes useful a print venture.					
	15. This Agreement may not be assigned by the Organization.					
	18. The Organization will recognize the source of the Grant as required by the Guidelines.					
	The Organization represents and warrants that the person signing is duly authorized to make the Application and to bind the Organization to the Agreement.					
	Description (Legal) New of Applead Organization (Organization Conjunction 7) Applead Organization					
	this have of Authorized Official In Representative					
	Area and a construction of the second s					
	(rryr) mn/46					
	* The Organization review. 🗤 with all the attainments show a					

#### 21 Create your board list

🍵 e.Forms				P Logout
🔔 paperwork.guru	Current Board List			
Applicant Name: Applicant Organization Applicant Number: APP-04648894 Project Name: OAP - Sample Project Project Number: AFA-OAP-14-038157	Adding Board Members Click A to add a new Click A in the "View" Click O to delete a lis Click I to delete a lis	: Board Member to the list. column to edit the details of a listed Board Mer ted Board Member.	mber.	
Alberta Foundation for the Arts Application	Delete View Position	First Name	Last Name	Start Date
Form	Add new item to list	James	Kirk	10-10
Program Overview	🔇 🔍 Vice-President	Leonard	Мссоу	10-10
Applicant Contact Information Organization Project Description Organization Applicant Agreement <b>Current Board List</b> Project Budget Project Expenses Project Revenue Attachments Submission Summary View Applicant Profile	Create your board square with the cro	Back list by clicking on the li oss in it	1 Next ttle	

#### 22 Add another board member until all filled in

🇯 e.Forms		C Logout
📤 paperwork.guru	Board Executive Details	
Applicant Name: Applicant Organization	* Position: Treasurer •	
Applicant Number: APP-04648894	Make sure you fill in * Salutation: Ms. •	
Project Name: OAP - Sample Project	all details including <b>*</b> First Name: Christine	
Project Number: AFA-OAP-14-038157	board member start	
	Address Line 1: Starship Enterprise	
Alberta Foundation for the Arts Application	Address Line 2:	
Form	Address Line 3:	
Program Overview	* City: Edmonton	
Contact List	* Province: Alberta	
Applicant Contact Information	* Postal Code: T5H 0A1	
Organization Information	* Dhone Number: 700 107 101	
Project Description		
Organization Applicant Agreement	cindi Autress. wursechapeigeunniy.ca	
Current Board List	* Start Date (mm-yy): 10-10	
Project Budget	Keep clic	king save and
Project Expenses	Save Save & Add Another	
Attachments	Click this only when	ner until you are
Submission Summary	the entire board has done with	h the board
View Applicant Profile	been filled in	
Export to PDF		
Get PDF Viewer		

# 23 You should see your entire board listed here. Click next

\delta e.Forms				e	Logout
🌲 paperwork.guru	Current Board List				
Applicant Name: Applicant Organization Applicant Number: APP-04648894 Project Name: OAP - Sample Project Project Number: AFA-0AP-14-038157	Adding Board Members Click P to add a new Click in the "View" Click i	: Board Member to the list. column to edit the details of a listed Board M Ited Board Member.	ember.		
Alberta Foundation for the Arts Application	Delete View Position	First Name	Last Name	Start Date	
Program Overview Contact List Applicant Contact	Image: Constraint of the second se	James Leonard Christine	Kirk Mccoy Chapel	10-10 10-10 10-10	
Organization Information Project Description Organization Applicant	$\hat{\mathbf{A}}$	Back	1 Next	Click next	
Current Board List Project Budget Project Expenses Project Revenue Attachments Submission Summary	Your entire board s be listed above	should			
View Applicant Profile Export to PDF Get PDE Viewer					254014

24 The budgeting may be different from what you are used to in other AFA programs. Please read and understand this information before moving to the next screen

🇯 e.Forms		
Å paperwork.guru	Project Budget	
Applicant Name: Applicant Organization Applicant Number: APP-04648894 Project Name: OAP - Sample Project Project Number: AFA-OAP-14-038157 Alberta Foundation for the Arts Application Form Program Overview	Please refer to the <b>program guidelines</b> to determine eligible expenses. Please select a heading from the drop-down menus for each separate expense section. will automatically calculate. <b>Total Costs</b> will be calculated once the <b>Save</b> button is select Include project revenue (funding from other agencies, personal contributions, in-kind conseparate lines within the revenue section to balance out the expenses. <b>Tota</b> automatically calculate. The remaining amount is your request to the AFA. The maximum AFA grant request mu amount indicated in the AFA program guidelines. <b>Total Expenses</b> will equal <b>Total Revenues + AFA Grant Request</b> .	. <b>Total Expenses</b> ted. contributions, etc.) <b>i Revenues</b> will ust not exceed the
Applicant Contact Information Organization Information Project Description Organization Applicant Agreement Current Board List <b>Project Budget</b> Project Expenses Project Revenue Attachments	You may include explanatory notes to your budget on the following page. Back Next Please read and understand. The budget portion can be tricky. NOTE: no totals calculate until you click on "save"	Click next once you've digested this page

# 25 Expenses Part 1.

🍵 e.Forms						e per constante de la constant
Applicant Name: Applicant Name: Applicant Organization Applicant Number: APP-0464894		Project Expenses	tration	$\overline{}$	Use th	ne drop down box. There
Project Name: DAP - Sample Project Project Number: AFA-OAP-14-038157	D Program Manage	escription Number of Units	Unit Cost	Total Cost \$0.00		This will calculate when
Alberts Foundation for the Arts Application Form Program Overview	Jump Onnes Project Staff		10 3000	\$0.00 \$0.00 \$0.00	$\triangleleft$	you click save
Contact List Applicant Contact Information Organization Information				\$0.00 \$0.00 \$0.00 \$0.00		
Project Description Organization Applicant Agreement Current Board List Project Budget Project Excenses				\$0.00 \$0.00 \$0.00		
Project Revenue Attachments Submission Summary				\$0.00 \$0.00 \$0.00		
Export to PDF Get PDF Viewer				\$0.00 \$0.00 \$0.00		
			Subtotal:	\$0.00 \$0.00 \$0.00	~	The subtotal will calculate
	Error! At least one exper	se must be entered. Please ensure va	lues are entered in	n each column of	the tao. s.	when you click save
	Use this space for any bu	dget notes fo	or abo	ve •		peat the above exercise
		escription Number of Units	Unit Cost	Total Cost	WI	th the next expense type

#### 26 Expenses are all filled in



27 Income. Now fill in your revenue items (NOT including AFA). It will auto calculate your grant request.

#### Project Revenue

#### Non-AFA Revenue



28 Now we upload your attachments: (these are the files that you prepared prior to starting the on-line process and have saved in one file folder on your computer for easy access)

	Attachm	ents	
ete Document Type	Required?	Download Document Description	Date Attached
01. Business or strategic plan	ent Yes		No Attachment
02. Detailed project description Type to upload	Yes		No Attachment
03. Most recent annual financial statement	Yes		No Attachment
04. Most recent annual return from corporate registry	Yes		No Attachment
05. Support materials	No		No Attachment
	Back	Next	

29 Browse and upload

🍵 e.Forms	2 Logout
A paperwork.guru	Attachment Details
Applicant Name: Applicant Organization Applicant Number: APP-04648894 Project Name: OAP - Sample Project Project Number: AFA-OAP-14-038157	Use this button to locate the file in the folder you created before you started filling in this form
Alberta Foundation for the Arts Application Form Program Overview Contact List Applicate Contact	Click this to upload Save & Back to List Back to List Back to List Check Spelling
Information Organization Information Project Description Organization Applicant	
Agreement Current Board List Project Budget Project Expenses Project Revenue	
Attachments	💦 🦰 🚝 👝 🝙 💷 🔿 🗛 419 PM

# 30 Final list of uploads

		Attachments		
Delete	Document Type	Required?	Download	Document Description
$\otimes$	01. Business or strategic plan	Yes	<b>⊕</b>	Business Plan
$\otimes$	02. Detailed project description	Yes	€	Project Description
$\overline{\mathbf{x}}$	03. Most recent annual financial statement	Yes	€	Financial Statement
$\otimes$	04. Most recent annual return from corporate registry	Yes	€	CORES Return
Λ	05. Support materials	No		
Û	Your uploaded documents	Back	Next	Click Next

# 31 Submission summary shows if you've missed something:

a.Forms				
paperwork.guru		Submis	sion Summary	
plicant Name: plicant Organization	Comp	ete Page	Last Updated	Mandatory
plicant Number: P-04648894		Program Overview	No Input Required	No
ect Name:	1	Contact List	2015/03/27	Yes
t Number:	os. Missed	Applicant Contact Information	2015/03/27	Yes
P-14-038157 SON	nething 🧹	Organization Information	2015/03/27	Yes
Foundation for	1	Project Description	2015/03/27	Yes
s Application	<b>×</b>	Organization Applicant Agreeme	ent Please Complete	Yes
	1	Current Board List	2015/03/27	Yes
Overview Click	on it to go	Project Budget	No Input Required	No
Contact back 1	to fix the 🏒	Project Expenses	2015/03/27	Yes
ion error		Project Revenue	No Input Required	No
Description		Attachments	2015/03/27	Vec
ation Applicant	•	Accounteres	2013/03/27	105
Board List		Pack	Novt	
udget		Back	INEXL	
Expenses			xport to PDF	
Revenue		Ge	t PDF Viewer Noti	ice this is g
ments			and	can't be cli

#### 32 Now it looks good. Click Submit

🌢 e.Forms					
🔔 paperwork.guru			Submission S	Summary	
Applicant Name: Applicant Organization Applicant Number:		Complete	Page	Last Updated	Mandatory
APP-04648894 Project Name: OAP - Sample Project		~	<u>Program Overview</u> <u>Contact List</u>	No Input Required 2015/03/27	No Yes
Project Number: AFA-OAP-14-038157	Now it looks	✓ ✓	Applicant Contact Information Organization Information	2015/03/27 2015/03/27	Yes Yes
Alberta Foundation for the Arts Application Form	good	✓ ✓	Project Description Organization Applicant Agreement	2015/03/27 2015/03/27	Yes Yes
Program Overview		✓ 	<u>Current Board List</u> <u>Project Budget</u>	2015/03/27 No Input Required	Yes No
Applicant Contact Information		✓ 	Project Expenses	2015/03/27	Yes
Organization Information Project Description Organization Applicant		~	Attachments	2015/03/27	Yes
Agreement Current Board List Project Budget Project Expenses			Back Export to	Next	
Project Revenue Attachments Submission Summary			Get DDE M	iewor C	lick submit
View Applicant Profile					

33. TA DA! You've successfully submitted a grant to the AFA. You will receive an e-mail re: successful submission. You will continue to receive e-mails as the application is processed.

							() Hel
pplicant: AFA Org	(APP-22632936)						
			Submissions				
ide Filters] [Clea	ar Filters]						
		Арр	licant Project Name: All Pro Date Submitted: On Project Status: All Pro Submission Version: Latest Associate Type: All Filter	Version V		Succe	ss!! <b>Г</b>
Actions Pr	roject Name 🕇 roject Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
PA AF	AC - Sample Project A-PACP-14-036695	AFA - Public Art Commission Project Submit Application	1-Dec-2014	31-Mar-2050	Primary Applicant	1	2-Sep-2015 11:35:42 AM
An	W+FMCF+14+030033	Submit Application	1				

# Congratulations! You have applied for the Public Art Commission Program funding!

# How to Stop Halfway Through and Log Back In

34 If you wish to stop and continue writing your grant later, click "save" on whatever page you are on and then go to the top right corner to log out.

e.Forms     paperwork.guru  AFA - Organizations Arts Projects	Proje Non-A	Click "sa FA Revenue click her	ave" and t re to log o
Applicant Name:	Description	Amount	Funding Status
opplicant Number:	Organization Contribution	\$10,000.00	Confirmed -
-04648894	Canada Council	\$3,000.00	Pending -
ct Name: · Sample Project			select 🔸
t Number:			select •
AP-14-038157			select 👻
ta Foundation for			select 👻
rts Application			select 👻
			select 👻
m Overview			select 🝷
t List			select 🝷
ant Contact nation			select 🔻
anization Information			coloct -

35 To continue on an existing session, login with your user name and password. Click on "submissions"

🇯 Front Office		Logout
🔔 paperwork.guru		
Front Office Portal	Welcome to the Online Grant Application System! It is <u>very important</u> to carefully review the instructions emailed to you and the information below to complete the online process properly.	
Browse Funding Opportunities	<b>Frequently Asked Questions (PDF)</b> – Most commonly asked questions/problems encountered while using the system. <b>Glossary for GATE (PDF)</b> – Online system glossary	
🔊 Profile	Quick Tips for using the System:	
My Account Change Password	<ul> <li>To log-out properly, click the "logout" button in the top right corner of the screen when finished using GATE.</li> <li>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.</li> </ul>	
ô Workspace	• You cannot use the internet "back" button at the top of your screen to navigate through the online system. (Click "Save and Nex save information on a page and then move on to the next page.)	t" to
Applicants Funding Opportunity Registrations	• Only fields with an asterisk (*) are mandatory and need to be completed.	
Projects Submissions	• To access an application that you've already started, click "Submissions" on the left-hand menu.(See Frequently Asked Question additional information)	is for
💁 Contact Us	• To access and submit a Final Report, click "Submissions" on the left-hand menu.(See Frequently Asked Questions for additional information)	
	To continue your grant application from a	
Page Generation Time: 0.699s	previous session, click on "submissions"	CSDC

## 36 Then Click on the little file folder

							🕐 Help
Applicant: AFA	A Org (APP-22632936)						
			Submissions				
[Hide Filters]	[Clear Filters]						
			Applicant Project Name: All Proj	jects	T		
			Date Submitted: On	Y	23		
			Project Status: All Proj	jects 🔻			
			Submission Version: Latest	Version 🔻			
			Associate Type: All	۲			
			Filter				
Click on t	he file folder icon		T ROT				
<b>₹</b> 2							
Actions	Project Name <sup>†</sup> Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
( 📩 )	PAC - Sample Project AFA-PACP-14-036695	AFA - Public Art Commission Project Submit Application	1-Dec-2014	31-Mar-2050	Primary Applicant	1	2-Sep-2015 11:35:42 AM
$\sim$			1				

37 Use the side Menu navigation to pick up where you left off.

2 Logout
Program Overview
The Organizations: Arts Project Grant Stream assists not-for-profit organizations by providing a grant for a specific arts project. This grant stream also provides project support for leadership development, capacity building, and partnerships that enhance the promotion and support of the arts in Alberta.
Please click here for program guidelines and information.
Date Received: 2015/03/27 (yyyy/mm/dd)
Back Next
Use the side menu to navigate to page where you left off. It will also allow you to check all your previous pages

38. Finish data entry on the pages you need to. Once to you get to the summary page, click on submit:

🍯 e.Forms					R <sup>e</sup>
A paperwork.guru		Submission Su	ımmary		
AFA - Organizations Arts Projects	Complete	Page	Last Updated	Mandatory	
		Program Overview	No Input Required	No	
Applicant Name: Applicant Organization	1	Contact List	2015/03/27	Yes	
Applicant Number: APP-04648894	~	Applicant Contact Information	2015/03/27	Yes	
Project Name:	1	Organization Information	2015/03/27	Yes	
DAP - Sample Project Project Number:	1	Project Description	2015/03/27	Yes	
AFA-OAP-14-038157	~	Organization Applicant Agreement	2015/03/27	Yes	
Alberta Foundation for	~	Current Board List	2015/03/27	Yes	
the Arts Application Form		Project Budget	No Input Required	No	
	✓	Project Expenses	2015/03/27	Yes	
Program Overview		Project Revenue	No Input Required	No	
Contact List Applicant Contact Information	~	Attachments	2015/03/27	Yes	
Organization Information					
Project Description	ĺ	Back	Next		
Drganization Applicant Agreement	,	Export to PD	)F		
Current Board List	_	Cot DDE Viou	wer N	ow that it's co	omolete
Project Budget		Get PDF View			mpiete
Project Expenses Project Revenue		Submit	cl	ick on "submi	t"
Attachments		-	•		-
Submission Summary					

### **39 Success**

,								🧕 Help 🧳
1	Applicant: AFA	Org (APP-22632936)						
				Submissions				
Į.	[Hide Filters]	[Clear Filters]						
			A	pplicant Project Name: All Proj Date Submitted: On Project Status: All Proj Submission Version: Latest Y Associate Type: All Filter	ects  version  v		Succes	55!!
1	Actions	Project Name <sup>†</sup> Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	6	PAC - Sample Project AFA-PACP-14-036695	AFA - Public Art Commission Project Submit Application	1-Dec-2014	31-Mar-2050	Primary Applicant	1	2-Sep-2015 11:35:42 AM
				1				