# ARTS PRESENTING PROJECT FUNDING USER GUIDE

<u>BEFORE YOU START</u>: make sure you have the following documents created, scanned as a pdf and stored in one folder on your computer.

- 1) Arts Presenting Calculation Worksheet. Available on AFA website under Helpful Resources https://www.affta.ab.ca/funding/find-funding/arts-presenting-project-funding
- 2) Copies of Promotional Material with AFA recognition (if a first-time applicant, AFA recognition is not required).
- 3) Most recent approved Annual Financial Statement.
- 4) Most recent approved Annual Return from Alberta Corporate Registries
- 5) Written evidence of compliance with film classification regulation act (if applicable). Please contact office directly by email <a href="mailto:filmratings@gov.ab.ca">filmratings@gov.ab.ca</a> For forms <a href="mailto:https://www.alberta.ca/organize-film-festival-community-screening.aspx">https://www.alberta.ca/organize-film-festival-community-screening.aspx</a>

### \*NOTE: EACH ATTACHMENT CANNOT EXCEED 4MB.

1. Login in to GATE - https://gate.alberta.ca/gate/frontOffice.jsf





#### 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 & Alberta Human Services.

The system may be used to submit applications and/or final reporting information for the following Alberta Culture and Tourism programs:

- Alberta Media Fund <a href="http://culture.alberta.ca/mediafund">http://culture.alberta.ca/mediafund</a>
  - » Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.

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
- $\bullet \ \, \text{Organizational Operating Grant} \, \cdot \, \underline{\text{http://affta.ab.ca/Grants/Organization-Operational-Grants}} \\$
- Awards and Scholarships http://affta.ab.ca/Grants/Awards-and-Scholarships
- Art Acquisition by Application <a href="http://affta.ab.ca/Art-Collection/Acquisitions-and-Programming">http://affta.ab.ca/Art-Collection/Acquisitions-and-Programming</a>

The system may be used to submit applications for the following  ${f Alberta\ Sport\ Connection\ programs:}$ 

• Podium Alberta - <a href="http://albertasport.ca/grant-funding-programs/podium-alberta">http://albertasport.ca/grant-funding-programs/podium-alberta</a>

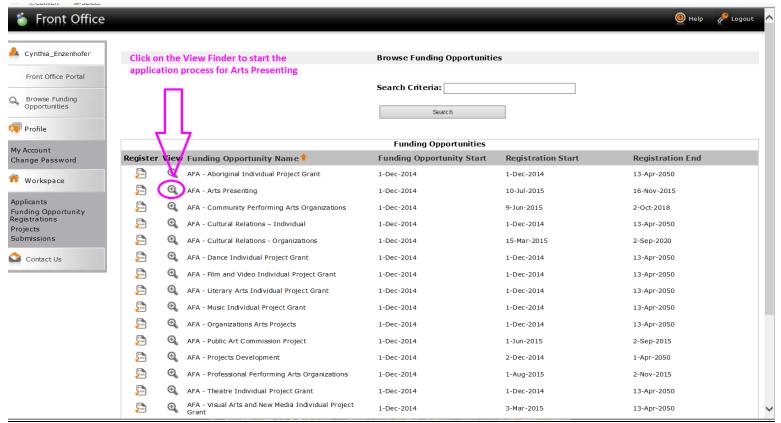
The system may be used to submit applications and reporting information for the following Alberta Human Services programs:

• Family & Community Safety Program grant - <a href="http://humanservices.alberta.ca/abuse-bullying">http://humanservices.alberta.ca/abuse-bullying</a>

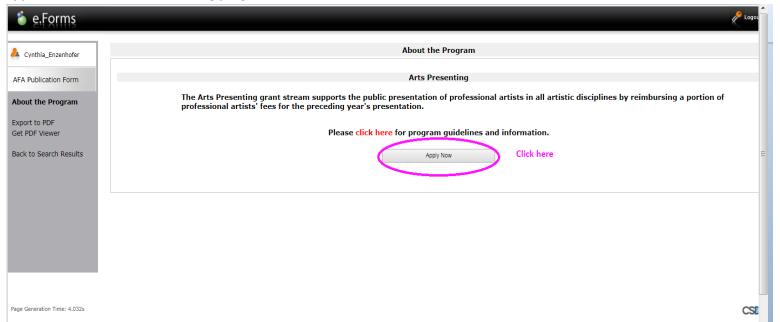
The system maybe expanded to include other grants programs in the future.

Please note this system cannot be used to submit applications or final reports for the Community Initiatives Program and Community Facility Enhancement Program.

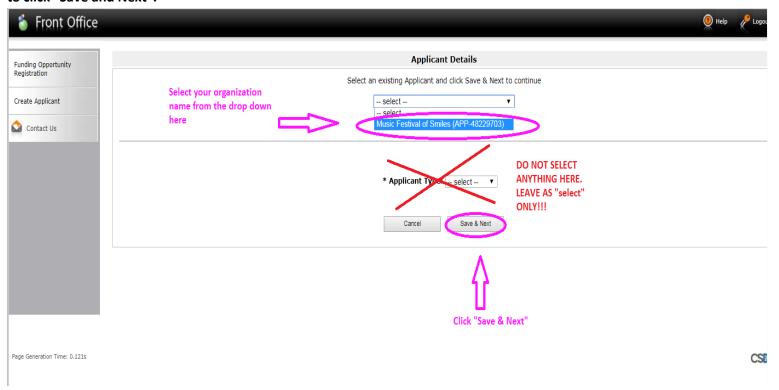
2. To start the process of opening up a new application in GATE, you must first review your existing profile if you have one. If you are new to the process of applying through GATE, please create a new profile. To get started, select "Browse Funding Opportunities" from the grey menu bar on the left of your screen, then select the view finder icon shown in the diagram below.



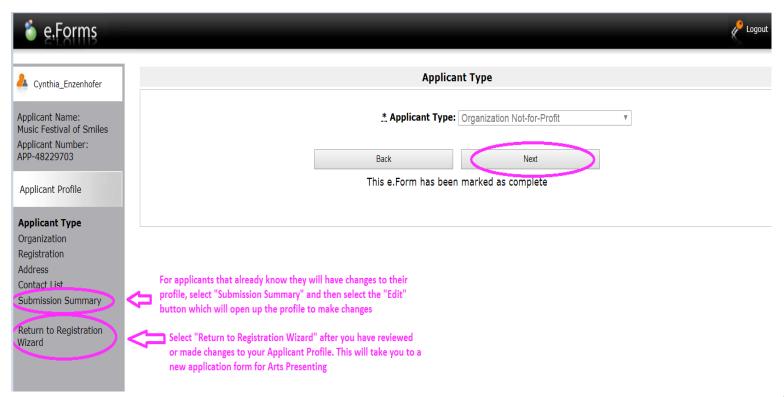
3. Click "Apply Now". This will take you through the process of updating or creating a new profile, as well as opening up a new application for the Arts Presenting program.



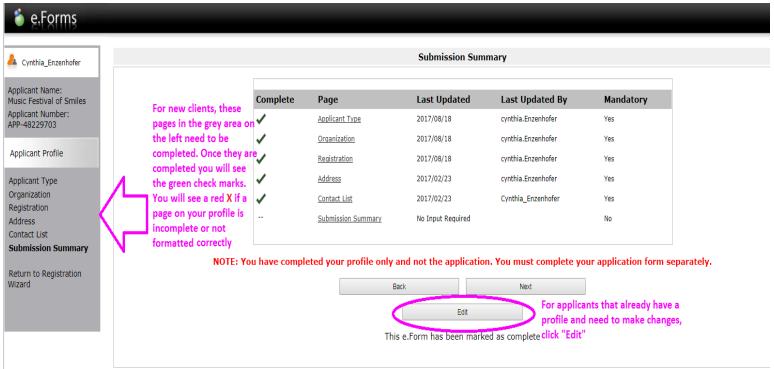
4. Select your organization name from the drop down. **DO NOT SELECT ANYTHING FROM THE "Applicant Type"**. Then proceed to click "Save and Next".



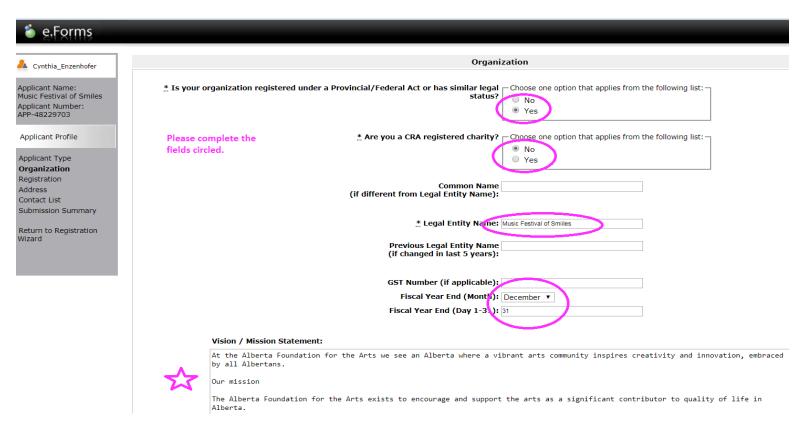
5. Select "Next" for new or existing applicants. Always ensure that your profile is up-to-date prior to opening up a new application. \*If you are a returning applicant to the program and have finished your edits to your profile or have none to make, select, "Return to Registration Wizard", which will take you to a new application form. You can skip to Step 12 of this user guide to create a New Application form.



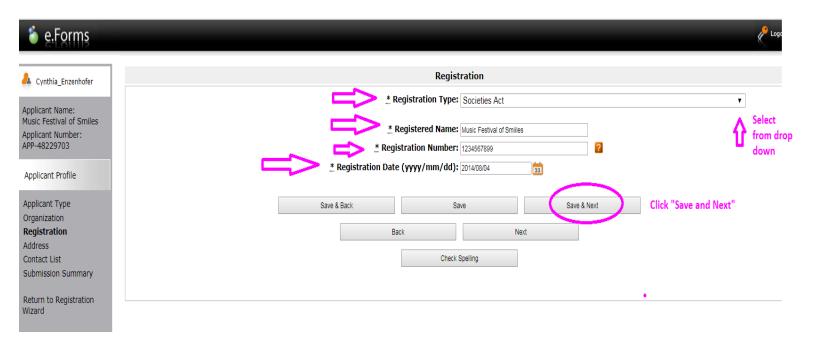
6. "Submission Summary" page. For returning clients select "Edit" if changes need to be made to your Applicant Profile. The "Edit" button changes to a "Complete" button. Ensure you select the "Complete" button which will lock in your new changes to your Applicant Profile.



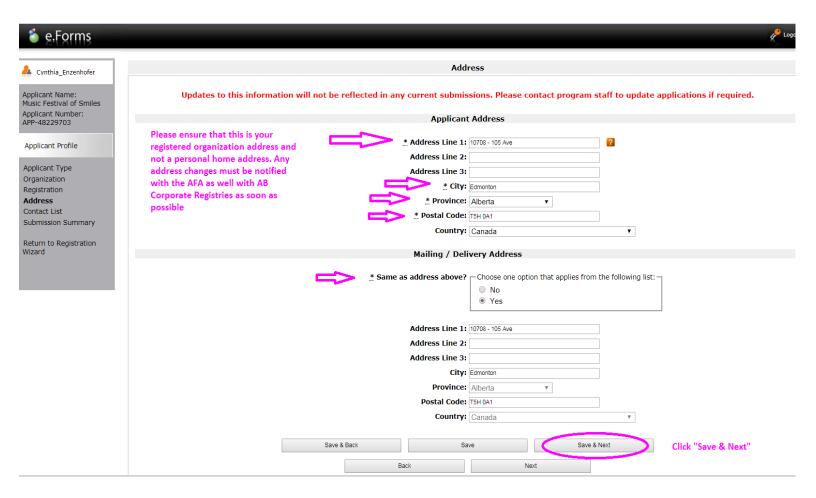
7. Page to review or complete in your profile - "Organization" See example of how to complete in the diagram below.



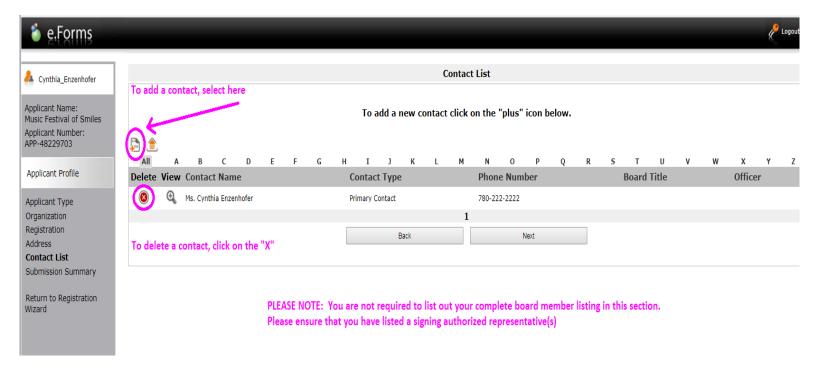
8. Page to review or complete – "Registration". See example of how to complete in the diagram below.



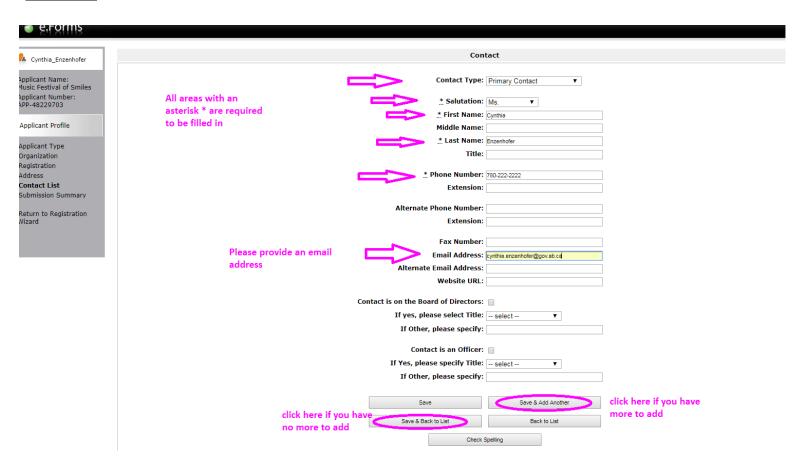
9. Page to review or complete – "Address". See example of how to complete in the diagram below.



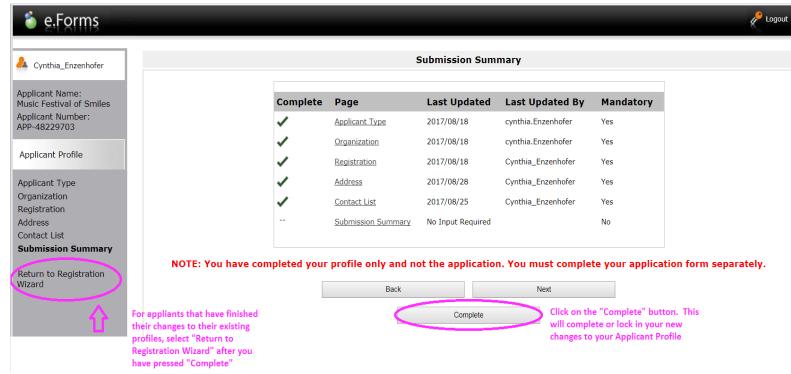
10. Page to review or complete - "Contact List". See example of how to complete in the diagram below.



10 <u>a</u>. Please fill in the information fields as shown in the example diagram below. Click "Next" when you have finished your "Contact List"

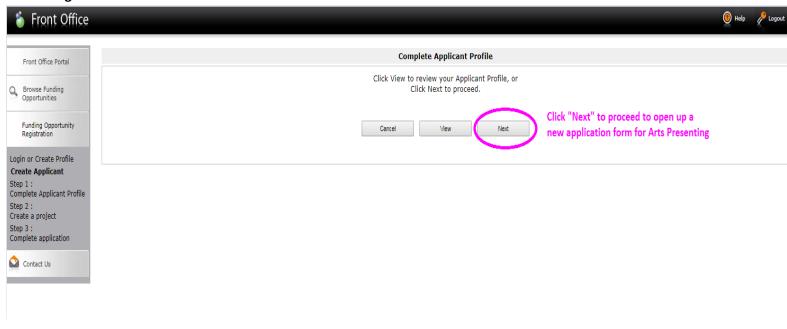


11. If you have completed your profile sucessfully you will have Green . To finish your Applicant Profile, click on the "Complete" button on the Submissions Summary page as show in the diagram below. This will complete your new profile or lock in changes that you have made to an existing profile. You are now ready to create a new application for the Arts Presenting Project funding program. For returning clients, select "Return to Registration Wizard".

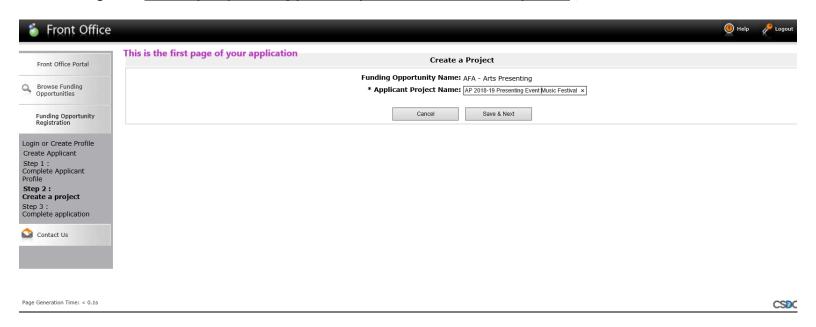


12. "Complete Applicant Profile" page, click "Next" to proceed to start a new application for Arts Presenting.

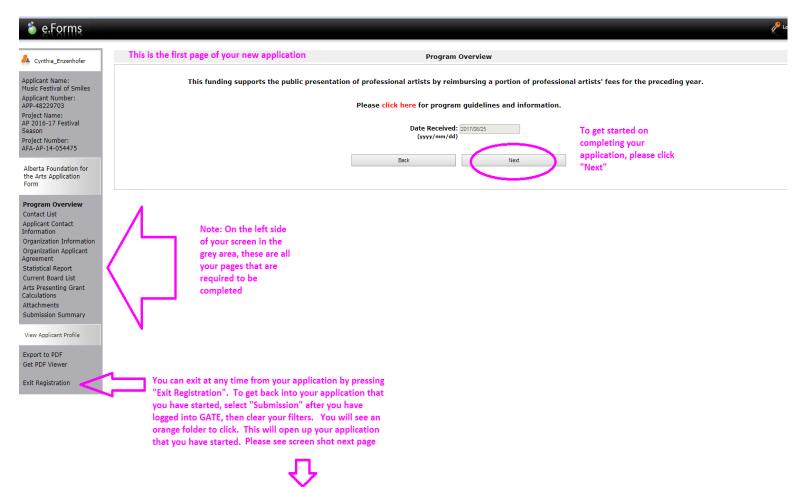
NOTE: If you forgot to add in a contact or need to make a change to your applicant profile, click "View". This will take you back to your applicant profile again and then select the "Submissions Summary" page, click "Edit" and then make your changes. Click "Complete" to lock your changes. If you make changes to your applicant profile after your have created a new application, these new changes will not be reflected.



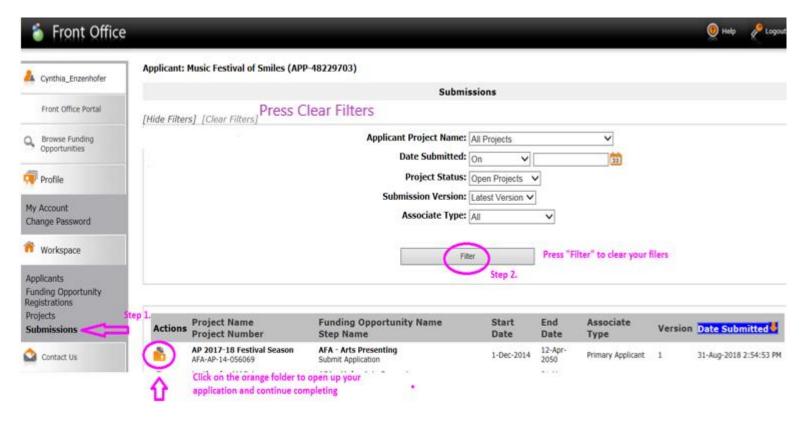
12. "Create a Project" page. Funding Opportunity Name should automatically be "AFA – Arts Presenting". Give your project a name starting with "AP" and your presenting year Example: "AP 2018-19 Festival of Smiles", then click Save and Next.



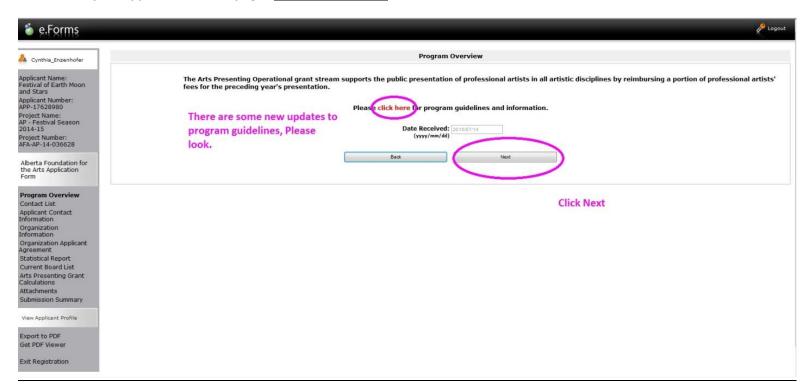
13. You are now in your new application. Your first page is "Program Overview". Select "Next" to continue. \*\*If you want to continuing completing your application at another time, you can select "Exit Registration" to log out. See next diagram on step 13 a on how to retrieve your application after you have logged out of GATE.



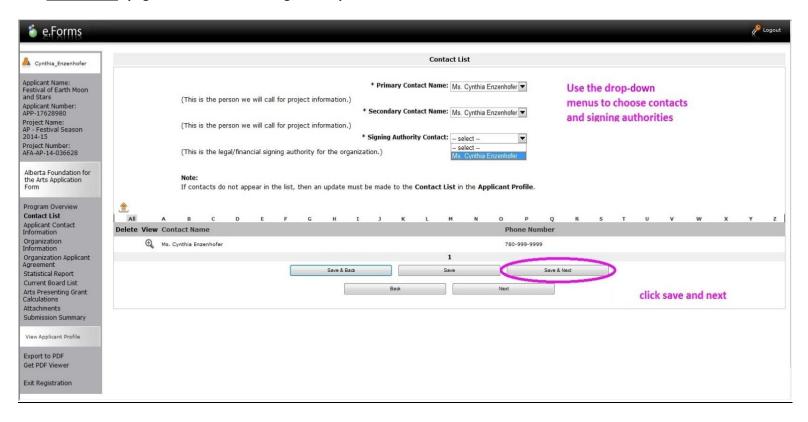
13 <u>a</u>. TIP: To get back into an application that has already been started, select "Submissions" after you have logged into GATE. Do not adjust the filter area or if you have already, press "Clear Filter". You should now see your project name and an orange folder beside the given project name. If you have other applications from prior years that you did not submit, please do not continue using them. Only use the application that you created for this funding period.



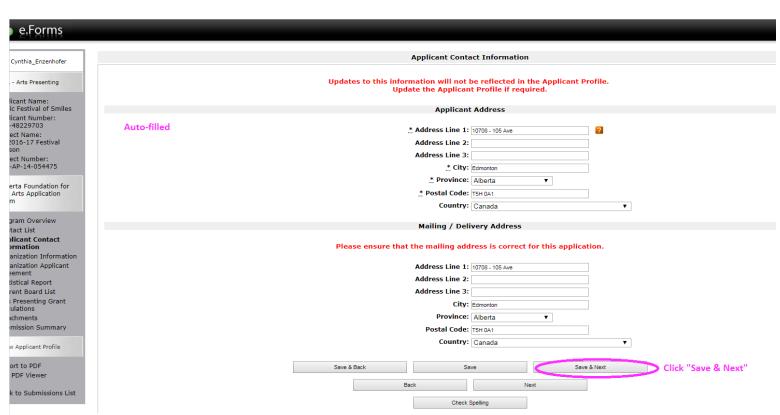
14. Back to your application... First page "Program Overview".



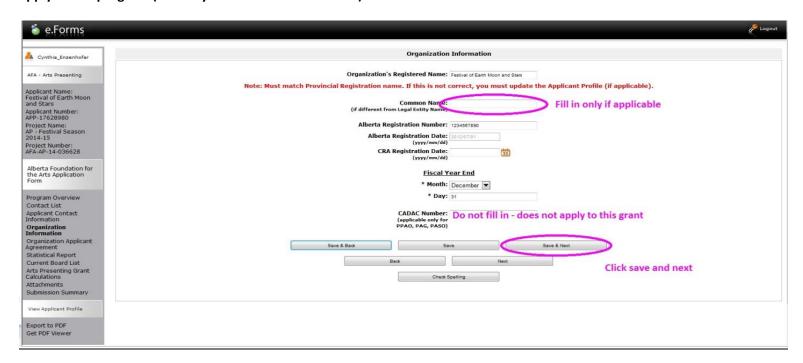
## 15. "Contact List" page. Select contacts using the drop-down menus.



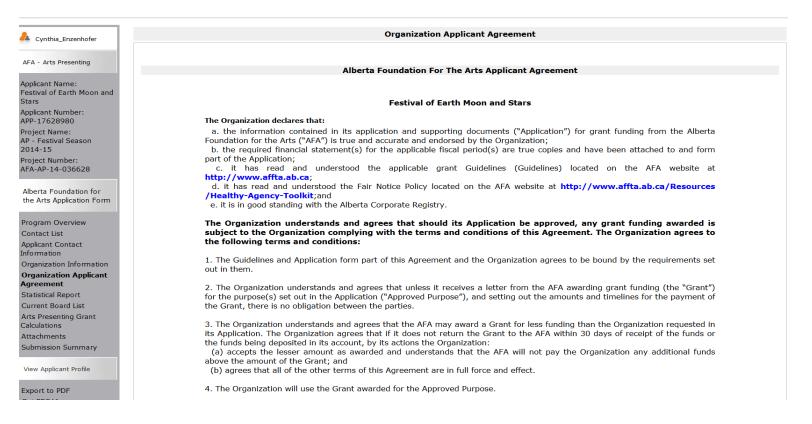
## 16. "Applicant Contact Information" page. Your address has been auto-filled.



17. "Organization Information" page. Fill in your Common Name if applicable. DO NOT FILL IN CADAC NUMBER. It does not apply in this program (even if you are a CADAC member).



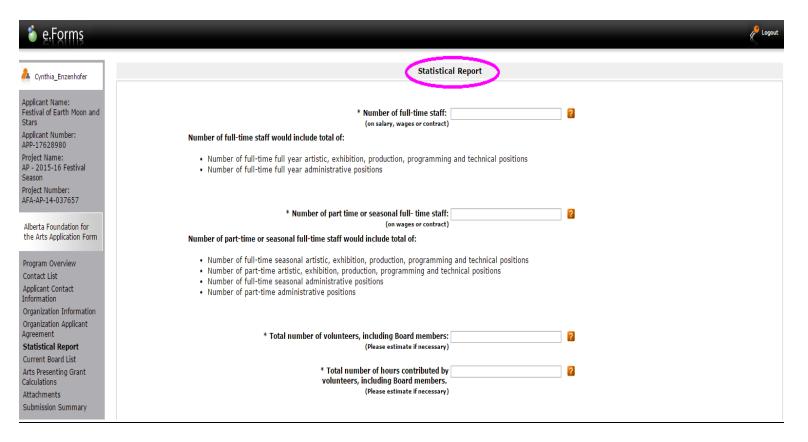
18. "Applicant Agreement" page. After reading, please scroll down to area shown and enter name of authorized official, position held, then check mark the box.



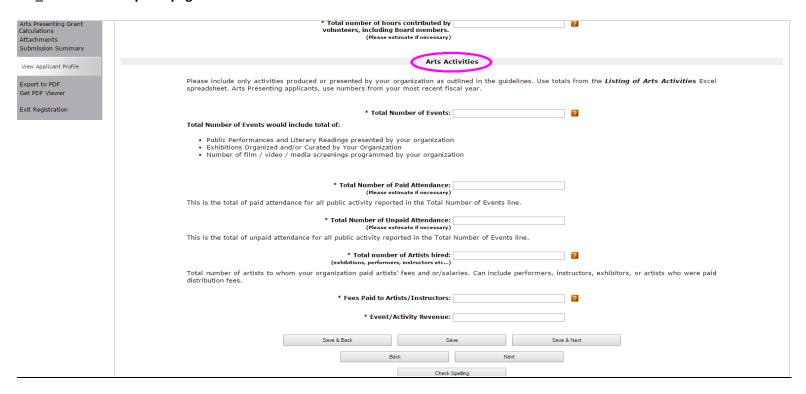
## 18. a "Applicant Agreement" page continued.

	* Title Name of Authorized Offi ial: Ms. Cynthia Enzenhofer (Legal Signing Authority)  * Position Held: AP Consultant Date: 2015/07/14 (yyyy/mm/dd)  * The Organization agrees to/with all the statements above:	After reading, scroll down to this point and enter in name of authorized offical, position held, then chec mark the box
The pe si pe si progr progr Prote For f Arts i Toll-f Cell p	e Note:  Dersonal information collected using this form is required for the administration of hared with Alberta Culture and Tourism, which provides consultative and ad arms. The information will not be disclosed to any other third parties except as all cition of Privacy Act.  Further information about this program, and the use of personal information Branch, Alberta Culture and Tourism, 780-427-9968 ree Calls in Alberta to Government of Alberta Offices:  310-0000 + office area code + telephone number othone: Toll-free codes below + office's area code + telephone number:  *310 (Roger's Wireless)  #310 (Roger's Wireless)  #310 (Bell and Telus)	ministrative assistance to these awards lowed by the Freedom of Information and
	#310 (bell and Telus)  Back Next	Click save and next

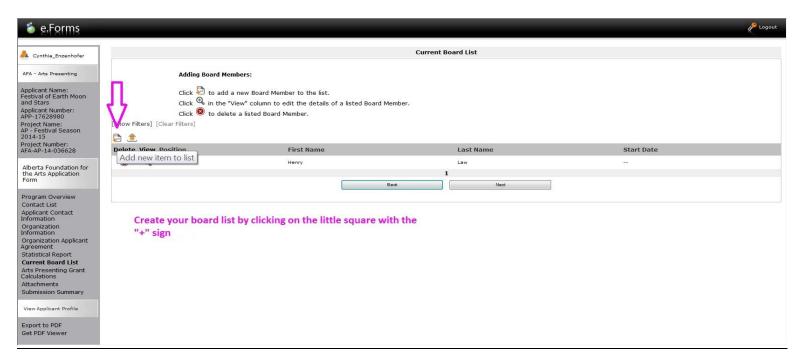
19. "Statistical Report" page. All asterisked areas need to be filled out. Statistical Report section: indicate totals taken from your organization's current fiscal year-end. Arts Activities: indicate totals from the excel worksheet "Arts Presenting Worksheet".



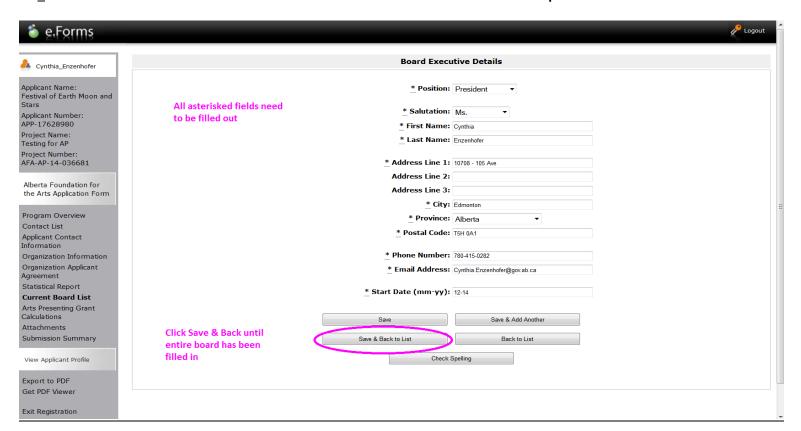
### 19 a. "Statistical Report" page continued.



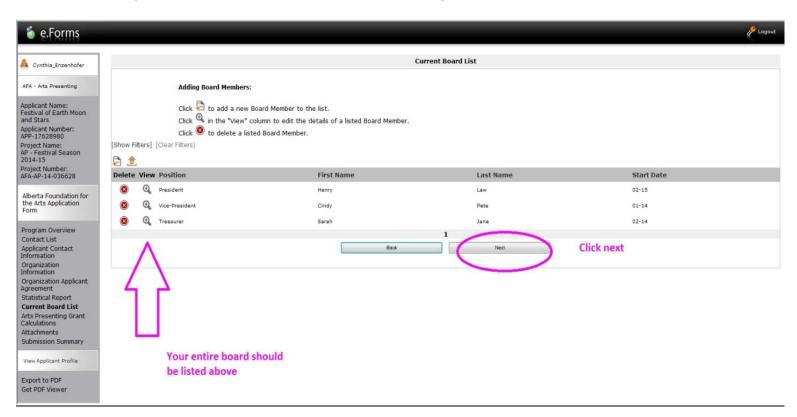
## 20. "Current Board List" page. Create your Board List.



20 a. Fill in all asterisked fields then click "Save & Back to List" until entire board is complete.



21. You should see your entire board listed here. Click next when complete.



22. Arts Presenting Calculation Worksheet needs to be completed first, then use the totals from the Worksheet to enter into GATE. Totals will show in the grey areas after you click "Save".

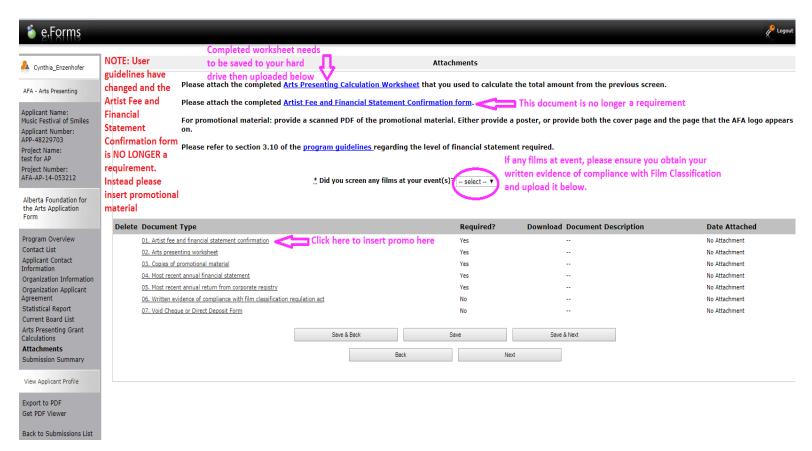
\delta e.Forms						€ Lagout
A Cynthia_Erzenhofer		Arts Presenting G	Grant Calculations			
AFA - Arts Presenting	Use the Arts Presenting Calculation Worksheet and enter the artist	fee total amounts	into the calculatio	on form below. Als	io, provide a tota	count of artists in each category.
Applicant Name: Festival of Earth Hoon	* To between	tal number of events Nov 15 and Nov 14:	1	_ <b></b>	enterin	how many events
and Stars Applicant Number: APP-17628980 Project Name:	Click to access worksheet from AFA website under Helpful Resources	Artist	t Fees		for the	year
AP - Festival Season 2014-15		Alberta	Canadian	International children	International	Totals from worksheet
Project Number: AFA-AP-14-036628	Total Number of Artists:	1	3	3	3	are entered in here
	Total Artist Fees (excl. GST):	10000	155400	117093.43	847464.22	7
Alberta Foundation for the Arts Application Form		Cost Share Calcul	ation of Artist Fee			
Program Overview Contact List		Total Fees	% Cost Share	Calculate Total	d	
Applicant Contact Information	Alberta		65%		50.00	
Organization Information	Canadian		50%		\$0.00	
Organization Applicant	International Children		50%		50.00	
Agreement Statistical Report	International		50%		\$0.00	
Current Board List Arts Presenting Grant Calculations	Allowable International Portion	1/3 (Alberta +Canadian)	or 50% of International (the lesser of the two	.)	\$0.00	
Attachments						Click Save, than totals will
Submission Summary	Servit Section			Save 6.74		
View Applicant Profile	2017 2 202			2019 0.70		show.
C		Dark	Next			
Export to PDF Get PDF Viewer		Ched	Spetting			
		-	,			

23. Notice grey areas are now auto-filled. Click save and next if Total Artist Fees are correct from your Calculation Worksheet.

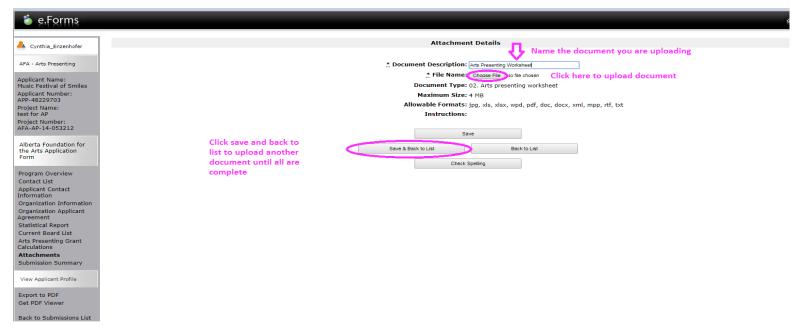
_Enzenhofer	Arts Presenting Grant Calculations						
Presenting	Use the <u>Arts Presenting Calculation Worksheet</u> and enter the artist	fee total amounts i	nto the calculation	on form below. Al	so, provide a to	al count of artists in each categ	
Name: FEarth Moon		al number of events Nov 15 and Nov 14:	1				
Number: 8980	Artist Fees						
lame: tival Season		Alberta	Canadian	International children	International		
ımber: I-036628	Total Number of Artists:	1	3	3	3		
030020	Total Artist Fees (excl. GST):	\$10,000.00	\$155,400.00	\$117,093.43	\$847,404.22		
pplication  Overview st		Cost Share Calcula	tion of Artist Fee % Cost Share	Calaulate	ed		
Contact	Alberta	\$10,000.00	65%		5,500.00	Totals are autofilled	
on	Canadian	\$155,400.00	50%	\$77	7,700.00		
n taalisaab	International Children	\$117,093.43	50%	\$58	3,546.72		
tuon applicant	International	\$847,404.22	50%	\$423	3,702.11		
ation Applicant ent			or 50% of International		3,066.67		
	Allowable International Portion	1/3 (Alberta +Canadian)	(the lesser of the tw	0)			
Report eard List	International			0)			
deport and List nting Grant s	International Portion	+Canadian)	(the lesser of the tw			alish save and next	
eport rd List <b>ting Grant</b>	International		(the lesser of the tw	0) Save & N	iext	click save and next	
eport rd List ting Grant Summary	International Portion	+Canadian)	(the lesser of the tw	Save & N	lext	click save and next	

24. Click on each "Document Type" to upload into GATE. Make sure you select "yes" to films at event if applicable.

Please NOTE: the Financial Statement Confirmation form is NO LONGER a required document. Instead, please use this space as a second area to upload more promotional material or insert a dummy type document of any kind. This is a required upload in the application.

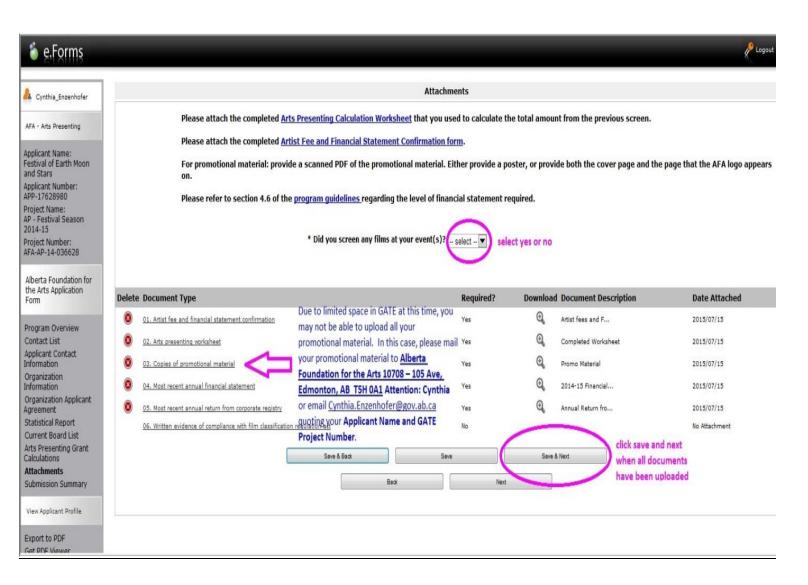


25. Give your document a description name then click "Browse" to select your document from your computer hard drive to upload. Select "Save & Back to List" until all documents have been uploaded

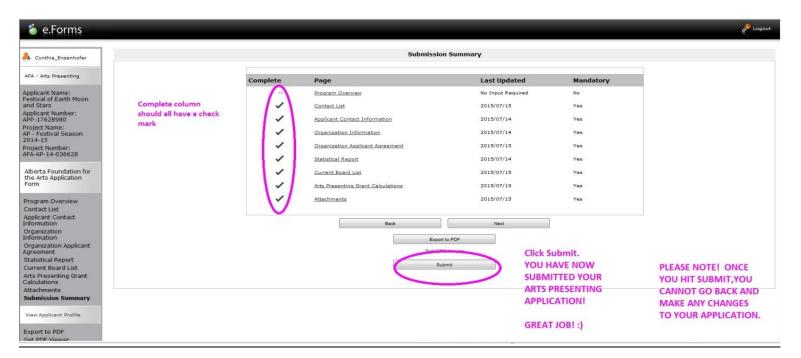


26. Due to limited space on GATE, your <u>Promotional Material</u> documents may be too large to upload. Alternatively, you may email your promotional material to <u>Cynthia.Enzenhofer@gov.ab.ca</u> or mail them addressed to <u>Cynthia Enzenhofer, Alberta Foundation for the Arts, 10708 – 105 Ave, Edmonton, AB T5H 0A1</u>. Please make sure you quote your organization name, program you are applying to and GATE project number on your promotional material that you are mailing or in your email.

\*If you are emailing or mailing your promotional material, please ensure you still upload a notification letter in GATE advising that you have emailed or mailed in your promotional material. Please upload the notification letter in these two sections – "Artist Fee and Financial Statement Confirmation" (no longer a required form for the program, however still a mandatory field in GATE) and the other in the "Copies of Promotional Material". These fields are mandatory fields in GATE. You will not be able to submit your application if there are no documents uploaded in them. Please double check!



27. Complete column should all have check marks if done correctly. Please note, once you hit "SUBMIT" you cannot go back and make any changes to your application.



28. You are now all done! GREAT JOB and THANK YOU FOR APPLYING<sup>®</sup> You will receive a notification email indicating that your application was submitted successfully.

Should you have any questions regarding the Arts Presenting Project Funding Program or help with your Applicant Profile or New Application, please contact Cynthia. Enzenhofer@gov.ab.ca or call directly at 780-415-0282.

