

# 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

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.** **Sign in here using user name and password from e-mail (AFTER you have completed your**

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:**

## 2. Click on Browse funding opportunities

Front Office

Logout

paperwork.guru

Front Office Portal

Browse Funding Opportunities

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity Registrations  
Projects  
Submissions

Contact Us

### Welcome to the Online Grant Application System!

It is **very important** to carefully review the instructions emailed to you and the information below to complete the online process properly.

**Click on Browse Funding opportunities**

**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: 0.538s

CSDC

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

afaorg

Front Office Portal

Browse Funding Opportunities

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity Registrations  
Projects  
Submissions

Contact Us

### Browse Funding Opportunities

Search Criteria:  **Type in Commission**

**Use the search function**

#### Funding Opportunities

Register	View	Funding Opportunity Name	Funding Opportunity Start	Registration Start	Registration
		AFA - Aboriginal Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
		AFA - Arts Presenting	1-Dec-2014	10-Jul-2015	16-Nov-2015
		AFA - Community Performing Arts Organizations	1-Dec-2014	9-Jun-2015	2-Oct-2018
		AFA - Cultural Relations - Individual	1-Dec-2014	1-Dec-2014	13-Apr-2050
		AFA - Cultural Relations - Organizations	1-Dec-2014	15-Mar-2015	2-Sep-2020
		AFA - Dance Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
		AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
		AFA - Literary Arts Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
		AFA - Music Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
		AFA - Organizations Arts Projects	1-Dec-2014	1-Dec-2014	13-Apr-2050
		AFA - Public Art Commission Project	1-Dec-2014	1-Jun-2015	2-Oct-2015
		AFA - Projects Development	1-Dec-2014	2-Dec-2014	1-Apr-2050

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

Front Office Portal

Browse Funding Opportunities

Profile

My Account  
Change Password

Workspace

Applicants  
Funding Opportunity Registrations  
Projects  
Submissions

Register	View	Funding Opportunity Name	Funding
		AFA - Public Art Commission Project	1-Dec-20...

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

Front Office

Help Logout

Funding Opportunity Registration

Create Applicant

Contact Us

**Applicant Details**

Select an existing Applicant and click Save & Next to continue

-- 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**



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

**Applicant Type**

This box autofilled from your profile

\* Applicant Type: Organization Not-for-Profit

Back Next

This e.Form has been marked as complete

Click save and next

paperwork.guru

Applicant Name:  
Applicant Organization  
Applicant Number:  
APP-04648894

Applicant Profile

**Applicant Type**  
Organization  
Registration  
Address  
Contact List  
File Attachments  
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"

**Organization**

Notice all the boxes autofilled

Click next

.. Is your organization registered under a Provincial/Federal Act or has similar legal status? Choose one option that applies from the following list:  
 No  
 Yes

\* Are you a CRA registered charity? Choose one option that applies from the following list:  
 No  
 Yes

Common Name (if different from Legal Entity Name):

\* Legal Entity Name: Applicant 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 organisation

Back Next

This e.Form has been marked as complete

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Applicant Name:  
Applicant Organization  
Applicant Number:  
APP-04648894

Applicant Profile

**Applicant Type**  
Organization  
Registration  
Address  
Contact List  
File Attachments  
Submission Summary

Return to Registration Wizard

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

e.Forms Logout

paperwork.guru

Applicant Name:  
Applicant Organization  
Applicant Number:  
APP-04648894

Applicant Profile

Applicant Type  
Organization  
**Registration**  
Address  
Contact List  
File Attachments  
Submission Summary

Return to Registration Wizard

### Registration

All autofilled. Please note if any astericked fields are empty, you must fill them in on your profile, not here

\* Registration Type: Societies Act

\* Registered Name: Applicant Organization

\* Registration Number: 1234567890

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

Back Next

This e.Form has been marked as complete

Click next

Page Generation Time: 6.85s CSBC

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

https://gate.alberta.ca/gate/viewFormlet\_Details.jsf

Updates to this information will not be reflected in any current submissions. Please contact program staff to update applications if required.

### Applicant Address

Check the details. If correct, click next

\* Address Line 1: 123 Made Up

Address Line 2:

Address Line 3:

\* City: Edmonton

\* Province: Alberta

\* Postal Code: T5H 0A1

Country: Canada

### Mailing / Delivery Address

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

No

Yes

Address Line 1: 123 Made Up

Address Line 2:

Address Line 3:

City: Edmonton

Province: Alberta

Postal Code: T5H 0A1

Country: Canada

Back Next

This e.Form has been marked as complete

## 10 Check that you are listed as the contact

https://gate.alberta.ca/gate/viewFormlet\_Details.jsf

e.Forms Logout

paperwork.guru

Applicant Name:  
Applicant Organization  
Applicant Number:  
APP-04648894

Applicant Profile

Applicant Type  
Organization  
Registration  
Address  
**Contact List**  
File Attachments  
Submission Summary

Return to Registration Wizard

**Contact List**

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

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Delete	View	Contact Name	Contact Type	Phone Number	Board Title	Officer
		Ms. Paperwork Guru	Primary Contact	780-427-6315		

1

Back Next

This e.Form has been marked as complete

this should be you

Page Generation Time: 8.823s

CSBC

## 11 There should be NO attachments

e.Forms Logout

paperwork.guru

Applicant Name:  
Applicant Organization  
Applicant Number:  
APP-04648894

Applicant Profile

Applicant Type  
Organization  
Registration  
Address  
Contact List  
**File Attachments**  
Submission Summary

Return to Registration Wizard

**File Attachments**

Document Type	Required?	Download	Document Description	Date Attached
<a href="#">Attachment 1</a>	No	--		No Attachment
<a href="#">Attachment 2</a>	No	--		No Attachment
<a href="#">Attachment 3</a>	No	--		No Attachment
<a href="#">Attachment 4</a>	No	--		No Attachment
<a href="#">Attachment 5</a>	No	--		No Attachment

Back Next

This e.Form has been marked as complete

There should be no attachments

Page Generation Time: 4.632s

CSBC



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

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Applicant Name:  
Applicant Organization  
Applicant Number:  
APP-04648894

Applicant Profile

Applicant Type  
Organization  
Registration  
Address  
Contact List  
File Attachments  
**Submission Summary**  
Return to Registration Wizard

### Submission Summary

Complete	Page	Last Updated	Mandatory
✓	<a href="#">Applicant Type</a>	2015/03/23	Yes
✓	<a href="#">Organization</a>	2015/03/23	Yes
✓	<a href="#">Registration</a>	2015/03/23	Yes
✓	<a href="#">Address</a>	2015/03/23	Yes
✓	<a href="#">Contact List</a>	2015/03/23	Yes
--	<a href="#">File Attachments</a>	No Input Required	No
--	<a href="#">Submission Summary</a>	No Input Required	No

Back Next

Edit

This eForm has been marked as complete

**Your profile is checked and okay, click on return to registration wizard to continue**

Page Generation Time: 7.192s

CSBC



13. Click “next to Proceed”

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

**Complete Applicant Profile**

Click View to review your Applicant Profile, or  
Click Next to proceed.

Click Next

Page Generation Time: < 0.1s

CSDC

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

ffice

**Create a Project**

Funding Opportunity Name: AFA - Public Art Commission Project

\* Applicant Project Name:  Name your project starting with PAC

Click Save & Next

### 15 Date will autofill. Click next

paperwork.guru

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**
- Contact List
  - Applicant Contact Information
  - Organization Information
  - Project Description
  - Organization Applicant Agreement
  - Current Board List
  - Project Budget
    - Project Expenses
    - Project Revenue
  - Attachments

**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:   
(yyyy/mm/dd)

Click Next

Back

Next

## 16 Select contacts using drop down menus

**Contact List**

\* **Primary Contact Name:** Ms. Paperwork Guru  
(This is the person we will call for project information.)

\* **Secondary Contact Name:** Ms. Paperwork Guru  
(This is the person we will call for project information.)

\* **Signing Authority Contact:** Ms. Paperwork Guru  
(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**.

**Then click save and next**

Delete	View	Contact Name	Phone Number
		Ms. Paperwork Guru	780-427-6315

**1**

Save & Back   Save   **Save & Next**   Back   Next

## 17 Notice that your address has autofilled

**Applicant Contact Information**

Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required.

**Auto filled.**

**Applicant Address**

\* **Address Line 1:** 123 Made Up  
**Address Line 2:**  
**Address Line 3:**  
\* **City:** Edmonton  
\* **Province:** Alberta  
\* **Postal Code:** T5H 0A1  
**Country:** Canada

**Mailing / Delivery Address**

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

**Address Line 1:** 123 Made Up  
**Address Line 2:**  
**Address Line 3:**  
**City:** Edmonton  
**Province:** Alberta  
**Postal Code:** T5H 0A1  
**Country:** Canada

Save & Back   Save   **Save & Next**   Back   Next

Check Spelling

**Click save and next**

**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)**

**Organization Information**

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 Name:  **Fill in only if applicable**

(if different from Legal Entity Name)

Alberta Registration Number: 1234567890

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

CRA Registration Date:

**Fiscal Year End**

\* Month: December

\* Day: 31

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)**

**Project Description**

Project Description Brief:  PAC Springfield Library Art Commission **Project Description: Start with PAC**

Brief descriptions are used internally. For example: Western Canadian tour for the album "New Music".

Fill in start/end dates using calendar →

\* Project Start Date: 2018/01/01

(yyyy/mm/dd)

\* Project Completion Date: 2019/01/01

(yyyy/mm/dd)

Save & Back Save Save & Next Back Next Check Spelling **Then click save and next**

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

eForms

paperwork.guru

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  
Contact List  
Applicant Contact Information  
Organization Information  
Project Description  
Organization Applicant Agreement  
Current Board List  
Project Budget  
Project Expenses  
Project Revenue  
Attachments  
Submission Summary

View Applicant Profile  
Export to PDF  
Get PDF Viewer  
Add Registration

Organization Applicant Agreement

Alberta Foundation For The Arts Applicant Agreement

Applicant Organization

The Organization declares that:

- the information contained in its application and supporting documents ("Application") for grant funding from the Alberta Foundation for the Arts ("AFA") is true and accurate and endorsed by the Organization;
- the required financial statement(s) for the applicable fiscal period(s) are true copies and have been attached to and form part of the Application;
- it has read and understood the applicable grant Guidelines (Guidelines) located on the AFA website at <http://www.afa.ab.ca>;
- it is in good standing with the Alberta Corporate Registry.

The Organization understands and agrees that should its Application be approved, any grant funding awarded is subject to the Organization complying with the terms and conditions of this Agreement. The Organization agrees to the following terms and conditions:

- The Guidelines and Application form part of this Agreement and the Organization agrees to be bound by the requirements set out in them.
- The Organization understands and agrees that unless it receives a letter from the AFA awarding grant funding (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 parties.
- The Organization understands and agrees that the AFA may award a Grant for less funding than the Organization requested in its Application. The Organization agrees that if it does not return the Grant to the AFA within 30 days of receipt of the funds or the funds being deposited in its account, by its actions the Organization:
  - accepts the lesser amount as awarded and understands that the AFA will not pay the Organization any additional funds above the amount of the Grant; and
  - agrees that all of the other terms of this Agreement are in full force and effect.
- The Organization will use the Grant awarded for the Approved Purpose.
- The Organization must comply with all applicable laws.
- By accepting the Grant, the Organization agrees to be bound by the requirements set out in the Guidelines and in the Application and related attachments.
- This Agreement commences the date the Application is signed by an authorized representative of the Organization and submitted to the AFA and concludes when the Grant has been deposited into the Organization's bank account or the organization has received a letter from the AFA stating that they will not be receiving grant funding.
- Any part of the Grant not spent as set out in this Agreement, or upon termination of this Agreement, must be repaid to the AFA.
- This Agreement may be terminated upon:
  - mutual written consent;
  - 30 days written notice by either party;
  - in the event of a breach of any term or condition of this Agreement; or
  - if the Organization becomes insolvent.
- The Organization agrees to give the AFA access to examine the Organization's books and/or premises to verify the Grant has been used for the Approved Purpose and will provide access to all financial statements and records having any connection with the Grant or the Approved Purpose while the terms of this Agreement are in effect and for seven (7) years after the conclusion or termination of this Agreement.
- The Organization acknowledges that the Freedom of Information and Protection of Privacy Act (FOIP) applies to records submitted by the Organization to the AFA, including the Application and all attachments to this Agreement. These records may be disclosed in response to an access to information request under the FOIP Act, subject to any applicable exceptions to disclosure under the FOIP Act.
- The Organization agrees to indemnify and hold harmless the AFA, including its employees and agents from any and all claims, demands, actions and costs (including legal costs on a solicitor-client basis) for which the Organization is legally responsible, including those arising out of negligence or willful acts by the Organization or its employees or agents. Such indemnification shall survive the termination of this Agreement.
- This Agreement shall be governed and interpreted in accordance with the laws in force in the Province of Alberta.
- This Agreement is not intended to and does not make either party the agent or partner of the other for any purpose, except a joint venture.
- This Agreement may not be assigned by the Organization.
- The Organization will recognize the source of the Grant as required by the Guidelines.

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

Incorporated (Legal) Name of Applicant Organization ("Organization"):

\* Title Name of Authorized Official: (is Required) (Legal Signing Authority)

\* Position Held:

Date: (YYYYMMDD)

\* The Organization agrees to all the statements above:

Scroll down to here and click the box

Click save and next

## 21 Create your board list

eForms

paperwork.guru

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  
Contact List  
Applicant Contact Information  
Organization Information  
Project Description  
Organization Applicant Agreement  
Current Board List  
Project Budget  
Project Expenses  
Project Revenue  
Attachments  
Submission Summary

View Applicant Profile

Current Board List

Adding Board Members:

Click to add a new Board Member to the list.

Click in the "View" column to edit the details of a listed Board Member.

Click to delete a listed Board Member.

[Show Filters] [Clear Filters]

Delete	View	Position	First Name	Last Name	Start Date
		Vice-President	James	Kirk	10-10
			Leonard	Mccoy	10-10

1

Back Next

Create your board list by clicking on the little square with the cross in it

[https://gate.alberta.ca/gate/viewFormlet\\_Details.jsf#](https://gate.alberta.ca/gate/viewFormlet_Details.jsf#)



## 22 Add another board member until all filled in

**eForms** Logout

paperwork.guru

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

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Organization Applicant Agreement  
**Current Board List**  
Project Budget  
Project Expenses  
Project Revenue  
Attachments  
Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

### Board Executive Details

**Make sure you fill in all details including board member start date.**

\* Position: Treasurer

\* Salutation: Ms.

\* First Name: Christine

\* Last Name: Chapel

\* Address Line 1: Starship Enterprise

Address Line 2:

Address Line 3:

\* City: Edmonton

\* Province: Alberta

\* Postal Code: TSH 0A1

\* Phone Number: 780 427 6315

\* Email Address: Nursechapel@dummy.ca

\* Start Date (mm-yy): 10-10

Save Save & Add Another Save & Back to List Back to List Check Spelling

**Click this only when the entire board has been filled in**

**Keep clicking save and add another until you are done with the board**

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

**eForms** Logout

paperwork.guru

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

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Project Description  
Organization Applicant Agreement  
**Current Board List**  
Project Budget  
Project Expenses  
Project Revenue  
Attachments  
Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

### Current Board List

**Adding Board Members:**

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

[Show Filters] [Clear Filters]

Delete	View	Position	First Name	Last Name	Start Date
		President	James	Kirk	10-10
		Vice-President	Leonard	Mccoy	10-10
		Treasurer	Christine	Chapel	10-10

1

Back Next

**Your entire board should be listed above**

**Click next**











**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)**

Attachments					
Delete	Document Type	Required?	Download	Document Description	Date Attached
	<a href="#">01. Business or strategic plan</a>	Yes	--		No Attachment
	<a href="#">02. Detailed project description</a>	Yes	--		No Attachment
	<a href="#">03. Most recent annual financial statement</a>	Yes	--		No Attachment
	<a href="#">04. Most recent annual return from corporate registry</a>	Yes	--		No Attachment
	<a href="#">05. Support materials</a>	No	--		No Attachment

Click each Document Type to upload

**29 Browse and upload**


Logout

paperwork.guru

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  
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Project Revenue

**Attachments**

### Attachment Details

**Use this button to locate the file in the folder you created before you started filling in this form**

Click this to upload the next document

\* Document Description:  **give document a title**

\* File Name:  No file selected.

Document Type: 01. Detailed project description

Maximum Size: 4 MB

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

Instructions:

### 30 Final list of uploads

**Attachments**

Delete	Document Type	Required?	Download	Document Description
	<a href="#">01. Business or strategic plan</a>	Yes		Business Plan
	<a href="#">02. Detailed project description</a>	Yes		Project Description
	<a href="#">03. Most recent annual financial statement</a>	Yes		Financial Statement
	<a href="#">04. Most recent annual return from corporate registry</a>	Yes		CORES Return
	<a href="#">05. Support materials</a>	No	--	--

**Your uploaded documents**

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

**eForms** Logout

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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  
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Project Revenue  
Attachments  
**Submission Summary**  
View Applicant Profile

**Submission Summary**

Complete	Page	Last Updated	Mandatory
--	<a href="#">Program Overview</a>	No Input Required	No
✓	<a href="#">Contact List</a>	2015/03/27	Yes
✓	<a href="#">Applicant Contact Information</a>	2015/03/27	Yes
✓	<a href="#">Organization Information</a>	2015/03/27	Yes
✓	<a href="#">Project Description</a>	2015/03/27	Yes
✗	<a href="#">Organization Applicant Agreement</a>	Please Complete	Yes
✓	<a href="#">Current Board List</a>	2015/03/27	Yes
--	<a href="#">Project Budget</a>	No Input Required	No
✓	<a href="#">Project Expenses</a>	2015/03/27	Yes
--	<a href="#">Project Revenue</a>	No Input Required	No
✓	<a href="#">Attachments</a>	2015/03/27	Yes

**Oops. Missed something**

**Click on it to go back to fix the error**

**Notice this is grayed out and can't be clicked**

### 32 Now it looks good. Click Submit

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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  
Contact List  
Applicant Contact  
Information  
Organization Information  
Project Description  
Organization Applicant  
Agreement  
Current Board List  
Project Budget  
Project Expenses  
Project Revenue  
Attachments  
**Submission Summary**  
View Applicant Profile

#### Submission Summary

Complete	Page	Last Updated	Mandatory
--	<a href="#">Program Overview</a>	No Input Required	No
✓	<a href="#">Contact List</a>	2015/03/27	Yes
✓	<a href="#">Applicant Contact Information</a>	2015/03/27	Yes
✓	<a href="#">Organization Information</a>	2015/03/27	Yes
✓	<a href="#">Project Description</a>	2015/03/27	Yes
✓	<a href="#">Organization Applicant Agreement</a>	2015/03/27	Yes
✓	<a href="#">Current Board List</a>	2015/03/27	Yes
--	<a href="#">Project Budget</a>	No Input Required	No
✓	<a href="#">Project Expenses</a>	2015/03/27	Yes
--	<a href="#">Project Revenue</a>	No Input Required	No
✓	<a href="#">Attachments</a>	2015/03/27	Yes

Back Next

Export to PDF

Get PDF Viewer

Submit

Click submit

Now it looks good

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.

Applicant: AFA Org (APP-22632936)

#### Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects  
Date Submitted: On  
Project Status: All Projects  
Submission Version: Latest Version  
Associate Type: All

Filter

Success!!

Actions	Project Name 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

1

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



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

### Welcome to the Online Grant Application System!

It is **very important** to carefully review the instructions emailed to you and the information below to complete the online process properly.

**Frequently Asked Questions (PDF)** – Most commonly asked questions/problems encountered while using the system.

**Glossary for GATE (PDF)** – Online system glossary

**Quick Tips for using the System:**

- To log-out properly, click the "logout" button in the top right corner of the screen when finished using GATE. If you fail to logout properly, the form you were working on will be "Locked Out" and will have to contact your program office to be unlocked.
- You cannot use the internet "back" button at the top of your screen to navigate through the online system. (Click "Save and Next" to save information on a page and then move on to the next page.)
- Only fields with an asterisk (\*) are mandatory and need to be completed.
- To access an application that you've already started, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
- To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)

To continue your grant application from a previous session, click on "submissions"

### 36 Then Click on the little file folder

Applicant: AFA Org (APP-22632936)

Help

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects

Date Submitted: On [ ] 23

Project Status: All Projects

Submission Version: Latest Version

Associate Type: All

Filter

Click on the file folder icon

Actions	Project Name 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

1

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

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AFA - Organizations Arts Projects

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**

- Contact List
- Applicant Contact Information
- Organization Information
- Project Description
- Organization Applicant Agreement
- Current Board List
- Project Budget
  - Project Expenses
  - Project Revenue
- Attachments
- Submission Summary

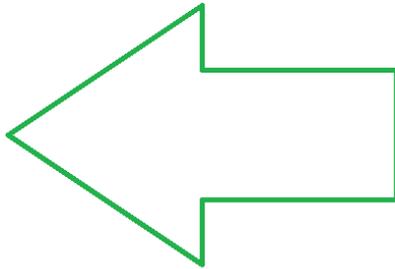
View Applicant Profile

**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:   
(yyyy/mm/dd)



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:

**Submission Summary**

Complete	Page	Last Updated	Mandatory
--	<a href="#">Program Overview</a>	No Input Required	No
✓	<a href="#">Contact List</a>	2015/03/27	Yes
✓	<a href="#">Applicant Contact Information</a>	2015/03/27	Yes
✓	<a href="#">Organization Information</a>	2015/03/27	Yes
✓	<a href="#">Project Description</a>	2015/03/27	Yes
✓	<a href="#">Organization Applicant Agreement</a>	2015/03/27	Yes
✓	<a href="#">Current Board List</a>	2015/03/27	Yes
--	<a href="#">Project Budget</a>	No Input Required	No
✓	<a href="#">Project Expenses</a>	2015/03/27	Yes
--	<a href="#">Project Revenue</a>	No Input Required	No
✓	<a href="#">Attachments</a>	2015/03/27	Yes

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

Now that it's complete, click on "submit"

### 39 Success

Applicant: AFA Org (APP-22632936)

**Submissions**

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects  
 Date Submitted: On  
 Project Status: All Projects  
 Submission Version: Latest Version  
 Associate Type: All

Filter

Success!!

Actions	Project Name 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