Art Acquisition by Application (AAA) Application Guide

Table of Contents

<div style="border: 1px solid black; padding: 10px;">

Section 1 – Preparing your Application

Art Acquisition by Application (AAA) is an annual program, which provides support for individual Alberta artists or an ensemble of artists through the purchase of their artwork as a permanent part of the Alberta Foundation for the Arts Collection.

</div>

Program Information & Contact

For more information

- ☞ Check out the AAA web page:
  https://www.affta.ab.ca/

- ☏ Call our main line at **780-427-9968** to get in contact with one of our team members

Eligibility Checklist

- ✓ Alberta is the artist's primary place of residence for at least the last full calendar year
- ✓ Artwork submitted was not created as part of a formal training program
- ✓ The artist has completed formal training at least 1 calendar year before the application deadline
- ✓ The artwork submitted was completed within 5 calendar years of the application deadline
- ✓ The artist is in good standing with the AFA
- ✓ The artist is legally entitled to work in Canada
- ✓ The artist is legally entitled to be or remain in Canada

Preparation Checklist

To help you prepare your application, please refer to this checklist of content and details required for your application:

- ☐ GATE Username and Password (See For New GATE Users : Completing a GATE Profile section on page 5 for more details)
- ☐ Artwork details for each work you are submitting:
  - o Title
  - o Completion Date
  - o Edition# (if applicable)
  - o Medium
  - o Dimensions
  - o Artist Statement
  - o List of exhibitions (if applicable)

  Note: this information is to be typed directly to the GATE system and cannot be in attachment form. You can prepare the information ahead of time but will have to copy & paste it into the window when you arrive at the "add an artwork" step in the application.

- ☐ Artwork Images (.jpeg or .pdf formats preferred up to 4 MB each)
  See Technical FAQ section on page 52 for more detail

☐ Artist CV (.pdf, .doc or .docx formats preferred, up to 4 MB)

For organizations, you will also need to complete:

☐ Artist Designation for Submission by a Commercial Gallery, Organization or Artist Agent Form Linked in the **Helpful Resources** section of the [AAA web page](#)

Section 2 – GATE User Guide

GATE is the system by which AAA applicants must submit their applications. This system is also used for almost all grants delivered by the Government of Alberta and Alberta Foundation for the Arts.

.

- **Are you a first-time GATE user?**

- **Do you already have a GATE profile?**

For New GATE Users: Completing a GATE Profile:

Once you have access to GATE, you will be able to apply for any eligible funding opportunities or future AAA cycles through this profile. Successfully using GATE can take some patience and attention to detail, but in this guide, you will find detailed instructions to complete the process.

1. To access GATE, you will need to request a username and password by emailing registrationafa@gov.ab.ca. Make sure you complete this step early as requests can take up to 5 days to process.

    For Individuals, include:
    - ☐ Your legal name
    - ☐ Your email address
    - ☐ That you are applying for Art Acquisition by Application (AAA)
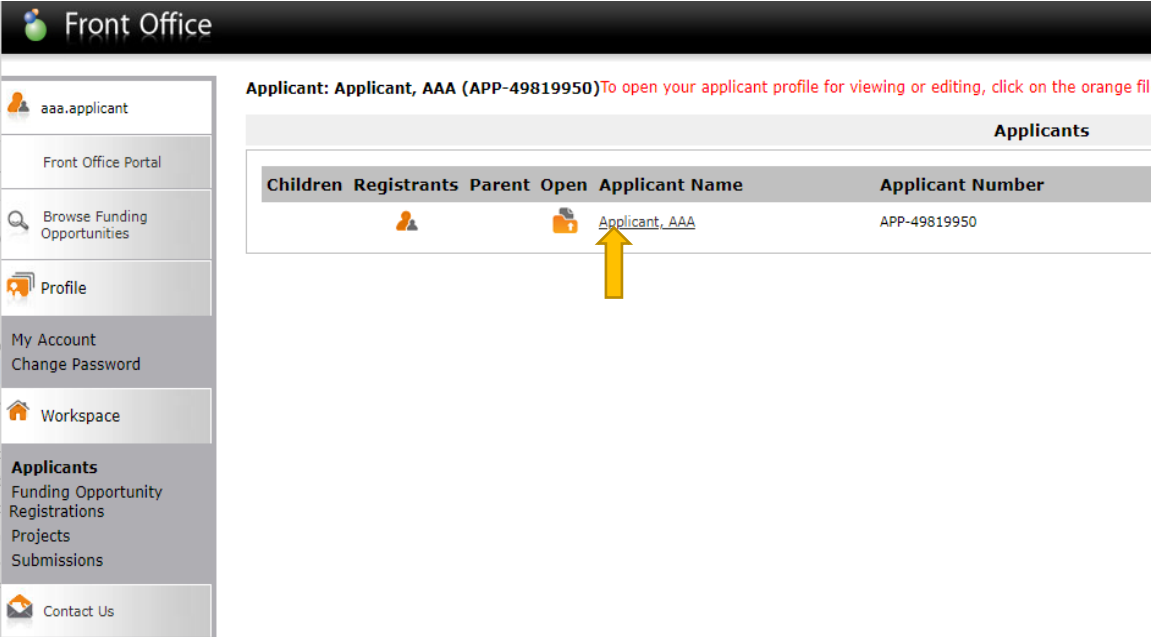
    For organizations, include:
    - ☐ Legal name of your organization

        NOTE: This means the name listed in your Corporate Registries. If you operate under a different name, please include that as well.

    - ☐ Contact name of the person preparing applications
    - ☐ Contact person's email address
    - ☐ That you will be submitting applications for Art Acquisition by Application (AAA)

2. Once you have received your username and password, you will need to complete your Applicant Profile. Click **Applicants** under the Workspace section of your left-hand menu.

3. You should see your name under **Applicant Name**. Click on the icon of the orange folder to the left of your name to open your Applicant Profile.

4. Select the appropriate **Applicant Type** from the drop-down menu. For example, artists will select **Individual**. Galleries submitting on behalf of artists will choose **Art Gallery**.

Applicant Type

* Applicant Type: -- select -- ▼

-- select --
Art Gallery
Business / Corporate
Charitable Organization
Community Library
Culture
Educational
Education - Post Secondary
Government (Village, Town, City, MD, etc.)
Group
Health
Indian Band
Individual
Library
Metis Settlement
Municipal Library
Organization Not-for-Profit
System Library
Cultural Industry (AMF Only)

Save & Back   Sa
Back
Note: This formlet contains mandatory fi

5. Click **Save & Next**.

6. Type your name into the **Legal Name** field.
   Note: This must be your <u>legal</u> name, meaning:
   For Individuals: this should match your identification or that you could use to cash a cheque.
   For Organizations: this name should reflect your name as filed with Corporate Registries.

Individual

* Legal Name: [   ]

Save & Back   Save   Save & Next
Back   Next
Check Spelling
Note: This formlet contains mandatory fields for which no value has been saved.

7. Click **Save & Next**.

8. **Fill in your address**. Here, we have used the Alberta Foundation for the Arts address as an example. If your mailing address is different from this address, select **No** in the box and fill in your mailing address.

	Address	

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

Applicant Address

* 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
	Check Spelling	

9. Click **Save & Next**.

10. You are now at the Contact List section where you will fill in contact information and details.

   For Organizations – you will add a contact list entry for each of the following contacts for your organization:

   Note: it may be the case that some (or all) of these are filled by the same person, in which case only add them 1 time to the Contact List.

   - Primary contact
   - Secondary contact
   - Signing authority

11. To add a contact to your contact list, click on the icon of the sheet of paper with an orange plus sign.

12. **Fill in the contact details** in all of the mandatory fields, which are marked with an asterisk (*****).

13. Click **Save & Add Another** to add additional contacts or **Save & Back to List** if you have no additional contacts to add.

14. This will bring you back to the **Contact List** page where you can see any contacts you have added. If you would like to remove any of the contacts you have added, click on the red **x** button beside the individual's name.

15. Once your **Contact List** is complete, click **Next**.

16. Here on the **Submission Summary** page, you see an overview of all of the sections you have completed. If all of the information is complete and correct, you should see a checkmark beside each page.

If you have missed any mandatory fiends, you will see a red X in place of the checkmark. If this occurs, you can click on the **Page** name to return to the page in question and verify the information.

9

17. Once all pages are marked as complete with a green checkmark, click **Complete** to finish your **Applicant Profile**. Your applicant profile is now complete and you are ready to register and apply for AAA!

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✔	Applicant Type	2019/04/01	aaa.applicant	Yes
✔	Individual	2019/04/01	aaa.applicant	Yes
✔	Address	2019/04/01	aaa.applicant	Yes
✔	Contact List	2019/04/01	aaa.applicant	Yes
--	Submission Summary	No Input Required		No

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

Back	Next
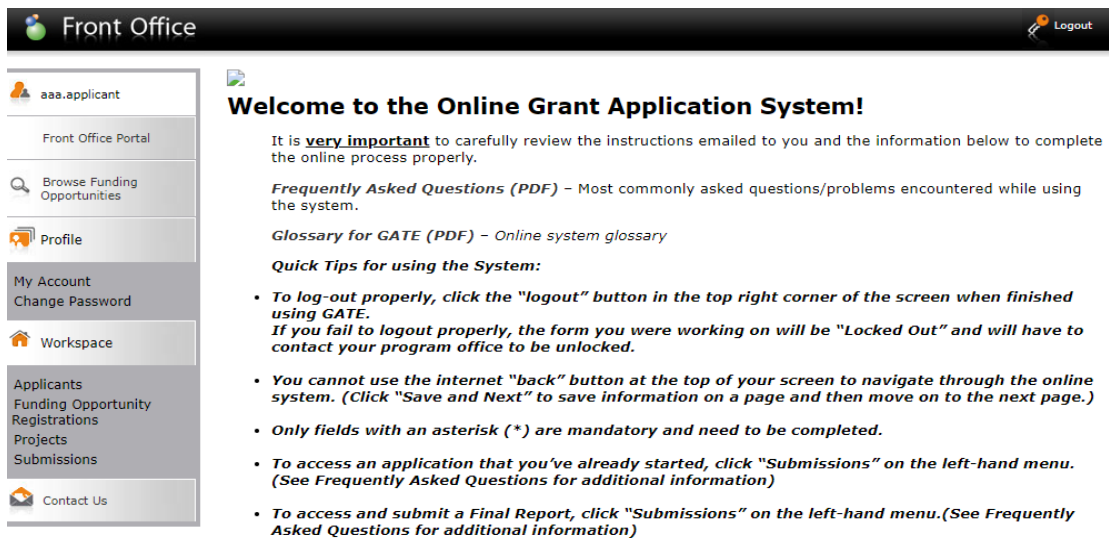
Export to PDF

Get PDF Viewer

➡ Complete

Starting a New AAA Application-INDIVIDUALS:
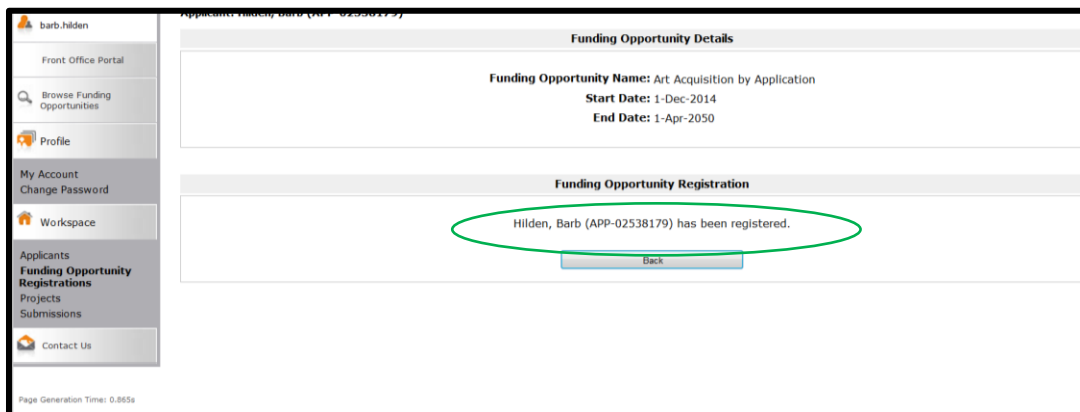
1. When logging in to GATE, you should see a window resembling the below with your username in place of **aaa.applicant**, our mock username for this guide. If you are missing menu options, refer to the Technical FAQ on page 52 of this guide for some troubleshooting tips.

2. Under **Workspace** on your left-hand menu, click **Funding Opportunity Registrations**. Find AFA-Art Acquisition by Application in the list, and click on the icon under the title **Register.**

3. If you are a new GATE user or you have not applied to the Art Acquisition by Application Program before, you will be asked if you want to register in the AFA-Art Acquisition by Application Program.

If you are already registered in the Art Acquisition by Application program, the system will notify you that you are registered.

4. To **start your application**, click on **Projects** in the left hand grey menu. This screen lists all current applications (called projects).

5. To create a **New Application (Project),** select your **Funding Opportunity Name from the drop down menu** above, and click on the **Add Project** icon 📄 above the alphabet bar to start a new project.

6. For each application, please name your Project with the **[Artist's last name]** and **[AAA]** and the **[year]**. For example: in the year 2020, use Smith AAA 2020, or in the year 2021, use Smith AAA 2021. If there are multiple artists in an application, use the last name of the first artist in the collective.

7. Click **Save and Back**. You have now started your application in GATE. You will now need to fill out the content of the application using **Submissions** in the left hand grey menu.

8. Click on **Submissions** in the left hand grey menu and click on the orange file folder next to the name of the project that you just created to open it.

9. **If you can't find any projects listed in your submission page, you may need to clear the Search Filters at left hand top. To do so, click on Clear Filters in the top left hand corner of the page!**

10. If you leave the **Project** after saving each step, and want to return to it later, use the **Submissions** menu to access your incomplete application.

11. There are **7 steps** to filling out an AAA application for INDIVIDUALS in GATE:
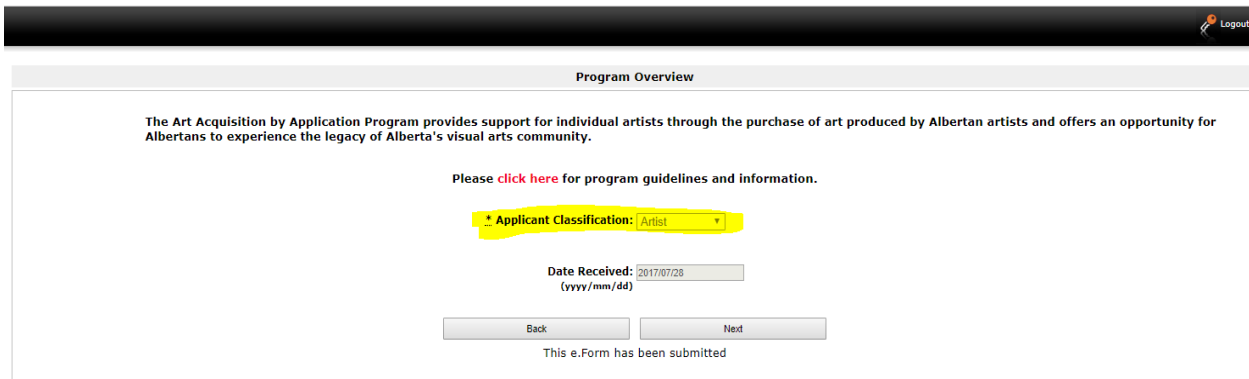
☐ Program Overview
☐ Contact List
☐ Applicant Contact Information
☐ Individual Applicant Agreement
☐ Artwork Submission List
☐ Attachments
☐ Submission Summary

The grey left hand menu will tell you where you are in the application process:

Program Overview
Contact List
Applicant Contact Information
Individual Applicant Agreement
Artwork Submission List
Attachments
Submission Summary
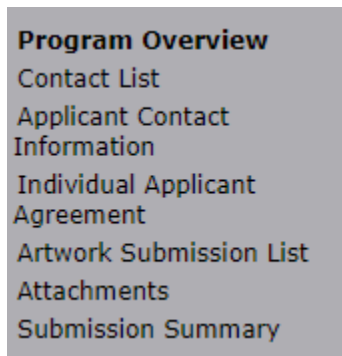
12. In **Program Overview** choose **Artist** as the Application Classification.

13. Hit **Save and Next** to move onto **Contact List.**

Program Overview

The Art Acquisition by Application Program provides support for individual artists through the purchase of art produced by Albertan artists and offers an opportunity for Albertans to experience the legacy of Alberta's visual arts community.

Please **click here** for program guidelines and information.

* Applicant Classification: Artist ▾

Date Received: 2017/07/28
(yyyy/mm/dd)

| Back | Next |

This e.Form has been submitted

14. In **Contact List**, choose your **Primary, Secondary** and **Signing Authority Contact**.

Note: it may be the case that some (or all) of these are filled by the same person, in which case choose the same contact for each drop down list item:

- Primary contact
- Secondary contact
- Signing authority
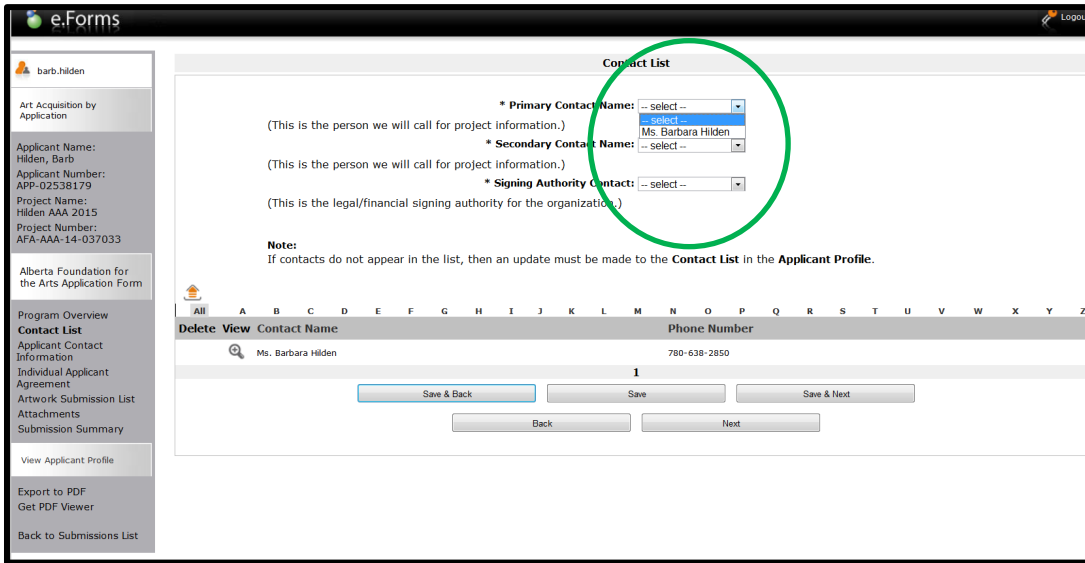
15. Hit **Save and Next** and move onto **Applicant Contact Information**.

16. In **Applicant Contact Information:** all address information has been automatically filled from your Applicant Profile. If you want to make any changes to your contact information, you will need to leave the application and edit your Applicant Profile.
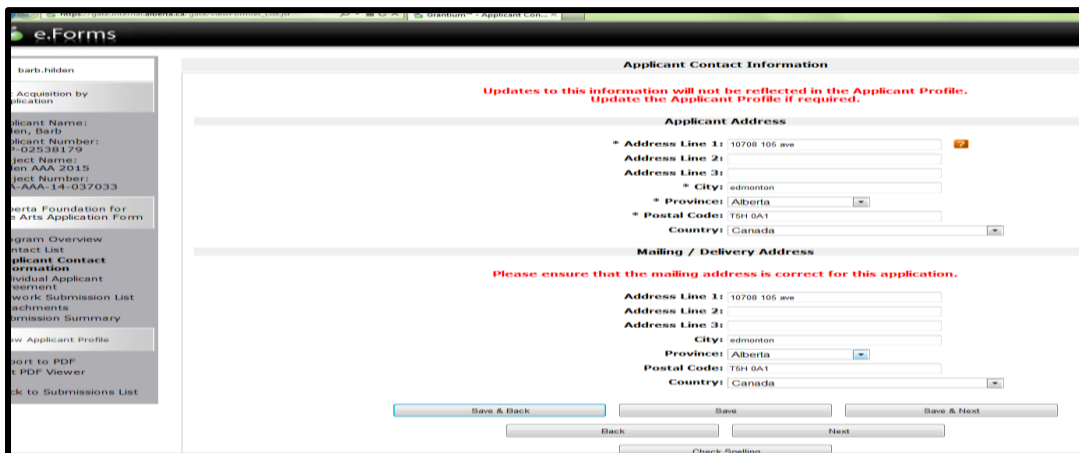
17. If everything is correct, hit **Save and Next** to move onto **Individual Applicant Agreement**.
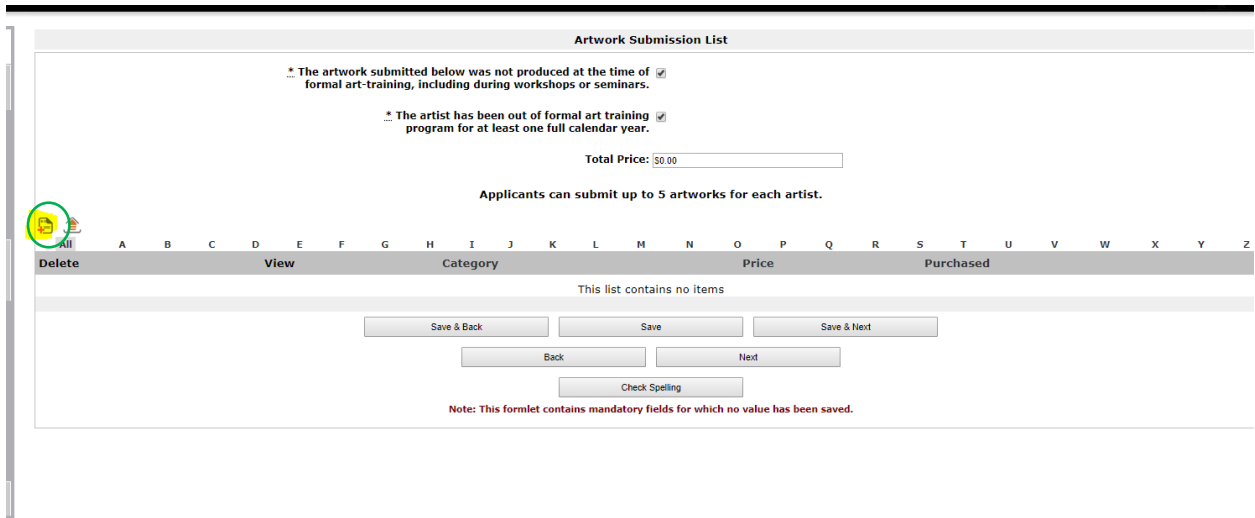
18. In **Individual Applicant Agreement:** Read the Individual Applicant Agreement statements and click yes to agree.

19. Click **Save and Next** to move onto **Artwork Submission List.**

20. **Artwork Submission List**: This step is where you enter your artwork details such as title, date, medium and size.

21. You must click the boxes to agree with each of the statements from the guidelines.

22. To **add an artwork**, **click the icon with the orange plus sign** ⬛ **:**

Note:

✓ You may submit up to five pieces by each individual artist for consideration.

✓ You do not have to enter a total price; this will be automatically calculated when you complete all of your artwork submissions.

✓ Ignore the "Purchased" boxes. They will reflect the jury's decision and be updated after adjudication.

23. Fill in the details for the first piece of artwork in the **Atwork Submission Details** page including;

☐ Artist Name
☐ Title
☐ Date of Completion
☐ Framing (Framed or Unframed (Preferred)
☐ Price
☐ Size
☐ Category
☐ Medium
☐ Varnish (Yes or No)
☐ Artistic statement about this piece.

24. Click **Save and Next** or if you have more than one artwork to submit, click **Save & Add Another**. Repeat the process as many times as necessary.

Note:

✓ Items marked with an asterisk [*****] are mandatory and the form will not be marked as complete on the final submission summary page if they are not filled in.

✓ In order to be eligible, an artwork must have been completed within the last five years.

✓ If your artwork has varnish or a protective finish on the artwork, please choose "Yes" in the "Varnish/Protective Finish" drop down menu. If this is not applicable, please choose "No".

✓ If you have problems saving your form, it may be because you said yes to varnish but have not filled in the application date and materials/process form.

✓ There is an option to list all exhibitions in which the artwork has been exhibited, if applicable.

Example of an **Artwork Submission List** with **three artworks** included in the application :

25. In the **Attachments** page, you will need to attach :

☐ An artist resume (CV)
☐ Up to five images of each artwork

26. Click on **01. Artist Resume** to upload your resume or CV.

27. Title the Resume or CV using [Artist Name] and [CV]. Click "Browse" to locate the file on your computer and upload it.

28. Click **Save & Back to List**. You will now see your CV/Resume successfully uploaded in the Attachments list.

29. You can upload a void cheque or direct deposit form under **03. Void Cheque or Direct Deposit form** if you want, but it is optional.

30. Click **04.Images** to upload your first image.

Before uploading, please ensure your artwork files are named with the following conventions and that you use the SAME convention to name the artworks under Document Description:

For example, the image file should be titled:

1_LastName_ArtworkTitle
2_LastName_Artwork Title, etc.

(If you are including image details, please title the works:
1a_Lastname_Artwork Title
1b_Lastname_Artwork Title, etc.)

And your document description should be:

1_LastName_ArtworkTitle
2_LastName_Artwork Title, etc.

(If you are including image details, please title the works:
1a_Lastname_Artwork Title
1b_Lastname_Artwork Title, etc.)

31. To upload the images, click the **Browse** button to locate the file on your computer and upload it.

32. Click **Save and Back to List**.

33. **Repeat steps 30 through 32 as often as necessary to upload all the images for all the five artworks submitted.**

34. When you have uploaded all the images you wish to, click "Next."

35. **Submission Summary**: You are on the final stage of the application!

✓ If you have entered everything correctly, you will see a row of green checkmarks under the "Complete" column.

✓ If you have missed entering any information, you will see a red X by the stage that still needs to be completed.

✓ Navigate to the incomplete stage by clicking on its name either under the "Page" column or in the left-hand menu.

✓ Only once all stages are complete will the "Submit" button become visible!

✓ If you wish to save a pdf version of your application, click "Export to PDF."

✓ You can still review any stage to ensure information has been accurately entered.
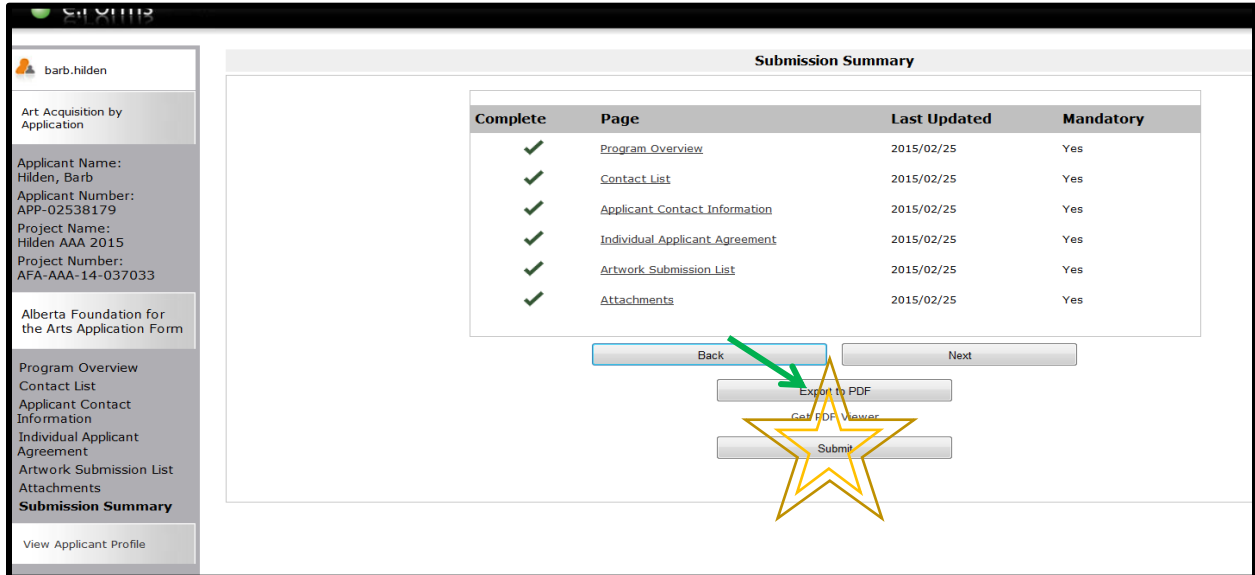
36. **To submit your application, click "Submit."**

You will not be able to edit, alter, amend, or correct your application yourself once you submit your project.

37. You can verify that your application has been successfully submitted by clicking **Back to Submissions List** at the bottom of the left-hand menu and ensuring that today's date appears under the Date Submitted" column next to your project.

38. The GATE system will e-mail you a notification that your application has been submitted (via the e-mail used in your GATE profile).

Your application is now complete!

Starting a New AAA Application-ORGANIZATIONS:

1. When logging in to GATE, you should see a window resembling the below with your username in place of **aaa.applicant**, our mock username for this guide. If you are missing menu options, refer to the Technical FAQ in Section 3 of this guide for some troubleshooting tips.

2. Under **Workspace** on your left-hand menu, click **Funding Opportunity Registrations**. Find AFA-Art Acquisition by Application in the list, and click on the 🗋 icon under the title **Register.**

3. If you are a new GATE user or you have not applied to the Art Acquisition by Application Program before, you will be asked if you want to register in the AFA-Art Acquisition by Application Program.

   If you are already registered in the Art Acquisition by Application program, the system will notify you that you are registered.

4. To **Start your Application**, click on **Projects** in the left hand grey menu. This screen lists all current applications (called projects).

5. To create a **New Application (Project),** select your **Funding Opportunity Name from the drop down menu** above, and click on the **Add Project** icon 🗐 above the alphabet bar to start a new project.

6. For each application, please name your Project with the **[Artist's last name]** and **[AAA]** and the **[year]**. For example: in the year 2020, use Smith AAA 2020, or in the year 2021, use Smith AAA 2021. If there are multiple artists in an application, use the last name of the first artist in the collective.

    If you are submitting applications for more than one artist represented by your Gallery or Agent, you will have to create a separate GATE project for each artist by following steps 4-6.
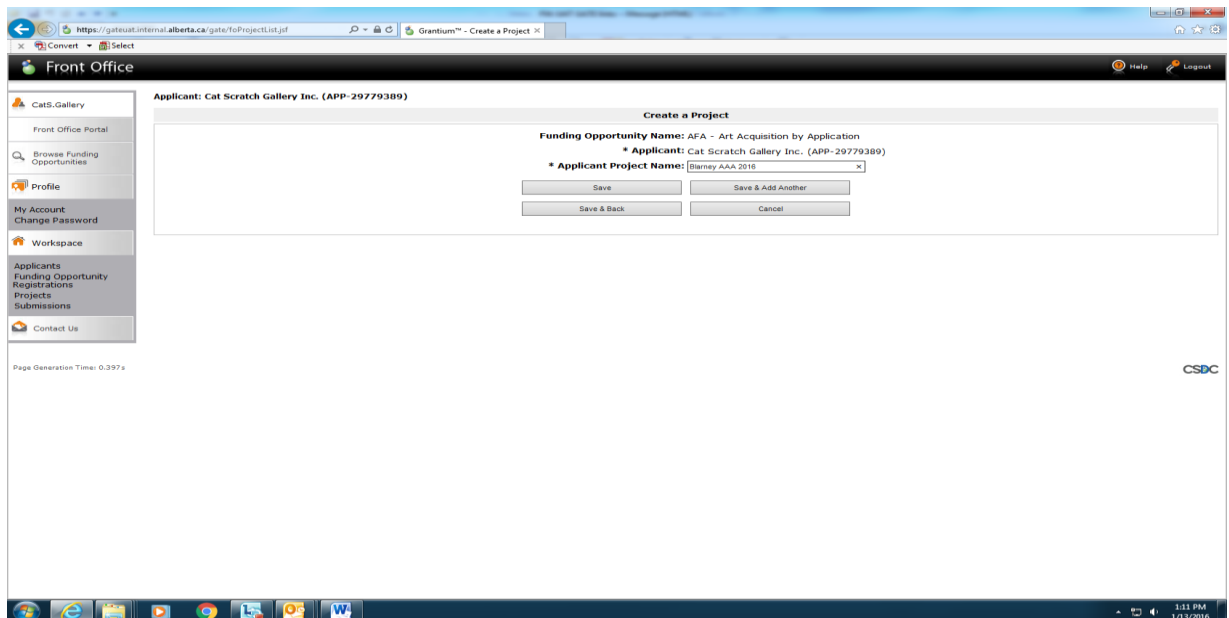
7. Click **Save and Back**. You have now started your application in GATE. You will now need to fill out the content of the application using **Submissions** in the left hand grey menu.

8. Click on **Submissions** in the left hand grey menu and click on the orange file folder [icon] next to the project name that you created in step 6.

9. **If you can't find any projects listed in your submission page, you may need to clear the Search Filters at left hand top. To do so click on Clear Filters in the top left hand corner of the page.**

10. If you leave the Project after saving each step, and want to return to it later, use the **Submissions** menu to access your incomplete application.

11. There are **8 steps** to filling out AAA application for ORGANIZATIONS in GATE. The grey left hand menu will tell you where you are in the application process:

☐ Program Overview
☐ Contact List
☐ Applicant Contact Information
☐ Organization Information
☐ Organization Applicant Agreement
☐ Artwork Submission List
☐ Attachments
☐ Submission Summary

The grey left hand menu will tell you where you are in the application process:

12. **Program Overview**. Choose **Agent/Gallery as the Application Classification.**

13. Hit **Save and Next** to move onto **Contact List.**

14. **Contact List**, choose your Primary, Secondary and Signing Authority Contact.

Note: it may be the case that some (or all) of these are filled by the same person, in which case choose the same contact for each drop down list item:

- Primary contact
- Secondary contact
- Signing authority

15. Hit save and next and move onto **Applicant Contact Information**.

16. **Applicant Contact Information:** All address information has been automatically filled from your Applicant Profile. If you want to make any changes to your contact information, you will need to leave the application and go back to the Applicant Profile.

17. If everything is correct, hit **Save and Next** to move onto **Organization Information**.

18. **Organization Information** has been automatically filled from your Applicant Profile.

19. Select "Yes" to verify that the Artist submitted has been an Alberta resident for at least one year as per program guidelines.

20. Click **Save and Next** to move onto **Organization Applicant Agreement.**
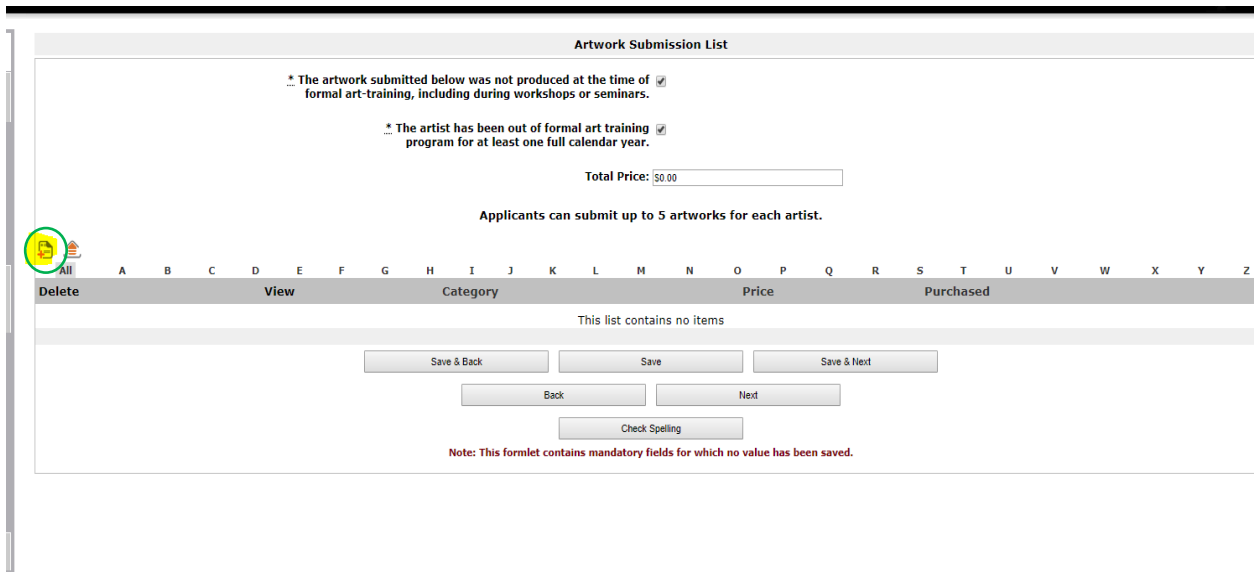
21. **Organization Applicant Agreement**: Read the agreement, enter your name or the name of the person who is the Authorized Official for your Organization (Legal Signing Authority).

22. Enter the name of your position or that of the Legal Signing Authority and click "The Organization agrees to/with all the statements above."

23. Click **Save and Next** to move onto the **Artwork Submission List**.

24. **Artwork Submission List**: This step is where you enter your artwork details such as title, date, medium and size.

25. You must click the boxes to agree with each of the statements from the guidelines.

26. To **add an artwork**, **click the icon with the orange plus sign** 📄⁺ :

Note:

✓ You may submit up to five pieces by each individual artist for consideration.

✓ You do not have to enter a total price; this will be automatically calculated when you complete all of your artwork submissions.

✓ Ignore the "Purchased" boxes. They will reflect the jury's decision and be updated after adjudication.

27. Fill in the details for the first piece of artwork in the **Atwork Submission Details** page including;

☐ Artist Name
☐ Title
☐ Date of Completion
☐ Framing (Framed or Unframed (Prefferred)
☐ Price
☐ Size
☐ Category
☐ Medium
☐ Varnish (Yes or No)
☐ Artistic statement about this piece.

28. Click **Save and Next** or if you have more than one artwork to submit, click **Save & Add Another**. Repeat the process as many times as necessary.

Note:

✓ Items marked with an asterisk [*] are mandatory and the form will not be marked as complete on the final submission summary page if they are not filled in.

✓ In order to be eligible, an artwork must have been completed within the last five years.

✓ If your artwork has varnish or a protective finish on the artwork, please choose "Yes" in the "Varnish/Protective Finish" drop down menu. If this is not applicable, please choose "No".

✓ If you have problems saving your form, it may be because you said yes to varnish but have not filled in the application date and materials/process form.

✓ There is an option to list all exhibitions in which the artwork has been exhibited, if applicable.

Example of an **Artwork Submission List** with three works included in the application:

29. In the **Attachments** page, you will need to attach :

☐ An artist resume (CV)
☐ An Artist Designation for Submission by Gallery/Agent Form
☐ Up to five images of each artwork

30. Click on **01. Artist Resume** to upload an artist's resume or CV.

31. Title the Resume or CV using [Artist Name] and [CV]. Click "Browse" to locate the file on your computer and upload it.

   Please include the artist's Albertan address at the top of the resume or CV as an indication of Albertan residency.

32. Click **Save & Back to List**. You will now see your CV/Resume successfully uploaded in the Attachments list.

33. Under **02.Artist Designation for Submission by Gallery/Agent form** you will need to have the artist you are representing sign a *Designation for Submission by a Commercial Gallery, Organization or Artist Agent form* and upload it into GATE.

   The form can be found on the AFA website at the bottom of the *Art Acquisitions By Application* page, under ***Helpful Resources.*** You can get the form my clicking on the blue heading under attachments, https://www.affta.ab.ca/funding/find-funding/art-acquisitions-application or by e-mailing AFA.artacquisition@gov.ab.ca

34. Title the **Designation for Submission by a Commercial Gallery, Organization or Artist Agent form** using [Artist Name] and Artist Designation. Click "Browse" to locate the file on your computer and upload it.

35. Click **Save & Back to List**. You will now see the **Artist Designation form** uploaded in the Attachments list.

36. You can upload a void cheque or direct deposit form under **03. Void Cheque or Direct Deposit form** if you want, but it is optional.

37. Click **04.Images** to upload your first image.

   Before uploading, please ensure your artwork files are named with the following conventions and that you use the SAME convention to name the artworks under Document Description:

   For example, the image file should be titled:

   1_LastName_ArtworkTitle
   2_LastName_Artwork Title, etc.

   (If you are including image details, please title the works:

   1a_Lastname_Artwork Title
   1b_Lastname_Artwork Title, etc.)

   And your document description should be:

   1_LastName_ArtworkTitle
   2_LastName_Artwork Title, etc.

   (If you are including image details, please title the works:

   1a_Lastname_Artwork Title
   1b_Lastname_Artwork Title, etc.)

38. To upload the images, click the **Browse** button to locate the file on your computer and upload it.

39. Click **Save and Back to List**.

40. **Repeat steps 37 through 39 as often as necessary to upload all the images for all the five artworks submitted.**

Please download the required template(s) from the Helpful Resources section of the program guidelines.

Delete	Document Type	Required?	Download	Document Description
❌	01. Artist resume	Yes	🔍	Test CV
❌	02. Artist Designation for Submission by Gallery/Agent form	No	🔍	Smith Artist Desi...
	03. Void Cheque or Direct Deposit Form	No		--
❌	04. Images	Yes	🔍	1_LastName_Artwor...
❌	05. Images	No	🔍	1a_Last Name_Artw...
	06. Images	No		--
	07. Images	No		--
	08. Images	No		--

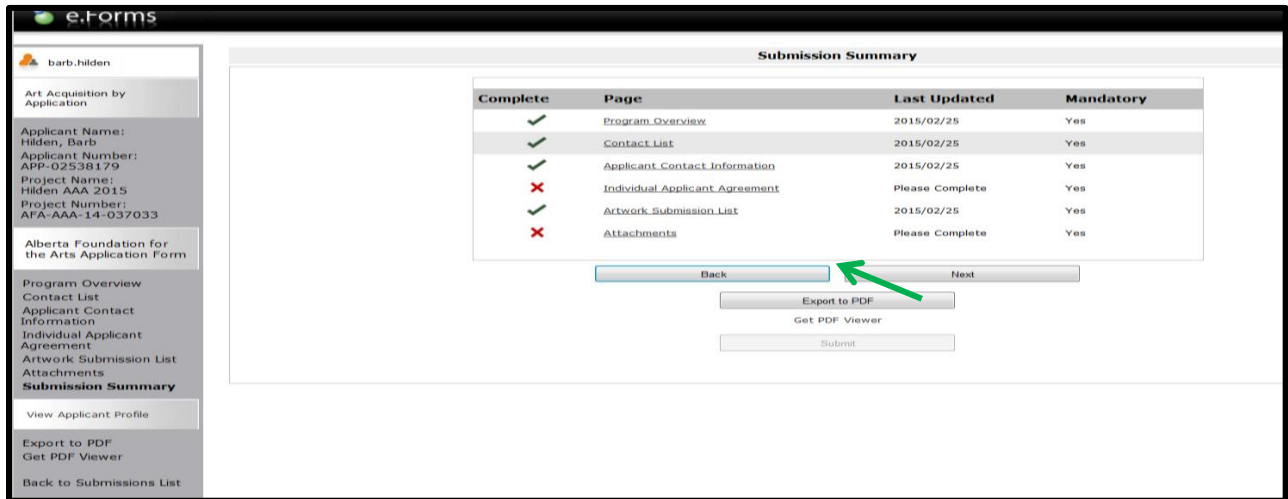41. When you have uploaded all the images you wish to, click **Next**.

42. **<u>Submission Summary</u>**: You are on the final stage of the application!

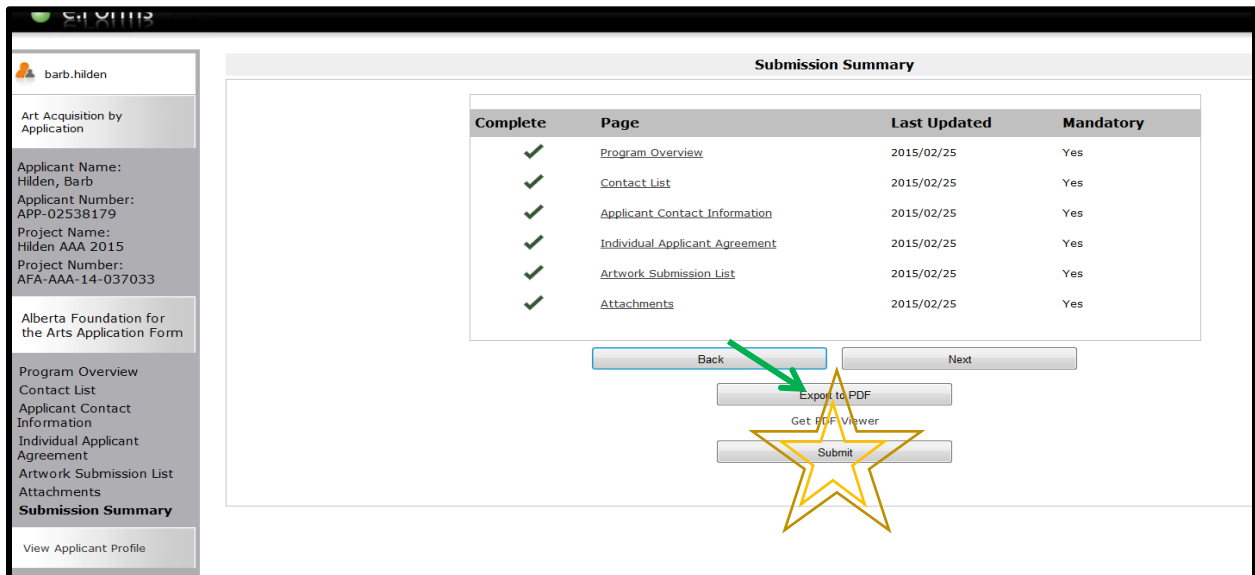✓ If you have entered everything correctly, you will see a row of green checkmarks under the "Complete" column.

- ✓ If you have missed entering any information, you will see a red X by the stage that still needs to be completed.

- ✓ Navigate to the incomplete stage by clicking on its name either under the "Page" column or in the left-hand menu.

- ✓ Only once all stages are complete will the "Submit" button become visible!
- ✓ If you wish to save a pdf version of your application, click "Export to PDF."

- ✓ You can still review any stage to ensure information has been accurately entered.

43. **To submit your application, click "Submit."**

You will not be able to edit, alter, amend, or correct your application yourself once you submit your project.

You can verify that your application has been successfully submitted by clicking **Back to Submissions List** at the bottom of the left-hand menu and ensuring that today's date appears under the Date Submitted" column next to your project.
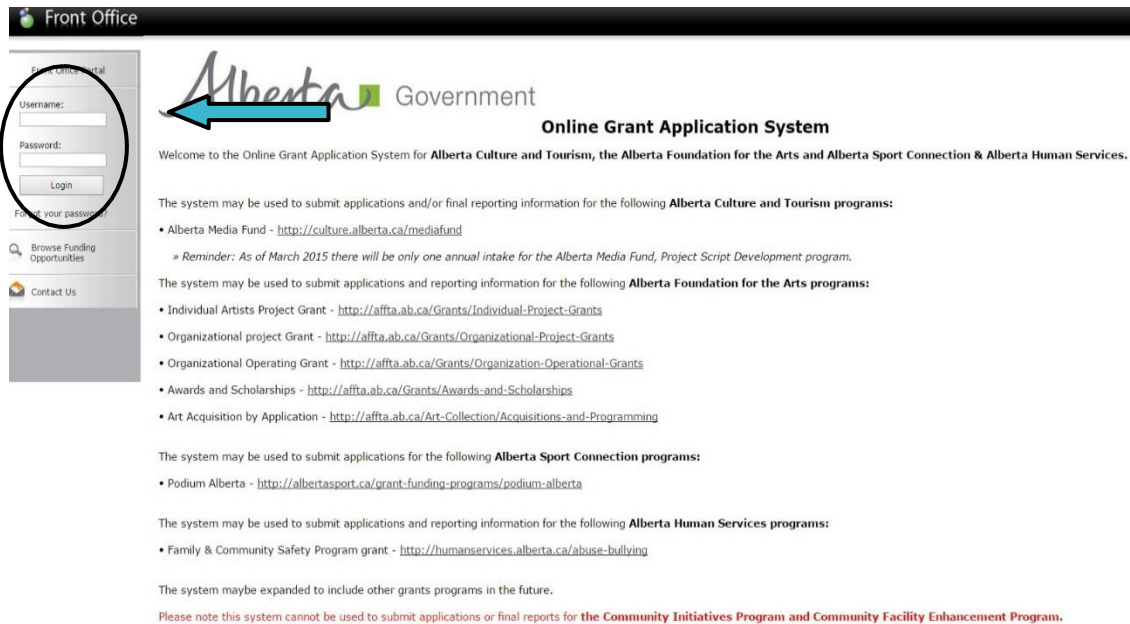

44. The GATE system will e-mail you a notification that your application has been submitted (via the e-mail used in your GATE profile).

Your application is now complete!

If you would like to add another submission by a different artist represented by your organization, begin the application process over again starting on page 26.

How to resume where you left off working on your application in GATE:

1. Log on to GATE https://gate.alberta.ca/gate/frontOffice.jsf. **If you are prompted to change your password, please complete the steps outlined, and save your new password in a safe place.**

2. Click on Submissions in the left menu.

3. Find your project name and number and click on the orange file folder to the left.

4. Once your project opens, click on any item at the left grey menu (e.g. Project Description, Attachments) to resume working on that section of your application. Remember to save each page before moving on.

5. When you have completed your application, and all the checkmarks on the submission summary list are green, you can hit **Submit**. Remember, you can print out a paper copy of your submission if you wish. Just click on Export to PDF. Then, go back and click Submit.

6. After submitting, the screen reverts to Submissions where you originally found your folder. You know your project was submitted successfully because the time and date is now added. You will receive an e-mail confirming your application has been received, plus you will continue to receive e-mails as your application is processed.

Updating or Editing Your Profile in GATE:

1. Log on to GATE https://gate.alberta.ca/gate/frontOffice.jsf. If you are prompted to **change your password**, please do so and save your new password in a safe place.

2. Click on **Applicants** in the left menu.

3. Click on the orange folder beside your **Applicant Name**.

4. Click on **Submission Summary** in the grey menu at the left.

5. To open your profile for editing, click on the Edit button in the middle of the page bottom. You can now click on any page in your profile that you want to edit.

For example, if you want to make a change to the **Contact List** page:

☐ You can click on ❌ to delete any name
☐ You can add a new contact person by clicking on the 🗎
☐ You can make a correction to an existing entry by clicking on 🔍

6. Make sure you always **save** your changes by clicking **Save and Next**.

7. To add a new contact to your **Contact List**, you click on the 🗎 in the **Contact List** page. Fill in all the boxes marked with an asterisk (*) and click either **Save** or **Save and Add Another**.

8. Make any other changes needed in your profile by clicking any item in the left hand grey menu bar.

9. When you have finished making all the updates to your profile, go back to the **Submission Summary** page by clicking **Submission Summary** in the grey menu at the left.

10. Click **Complete** to get out of edit mode. Your profile is now complete and you can access or start an application as needed.

Section 3 – FAQ about AAA

General Program FAQ

How can I find out about the AAA deadlines?

All AFA Funding opportunities and deadlines are posted on the AFA website under **Funding, Find funding**: https://www.affta.ab.ca/funding/find-funding

You can also subscribe to the AFA mailing list by going to the **News** tab of the AFA website and scrolling to the bottom.

The Alberta Foundation for the Arts
10708-105 Ave,
Edmonton, AB, Canada, T5H 0A1
780-427-9968
(toll-free within Alberta by first dialing 310-0000)

✉ afacontact@gov.ab.ca

🐦 Twitter | ⨍ Facebook | 📷 Instagram

Subscribe to our mailing list

| address@email.com | **SUBMIT** |

Am I eligible? – Grant Recipients/Applicants

The Art Acquisition by Application Program is an art purchase program, not a grant program. Current applicants to AFA grant programs and recipients of past AFA grants and awards are eligible to apply to the Art Acquisition by Application Program each deadline providing they are in good standing with the AFA and meet the program eligibility requirements.

Am I eligible? – Residency

Applicants to the Art Acquisition by Application Program must have their primary residence in Alberta. Applicants who have left the province temporarily are eligible to apply if they can provide proof of Alberta residency (proof of income tax filing in Alberta, Alberta driver's license or utilities bill with address).

Am I eligible? – Formal Art-Training

Artists who have recently graduated from a formal art training program (at a University, College or other institute) must wait one full calendar year after graduation to apply to the Art Acquisition by Application Program. Artists undertaking residencies and PHD programs are eligible to apply if the opportunities are self-directed and do not have a formal art training component.

Can you help me determine the pricing of my work?

The AFA does not help artists determine the pricing of their work. Artwork should be priced according to fair market value established through a record of past sales of artworks, and/or comparable artworks by other artists who are peers working in similar media.

If a record of recent sales is not available to verify fair market value, and the price of the artwork is in question, the AFA may undertake an appraisal made in writing by an independent qualified appraiser. The appraiser must not be in a position to realize any financial gain resulting from the purchase of the artwork. Artwork values may also be determined by examining commission contracts and insurance values for exhibiting the work.

Which date do I list if I completed my artwork over various periods or years?

Artworks must have been produced within the last five years from the AFA deadline. Please use the most recent completion date and include a note about the length of time needed to produce the work in the *Artistic statement about this piece* section of the *Artwork Submission Details* page. If there are discrepancies noted in production dates of the works, the artist may be contacted by Arts Branch staff.

Should I submit my work framed or unframed?

The AFA requests that artists submit works unframed, unless the frame is integral to the work. Due to the programming and conservation requirements of the AFA, artworks are often reframed after purchase and the original frame is discarded.

If an artist would like to show their work in a temporary frame, they should indicate in the Artistic Statement about the work that the frame is temporary and should be returned. If the work has been professionally framed and cannot be unframed easily, the artist should include the cost of the frame in the overall price of the work.

Can I submit a paper copy instead of submitting online?

The AFA only accepts applications through the Grant Administration Tracking and Evaluation (GATE) online application system. We must receive your online application through GATE no later than 11:59 pm Mountain Time on the deadline date, unless the deadline falls on a statutory holiday or a weekend when it will be extended until the next working day. Please give the system time to process your application so that the AFA receives notification of your submission before the deadline falls.

Can my gallery/representation apply on my behalf?

Yes, a gallery or representative can apply on behalf of an artist, providing that the artist meets all eligibility requirements and has signed a *Designation for Submission by a Commercial Gallery, Organization or Artist Agent form*.

An Albertan address must be included on the Artist's CV as an indication of Albertan Residency.

For new media and time-based media work, incorporated production companies are not eligible to apply and sole proprietorships must apply as a gallery/agent classification. The sole owner must complete the *Designation for Submission by a Commercial Gallery, Organization or Artist Agent form*.

Applicant organizations may be asked for additional information to determine eligibility, or any other program requirements when applicable.

How does the process work after the application deadline?

Arts Branch Staff will convene an expert panel to assess all applications according to artistic merit and make recommendations to the AFA Board. The expert panel process involves a three-stage process:

Stage 1

The expert panel reviews all eligible artworks and selects artworks to be viewed in person at the Stage 2 & 3 adjudication.

Assessment of artworks are based on the following criteria:

- strong elements of principals and design
- strong idea/concept
- excellent technique/craftsmanship
- represents a medium, practice or concept that is cutting edge, new, and/or emerging
- challenges and extends the medium
- importance in terms of the artist's overall exhibition record/achievement
- importance in terms of the artist's overall career
- whether the artwork has been created in celebration of, or to mark important events or anniversaries within the visual arts community and/or the province
- whether the artwork forms an integral piece in a series or composite work
- whether the work is a strong example of the artist's work from a particular period
- whether the work reflects the pinnacle of a transition or paradigm shift in an artist's practice
- in relation to artworks already held in the AFA collection

Department staff notify successful applicants for second stage expert panel adjudication. Artists must arrange for their artworks to be delivered to one of two depot locations (in Edmonton or Calgary), from where Arts Branch staff will collect them. Artworks are reviewed in Edmonton. Artists and Galleries are responsible for ensuring artworks are adequately wrapped for transport to depot to ensure artworks' safety.

Stage 2

Department staff review the shortlisted artworks to ensure works are in accord with the Collections Development Plan, including;

- assessment for potential conservation, structural, and/or maintenance issues
- evaluation of the work's importance in the Alberta artist's oeuvre
- consideration of whether the artwork fills a gap of the artist's works already included in the AFA Art Collection
- consideration of whether the artwork fills a gap in medium and would broaden the representation of that medium in the AFA Collection
- consideration of whether the artwork fills a gap in genre and would broaden the representation of that genre in the AFA Collection

Stage 3

The expert panel members view and review the shortlisted artwork in a gallery setting. Artworks are assessed again and selected artworks are prioritized for purchase, based on the criteria from Stage 1.

Proof of fair market value may be required from artists selected for the Stage 3 expert panel. Artworks not selected for purchase are retuned to artists at a second depot in Edmonton and Calgary. All expert panel recommendations are reviewed by the AFA and all decisions are final.

What do I do if the artworks I submitted are booked for an exhibition?

Artworks must be available for in-person viewing during the second stage adjudication to be considered for purchase. The second stage adjudication generally takes place in June of the deadline year.

If artworks called in to the second stage adjudication are booked for an exhibition after July of the deadline year, please let the Art Collections Consultant - Acquisitions know as soon as possible. An exhibition loan between the AFA and the borrower will need to be arranged if the artwork is purchased by the AFA.

What do I do if my artwork sells before the adjudication?

If the artwork sells before the deadline, contact the AFA and a replacement artwork can be added to the application. If the application sells after the deadline has passed, notify the AFA and it will be removed from the adjudication.

Technical FAQ

How does the image submission work?

Artwork images must be named according to the conventions outlined on page 19 (for Individuals) or page 34 (for Organizations) of this guide and uploaded into the **Attachments** page of the GATE application.

Uploaded images must be 4 MB or less.

The AFA will not accept visual representations of artworks that do not match the artwork title, medium, size, and date associated with the submission.

For new media or video artworks, image stills can be used to represent the work.

For tips on creating digital images of artworks, please visit https://www.affta.ab.ca/funding/help-and-resources/digital-image-tips

Can I submit Video/New Media/Time-Based Media work?

Yes, the AFA collects new media and time-based media work under the category of new media (time-based media, electronic arts, audio art). Time based media artworks should be independently produced where the artist maintains ownership and creative control of the artwork. Artworks should be intended for a non-commercial, non-industry audience.

For new media or time-based media artworks, a Vimeo or other web link to the complete work (with password provided) should be included with the artist statement.

If your support material is too large to submit, please mail a hard copy CD or USB to 10708 – 105 Ave, Edmonton, AB, T5H 0A1. Please include your first name, last name and project number on the CD or USB.

Supplementary material sent by mail must be postmarked no later than 11:59 p.m. Mountain Time of the deadline date, unless the deadline falls on a statutory holiday or a weekend when it will be extended until the next working day.

How do I reset my password?

If you have forgotten your password, click on "forgot your password" at the Front Office Portal in GATE. An e-mail with re-set links will be sent to the e-mail address used to set up your GATE profile. If you don't have access to the e-mail account linked to your GATE profile, e-mail AFA.artacquisition@gov.ab.ca at least five business days prior to the deadline to have your e-mail re-set.

When I log in, I have incomplete menu options. How can I fix it?

If you log onto GATE and you don't see all the menu options in the left hand menu, you will need to re-set your password. If you have problems re-setting your password manually, please email AFA.artacquisition@gov.ab.ca.to have your password re-set. You can also try clearing the cache in your browser by clicking the keys [Ctrl], [Shift] and [del] on your Keyboard.

Can I save as I go? How do I re-access an application I have already started?

At each page there is a **Save or a Save and Next** button. Make sure to save often.

If you leave the Project after saving each step, and want to return to it later see page 41 of this guide, ***How to resume where you left off working on your application in GATE.***

Can I make changes to my application once it is submitted?

You cannot make changes yourself to your application once it is submitted in GATE. If you need to make *emergency* changes before the program deadline, please contact AFA.artacquisition@gov.ab.ca. Changes to the application will not be made after the deadline has passed. Change requests must be completed by AFA staff and are not guaranteed.