

## Completing an Interim Report in GATE – PPAO Grants

Follow these instructions to complete your interim report for a Professional Performing Arts Organization Operating Grant.

Before starting, it is recommended you have your updated board of directors listing ready for input. In addition, have the following documents, saved to a folder (prefer in pdf format) and ready for upload:

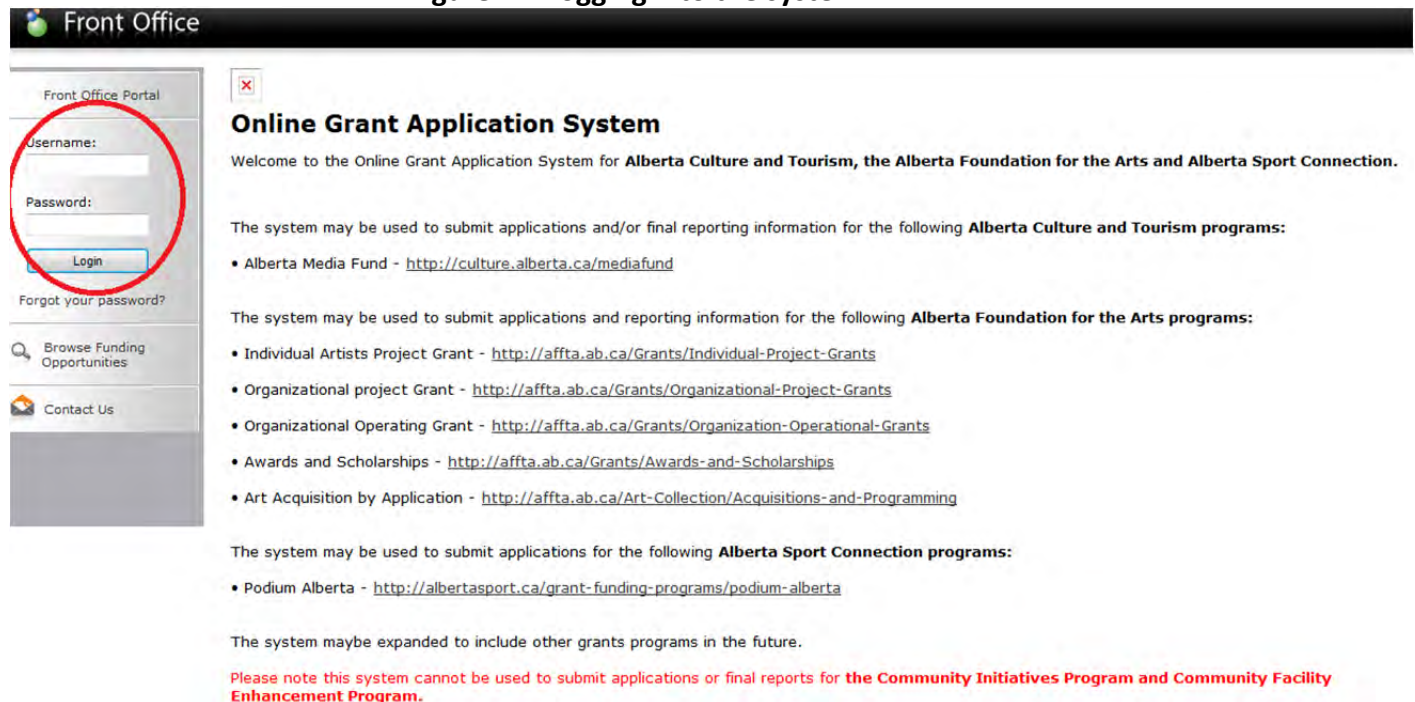
- Organization's most recent approved financial statements
- A completed Activity report (website) (if using your own form, match headings, please)
- Copies of Promotional and publicity Material (please scan all together as one document at low resolution -- max 4MB -- we only need one piece)
- A listing of the organization's planned arts activities for the next fiscal year (website)
- A copy of the organization's most recent return from Alberta Corporate Registry
- A Material Change report (website)

THE LINK:

<https://www.affta.ab.ca/funding/find-funding/professional-performing-arts-organizations-operating-funding>

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

Figure 1 – Logging into the system



The screenshot shows a web browser window with a black header bar labeled "Front Office". Below the header is a "Front Office Portal" sidebar on the left containing links for "Browse Funding Opportunities" and "Contact Us". The main content area is titled "Online Grant Application System" and includes a login form with "Username:" and "Password:" fields and a "Login" button. A red circle highlights the login form. The page also contains a welcome message and lists of programs for Alberta Culture and Tourism, Alberta Foundation for the Arts, and Alberta Sport Connection, each with associated URLs.

**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.**

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

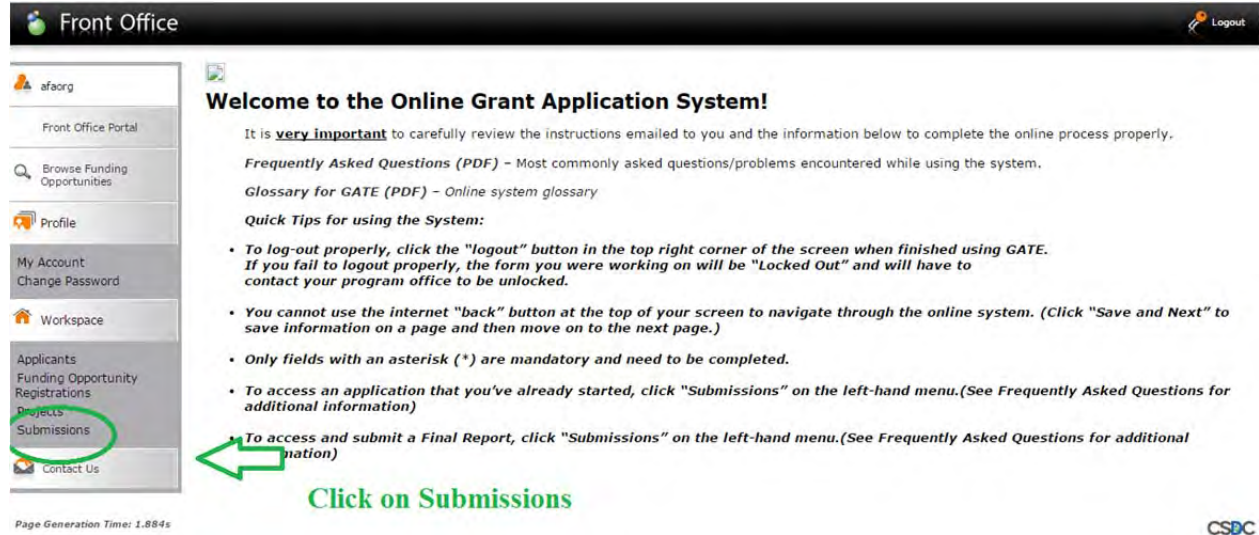


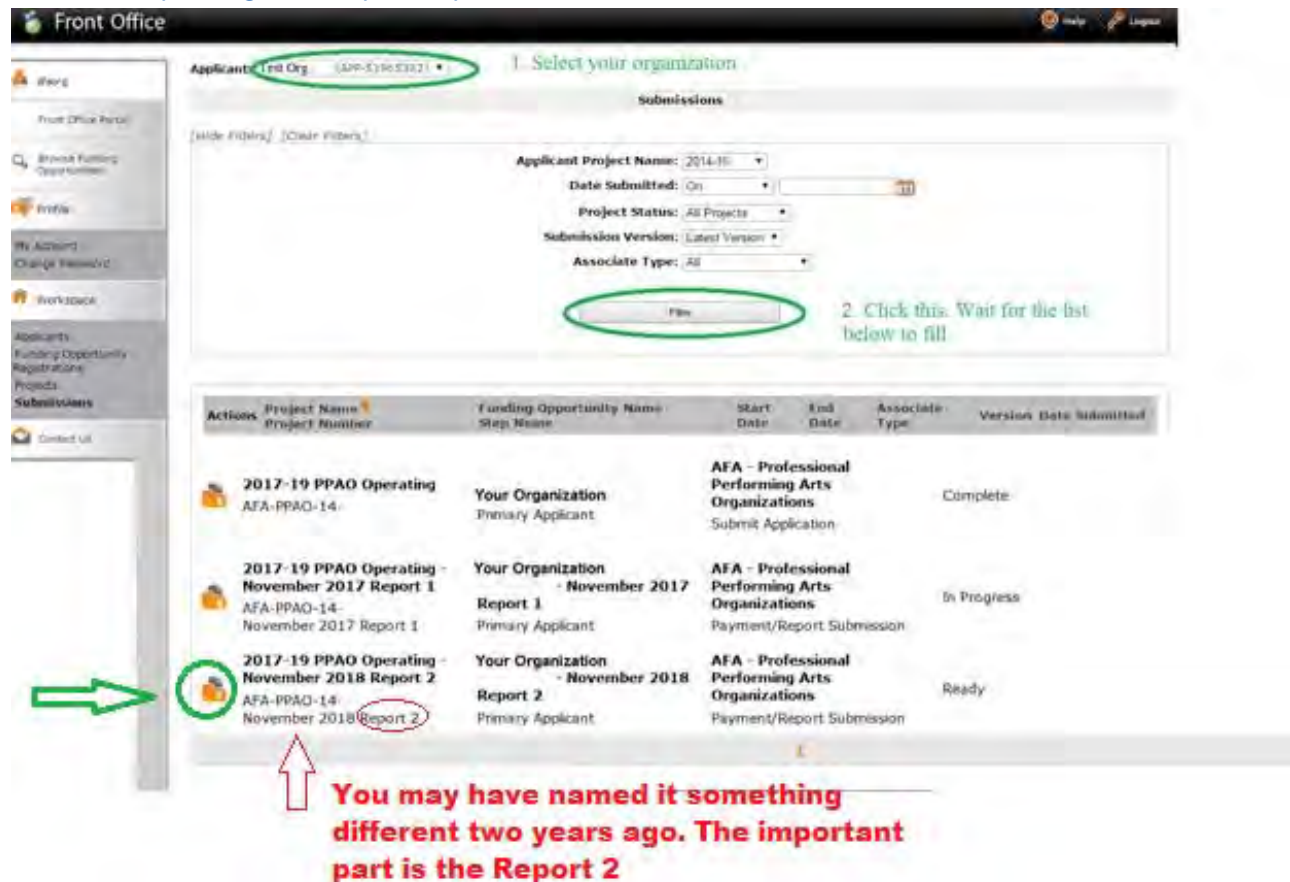
Figure 3 – Finding “Year 2 Report” folder

1. Select the Applicant from the dropdown list and

2. Click “Filter.”

3. Click the  button beside the

\* Please note: many organizations named their 3-year application something other than “2017-19 PPAO Operating”. The important part is the REPORT 2



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

Figure 4 – Reference Submissions

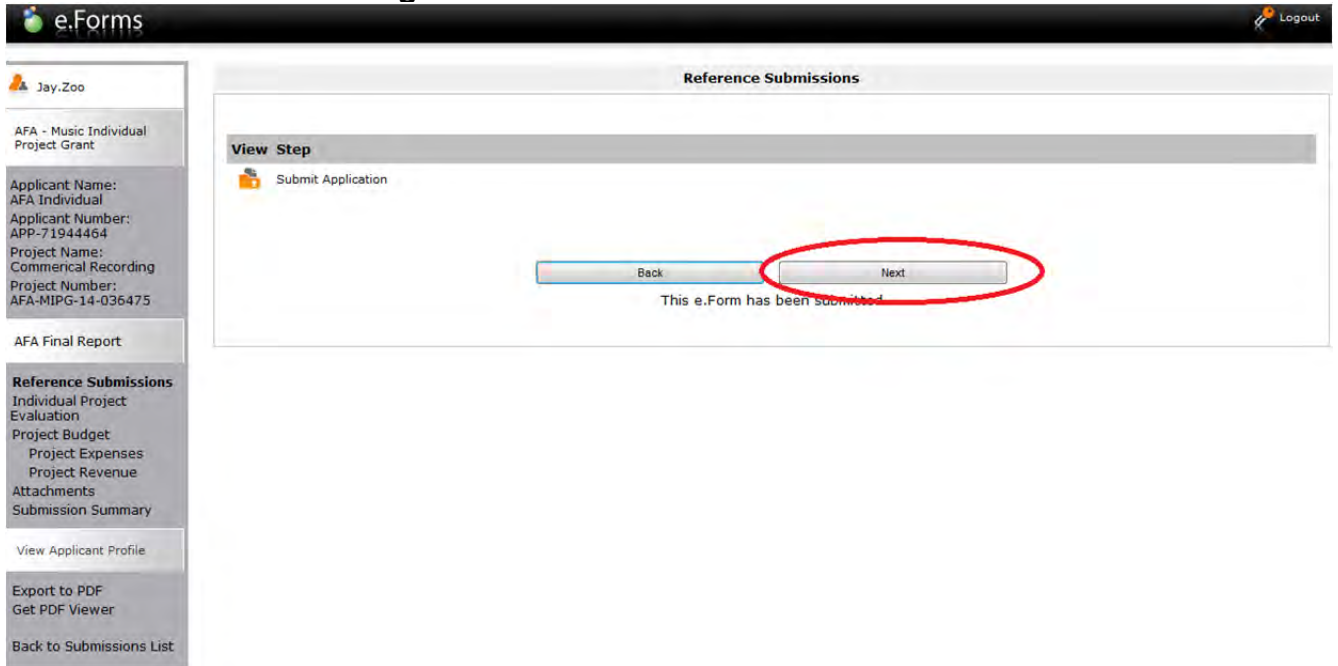
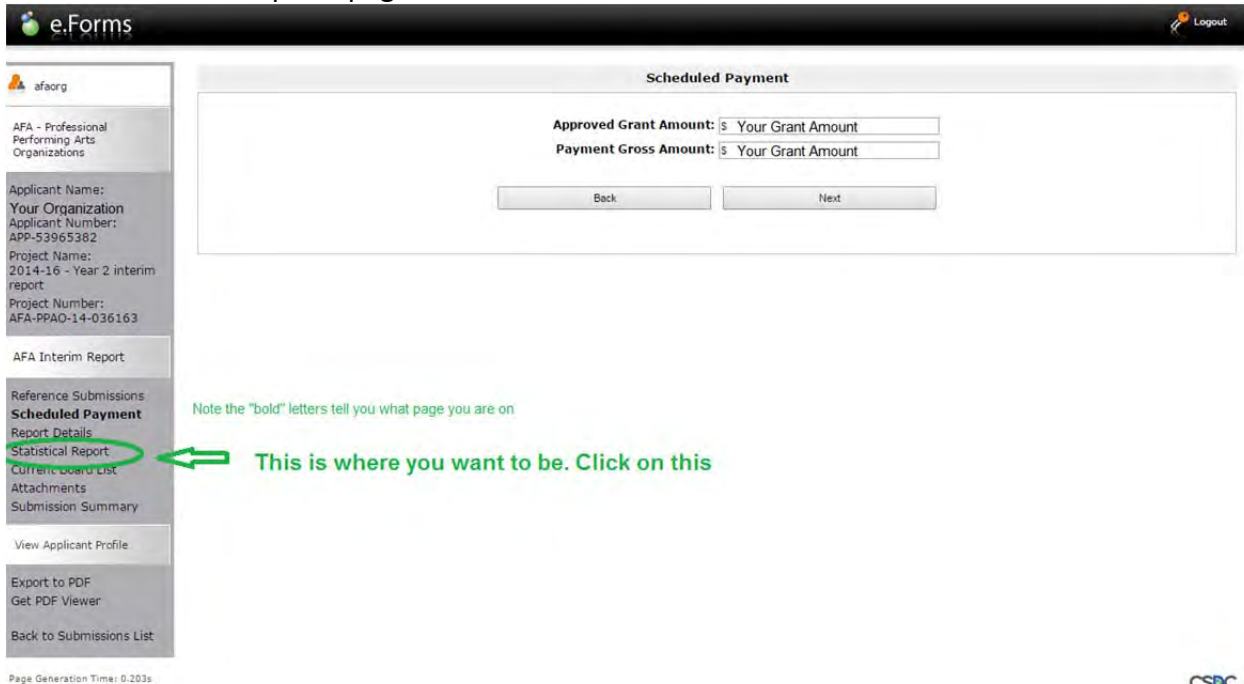



Figure 5 – Scheduled Payments Page - go to Statistics

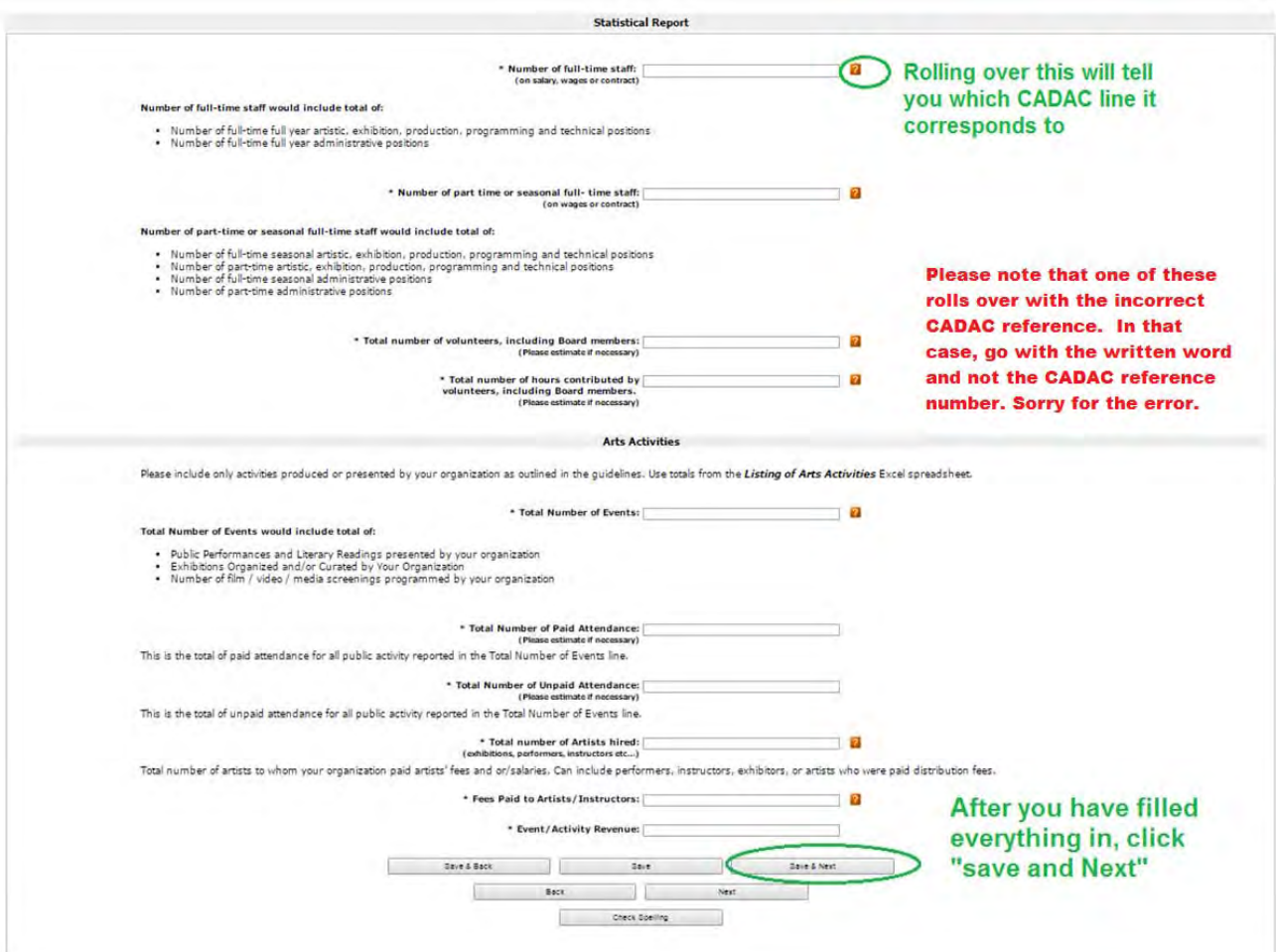
This is what you'll see (you're on the scheduled payment information page). You will want to go to the "Statistical Report" page.



## 6. Statistical Information

1. All fields “\*” mandatory fields should be filled in by the applicant.
2. The tool tip  icon indicates the line correspondence for CADAC.
3. Once all mandatory fields are filled out, click **Save & Next** to continue to the next step.

**Figure 6 – Statistical Report**



The screenshot shows a web form titled "Statistical Report" with several sections and fields. The "Number of full-time staff" section has a field with a question mark icon and a tooltip: "Rolling over this will tell you which CADAC line it corresponds to". Below it are sub-sections for "Number of part-time or seasonal full-time staff" and "Total number of volunteers, including Board members". The "Arts Activities" section includes fields for "Total Number of Events", "Total Number of Paid Attendance", "Total Number of Unpaid Attendance", "Total number of Artists hired", "Fees Paid to Artists/Instructors", and "Event/Activity Revenue". At the bottom, there are navigation buttons: "Save & Back", "Save", "Save & Next" (circled in green), "Back", "Next", and "Check Coding". A red note on the right side of the form states: "Please note that one of these rolls over with the incorrect CADAC reference. In that case, go with the written word and not the CADAC reference number. Sorry for the error." Another green note at the bottom right says: "After you have filled everything in, click 'save and Next'".

## 7. Current Board List

1. The Current Board List and the corresponding details are brought forward (auto-filled) from the Application form.
2. Once the Current Board List is complete, click **Next** to continue.

Figure 7 - Current Board List

**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]

**Click here to add board members**

Delete	View	Position	First Name	Last Name	Start Date
		President	Mike	Mike	09-09
		Vice-President	Jill	Jill	07-07
		Treasurer	John	John	06-06

1

Back Next

**Use the "x" to get rid of past members**

**Use the magnifying glass to edit/change information**

**Click this when everything is updated**

Figure 8 – Attachments

1. Click on the link to take you to a screen that allows you to upload the documents that you saved in a common folder (see the beginning of this document). This is the place where you will attach everything.

**Attachments**

Please download the required template(s) from the [AFA website](#). Go here to get items 2, 3, 4. Links are also in your email.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Copies of related promotional and publicity materials	Yes	Click on each link to upload	Remember to provide a "name" for each document.	No Attachment
	02. The most recent return from Alberta Corporate Registries	Yes	Click on each link to upload	Remember to provide a "name" for each document.	No Attachment
	03. PPAO Completed Activity Report	Yes	Do this for each item	Remember to provide a "name" for each document.	No Attachment
	04. PPAO Listing of Planned Arts Activities for Next Fiscal Year	Yes	Do this for each item	Remember to provide a "name" for each document.	No Attachment
	05. Material change report 2017	Yes	Do this for each item	Remember to provide a "name" for each document.	No Attachment
	06. Most recent approved financial statements	Yes	Do this for each item	Remember to provide a "name" for each document.	No Attachment

Back Next

**After all items have been attached, click here**

2. Enter document title in the "Document Description" box. Then, upload your file by selecting the "Browse" key.

Figure 9 – Attachment Details

**Attachment Details**

\* Document Description: Promo Material

\* File Name: Choose File No file chosen

Document Type: 01. Copies of related promotional and publicity materials

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

After each upload click this until all the slots are filled

Name each document you are uploading

Browse to the folder in your computer where you stored all the documents

Figure 10 – Submission Summary

3. Click Submit

**Submission Summary**

Complete	Page	Last Updated	Mandatory
✓	<a href="#">Reference Submissions</a>	No Input Required	No
✓	<a href="#">Report Details</a>	2017/07/09	Yes
✓	<a href="#">Statistical Report</a>	Please Complete	Yes
✓	<a href="#">Current Board List</a>	2017/07/09	Yes
✓	<a href="#">Attachments</a>	Please Complete	Yes
✓	<a href="#">Submission Summary</a>	No Input Required	No

Back Next

Export to PDF

Get PDF Viewer

Submit

VERY IMPORTANT TO CLICK THIS!!

Everything should have a green checkmark

If a red X appears anywhere, click on the link and it will take you to the page with the error/incomplete and you can correct it.

Click here to go back to your submissions page

You will know that it has been submitted when the button becomes greyed out and you receive the message: This e.Form has been submitted.

Figure 11 – Submissions Page

Notice that beside the Year 2 report is a submission date!

Front Office
Help Logout

Applicant: Alberta Ballet (APP-53965382) ▾

**Submissions**

[Hide Filters] [Clear Filters]

Applicant Project Name: 2014-16 ▾

Date Submitted: On ▾

Project Status: All Projects ▾

Submission Version: Latest Version ▾

Associate Type: All ▾

SUCCESS!

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	<b>2014-16</b> AFA-PPAO-14-036163	<b>AFA - Professional Performing Arts Organizations</b> Submit Application	1-Dec-2014	31-Mar-2050	Primary Applicant	1	20-Jan-2015 4:15:26 PM
	<b>2014-16 - Interim Report 1</b> AFA-PPAO-14-036163 - Interim Report 1	<b>AFA - Professional Performing Arts Organizations</b> Payment/Report Submission	18-Sep-2015	13-Sep-2035	Primary Applicant	1	 
	<b>2014-16 - Interim report 3</b> AFA-PPAO-14-036163 - Interim report 3	<b>AFA - Professional Performing Arts Organizations</b> Payment/Report Submission	18-Sep-2015	13-Sep-2035	Primary Applicant	1	
	<b>2014-16 - Year 2 interim report</b> AFA-PPAO-14-036163 - Year 2 interim report	<b>AFA - Professional Performing Arts Organizations</b> Payment/Report Submission	18-Sep-2015	13-Sep-2035	Primary Applicant	1	
<b>1</b>							