



Community Performing Arts Organizations (CPAO) Grant

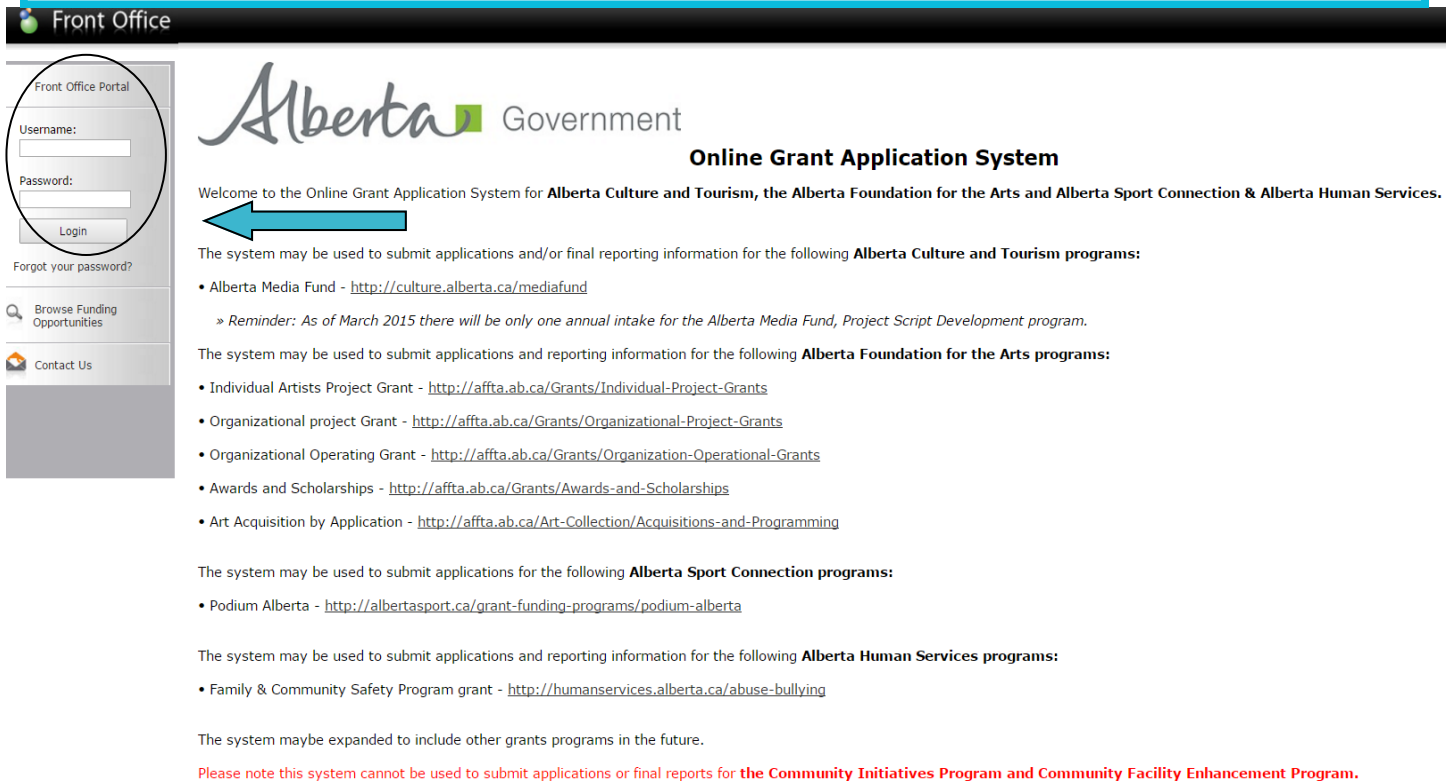
Updated August 2020

Table of Contents

For new GATE users:	Pages
• How to start from the beginning to complete your profile first and then start a new application	2 - 15
For returning GATE users:	
• How to update or edit your profile (you need to do this first before you create a new application)	16 - 19
• How to submit a final report from last year	20 - 25
• How to start a new application	26 - 37
• How to go back into GATE and resume working on an existing application	38 - 40

How to Use GATE to apply for Community Performing Arts Organizations (CPAO) Grant

Step 1: log on to GATE <https://gate.alberta.ca/gate/frontOffice.jsf> in Google Chrome or Internet Explorer



Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

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>

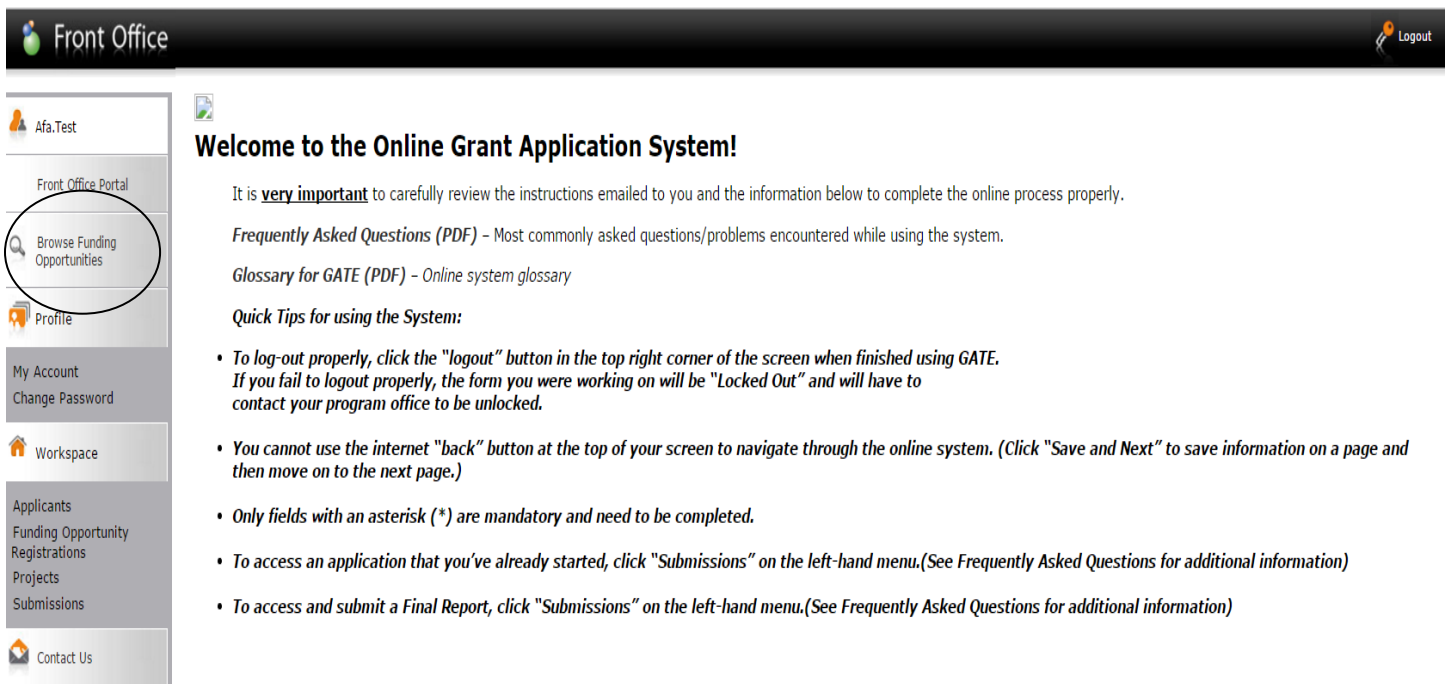
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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**.

Step 2: click on *Browse Funding Opportunities* in the left menu.



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Logout

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) – Online system glossary

Quick Tips for using the System:

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

Step 3: - type *Community Performing Arts Organizations* in the Search Criteria box, OR
- scroll down the page, find *Community Performing Arts Organizations*, and click on icon under Register

Front Office

Help Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Browse Funding Opportunities

Search Criteria:

Search

Funding Opportunities

Register View	Funding Opportunity Name	Funding Opportunity Start	Registration Start	Registration End
	AFA - Aboriginal Individual Project Grant	1-Jun-2014	1-Jun-2015	2-Jan-2020
	AFA - Community Performing Arts Organizations	1-Dec-2014	16-Jun-2016	2-Nov-2016
	AFA - Cultural Relations - Individual	1-Dec-2014	1-Dec-2014	2-Sep-2020
	AFA - Cultural Relations - Organizations	1-Dec-2014	1-Dec-2014	13-Apr-2050
	AFA - Dance Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Literary Arts Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Music Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Organizations Arts Projects	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Summer Schools	1-Dec-2014	1-Feb-2016	16-Jul-2016
	AFA - Theatre Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Visual Arts and New Media Individual Project Grant	1-Dec-2014	19-Jun-2015	2-Sep-2020
	Alberta Production Grant	13-Mar-2012	13-Mar-2012	1-Apr-2050

1

Page Generation Time: 0.594s

CSBC

Step 4: use the dropdown menu to choose your organization with the funding opportunity. Do not do anything else and click *Save & Next*.

Front Office

Help Logout

Funding Opportunity
Registration

Create Applicant

Contact Us

Applicant Details

Select an existing Applicant and click Save & Next to continue

ABC Organization (APP-15653040) ▼

~~For Office Use Only - DO NOT USE:~~

Applicant Type: -- Select -- ▼

Cancel Save & Next

Page Generation Time: 0.344s

CSBC

Step 5: use the menu to choose your type of organization from the dropdown box. Click *Save & Next*.

eForms Logout

Applicant Type

* Applicant Type: Organization Not-for-Profit

Save & Back Save Save & Next

Back Next

Applicant Profile

Applicant Name: ABC Organization
Applicant Number: APP-15653040

Applicant Type

Organization
Address
Contact List
Submission Summary

Return to Registration Wizard

Step 6: fill in all questions with an asterisk and those questions with no asterisk if applicable. Click *Save & Next* when finished.

eForms Logout

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:

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

GST Number (if applicable):

Fiscal Year End (Month): March

Fiscal Year End (Day 1-31):

Vision / Mission Statement:

CPAO example

Save & Back Save Save & Next

Back Next

Step 7: fill in all questions with an asterisk. Click *Save & Next* when finished.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040

Applicant Profile

Applicant Type
Organization
Registration
Address
Contact List
Submission Summary

Return to Registration Wizard

Registration

* Registration Type: Societies Act

* Registered Name: ABC Organization

* Registration Number: 000012121212

* Registration Date (yyyy/mm/dd): 2010/06/01

Save & Back Save Save & Next

Back Next

Check Spelling

Step 8: fill in all questions with an asterisk and questions with no asterisk if applicable. Click *Save & Next* when finished.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040

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

* Address Line 1: 10708 - 105 Avenue

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5H0A1

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 Avenue

Address Line 2:

Address Line 3:

City: Edmonton

Province: Alberta

Postal Code: T5H0A1

Country: Canada

Save & Back Save Save & Next

Back Next

Check Spelling

Step 9: add yourself and others as contacts by clicking the paper icon with plus sign. Fill out the new form or screen that appears and click *Save & Back to List* when finished.

Page Generation Time: 4.454s

Step 10: **green ✓** indicate you have completed your profile correctly. If you see a **red X** click on the page, correct or complete any missing items, and save. Go back to the **Submission Summary** page by clicking in the grey menu at the left. Click *Complete* when finished.

Page Generation Time: 7.548s

You have now completed your profile and can start creating your project or application, next page.

NOTE: you can go into your profile anytime and update your contact info by first going to the *Submission Summary* page and clicking *Edit* (located in the middle of your screen). Then choose the page that you would like to update, save the change(s), go back to *Submission Summary* and click *Complete* (located in the middle of your screen). The changes are saved and will automatically appear in the next project you create. More detailed instructions on how to edit your profile after you initially create it are found on pages 16-19.

Step 11: since you have just completed your profile you can click *Next* to start your project. Notice in the grey menu to the left that you are beginning *Step 2: create a project*.

Front Office

Help Logout

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**

Step 12: Name your project as “CPAO 2020-21” or whatever the current year span will be. Click *Save & Next*.

Front Office

Help Logout

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

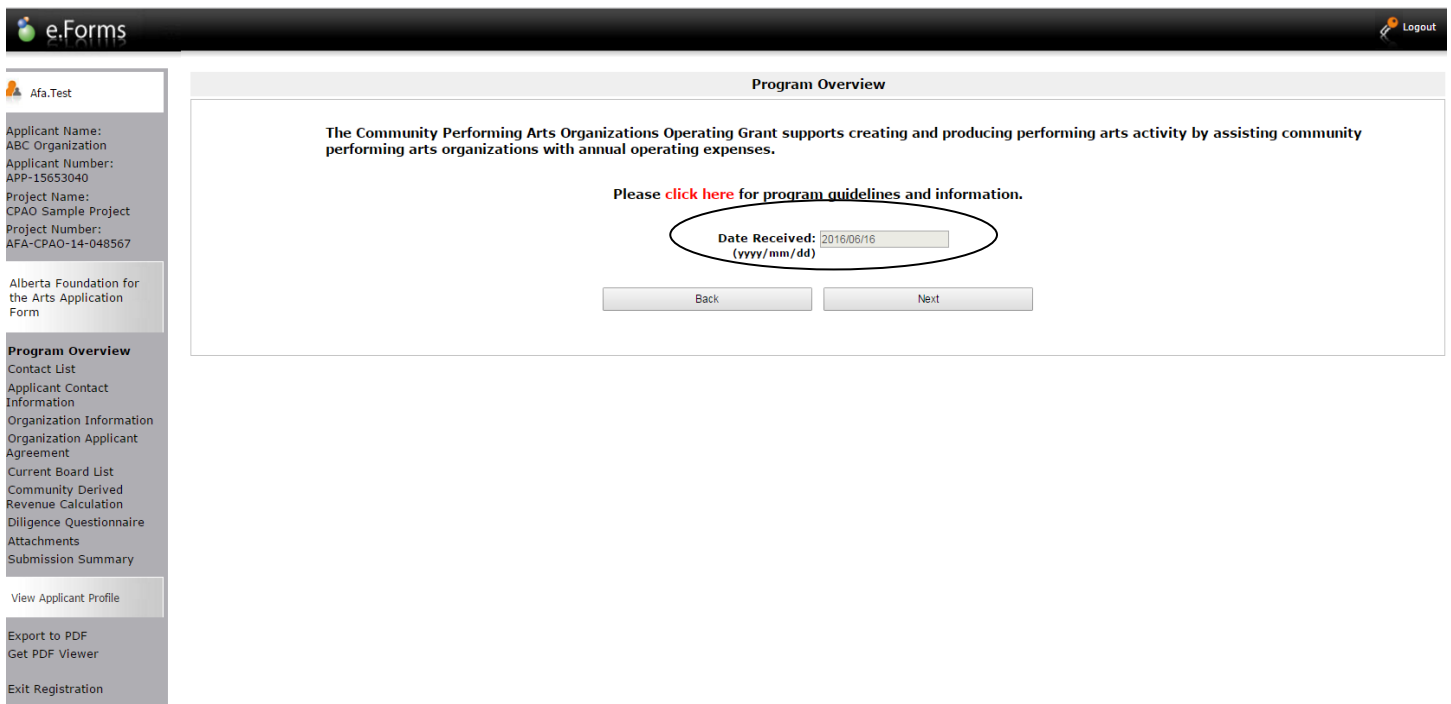
Create a Project

Funding Opportunity Name: AFA - Community Performing Arts Organizations

* Applicant Project Name: **CPAO Sample Project**

Cancel **Save & Next**

Step 13: the date will be automatically filled in. Click *Next*.



eForms Logout

Program Overview

The Community Performing Arts Organizations Operating Grant supports creating and producing performing arts activity by assisting community performing arts organizations with annual operating expenses.

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

Date Received: 2016/06/16
(yyyy/mm/dd)

Back Next

Applicant Information:
Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

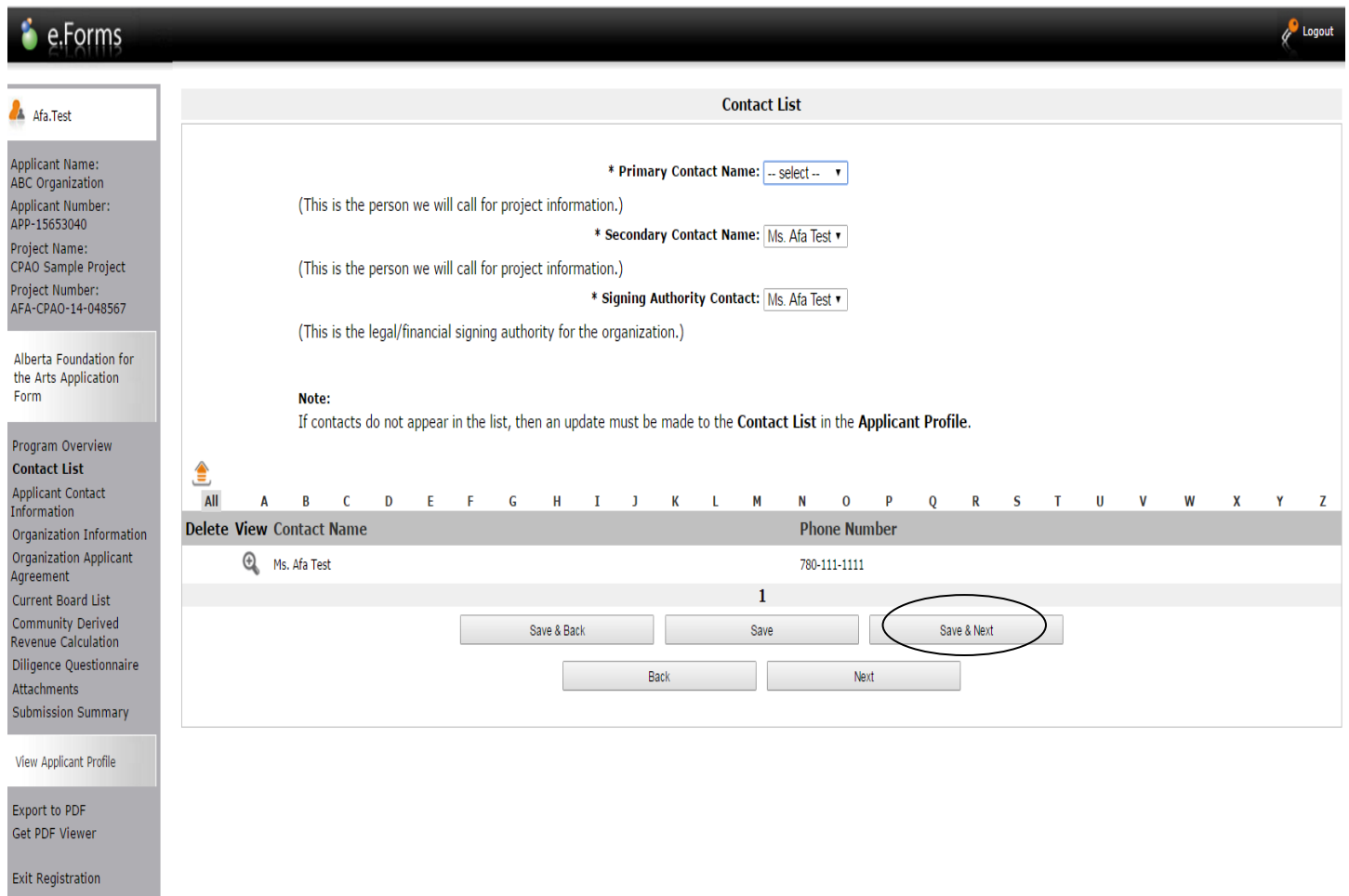
Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Step 14: select contacts using dropdown menus. Click *Save & Next*.



eForms Logout

Contact List

* Primary Contact Name: -- select --
(This is the person we will call for project information.)

* Secondary Contact Name: Ms. Afa Test
(This is the person we will call for project information.)

* Signing Authority Contact: Ms. Afa Test
(This is the legal/financial signing authority for the organization.)

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

Contacts:

Delete	View	Contact Name	Phone Number
		Ms. Afa Test	780-111-1111

1

Save & Back Save Save & Next

Back Next

Applicant Information:
Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Step 15: Notice that your address has auto filled from your profile. Click *Save & Next*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Applicant Contact Information

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

Applicant Address

* Address Line 1: 10708 - 105 Avenue
Address Line 2:
Address Line 3:
* City: Edmonton
* Province: Alberta
* Postal Code: T5H 0A1
Country: Canada

Mailing / Delivery Address

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

Address Line 1: 10708 - 105 Avenue
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

Step 16: Fill in your common name if applicable. Do not fill in the CADAC number even if you have one. It does not apply to this program. Click *Save & Next*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Organization Information

Organization's Registered Name: ABC Organization

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: 000012121212
Alberta Registration Date: 2010/06/01 (yyyy/mm/dd)
CRA Registration Date: (yyyy/mm/dd)

Fiscal Year End

* Month: March
* Day: 31

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

Save & Back Save Save & Next
Back Next
Check Spelling

Step 17: Fill in the applicant agreement by scrolling down to click the small box and fill in the position title. Click *Save & Next*.

15. This Agreement may not be assigned by the Organization.

16. The Organization will recognize the source of the Grant as required by the Guidelines.

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

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

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

*** Position Held:**

Date:
(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)

Note: This formlet contains mandatory fields for which no value has been saved.

Step 18: Create your board list by clicking on the small icon with the + sign and completing the boxes.

e.Forms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form


Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived
Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary


View Applicant Profile


Export to PDF
Get PDF Viewer
Exit Registration

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.

Delete	View	Position	First Name	Last Name	Start Date
This list contains no items					

Step 19: continue to add board members until your list is complete by clicking *Save & Add Another*. When you are finished, click *Save & Back to List*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO Sample Project
 Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview
 Contact List
 Applicant Contact Information
 Organization Information
 Organization Applicant Agreement
Current Board List
 Community Derived Revenue Calculation
 Diligence Questionnaire
 Attachments
 Submission Summary

View Applicant Profile

Export to PDF
 Get PDF Viewer
 Exit Registration

Board Executive Details

* Position: Chair

* Salutation: Ms.

* First Name: Board

* Last Name: Chair

* Address Line 1: 11111 - 111 Avenue

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5H 0A1

* Phone Number: 780-000-0000

* Email Address: afa.test@shaw.ca

* Start Date (mm-yy): 06-01

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

Step 20: You should see your entire board listed. The example below shows the chair, treasurer, and vice-president were added. Click *Next*.

eForms Logout

Afa.Test

AFA - Community Performing Arts Organizations

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO 2017-18
 Project Number: AFA-CPAO-14-054358

Alberta Foundation for the Arts Application Form

Program Overview
 Contact List
 Applicant Contact Information
 Organization Information
 Organization Applicant Agreement
Current Board List
 Community Derived Revenue Calculation
 Diligence Questionnaire
 Attachments
 Submission Summary

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
		Chair	Betty	Jones	04-15
		Treasurer	John	Smith	04-15
		Vice-President	Rita	Hayworth	04-15

1

Back Next

This e.Form has been submitted

Step 21: this is your CDR form (Community Derived Revenue). Fill out all boxes marked with an asterisk from your most recent approved financial statements. Type 0 if there is no amount to input. The dark-shaded boxes will be filled in automatically. Click *Save & Next*.

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Community Derived Revenue Calculation

CADAC line references do not apply to CPAO applicants.

	Fiscal Year End	Year 1 2015/03/31
* Total Expenditure (Line 5600 from CADAC form)		\$22,500.00
Total of:		
• Artistic Expenses (including Exhibition, Production, Technical, Programming and Services)		
• Facility Operating Expenses		
• Marketing and Communications Expenses		
• Fundraising Expenses		
• Administration Expenses		
* Total Revenue (Line 4700 from CADAC form)		\$70,000.00
Total of:		
• Earned Revenues		
• Net Investment Income (trust, endowment and investment revenue)		
• Private Sector Revenue (donations and sponsorships)		
• Public Sector Revenue (Grants)		
* Total Federal Grants (Line 4440 from CADAC form)		\$5,000.00
* Total Provincial Grants (Line 4500 from CADAC form) Note: casino revenue is not a provincial grant.		\$2,356.00
* Total Municipal Grants (Line 4535 of CADAC)		\$1,000.00
Total Public Sector Revenue (Line 4550 of CADAC form)		\$8,356.00
Community Derived Revenue		\$61,644.00

Save & Back
Save
Save & Next

Back
Next

Step 22: fill out all boxes marked with an asterisk on the Diligence Questionnaire. (Maximum of 1,000 characters in each of these sections only, otherwise your work can't be saved and all will be erased). Click *Save & Next*.

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Diligence Questionnaire

* **Official Organizational Mandate:**

* **General Programming Outcomes:**

* **Highlight Anecdote:**

The system can handle a maximum of 1,000 characters for all fields below. Please limit your text to stay within this maximum

Financial Management

* **Identify and explain any major areas of variance between actual results and budget for the last complete fiscal year.**

* **Identify and explain any material reductions in revenue and/or increase in expenses which you expect over the next 12 months. How do you propose to manage these changes?**

* **What is the average length of services of current board directors?**

Step 23: click on the Document Type (underlined) and upload the requested document. To download the template requiring three (3) signatures approving your financial statements (for those organizations which received \$25,000 or less), and template for planned activities, click the AFA website link.

Note: 04. Void Cheque is not mandatory — please uploaded a void cheque so we can set up automatic deposit into your account. If you are set-up already for automatic deposit, please disregard.

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2018-19 CPAO
Project Number: AFA-CPAO-14-056015

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Attachments

Please download the required template(s) from the AFA website.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Listing of planned activities for the coming year</u>	Yes	--		No Attachment
	<u>02. Most recent annual financial statement</u>	Yes	--		No Attachment
	<u>03. Most recent annual return from corporate registry</u>	Yes	--		No Attachment
	<u>04. Void Cheque or Direct Deposit Form</u>	No	--		No Attachment

Back Next

Step 24: Name your document in the first box (Document Description) and click on *Choose File* to upload the material. Click *Save & Back to List* to continue uploading the forms required. When finished, click on *Back to List*.

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Attachment Details

* Document Description:

* File Name: Choose File Test.docx

Document Type: 01. Detailed budget for next operating year

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

Step 25: When you have finished uploading all your documents, the *Attachments* page will show red circles as per the sample below. If you have attached the wrong document by mistake, you can delete the document by clicking on the red circle and re-uploading the correct document. Click *Next*.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for
the Arts Application
Form

Program Overview
Contact List
Applicant Contact
Information
Organization Information
Organization Applicant
Agreement
Current Board List
Community Derived
Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Attachments

Please download the required template(s) from the [AFA website](#).

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Detailed budget for next operating year	Yes		2015-16 Budget	2016/06/16
	02. Governance principles	Yes		governance form	2016/06/16
	03. Listing of planned activities for the coming year	Yes		Planned Activities	2016/06/16
	04. Most recent annual financial statement	Yes		Most Recent Finan...	2016/06/16
	05. Most recent annual return from corporate registry	Yes		corp registry doc	2016/06/16

Back
Next

Step 26: This last page, *Submission Summary*, summarizes all the previous pages that you completed. If, for some reason, you missed an item on a previous page, you will see a **red X** beside the page. Click on the link beside the **X**, complete the page, and save. Go directly to the *Submission Summary* page by clicking *Submission Summary* in the grey menu to the left. Repeat until you see a **green ✓** beside every page.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for
the Arts Application
Form

Program Overview
Contact List
Applicant Contact
Information
Organization Information
Organization Applicant
Agreement
Current Board List
Community Derived
Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/06/16	Yes
✓	Applicant Contact Information	2016/06/16	Yes
✓	Organization Information	2016/06/16	Yes
X	Organization Applicant Agreement	Please Complete	Yes
✓	Current Board List	2016/06/16	Yes
--	Community Derived Revenue Calculation	No Input Required	No
X	Diligence Questionnaire	Please Complete	Yes
✓	Attachments	2016/06/16	Yes

Back
Next

Export to PDF
Get PDF Viewer
Submit

Step 27: Now, and only with all **green** ✓, you can hit **Submit**. **But, before you do that**, 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**.

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for
the Arts Application
Form

Program Overview
Contact List
Applicant Contact
Information
Organization Information
Organization Applicant
Agreement
Current Board List
Community Derived
Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/06/16	Yes
✓	Applicant Contact Information	2016/06/16	Yes
✓	Organization Information	2016/06/16	Yes
✓	Organization Applicant Agreement	2016/06/16	Yes
✓	Current Board List	2016/06/16	Yes
--	Community Derived Revenue Calculation	No Input Required	No
✓	Diligence Questionnaire	2016/06/16	Yes
✓	Attachments	2016/06/16	Yes

Back Next

Export to PDF
Get PDF Viewer

Submit

Step 28: After submitting, the screen reverts to *Submissions* where you will see your application was submitted successfully with a project number, time and date. You will receive an e-mail confirming your submission has been received, plus you will continue to receive e-mails as your application is processed. **Congratulations on submitting your application!**

Help Logout

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: ABC Organization (APP-15653040)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects

Date Submitted: On 23

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

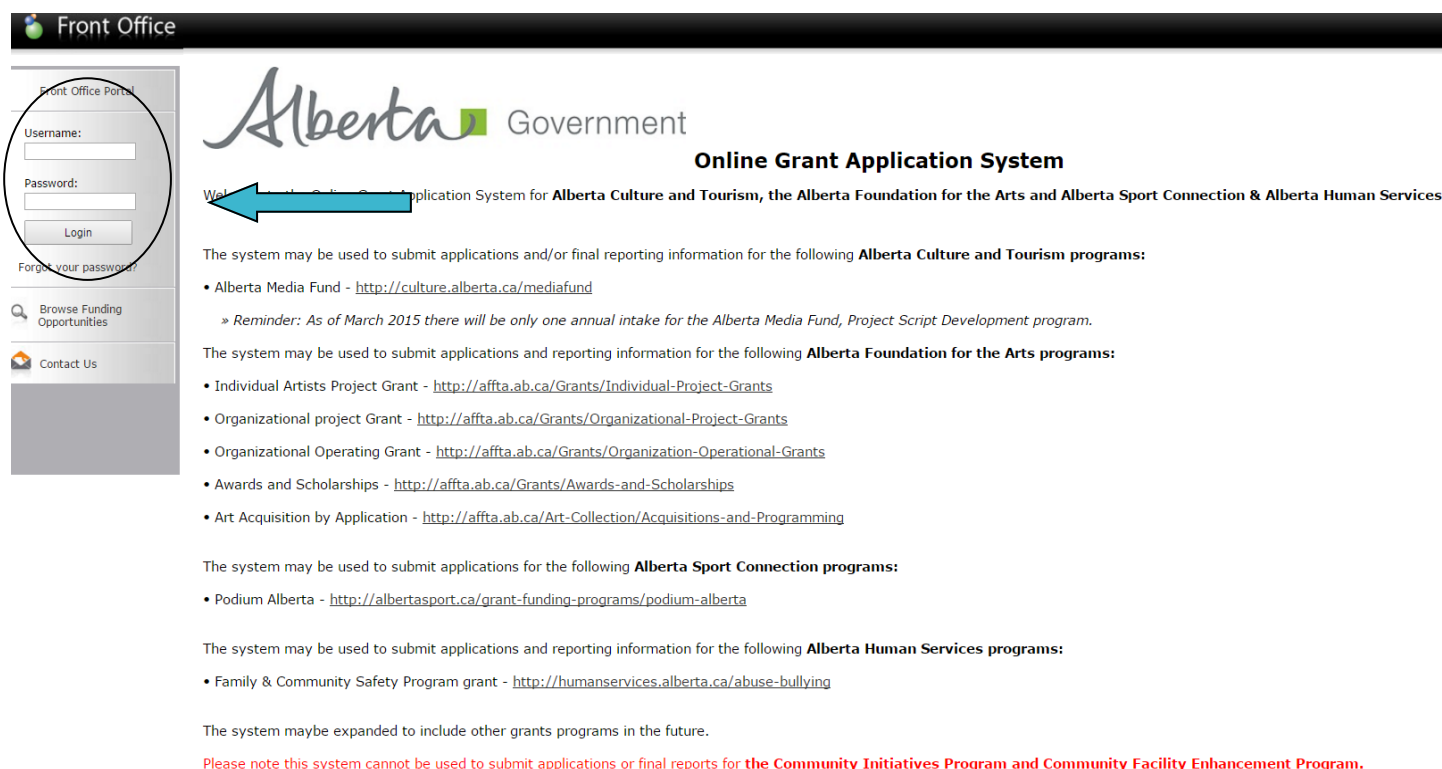
Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	CPAO Sample Project AFA-CPAO-14-048567	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	16-Jun-2016 11:09:51 AM

1

How to update or edit your profile

Step 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.



Front Office

Username:
Password:
Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

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>

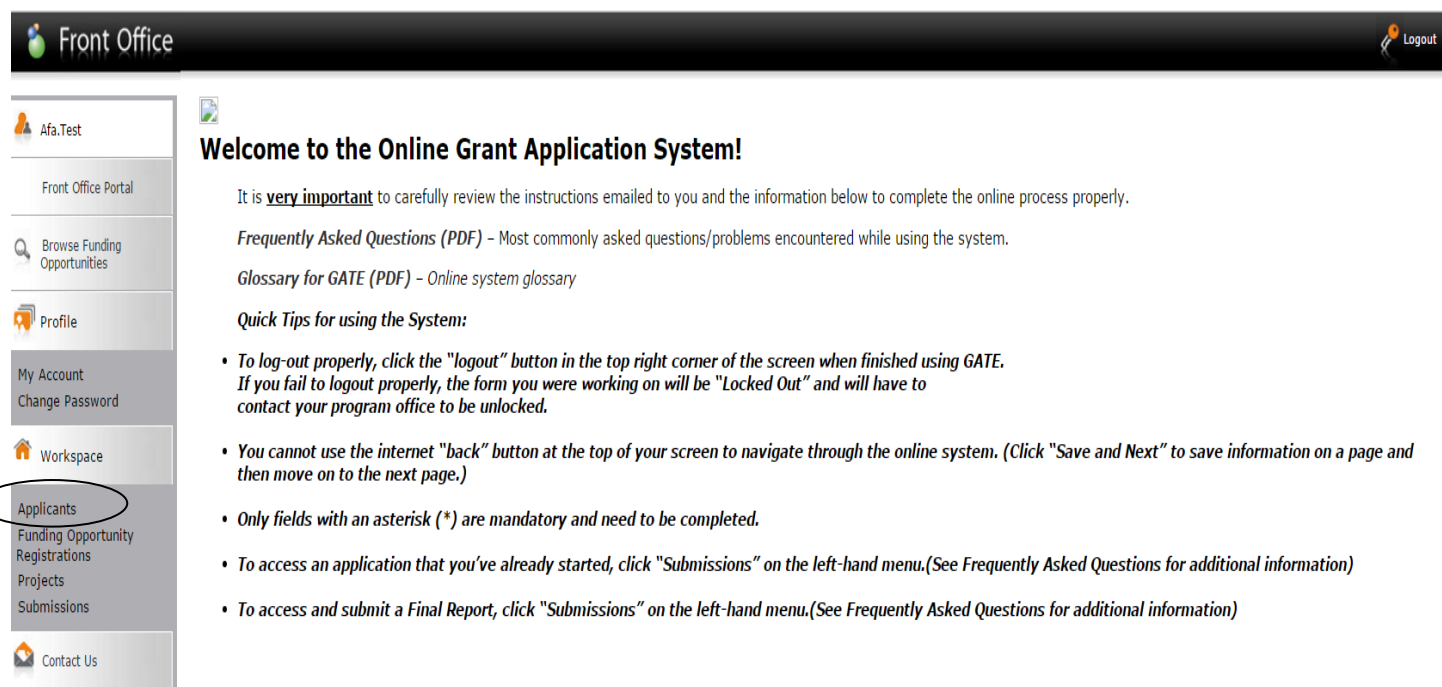
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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**.

Step 2: click on *Applicants* in the left menu.



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:

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

Step 3: click on the orange folder beside **Applicant Name**.

Front Office

Help Logout

Bob SMith

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password


Workspace

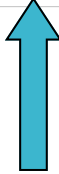
Applicants

Funding Opportunity Registrations Projects Submissions

Contact Us

Applicant: test society (APP-20420280) ▼

Applicants							
Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				test society	APP-20420280	0	



Step 4: click on *Submission Summary* in the grey menu at the left.

Bob SMith

Applicant Name:
test society

Applicant Number:
APP-20420280

Applicant Profile

Applicant Type

Organization
Registration
CRA Registered Charity
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer
Back to Applicants List



Applicant Type


* Applicant Type: Chantable Organization ▼

Back Next

This e.Form has been marked as complete

Step 5: click on the **Edit** button in the middle of the page at the bottom and then click on any page underlined, above, that you wish to edit.

 Bob SMITH

Applicant Name:
test society

Applicant Number:
APP-20420280

Applicant Profile

Applicant Type

Organization

Registration

CRA Registered Charity

Address

Contact List

Submission Summary

Export to PDF

Get PDF Viewer

Back to Applicants List

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2016/07/05	jacklyn.wu2	Yes
✓	Organization	2016/07/05	jacklyn.wu2	Yes
✓	Registration	2016/07/05	jacklyn.wu2	Yes
✓	CRA Registered Charity	2016/07/05	jacklyn.wu2	Yes
✓	Address	2016/07/05	jacklyn.wu2	Yes
✓	Contact List	2016/07/05	jacklyn.wu2	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

Edit

This e.Form has been marked as complete

Step 6: this example shows how you can make a change to the *Contact List*. You can click on the red circle with an **X** to delete any name and add a new person by clicking on the paper icon with the **+** symbol.

 Bob SMITH

Applicant Name:
test society

Applicant Number:
APP-20420280

Applicant Profile

Applicant Type

Organization

Registration

CRA Registered Charity

Address

Contact List

Submission Summary


Export to PDF


Get PDF Viewer

Back to Applicants List

Contact List

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





All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Delete	View	Contact Name	Contact Type	Phone Number	Board Title	Officer																				
✖	🔍	Mr. sdsdf sdsdf	Primary Contact	780-789-7878																						
1																										

Back
Next

Step 7: when you click on the paper icon with the + symbol to add a person, this page appears. Fill in all the boxes with an asterisk and click either *Save* or *Save & Add Another*. Make any other changes you like to your profile by clicking any item from the list in the grey menu at the left.

e.Forms Logout

Bob SMith

Applicant Name: test society
Applicant Number: APP-20420280

Applicant Profile

Applicant Type
Organization
Registration
CRA Registered Charity
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer
Back to Applicants List

Contact

Contact Type: Primary Contact

* Salutation: Mr.

* First Name: sdsdf

Middle Name:

* Last Name: sdsdf

Title:

* Phone Number: 789-789-7878

Extension:

Alternate Phone Number:

Extension:

Fax Number:

Email Address:

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

Step 8: 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. The edit button has changed back to **Complete**. Click **Complete** to get out of edit mode.

e.Forms Logout

Bob SMith

Applicant Name: test society
Applicant Number: APP-20420280

Applicant Profile

Applicant Type
Organization
Registration
CRA Registered Charity
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer
Back to Applicants List

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2016/07/05	jacklyn.wu2	Yes
✓	Organization	2016/07/05	jacklyn.wu2	Yes
✓	Registration	2016/07/05	jacklyn.wu2	Yes
✓	CRA Registered Charity	2016/07/05	jacklyn.wu2	Yes
✓	Address	2016/07/05	jacklyn.wu2	Yes
✓	Contact List	2016/11/10	Bob SMith	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

How to complete your final report from last year

Step 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.

Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us



Online Grant Application System

Welcome to the Online Grant Application System for **Alberta Culture and Tourism**, the **Alberta Foundation for the Arts** and **Alberta Sport Connection & 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 may be 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**.

Step 2: click on **Submissions** in the grey menu at the left.

Front Office



Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us



Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:

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

Step 3: look for your project name and number and the step name “Submit Final Report.” Click on the orange folder under the Actions column. If you can’t see this orange folder, click on **[Clear Filters]** near the top left of the screen. Your project folder will appear.

Front Office

Help
 Logout

Afa.Test

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

Applicant:
ABC Organization (APP-15653040)

Submissions

[Hide Filters]
[Clear Filters]

Applicant Project Name:
All Projects
Date Submitted:
On
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
	2017-18 CSO Operating Grant AFA-CSO-14-051567	AFA - Community Support Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	10-Nov-2016 2:26:29 PM
	2017-18 CSO Operating Grant AFA-CSO-14-051567	AFA - Community Support Organizations Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	CPAO 2017-18 AFA-CPAO-14-054358	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	4-Jul-2017 11:19:20 AM
	CPAO 2017-18 AFA-CPAO-14-054358	AFA - Community Performing Arts Organizations Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
1							

Step 4: Click on the orange folder beside “Submit Application” if you would like to view your application from last year. If you don’t need to view this, click **Next**.

e.Forms

Logout

Afa.Test

AFA - Community Performing Arts Organizations
Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO 2017-18
Project Number: AFA-CPAO-14-054358
AFA Final Report
Reference Submissions
Statistical Report
Attachments
Submission Summary
View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

Reference Submissions

View Step

Submit Application

Back
Next

21

Step 5: fill out all boxes marked with an asterisk on the Statistical Report. Hint: data requested in this step is similar to the data in the activity report that you need to upload in the next step (Attachments page). You may wish to complete that activity report first before completing this page. Always remember to save any work you do before moving on.

Afa.Test

AFA - Community
Performing Arts
Organizations

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
CPAO 2017-18
Project Number:
AFA-CPAO-14-054358

AFA Final Report

Reference Submissions
Statistical Report
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Back to Submissions List

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)

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.

* 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

Step 6: click on the three Document Types (underlined) and upload the requested documents. To download the template requiring three (3) signatures approving your financial statements (for those organizations which received \$25,000 or less), and the template for completed activities, click the AFA website link.


Logout

Afa.Test

AFA - Community Performing Arts Organizations

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO 2017-18
 Project Number: AFA-CPAO-14-054358

AFA Final Report

Reference Submissions
 Statistical Report
Attachments
 Submission Summary

View Applicant Profile

Export to PDF
 Get PDF Viewer

Back to Submissions List


Attachments

Please download the required template(s) from the [AFA website](#).

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Financial statement</u>	Yes	--		No Attachment
	<u>02. Copies of promotional and publicity material</u>	Yes	--		No Attachment
	<u>03. Listing of completed arts activities</u>	Yes	--		No Attachment

Back
Next

Step 7: name your document in the first box (Document Description) and click on *Choose File* to upload the material. Click *Save & Back to List* to continue uploading the remaining forms required. When finished, click on *Back to List*.


Logout

Afa.Test

AFA - Community Performing Arts Organizations

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO 2017-18
 Project Number: AFA-CPAO-14-054358

AFA Final Report

Reference Submissions
 Statistical Report
Attachments
 Submission Summary

View Applicant Profile

Export to PDF
 Get PDF Viewer

Back to Submissions List

Attachment Details

*** Document Description:**

*** File Name:** Choose File

Document Type: 01. Financial statement

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

Step 8: when you have finished uploading all your documents, the *Attachments* page will show red circles as per the sample below. If you have attached the wrong document by mistake, you can delete the document by clicking on the red circle and re-uploading the correct document. Click *Next*.


Logout

AFA - Community Performing Arts Organizations

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO 2017-18
Project Number: AFA-CPAO-14-054358

AFA Final Report

Reference Submissions
Statistical Report
Attachments
Submission Summary







View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Applicant Submissions List

Attachments


Please download the required template(s) from the [AFA website](#).

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Financial statement	Yes		financial statement	2017/07/07
	02. Copies of promotional and publicity material	Yes		promo material	2017/07/07
	03. Listing of completed arts activities	Yes		completed arts ac...	2017/07/07

Back

Next

Step 9: this last page, *Submission Summary*, summarizes all the previous pages that you completed. If, for some reason, you missed an item on a previous page, you will see a **red X** beside the page. Click on the link beside the **X**, complete the page, and save. Go directly to the *Submission Summary* page by clicking *Submission Summary* in the grey menu to the left. Repeat until you see a **green ✓** beside every page.


Logout

Afa.Test

AFA - Community Performing Arts Organizations

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO 2017-18
Project Number: AFA-CPAO-14-054358

AFA Final Report

Reference Submissions
Statistical Report
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Reference Submissions	No Input Required	No
✓	Statistical Report	2017/07/07	Yes
X	Attachments	Please Complete	Yes
--	Submission Summary	No Input Required	No

Back

Next

Export to PDF

Get PDF Viewer

Submit

Step 10: now, and only with all **green ✓** , you can hit *Submit*. But, before you do that, 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*.

Logout

Afa.Test

AFA - Community Performing Arts Organizations
 Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO 2017-18
 Project Number: AFA-CPAO-14-054358
 AFA Final Report
 Reference Submissions
 Statistical Report
 Attachments
Submission Summary
 View Applicant Profile
 Export to PDF
 Get PDF Viewer
 Back to Submissions List

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Reference Submissions	No Input Required	No
✓	Statistical Report	2017/07/07	Yes
✓	Attachments	2017/07/07	Yes
--	Submission Summary	No Input Required	No

Back
Next

Export to PDF
Get PDF Viewer
Submit

Step 11: after submitting, the screen reverts to *Submissions* where you will see your final report was submitted successfully with the time and date. You will receive an e-mail confirming your submission has been received. **Congratulations on submitting your final report from last year's grant!**

Help
Logout

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

Applicant: ABC Organization (APP-15653040)

Submissions

[\[Hide Filters\]](#) [\[Clear Filters\]](#)

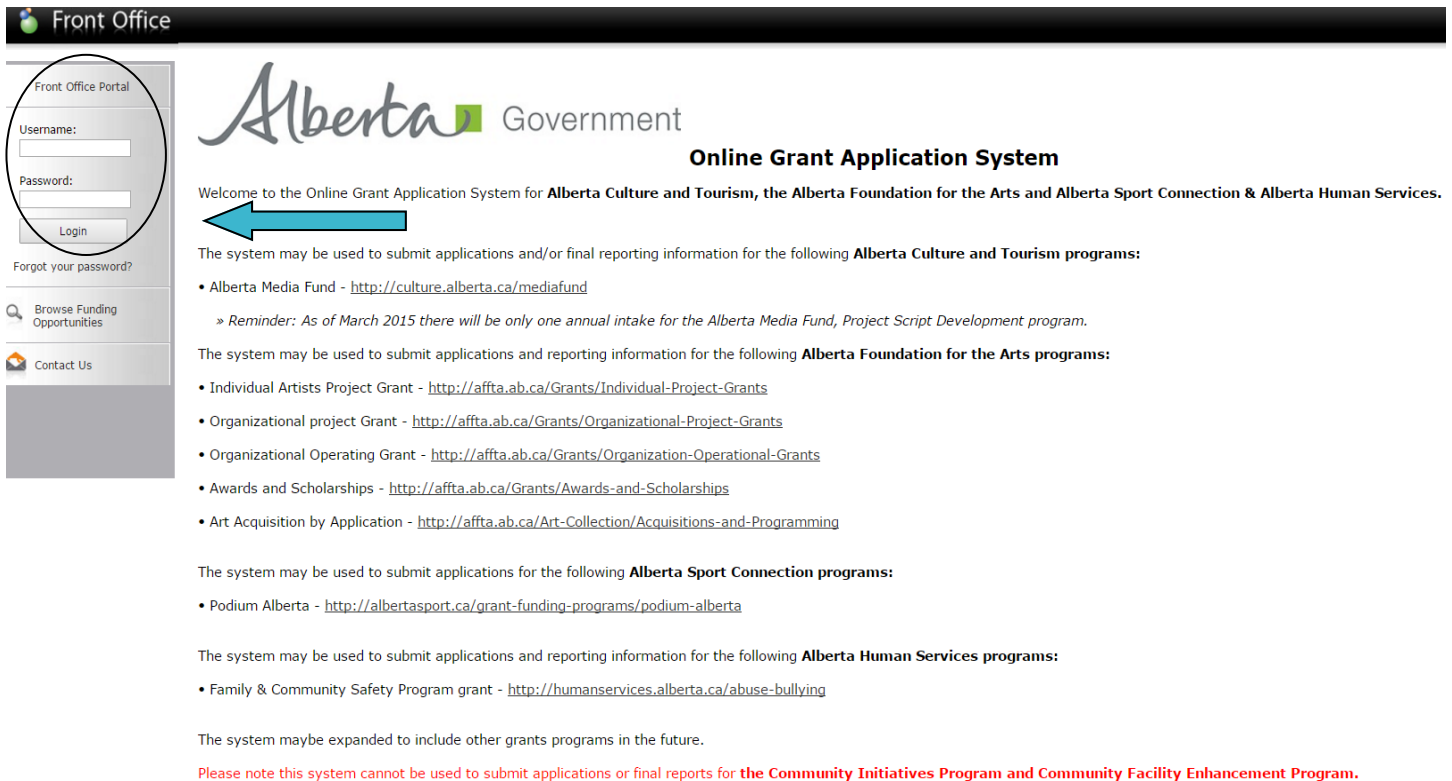
Applicant Project Name: All Projects
 Date Submitted: On 23
 Project Status: Open Projects
 Submission Version: Latest Version
 Associate Type: All
Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	2017-18 CSO Operating Grant AFA-CSO-14-051567	AFA - Community Support Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	10-Nov-2016 2:26:29 PM
	2017-18 CSO Operating Grant AFA-CSO-14-051567	AFA - Community Support Organizations Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	CPAO 2017-18 AFA-CPAO-14-054358	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	4-Jul-2017 11:19:20 AM
	CPAO 2017-18 AFA-CPAO-14-054358	AFA - Community Performing Arts Organizations Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	7-Jul-2017 9:49:07 AM

1

How to start a new CPAO application in GATE

Step 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.



Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

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>

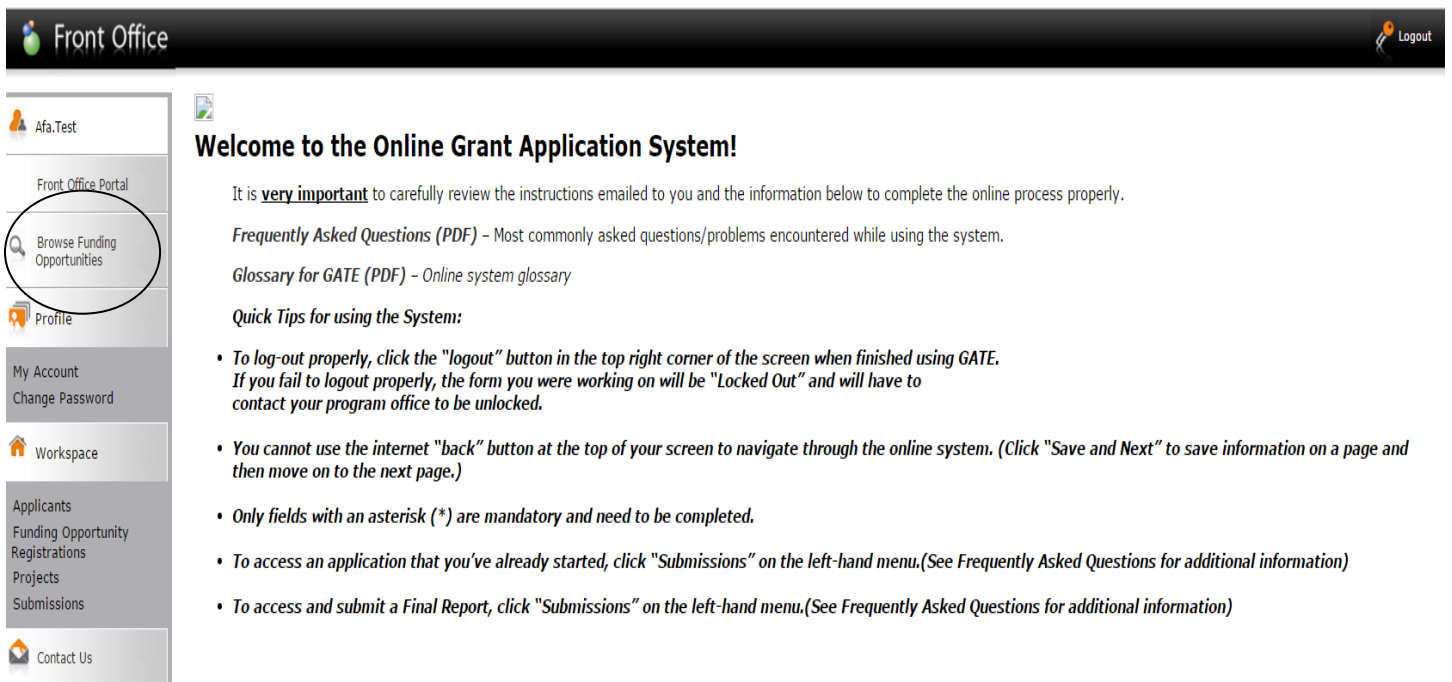
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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**.

Step 2: click on *Browse Funding Opportunities* in the left menu.



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:

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

Step 3: - type *Community Performing Arts Organizations* in the Search Criteria box, OR
- scroll down the page, find *Community Performing Arts Organizations*, and click on icon under Register

Front Office Help Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Browse Funding Opportunities

Search Criteria:

Search

Funding Opportunities

Register View	Funding Opportunity Name	Funding Opportunity Start	Registration Start	Registration End
	AFA - Aboriginal Individual Project Grant	1-Jun-2014	1-Jun-2015	2-Jan-2020
	AFA - Community Performing Arts Organizations	1-Dec-2014	16-Jun-2016	2-Nov-2016
	AFA - Cultural Relations - Individual	1-Dec-2014	1-Dec-2014	2-Sep-2020
	AFA - Cultural Relations - Organizations	1-Dec-2014	1-Dec-2014	13-Apr-2050
	AFA - Dance Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Literary Arts Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Music Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Organizations Arts Projects	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Summer Schools	1-Dec-2014	1-Feb-2016	16-Jul-2016
	AFA - Theatre Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	AFA - Visual Arts and New Media Individual Project Grant	1-Dec-2014	19-Jun-2015	2-Sep-2020
	Alberta Production Grant	13-Mar-2012	13-Mar-2012	1-Apr-2050

1

Page Generation Time: 0.594s

CSDC

Step 4: use the dropdown menu to choose your organization with the funding opportunity. Do not do anything else and click *Save & Next*.

Front Office Help Logout

Funding Opportunity
Registration

Create Applicant

Contact Us

Applicant Details

Select an existing Applicant and click Save & Next to continue

ABC Organization (APP-15653040) ▼

~~For Office Use Only - DO NOT USE:~~

~~Applicant Type: -- Select -- ▼~~

Cancel **Save & Next**

Page Generation Time: 0.344s

CSDC

Step 5: ignore main screen and just click ***Return to Registration Wizard*** in the grey menu at the left. This allows you to bypass the rest of the profile pages and start your new application.

The screenshot displays the 'eForms' application interface. The top header bar is black with the 'eForms' logo on the left and a 'Logout' link on the right. The left sidebar is grey and contains a menu with the following items: 'Afa.Test', 'Applicant Name: ABC Organization', 'Applicant Number: APP-15653040', 'Applicant Profile', 'Applicant Type', 'Organization', 'Address', 'Contact List', 'Submission Summary', and 'Return to Registration Wizard'. A large blue arrow points to the 'Return to Registration Wizard' link. The main content area is white and titled 'Applicant Type'. It features a dropdown menu for '* Applicant Type:' with 'Organization Not-for-Profit' selected. Below the dropdown are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

Applicant Type

* Applicant Type: Organization Not-for-Profit

Save & Back Save Save & Next

Back Next

Return to Registration Wizard

Step 6: since you have already updated or edited your profile you can click *Next* to start a new application. Notice in the grey menu to the left that you are beginning *Step 2: create a project*.

Front Office

Help Logout

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**

Step 7: Name your project as “CPAO 2020-21” or whatever the year span currently will be. Click *Save & Next*.

Front Office

Help Logout

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

Create a Project

Funding Opportunity Name: AFA - Community Performing Arts Organizations

* Applicant Project Name:

Cancel **Save & Next**

Step 8: the date will be automatically filled in. Click *Next*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview

- Contact List
- Applicant Contact Information
- Organization Information
- Organization Applicant Agreement
- Current Board List
- Community Derived Revenue Calculation
- Diligence Questionnaire
- Attachments
- Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Program Overview

The Community Performing Arts Organizations Operating Grant supports creating and producing performing arts activity by assisting community performing arts organizations with annual operating expenses.

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

Date Received: 2016/06/16
(yyyy/mm/dd)

Back Next

Step 9: select contacts using dropdown menus. Click *Save & Next*. NOTE: you cannot add names here. You have already added the names in your profile which auto filled into this new application.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview

- Contact List
- Applicant Contact Information
- Organization Information
- Organization Applicant Agreement
- Current Board List
- Community Derived Revenue Calculation
- Diligence Questionnaire
- Attachments
- Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Contact List

* Primary Contact Name: -- select --
(This is the person we will call for project information.)

* Secondary Contact Name: Ms. Afa Test
(This is the person we will call for project information.)

* Signing Authority Contact: Ms. Afa Test
(This is the legal/financial signing authority for the organization.)

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

Delete View Contact Name Phone Number

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

1

Save & Back Save Save & Next

Back Next

Step 10: notice that your address has also auto filled from your profile. Click *Save & Next*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Applicant Contact Information

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

Applicant Address

* Address Line 1: 10708 - 105 Avenue
Address Line 2:
Address Line 3:
* City: Edmonton
* Province: Alberta
* Postal Code: T5H 0A1
Country: Canada

Mailing / Delivery Address

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

Address Line 1: 10708 - 105 Avenue
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

Step 11: fill in your common name if applicable. Do not fill in the CADAC number even if you have one. It does not apply to this program. Click *Save & Next*.

eForms Logout

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO Sample Project
Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Organization Information

Organization's Registered Name: ABC Organization

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: 000012121212
Alberta Registration Date: 2010/06/01 (yyyy/mm/dd)
CRA Registration Date: (yyyy/mm/dd)

Fiscal Year End

* Month: March
* Day: 31

CADAC Number: (Applicable only for PPAO, PAG, PASO, MAP)

Save & Back Save Save & Next
Back Next
Check Spelling

Step 12: fill in the applicant agreement by scrolling down to click the small box and fill in the position title. Click *Save & Next*.

15. This Agreement may not be assigned by the Organization.

16. The Organization will recognize the source of the Grant as required by the Guidelines.

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

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

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

*** Position Held:**

Date:
(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)

Note: This formlet contains mandatory fields for which no value has been saved.

Step 13: create your board list by clicking on the small icon with the + sign and completing the boxes.

eForms

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

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]

DeleteViewPositionFirst NameLast NameStart Date

This list contains no items

BackNext

Step 14: continue to add board members until your list is complete by clicking *Save & Add Another*. When you are finished, click *Save & Back to List*.

e.Forms Logout

Afa.Test

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO Sample Project
 Project Number: AFA-CPAO-14-048567

Alberta Foundation for the Arts Application Form

Program Overview
 Contact List
 Applicant Contact Information
 Organization Information
 Organization Applicant Agreement
Current Board List
 Community Derived Revenue Calculation
 Diligence Questionnaire
 Attachments
 Submission Summary

View Applicant Profile

Export to PDF
 Get PDF Viewer
 Exit Registration

Board Executive Details

* Position: Chair

* Salutation: Ms.

* First Name: Board

* Last Name: Chair

* Address Line 1: 11111 - 111 Avenue

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5H 0A1

* Phone Number: 780-000-0000

* Email Address: afa.test@shaw.ca

* Start Date (mm-yy): 06-01

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

Step 15: you should see your entire board listed. The example below shows the chair, treasurer, and vice-president were added. Click *Next*.

e.Forms Logout

Afa.Test

AFA - Community Performing Arts Organizations

Applicant Name: ABC Organization
 Applicant Number: APP-15653040
 Project Name: CPAO 2017-18
 Project Number: AFA-CPAO-14-054358

Alberta Foundation for the Arts Application Form

Program Overview
 Contact List
 Applicant Contact Information
 Organization Information
 Organization Applicant Agreement
Current Board List
 Community Derived Revenue Calculation
 Diligence Questionnaire
 Attachments
 Submission Summary

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
		Chair	Betty	Jones	04-15
		Treasurer	John	Smith	04-15
		Vice-President	Rita	Hayworth	04-15

1

Back Next

This e.Form has been submitted

Step 16: this is your CDR form (Community Derived Revenue). Fill out all boxes marked with an asterisk from your most recent approved financial statements. Type 0 if there is no amount to input. The dark-shaded boxes will be filled in automatically. Click *Save & Next*.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for
the Arts Application
Form

Program Overview
Contact List
Applicant Contact
Information
Organization Information
Organization Applicant
Agreement
Current Board List
**Community Derived
Revenue Calculation**
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Community Derived Revenue Calculation

CADAC line references do not apply to CPAO applicants.

Fiscal Year End Year 1
2015/03/31

* Total Expenditure (Line 5600 from CADAC form)	\$22,500.00
Total of:	
• Artistic Expenses (including Exhibition, Production, Technical, Programming and Services)	
• Facility Operating Expenses	
• Marketing and Communications Expenses	
• Fundraising Expenses	
• Administration Expenses	
* Total Revenue (Line 4700 from CADAC form)	\$70,000.00
Total of:	
• Earned Revenues	
• Net Investment Income (trust, endowment and investment revenue)	
• Private Sector Revenue (donations and sponsorships)	
• Public Sector Revenue (Grants)	
* Total Federal Grants (Line 4440 from CADAC form)	\$5,000.00
* Total Provincial Grants (Line 4500 from CADAC form) Note: casino revenue is not a provincial grant.	\$2,356.00
* Total Municipal Grants (Line 4535 of CADAC)	\$1,000.00
Total Public Sector Revenue (Line 4550 of CADAC form)	\$8,356.00
Community Derived Revenue	\$81,644.00

Step 17: fill out all boxes marked with an asterisk on the Diligence Questionnaire. Click *Save & Next*.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for
the Arts Application
Form

Program Overview
Contact List
Applicant Contact
Information
Organization Information
Organization Applicant
Agreement
Current Board List
Community Derived
Revenue Calculation
**Diligence
Questionnaire**
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Diligence Questionnaire

*** Official Organizational Mandate:**

CPAO example

*** General Programming Outcomes:**

*** Highlight Anecdote:**

The system can handle a maximum of 1,000 characters for all fields below. Please limit your text to stay within this maximum

Financial Management

*** Identify and explain any major areas of variance between actual results and budget for the last complete fiscal year.**

*** Identify and explain any material reductions in revenue and/or increase in expenses which you expect over the next 12 months. How do you propose to manage these changes?**

*** What is the average length of services of current board directors?**

Step 18: click on the Document Type (underlined) and upload the requested document. To download the template requiring three (3) signatures approving your financial statements (for those organizations which received \$25,000 or less), and template for planned activities, click the AFA website link.

Note: 04. Void Cheque is not mandatory — you can upload a void cheque if you choose, so we can set up automatic deposit into your account. If you are already set-up for auto-deposit, you do not need to upload a cheque.

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2018-19 CPAO
Project Number: AFA-CPAO-14-056015

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

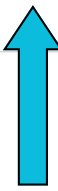
Exit Registration

Attachments

Please download the required template(s) from the [AFA website](#).

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Listing of planned activities for the coming year</u>	Yes	--		No Attachment
	<u>02. Most recent annual financial statement</u>	Yes	--		No Attachment
	<u>03. Most recent annual return from corporate registry</u>	Yes	--		No Attachment
	<u>04. Void Cheque or Direct Deposit Form</u>	No	--		No Attachment

Back Next



Step 19: name your document in the first box (Document Description) and click on *Browse* to upload the material. Click *Save & Back to List* to continue uploading the forms required. When finished, click on *Back to List*.

Afa.Test

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: 2018-19 CPAO
Project Number: AFA-CPAO-14-056015

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Attachment Details

* Document Description:

* File Name:

Document Type: 01. Listing of planned activities for the coming year

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

Note: This formlet contains mandatory fields for which no value has been saved.

Step 20: When you have finished uploading all your documents, the *Attachments* page will show red circles as per the sample below. If you have attached the wrong document by mistake, you can delete the document by clicking on the red circle and re-uploading the correct document. Click *Next*.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for
the Arts Application
Form

Program Overview
Contact List
Applicant Contact
Information
Organization Information
Organization Applicant
Agreement
Current Board List
Community Derived
Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Attachments

Please download the required template(s) from the [AFA website](#).

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Detailed budget for next operating year	Yes		2015-16 Budget	2016/06/16
	02. Governance principles	Yes		governance form	2016/06/16
	03. Listing of planned activities for the coming year	Yes		Planned Activities	2016/06/16
	04. Most recent annual financial statement	Yes		Most Recent Finan...	2016/06/16
	05. Most recent annual return from corporate registry	Yes		corp registry doc	2016/06/16

Back
Next

Step 21: This last page, *Submission Summary*, summarizes all the previous pages that you completed. If, for some reason, you missed an item on a previous page, you will see a **red X** beside the page. Click on the link beside the **X**, complete the page, and save. Go directly to the *Submission Summary* page by clicking *Submission Summary* in the grey menu to the left. Repeat until you see a **green ✓** beside every page.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for
the Arts Application
Form

Program Overview
Contact List
Applicant Contact
Information
Organization Information
Organization Applicant
Agreement
Current Board List
Community Derived
Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/06/16	Yes
✓	Applicant Contact Information	2016/06/16	Yes
✓	Organization Information	2016/06/16	Yes
X	Organization Applicant Agreement	Please Complete	Yes
✓	Current Board List	2016/06/16	Yes
--	Community Derived Revenue Calculation	No Input Required	No
X	Diligence Questionnaire	Please Complete	Yes
✓	Attachments	2016/06/16	Yes

Back
Next

Export to PDF
Get PDF Viewer
Submit

Step 22: Now, and only with all **green** ✓, you can hit **Submit**. **But, before you do that**, 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**.

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
CPAO Sample Project
Project Number:
AFA-CPAO-14-048567

Alberta Foundation for
the Arts Application
Form

Program Overview
Contact List
Applicant Contact
Information
Organization Information
Organization Applicant
Agreement
Current Board List
Community Derived
Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2016/06/16	Yes
✓	Applicant Contact Information	2016/06/16	Yes
✓	Organization Information	2016/06/16	Yes
✓	Organization Applicant Agreement	2016/06/16	Yes
✓	Current Board List	2016/06/16	Yes
--	Community Derived Revenue Calculation	No Input Required	No
✓	Diligence Questionnaire	2016/06/16	Yes
✓	Attachments	2016/06/16	Yes

[Back](#)
[Next](#)

[Export to PDF](#)
[Get PDF Viewer](#)
[Submit](#)

Step 23: After submitting, the screen reverts to **Submissions** where you will see your application was submitted successfully with a project number, time and date. You will receive an e-mail confirming your submission has been received, plus you will continue to receive e-mails as your application is processed. **Congratulations on submitting your application!**

Front Office

Help

Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: ABC Organization (APP-15653040)

Submissions

[\[Hide Filters\]](#) [\[Clear Filters\]](#)

Applicant Project Name: All Projects

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

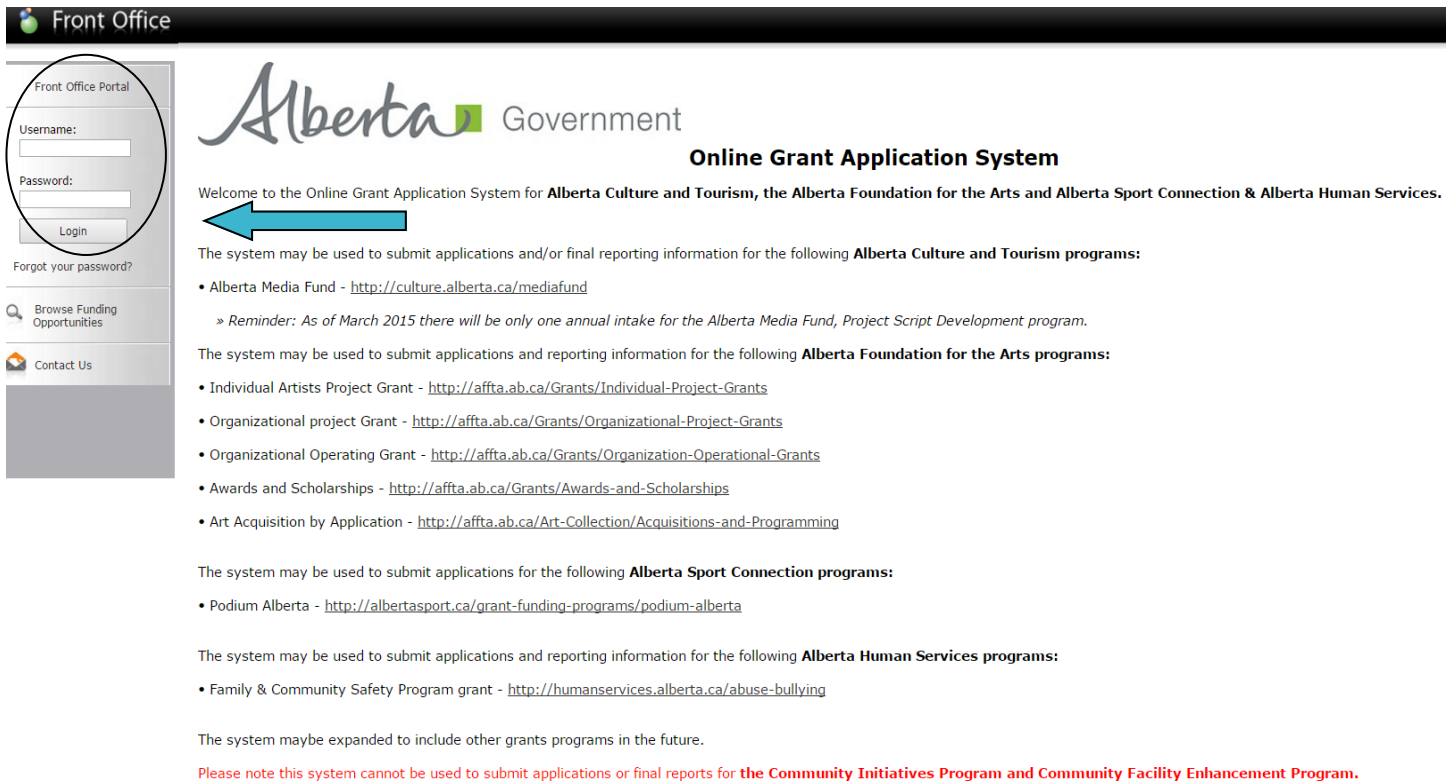
[Filter](#)

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	CPAO Sample Project AFA-CPAO-14-048567	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	16-Jun-2016 11:09:51 AM

1

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

Step 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.



Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

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Alberta Government

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>

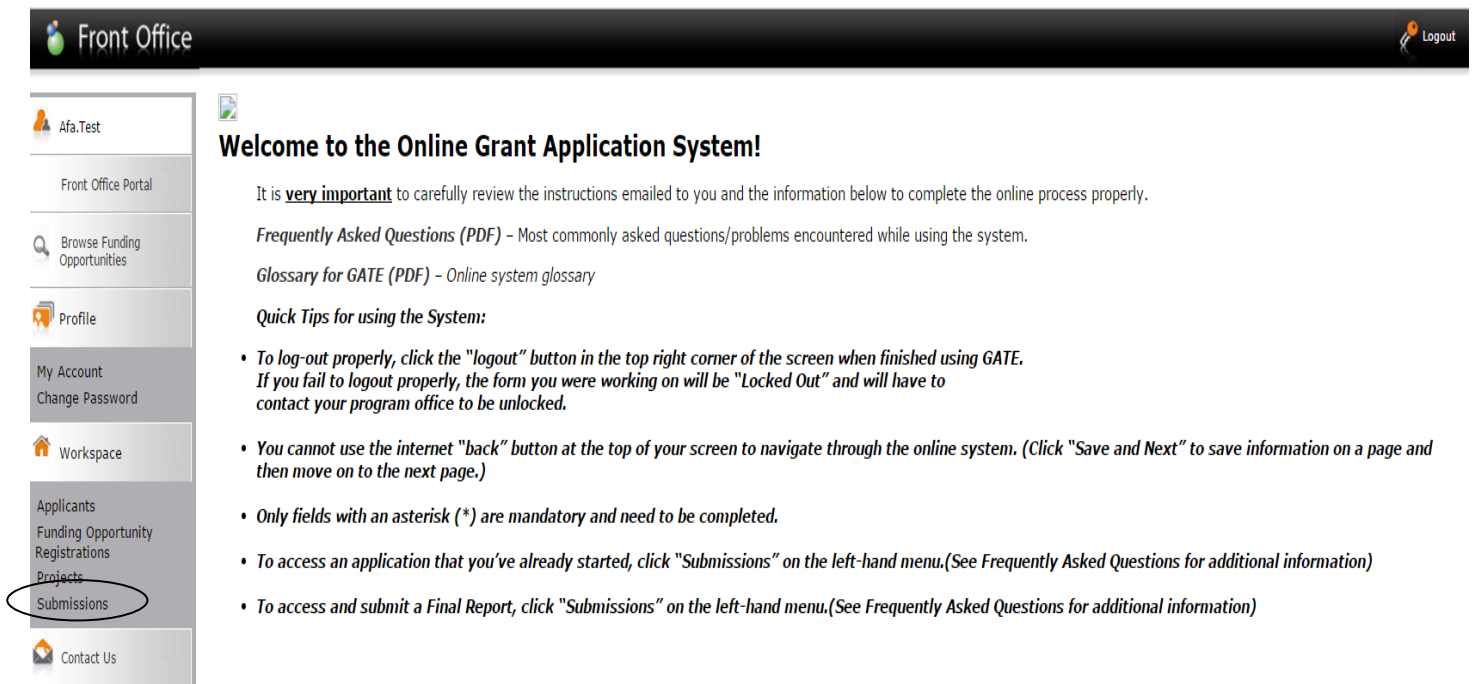
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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**.

Step 2: click on *Submissions* in the left menu.



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:

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

Step 3: find your project name and number and click on the orange file folder to the left. If you can't see any orange folders, click on *[Clear Filters]* near the top left of the screen. Your project folder will appear.

Front Office Help Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Applicant: ABC Organization (APP-15653040)

Submissions

[Hide Filters] [Clear Filters]

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
	2017/18 Exhibition Programming AFA-OAP-14-056401	AFA - Organizations Arts Projects Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	CPAO 2017-18 AFA-CPAO-14-057249	AFA - Community Performing Arts Organizations Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	29-Jun-2017 2:07:26 PM
	1						

Page Generation Time: 1.132s

CSDC

Step 4: click on any page at the left (e.g. Current Board List, Diligence Questionnaire) to resume working on your application. Remember to save each page before moving on.

e.Forms Logout

Afa.Test

AFA - Community Performing Arts Organizations

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO 2017-18
Project Number: AFA-CPAO-14-057249

Alberta Foundation for the Arts Application Form

Program Overview

Contact List

Applicant Contact Information

Organization Information

Organization Applicant Agreement

Current Board List

Community Derived Revenue Calculation

Diligence Questionnaire

Attachments

Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Program Overview

This grant provides annual funding to eligible not-for-profit community organizations that self-create and self-produce performing art productions.

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

Date Received: 2017/06/29
(yyyy/mm/dd)

Back Next

This e.Form has been submitted

Page Generation Time: 1.384s

CSDC

Step 5: when you have all **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**.

e.Forms Logout

Afa.Test

AFA - Community Performing Arts Organizations

Applicant Name: ABC Organization
Applicant Number: APP-15653040
Project Name: CPAO 2017-18
Project Number: AFA-CPAO-14-057249

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Community Derived Revenue Calculation
Diligence Questionnaire
Attachments
Submission Summary
View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2017/06/29	Yes
✓	Applicant Contact Information	2017/06/29	Yes
✓	Organization Information	2017/06/29	Yes
✓	Organization Applicant Agreement	2017/06/29	Yes
✓	Current Board List	2017/06/29	Yes
✓	Community Derived Revenue Calculation	2017/06/29	Yes
✓	Diligence Questionnaire	2017/06/29	Yes
✓	Attachments	2017/06/29	Yes

[Back](#)
[Next](#)

[Export to PDF](#)

[Get PDF Viewer](#)

[Submit](#)

This e.Form has been submitted

Step 6: after you click **Submit** you land back at the **Submission** screen, where you re-started. 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 the application is processed. **Congratulations on submitting your application!**

Front Office Help Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions
Contact Us

Applicant: ABC Organization (APP-15653040)

Submissions

[\[Hide Filters\]](#) [\[Clear Filters\]](#)

Applicant Project Name:

Date Submitted:

Project Status:

Submission Version:

Associate Type:

[Filter](#)

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
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