

ARTS PRESENTING PROJECT FUNDING 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) 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 filmratings@gov.ab.ca For forms <https://www.alberta.ca/organize-film-festival-community-screening.aspx>

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

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

Front Office

Front Office Portal

Username:
Cynthia_Enzenhofer

Password:

Log In

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

Sign in with your user name and password issued to you

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 - <http://culture.alberta.ca/mediafund>
» 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>
- 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 may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- Family & Community Safety Program grant - <http://humanservices.alberta.ca/abuse-bullying>

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.

Front Office

Cynthia_Enzenhofer

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Click on the View Finder to start the application process for Arts Presenting

Browse Funding Opportunities

Search Criteria:

Search

Register View	Funding Opportunity Name	Funding Opportunity Start	Registration Start	Registration End
	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-Sep-2015
	AFA - Projects Development	1-Dec-2014	2-Dec-2014	1-Apr-2050
	AFA - Professional Performing Arts Organizations	1-Dec-2014	1-Aug-2015	2-Nov-2015
	AFA - Theatre Individual Project Grant	1-Dec-2014	1-Dec-2014	13-Apr-2050
	AFA - Visual Arts and New Media Individual Project Grant	1-Dec-2014	3-Mar-2015	13-Apr-2050

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.

e.Forms

Cynthia_Enzenhofer

AFA Publication Form

About the Program

Export to PDF
Get PDF Viewer

Back to Search Results

About the Program

Arts Presenting

The Arts Presenting grant stream supports the public presentation of professional artists in all artistic disciplines by reimbursing a portion of professional artists' fees for the preceding year's presentation.

Please [click here](#) for program guidelines and information.

Apply Now

Click here

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

The screenshot shows the 'Front Office' interface. On the left is a sidebar with links: 'Funding Opportunity Registration', 'Create Applicant', and 'Contact Us'. The main area is titled 'Applicant Details' and contains the instruction 'Select an existing Applicant and click Save & Next to continue'. There are two dropdown menus. The first is labeled 'Select your organization name from the drop down here' with a pink arrow pointing to it; it shows '-- select --' and 'Music Festival of Smiles (APP-48229703)' (the latter is circled in pink). The second dropdown is labeled '* Applicant Type' with a red 'X' over it and a red warning: 'DO NOT SELECT ANYTHING HERE. LEAVE AS "select" ONLY!!!'. At the bottom are 'Cancel' and 'Save & Next' buttons, with the latter circled in pink and a pink arrow pointing to it labeled 'Click "Save & Next"'. The footer shows 'Page Generation Time: 0.121s' and a 'CSI' logo.

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.

The screenshot shows the 'e.Forms' interface. On the left is a sidebar with a user profile for 'Cynthia_Enzenhofer' and application details: 'Applicant Name: Music Festival of Smiles' and 'Applicant Number: APP-48229703'. Below this is a list of links: 'Applicant Profile', 'Applicant Type', 'Organization', 'Registration', 'Address', 'Contact List', 'Submission Summary' (circled in pink), and 'Return to Registration Wizard' (circled in pink). The main area is titled 'Applicant Type' and shows '* Applicant Type: Organization Not-for-Profit'. At the bottom are 'Back' and 'Next' buttons, with the latter circled in pink. Below the buttons, it says 'This e.Form has been marked as complete'. Two pink arrows point from the sidebar links to explanatory text: one from 'Submission Summary' to 'For applicants that already know they will have changes to their profile, select "Submission Summary" and then select the "Edit" button which will open up the profile to make changes', and another from 'Return to Registration Wizard' to 'Select "Return to Registration Wizard" after you have reviewed or made changes to your Applicant Profile. This will take you to a new application form for Arts Presenting'.

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.

Cynthia_Enzenhofer

Applicant Name:
Music Festival of Smiles

Applicant Number:
APP-48229703

Applicant Profile

Applicant Type

Organization

Registration

Address

Contact List

Submission Summary

Return to Registration Wizard

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2017/08/18	cynthia.Enzenhofer	Yes
✓	Organization	2017/08/18	cynthia.Enzenhofer	Yes
✓	Registration	2017/08/18	cynthia.Enzenhofer	Yes
✓	Address	2017/02/23	cynthia.Enzenhofer	Yes
✓	Contact List	2017/02/23	Cynthia_Enzenhofer	Yes
--	Submission Summary	No Input Required		No

Back

Next

Edit

This e.Form has been marked as complete

NOTE: You have completed your profile only and not the application. You must complete your application form separately.

For new clients, these pages in the grey area on the left need to be completed. Once they are completed you will see the green check marks. You will see a red X if a page on your profile is incomplete or not formatted correctly

For applicants that already have a profile and need to make changes, click "Edit"

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

Cynthia_Enzenhofer

Applicant Name:
Music Festival of Smiles

Applicant Number:
APP-48229703

Applicant Profile

Applicant Type

Organization

Registration

Address

Contact List

Submission Summary

Return to Registration Wizard

Organization

*** 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:** Music Festival of Smiles

Previous Legal Entity Name
(if changed in last 5 years):

GST Number (if applicable):

Fiscal Year End (Month): December

Fiscal Year End (Day 1-31): 31

Vision / Mission Statement:

At the Alberta Foundation for the Arts we see an Alberta where a vibrant arts community inspires creativity and innovation, embraced by all Albertans.

Our mission

The Alberta Foundation for the Arts exists to encourage and support the arts as a significant contributor to quality of life in Alberta.

Please complete the fields circled.

☆

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

Cynthia_Enzenhofer

Applicant Name:
Music Festival of Smiles
Applicant Number:
APP-48229703

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
Submission Summary

Return to Registration Wizard

Registration

* Registration Type: Societies Act

* Registered Name: Music Festival of Smiles

* Registration Number: 1234567899

* Registration Date (yyyy/mm/dd): 2014/08/04

Save & Back

Save

Save & Next

Back

Next

Check Spelling

Click "Save and Next"

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

Cynthia_Enzenhofer

Applicant Name:
Music Festival of Smiles
Applicant Number:
APP-48229703

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
Submission Summary

Return to Registration Wizard

Address

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

Applicant Address

Please ensure that this is your registered organization address and not a personal home address. Any address changes must be notified with the AFA as well with AB Corporate Registries as soon as possible

* Address Line 1: 10708 - 105 Ave

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: 10708 - 105 Ave

Address Line 2:

Address Line 3:

City: Edmonton

Province: Alberta

Postal Code: T5H 0A1

Country: Canada

Save & Back

Save

Save & Next

Back

Next

Click "Save & Next"

5

10. Page to review or complete – “Contact List”. See example of how to complete in the diagram below.

Cynthia_Enzenhofer

Applicant Name:
Music Festival of Smiles
Applicant Number:
APP-48229703

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
Submission Summary

Return to Registration Wizard

Contact List

To add a contact, select here

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

All

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V

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X

Y

Z

Delete	View	Contact Name	Contact Type	Phone Number	Board Title	Officer
		Ms. Cynthia Enzenhofer	Primary Contact	780-222-2222		

1

Back

Next

To delete a contact, click on the "X"

PLEASE NOTE: You are not required to list out your complete board member listing in this section.
Please ensure that you have listed a signing authorized representative(s)

10 a. Please fill in the information fields as shown in the example diagram below. Click “Next” when you have finished your “Contact List”

Cynthia_Enzenhofer

Applicant Name:
Music Festival of Smiles
Applicant Number:
APP-48229703

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
Submission Summary

Return to Registration Wizard

Contact

All areas with an asterisk * are required to be filled in

Contact Type: Primary Contact

* Salutation: Ms.

* First Name: Cynthia

Middle Name:

* Last Name: Enzenhofer

Title:

* Phone Number: 780-222-2222

Extension:

Alternate Phone Number:

Extension:

Fax Number:

Email Address: cynthia.enzenhofer@gov.ab.ca

Alternate Email Address:

Website URL:

Contact is on the Board of Directors: ☐

If yes, please select Title: -- select --

If Other, please specify:

Contact is an Officer: ☐

If Yes, please specify Title: -- select --

If Other, please specify:

Save

Save & Add Another

Save & Back to List

Back to List


Check Spelling


Please provide an email address


click here if you have no more to add


click here if you have more to add

6

11. If you have completed your profile successfully 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**".





 Cynthia_Enzenhofer

Applicant Name:
Music Festival of Smiles

Applicant Number:
APP-48229703

Applicant Profile

Applicant Type

Organization

Registration

Address

Contact List

Submission Summary

Return to Registration Wizard

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2017/08/18	cynthia.Enzenhofer	Yes
✓	Organization	2017/08/18	cynthia.Enzenhofer	Yes
✓	Registration	2017/08/18	Cynthia_Enzenhofer	Yes
✓	Address	2017/08/28	Cynthia_Enzenhofer	Yes
✓	Contact List	2017/08/25	Cynthia_Enzenhofer	Yes
--	Submission Summary	No Input Required		No

Back

Next

Complete


NOTE: You have completed your profile only and not the application. You must complete your application form separately.



For applicants that have finished their changes to their existing profiles, select "Return to Registration Wizard" after you have pressed "Complete"

Click on the "Complete" button. This will complete or lock in your new changes to your Applicant Profile

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.



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.

Cancel

View

Next

Click "Next" to proceed to open up a new application form for Arts Presenting

7

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.

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

This is the first page of your application

Create a Project

Funding Opportunity Name: AFA - Arts Presenting

* Applicant Project Name: AP 2018-19 Presenting EventMusic Festival x

CancelSave & Next

Page Generation Time: < 0.1s

CSDC

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.

Cynthia_Enzenhofer

Applicant Name:
Music Festival of Smiles
Applicant Number:
APP-48229703
Project Name:
AP 2016-17 Festival Season
Project Number:
AFA-AP-14-054475

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Statistical Report
Current Board List
Arts Presenting Grant Calculations
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

This is the first page of your new application

Program Overview

This funding supports the public presentation of professional artists by reimbursing a portion of professional artists' fees for the preceding year.

Please click here for program guidelines and information.

Date Received: 2017/08/25
(yyyy/mm/dd)

BackNext

To get started on completing your application, please click "Next"

Note: On the left side of your screen in the grey area, these are all your pages that are required to be completed

You can exit at any time from your application by pressing "Exit Registration". To get back into your application that you have started, select "Submission" after you have logged into GATE, then clear your filters. You will see an orange folder to click. This will open up your application that you have started. Please see screen shot next page

13 a. 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.

Front Office

Cynthia_Enzenhofer

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Applicant: Music Festival of Smiles (APP-48229703)

Submissions

[Hide Filters] [Clear Filters]

Press Clear Filters

Applicant Project Name: All Projects

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version


Associate Type: All

Filter

Press "Filter" to clear your filters

Step 2.

Step 1.

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	AP 2017-18 Festival Season AFA-AP-14-056069	AFA - Arts Presenting Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	31-Aug-2018 2:54:53 PM

Click on the orange folder to open up your application and continue completing

14. Back to your application... First page “Program Overview”.

e.Forms

Cynthia_Enzenhofer

Applicant Name: Festival of Earth Moon and Stars

Applicant Number: APP-17628980

Project Name: AP - Festival Season 2014-15

Project Number: AFA-AP-14-036628

Alberta Foundation for the Arts Application Form

Program Overview

Contact List

Applicant Contact Information

Organization Information

Organization Applicant Agreement

Statistical Report

Current Board List

Arts Presenting Grant Calculations

Attachments

Submission Summary

View Applicant Profile

Export to PDF

Get PDF Viewer

Exit Registration

Program Overview

The Arts Presenting Operational grant stream supports the public presentation of professional artists in all artistic disciplines by reimbursing a portion of professional artists' fees for the preceding year's presentation.

There are some new updates to program guidelines, Please look.

Please click here for program guidelines and information.

Date Received: 2015/07/14

Back

Next

Click Next

15. “Contact List” page. Select contacts using the drop-down menus.

Cynthia_Enzenhofer

Applicant Name:
Festival of Earth Moon
and Stars
Applicant Number:
APP-17628980
Project Name:
AP - Festival Season
2014-15
Project Number:
AFA-AP-14-036628

Alberta Foundation for
the Arts Application
Form

Program Overview
Contact List
Applicant Contact
Information
Organization
Information
Organization Applicant
Agreement
Statistical Report
Current Board List
Arts Presenting Grant
Calculations
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Contact List

* Primary Contact Name: Ms. Cynthia Enzenhofer

(This is the person we will call for project information.)

* Secondary Contact Name: Ms. Cynthia Enzenhofer

(This is the person we will call for project information.)

* Signing Authority Contact: -- select --

(This is the legal/financial signing authority for the organization.)

Ms. Cynthia Enzenhofer

Note:
If contacts do not appear in the list, then an update must be made to the Contact List in the Applicant Profile.

All

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Y

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Delete

View

Contact Name

Phone Number

Ms. Cynthia Enzenhofer

780-999-9999

1

Save & Back

Save

Save & Next

Back

Next

click save and next

16. “Applicant Contact Information” page. Your address has been auto-filled.

Cynthia_Enzenhofer

- Arts Presenting

Applicant Name:
Festival of Smiles
Applicant Number:
-48229703
Project Name:
2016-17 Festival
Season
Project Number:
-AP-14-054475

Alberta Foundation for
Arts Application
Form

Program Overview
Contact List
Applicant Contact
Information
Organization Information
Organization Applicant
Agreement
Statistical Report
Current Board List
Arts Presenting Grant
Calculations
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Link to Submissions List

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: 10708 - 105 Ave

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: TSH 0A1

Country: Canada

Mailing / Delivery Address

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

Address Line 1: 10708 - 105 Ave

Address Line 2:

Address Line 3:

City: Edmonton

Province: Alberta

Postal Code: TSH 0A1

Country: Canada

Save & Back

Save

Save & Next

Back

Next

Check Spelling

Click "Save & Next"

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).

Cynthia_Enzenhofer

AFA - Arts Presenting

Applicant Name:
Festival of Earth Moon and Stars

Applicant Number:
APP-17628980

Project Name:
AP - Festival Season 2014-15

Project Number:
AFA-AP-14-036628

Alberta Foundation for the Arts Application Form

Program Overview

Contact List

Applicant Contact Information

Organization Information

Organization Applicant Agreement

Statistical Report

Current Board List

Arts Presenting Grant Calculations

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Submission Summary

View Applicant Profile

Export to PDF

Get PDF Viewer

Organization Information

Organization's Registered Name:
Festival of Earth Moon and Stars

Note: Must match Provincial Registration name. If this is not correct, you must update the Applicant Profile (if applicable).

Common Name:
(if different from Legal Entity Name)

Alberta Registration Number:
1234567890

Alberta Registration Date:
(yyyy/mm/dd)
2012/07/01

CRA Registration Date:
(yyyy/mm/dd)

Fiscal Year End

* Month:
December

* Day:
31

CADAC Number:
(applicable only for PPAO, PAG, PASO)

Save & Back

Save

Save & Next

Back

Next

Check Spelling

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.

Cynthia_Enzenhofer

AFA - Arts Presenting

Applicant Name:
Festival of Earth Moon and Stars

Applicant Number:
APP-17628980

Project Name:
AP - Festival Season 2014-15

Project Number:
AFA-AP-14-036628

Alberta Foundation for the Arts Application Form

Program Overview

Contact List

Applicant Contact Information

Organization Information

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View Applicant Profile

Export to PDF

Get PDF Viewer

Organization Applicant Agreement

Alberta Foundation For The Arts Applicant Agreement

Festival of Earth Moon and Stars

The Organization declares that:

a. 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;

b. 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;

c. it has read and understood the applicable grant Guidelines (Guidelines) located on the AFA website at <http://www.affta.ab.ca>;

d. it has read and understood the Fair Notice Policy located on the AFA website at <http://www.affta.ab.ca/Resources/Healthy-Agency-Toolkit>;and

e. 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:

1. The Guidelines and Application form part of this Agreement and the Organization agrees to be bound by the requirements set out in them.

2. 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.

3. 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:

(a) 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

(b) agrees that all of the other terms of this Agreement are in full force and effect.

4. The Organization will use the Grant awarded for the Approved Purpose.

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18. a “Applicant Agreement” page continued.

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”): Festival of Earth Moon and Stars

*** Title Name of Authorized Official:** 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:** ☒

Please Note:
The personal information collected using this form is required for the administration of this program. This information may also be shared with Alberta Culture and Tourism, which provides consultative and administrative assistance to these awards programs. The information will not be disclosed to any other third parties except as allowed by the Freedom of Information and Protection of Privacy Act.

For further information about this program, and the use of personal information, please contact:
Arts Branch, Alberta Culture and Tourism, 780-427-9968
Toll-free Calls in Alberta to Government of Alberta Offices:

- 310-0000 + office area code + telephone number

Cell phone: Toll-free codes below + office's area code + telephone number:

- *310 (Roger's Wireless)
- #310 (Bell and Telus)

Back **Next**

This e.Form has been submitted

After reading, scroll down to this point and enter in name of authorized official, position held, then check mark the box

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”.

eForms Logout

Cynthia_Enzenhofer

Statistical Report

*** Number of full-time staff:** ?
(on salary, wages or contract)

Number of full-time staff would include total of:

- Number of full-time full year artistic, exhibition, production, programming and technical positions
- Number of full-time full year administrative positions

*** Number of part time or seasonal full- time staff:** ?
(on wages or contract)

Number of part-time or seasonal full-time staff would include total of:

- Number of full-time seasonal artistic, exhibition, production, programming and technical positions
- Number of part-time artistic, exhibition, production, programming and technical positions
- Number of full-time seasonal administrative positions
- Number of part-time administrative positions

*** Total number of volunteers, including Board members:** ?
(Please estimate if necessary)

*** Total number of hours contributed by volunteers, including Board members.** ?
(Please estimate if necessary)

Applicant Name: Festival of Earth Moon and Stars
Applicant Number: APP-17628980
Project Name: AP - 2015-16 Festival Season
Project Number: AFA-AP-14-037657

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19 a. "Statistical Report" page continued.

Arts Presenting Grant Calculations

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Exit Registration

* Total number of hours contributed by volunteers, including Board members.
(Please estimate if necessary)

Arts Activities

Please include only activities produced or presented by your organization as outlined in the guidelines. Use totals from the *Listing of Arts Activities* Excel spreadsheet. Arts Presenting applicants, use numbers from your most recent fiscal year.

* Total Number of Events:

Total Number of Events would include total of:

- Public Performances and Literary Readings presented by your organization
- Exhibitions Organized and/or Curated by Your Organization
- Number of film / video / media screenings programmed by your organization

* Total Number of Paid Attendance:
(Please estimate if necessary)
This is the total of paid attendance for all public activity reported in the Total Number of Events line.

* Total Number of Unpaid Attendance:
(Please estimate if necessary)
This is the total of unpaid attendance for all public activity reported in the Total Number of Events line.

* Total number of Artists hired:
(exhibitions, performers, instructors etc...)

Total number of artists to whom your organization paid artists' fees and or/salaries. Can include performers, instructors, exhibitors, or artists who were paid distribution fees.

* Fees Paid to Artists/Instructors:

* Event/Activity Revenue:

Save & Back

Save

Save & Next

Back

Next

Check Spelling

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

e.Forms

Logout

Cynthia_Enzenhofer

AFA - Arts Presenting

Applicant Name:
Festival of Earth Moon and Stars

Applicant Number:
APP-17628980

Project Name:
AP - Festival Season 2014-15

Project Number:
AFA-AP-14-036628

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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

Add new item to list

	First Name	Last Name	Start Date
	Henry	Law	--

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Next

Create your board list by clicking on the little square with the "+" sign

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

Cynthia_Enzenhofer

Applicant Name:
Festival of Earth Moon and Stars

Applicant Number:
APP-17628980

Project Name:
Testing for AP

Project Number:
AFA-AP-14-036681

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Board Executive Details

All asterisked fields need to be filled out

* Position: President

* Salutation: Ms.

* First Name: Cynthia

* Last Name: Enzenhofer

* Address Line 1: 10708 - 105 Ave

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5H 0A1

* Phone Number: 780-415-0282

* Email Address: Cynthia.Enzenhofer@gov.ab.ca

* Start Date (mm-yy): 12-14

Save

Save & Add Another

Save & Back to List

Back to List

Check Spelling

Click Save & Back until entire board has been filled in

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

Cynthia_Enzenhofer

AFA - Arts Presenting

Applicant Name:
Festival of Earth Moon and Stars

Applicant Number:
APP-17628980

Project Name:
AP - Festival Season 2014-15

Project Number:
AFA-AP-14-036628

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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	Henry	Laur	02-15
		Vice-President	Cindy	Pete	01-14
		Treasurer	Sarah	Jane	02-14

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Next

Click next

Your entire board should be listed above

14

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".

The screenshot shows the 'Arts Presenting Grant Calculations' page in the e-Forms system. The left sidebar contains a navigation menu with items like 'Cynthia_Engelhofer', 'AFA - Arts Presenting', 'Applicant Name', 'Applicant Number', 'Project Name', 'Project Number', 'Alberta Foundation for the Arts Application Form', 'Program Overview', 'Contact List', 'Applicant Contact Information', 'Organization Information', 'Organization Applicant Agreement', 'Statistical Report', 'Current Board List', 'Arts Presenting Grant Calculations', 'Attachments', and 'Submission Summary'. The main content area is titled 'Arts Presenting Grant Calculations' and contains instructions: 'Use the Arts Presenting Calculation Worksheet and enter the artist fee total amounts into the calculation form below. Also, provide a total count of artists in each category.' Below this, there is a form for 'Artist Fees' with a table for 'Total Number of Artists' and 'Total Artist Fees (excl. GST)' categorized by 'Alberta', 'Canadian', 'International children', and 'International'. There is also a 'Cost Share Calculation of Artist Fees' table. At the bottom, there are buttons for 'Save & Back', 'Save', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. Annotations in pink include: a circle around 'Arts Presenting Calculation Worksheet' with the text 'Click to access worksheet from AFA website under Helpful Resources'; an arrow pointing to the 'Total number of events' field with the text 'enter in how many events for the year'; an arrow pointing to the 'Total Artist Fees' table with the text 'Totals from worksheet are entered in here'; and an arrow pointing to the 'Save' button with the text 'Click Save, than totals will show.'.

Arts Presenting Grant Calculations

Use the Arts Presenting Calculation Worksheet and enter the artist fee total amounts into the calculation form below. Also, provide a total count of artists in each category.

* Total number of events: between Nov 15 and Nov 14:

Artist Fees

	Alberta	Canadian	International children	International
Total Number of Artists:	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>
Total Artist Fees (excl. GST):	<input type="text" value="10000"/>	<input type="text" value="155400"/>	<input type="text" value="117093.43"/>	<input type="text" value="847484.22"/>

Cost Share Calculation of Artist Fees

	Total Fees	% Cost Share	Calculated Total
Alberta	<input type="text"/>	65%	<input type="text" value="\$0.00"/>
Canadian	<input type="text"/>	50%	<input type="text" value="\$0.00"/>
International Children	<input type="text"/>	50%	<input type="text" value="\$0.00"/>
International	<input type="text"/>	50%	<input type="text" value="\$0.00"/>
Allowable International Portion	1/3 (Alberta + Canadian)	or 50% of International (the lesser of the two)	<input type="text" value="\$0.00"/>

Navigation Buttons: Save & Back, Save, Save & Next, Back, Next, Check Spelling

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

Logout

Cynthia_Enzenhofer

AFA - Arts Presenting

Applicant Name:
Festival of Earth Moon and Stars
Applicant Number:
APP-17628980
Project Name:
AP - Festival Season 2014-15
Project Number:
AFA-AP-14-036628

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Arts Presenting Grant Calculations

Use the [Arts Presenting Calculation Worksheet](#) and enter the artist fee total amounts into the calculation form below. Also, provide a total count of artists in each category.

* Total number of events between Nov 15 and Nov 14:

Artist Fees

	Alberta	Canadian	International children	International
Total Number of Artists:	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="3"/>	<input type="text" value="3"/>
Total Artist Fees (excl. GST):	<input type="text" value="\$10,000.00"/>	<input type="text" value="\$155,400.00"/>	<input type="text" value="\$117,093.43"/>	<input type="text" value="\$847,404.22"/>

Cost Share Calculation of Artist Fees

	Total Fees	% Cost Share	Calculated Total
Alberta	<input type="text" value="\$10,000.00"/>	65%	<input type="text" value="\$6,500.00"/>
Canadian	<input type="text" value="\$155,400.00"/>	50%	<input type="text" value="\$77,700.00"/>
International Children	<input type="text" value="\$117,093.43"/>	50%	<input type="text" value="\$58,546.72"/>
International	<input type="text" value="\$847,404.22"/>	50%	<input type="text" value="\$423,702.11"/>
Allowable International Portion	1/3 (Alberta + Canadian)	or 50% of International (the lesser of the two)	<input type="text" value="\$28,066.67"/>

Totals are autofilled

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.

Cynthia_Enzenhofer

AFA - Arts Presenting

Applicant Name: Music Festival of Smiles
Applicant Number: APP-48229703
Project Name: test for AP
Project Number: AFA-AP-14-053212

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Back to Submissions List

NOTE: User guidelines have changed and the Artist Fee and Financial Statement Confirmation form is NO LONGER a requirement. Instead please insert promotional material

Completed worksheet needs to be saved to your hard drive then uploaded below

Attachments

Please attach the completed [Arts Presenting Calculation Worksheet](#) that you used to calculate the total amount from the previous screen.

Please attach the completed [Artist Fee and Financial Statement Confirmation form](#).

For promotional material: provide a scanned PDF of the promotional material. Either provide a poster, or provide both the cover page and the page that the AFA logo appears on.

Please refer to section 3.10 of the [program guidelines](#) regarding the level of financial statement required.

* Did you screen any films at your event(s)? -- select --

If any films at event, please ensure you obtain your written evidence of compliance with Film Classification and upload it below.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist fee and financial statement confirmation	Yes	--		No Attachment
	02. Arts presenting worksheet	Yes	--		No Attachment
	03. Copies of promotional material	Yes	--		No Attachment
	04. Most recent annual financial statement	Yes	--		No Attachment
	05. Most recent annual return from corporate registry	Yes	--		No Attachment
	06. Written evidence of compliance with film classification regulation act	No	--		No Attachment
	07. Void Cheque or Direct Deposit Form	No	--		No Attachment

Save & Back

Save

Save & Next

Back

Next

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

Cynthia_Enzenhofer

AFA - Arts Presenting

Applicant Name: Music Festival of Smiles
Applicant Number: APP-48229703
Project Name: test for AP
Project Number: AFA-AP-14-053212

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Attachment Details

* Document Description:

* File Name: No file chosen

Document Type: 02. Arts presenting worksheet

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

***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!**

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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.

e.Forms

Logout

Cynthia_Enzenhofer

AFA - Arts Presenting

Applicant Name: Festival of Earth Moon and Stars
Applicant Number: APP-17628980
Project Name: AP - Festival Season 2014-15
Project Number: AFA-AP-14-036628
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Submission Summary

Complete	Page	Last Updated	Mandatory
✓	Program Overview	No Input Required	No
✓	Contact List	2015/07/15	Yes
✓	Applicant Contact Information	2015/07/14	Yes
✓	Organization Information	2015/07/14	Yes
✓	Organization Applicant Agreement	2015/07/15	Yes
✓	Statistical Report	2015/07/14	Yes
✓	Current Board List	2015/07/15	Yes
✓	Arts Presenting Grant Calculations	2015/07/15	Yes
✓	Attachments	2015/07/15	Yes

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Export to PDF
Get PDF Viewer

Submit

Click Submit. YOU HAVE NOW SUBMITTED YOUR ARTS PRESENTING APPLICATION! GREAT JOB! :)

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😊 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.

Front Office

HelpLogout

Cynthia_Enzenhofer

Front Office Portal

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Workspace

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Contact Us

Applicant: Festival of Earth Moon and Stars (APP-17628980)

Submissions

[Hide Filters] [Clear Filters]

THIS IS THE PAGE YOU WILL SEE NEXT.

Applicant Project Name: All Projects

Date Submitted: On 23

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	AP - Festival Season 2014-15 AFA-AP-14-036628	AFA - Arts Presenting Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	15-Jul-2015 3:12:00 PM

Click this folder if you would like to view your application, however no changes can be made to your application at this point.

Page Generation Time: 0.236s

CSDC