Community Support Organizations (CSO) Grant

Updated 22 January 2021

Table of Contents

How to Use GATE to apply for
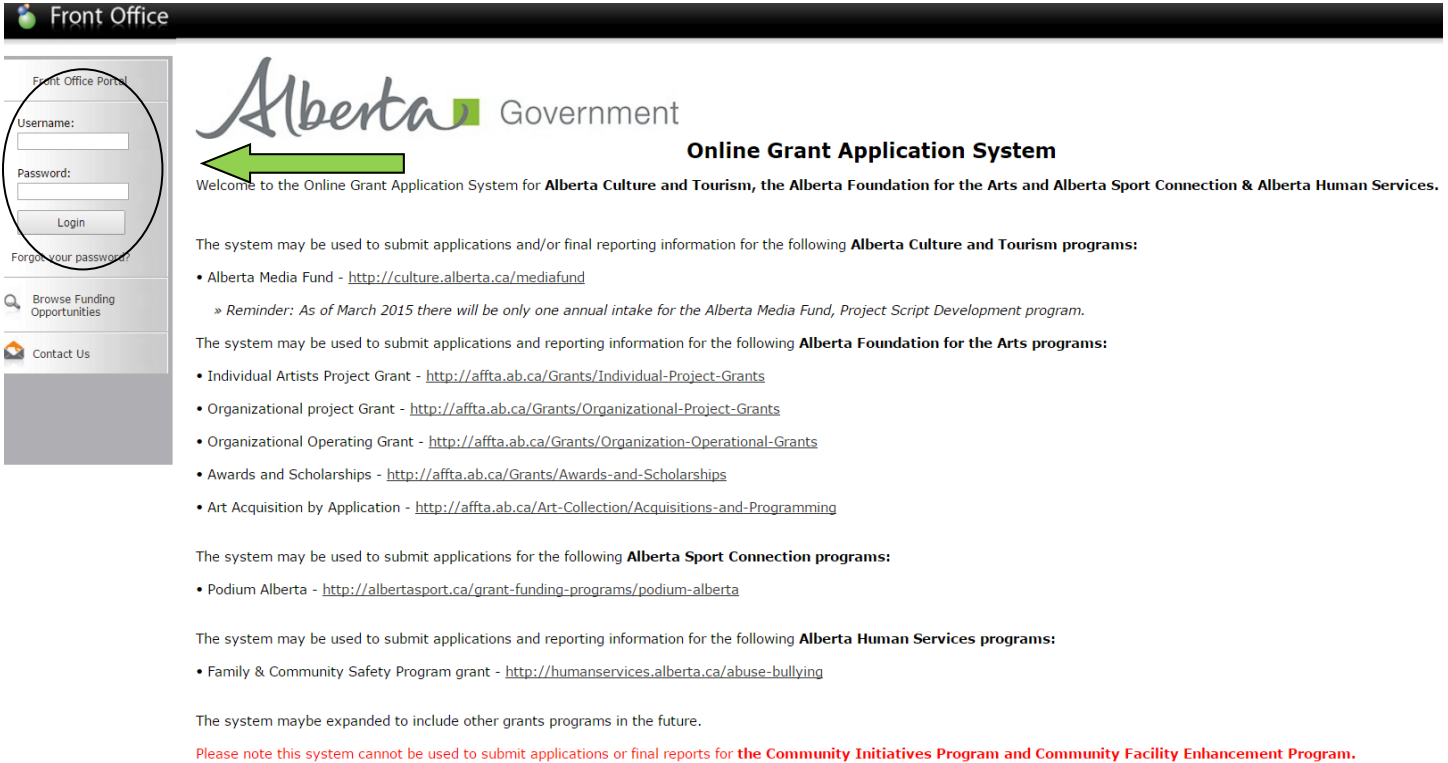
Community Support Organizations (CSO) Grant

Step 1: log on to GATE **https://gate.alberta.ca/gate/frontOffice.jsf**. If you are asked to change your password FOLLOW THE PROMPTS. You will not be able to proceed unless you do this. Log out of GATE and log in again using your new password.

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

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

Step 4: use the dropdown menu to choose your organization with the funding opportunity. Do not do anything else below this first drop-down box. Click *Save & Next*.

Do not use this box

Do click *Save & Next*

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

e.Forms   Logout

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040

Applicant Profile

Applicant Type
Organization
Address
Contact List
Submission Summary

Return to Registration
Wizard

Applicant Type

* Applicant Type: Organization Not-for-Profit ▼

| Save & Back | Save | Save & Next |

| Back | Next |

Page Generation Time: 28.784s   CSDC

Step 6: fill in all questions with an asterisk and those questions with no asterisk if applicable. Click *Save & Next* when finished. You can also click on items from the grey menu at the left to go from page to page.

e.Forms   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

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: ABC Organization

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): 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.

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

Step 9: add yourself and others as contacts by clicking the paper icon with the + sign. Click *Save & Back to List* when finished. The red circle under Delete allows you to delete an addition and start again.

Step 10: 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*.

Step 11: green ✓ indicate you have completed your profile correctly. If you see a **red X** click on the page, fill in any boxes that were missed, and save. Go back to the **Submission Summary** page by clicking in the grey menu at the left. Click *Complete* when finished.

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*. Then choose the page that you would like to update, save the change(s), go back to *Submission Summary* and click *Complete*. 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 12: 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.*

Step 13: Name your project with the current years, e.g. "2021-22 CSO Operating Grant." Click *Save & Next.*

Step 14: the date will be automatically filled in. Click *Next.*

Step 15: select contacts using dropdown menus. The names have been copied over from your profile. Click *Save & Next.*

Step 16: Notice that your address has auto filled from your profile. Click *Save & Next.*

Step 17: 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.*

Step 18: Fill in the applicant agreement by scrolling down to type in the position title and click the small box. Click *Save & Next.*

13. This Agreement shall be governed and interpreted in accordance with the laws in force in the Province of Alberta.

14. This Agreement is not intended to and does not make either party the agent or partner of the other for any purpose or create a joint venture.

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"): ABC Organization

* **Title Name of Authorized Official:** Ms. Afa Test
(Legal Signing Authority)

* **Position Held:** Chair

Date: 2016/11/10
(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)

| Save & Back | Save | Save & Next |

| Back | Next |

| Check Spelling |

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

Step 19: Create your board list by clicking on the small icon with the + sign and fill in the boxes as requested.

e.Forms   Logout

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
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]

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

| Back | Next |

Step 20: Add board members until your list is complete by clicking *Save & Add Another*. When you are finished, click *Save & Back to List.*

Step 21: You should see your entire board listed. The example below shows the chair and treasurer were added. Click *Next.*

Step 22: Statement of Eligible Expenses Form. Fill in the member boxes near the top and all other 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.*

Statement of Eligible Expenses

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Total Members

	Alberta	Non-Alberta	Total
* Individual Members	12	0	12
* Organizational Members	12	0	12
Total	24	0	24

CADAC Line references do not apply to CSO applicants.

* **Total Revenues**
(Line 4700 from CADAC) — $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 Amount of Government Grants**
(Line 4550 from CADAC) — $20,000.00
Note: excluding casino and bingo revenues

* **Total Expenses**
(Line 5600 from CADAC) — $60,000.00
Total of:
• Artistic Expenses
(including Exhibition, Production, Technical, Programming and Services)
• Facility Operating Expenses
• Marketing and Communications Expenses
• Fundraising Expenses
• Administration Expenses

* GST Expenses	$0.00
* Amortization	$200.00
* Fundraising Expenses	$1,200.00
* Capital Expenses	$600.00
Total Ineligible Expenses	$2,000.00
Total Eligible Expenses	$58,000.00

Step 23: fill out all boxes marked with an asterisk on the Diligence Questionnaire. Click *Save & Next.*

Diligence Questionnaire

Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
Diligence Questionnaire
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

* **Official Organizational Mandate:**

Type in each box with an asterisk

* **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?

Step 24: click on the Document Type (underlined) and upload the requested document. NOTE: you no longer have to upload the governance signature form **BUT** if this still appears as "Required" just upload a blank piece of paper. Our IT department is in the process of removing this line. For other templates click the AFA website link.

Note: 04 or 05. Void Cheque is not mandatory — you can uploaded a void cheque if you choose, so we can set up automatic deposit into your account, but you don't have to do this if you would rather not.

Step 25: Name your document in the first box (Document Description) and click on *Choose File* to upload the material. Scan all your pages together and save as one pdf document to upload for each item requested. Click *Save & Back to List* to continue uploading the forms required. When finished, click on *Back to List*.

Step 26: 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-upload the correct document by clicking on the document type. Click *Next.*

Step 27: 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.

Step 28: Now, and only now 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*.

Step 29: After submitting, the *Submissions* screen appears 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!**

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.

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

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

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

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

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.

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.

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.

How to submit 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

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:**

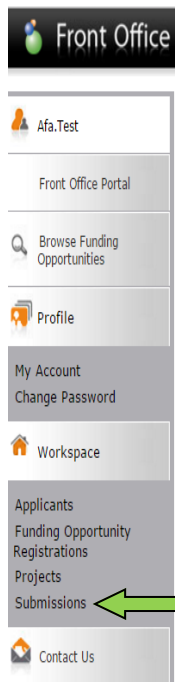• Podium Alberta - http://albertasport.ca/grant-funding-programs/podium-alberta
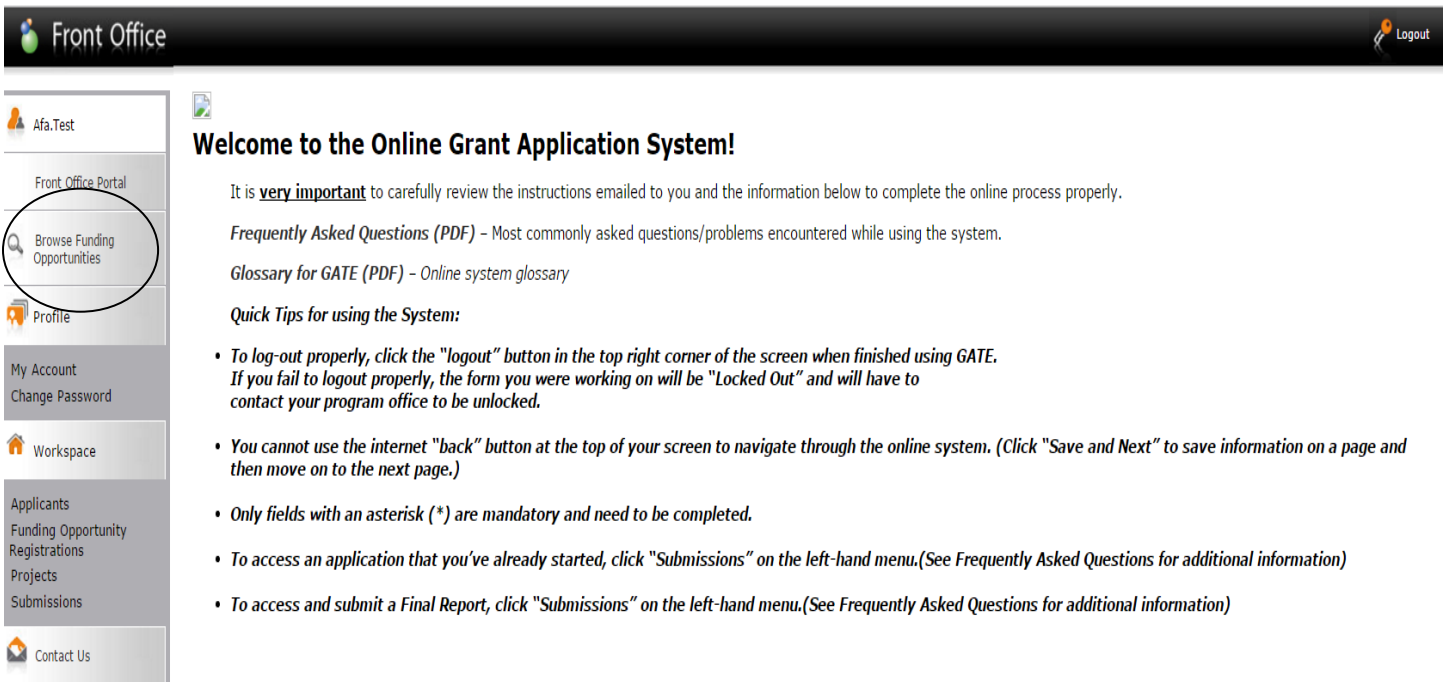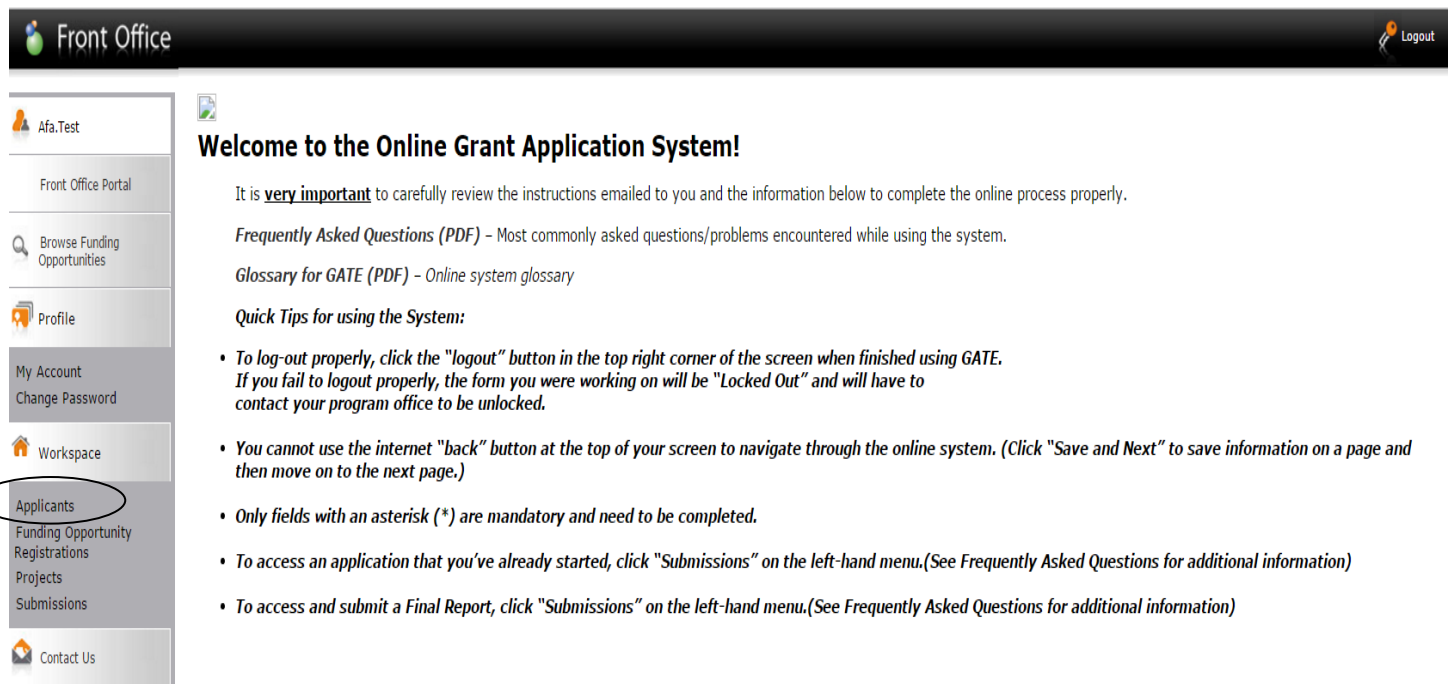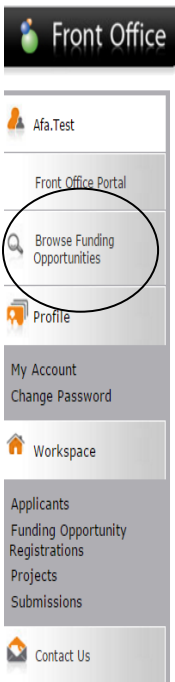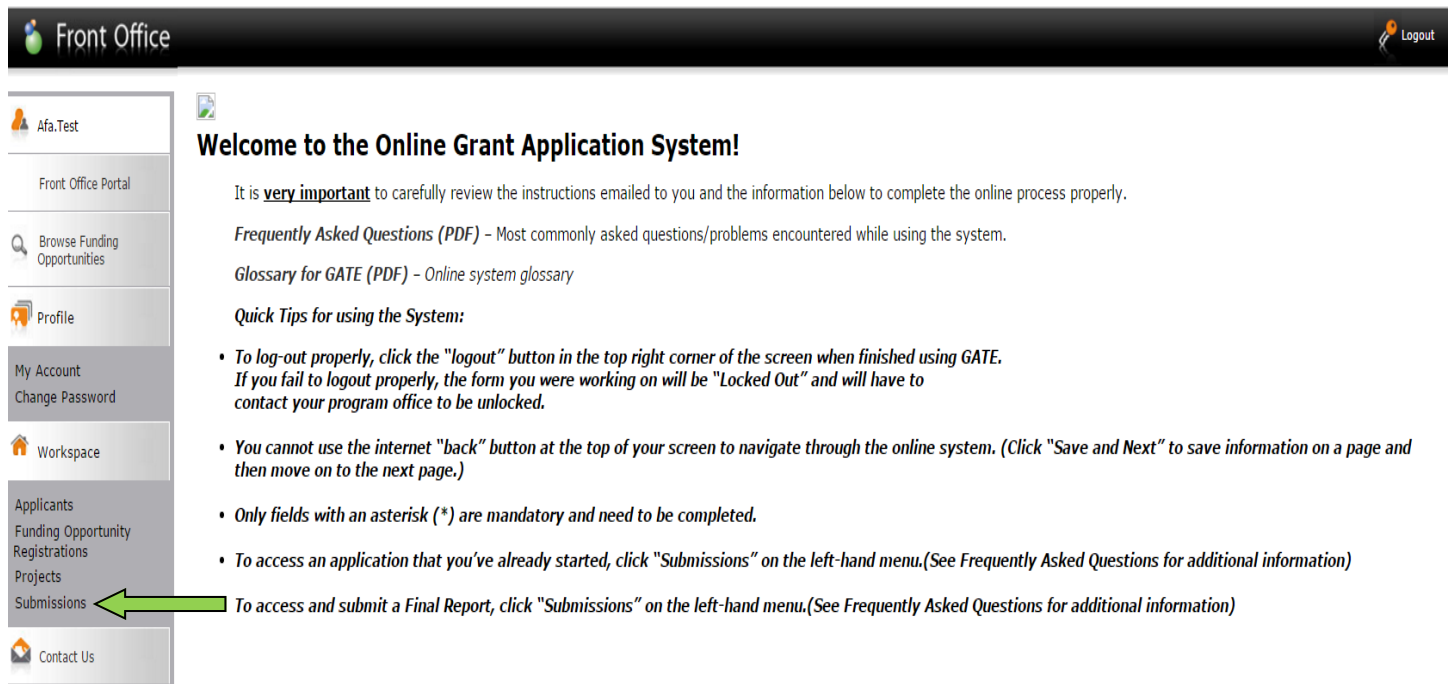
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

• 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 grey menu at the left.

Front Office

Logout

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)

Page Generation Time: 1.015s

CSDC

Step 3: look under the column **Funding Opportunity Name/Step Name** to find "Submit Final Report." To the left of this, under **Actions**, you will see an orange folder. Click on it to open.

If you can't see "Submit Final Report" click on [Clear Filters] in square brackets at the top. Your final report orange folder will appear.

Step 4: the orange folder under "View Step" is your original application from last year, in case you want to reference it. To proceed, click *Next*.

Step 5: the first page you need to complete is the Statistical Report. If you don't know exact numbers, do your best to estimate. You need to fill out every box with an asterisk. Click *Save & Next*. **Hint:** if you fill out the form listing your past activities first, described in Step 6, the information can be used to complete this page.

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

23

Step 6: click on each of the underlined document types to upload material:

- 01. copies of promotional material. Submit one or two examples with our AFA logo by scanning the pages together and saving as one pdf document to upload.

- 02. upload your most recent board-approved financial statements by scanning the pages together and saving as one pdf document. Please have your chair, treasurer, and one other board member sign your statements, or use the signature form found under "helpful resources" section of the CSO guidelines on the AFA website. The signature form and your financial statements should be scanned together as one document to upload.

- 03. Listing of completed arts activities. Find this template on our website, https://www.affta.ab.ca/funding/find-funding/community-support-organizations-operating-funding to type your completed activities.

- 04. Ignore

Step 7: this is what the page looks like when you click on one of the underlined items. Name the document you are uploading, e.g. promo material with AFA logo, and then click *Choose File* to upload it. Scan all the pages together in one pdf document before you upload it. Click *Save & Back to List* to continue uploading the other items.

Step 8: this is what the page looks like when you have uploaded all the pages required. Just ignore 04. — this does not apply to CSO applicants. Click *Next.*

Step 9: the last page is *Submission Summary*, which is a summary of the previous four screens or pages. If you see a red X beside a page, click on the underlined page which will take you directly to that page. Look closely at the page to see where you missed entering data. Complete the page, click on *Save*, and return to the *Submission Page* by clicking on *Submission Summary* in the grey menu at the left.

Note: when you get a red X the *Submit* button will not be active (faded slightly). Even if you wanted to click *Submit* you could not because the button is not active until all green checkmarks appear.

Step 10: you will now see the red X has been replaced with a **green** ✓ allowing you to click *Submit*.

Step 11: as soon as you click *Submit* you are transferred back to the *Submissions* page. You will see a date has now appeared under the column **Date Submitted** confirming that you have submitted your final report. **Congratulations!** If you wish, you can now proceed to creating a new application for the coming year, next page.

How to start a new CSO 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.

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

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

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

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.

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

Step 7: Name your project with the current years, e.g. "2021-22 CSO Operating Grant." Click *Save & Next.*

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

Step 9: select contacts using dropdown menus. The names have been copied over from your profile. Click *Save & Next.*

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

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.*

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

13. This Agreement shall be governed and interpreted in accordance with the laws in force in the Province of Alberta.

14. This Agreement is not intended to and does not make either party the agent or partner of the other for any purpose or create a joint venture.

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"): ABC Organization

* Title Name of Authorized Official: Ms. Afa Test
(Legal Signing Authority)

* Position Held: Chair

Date: 2016/11/10
(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)

Save & Back	Save	Save & Next
Back	Next	
Check Spelling		

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 fill in the boxes as requested.

e.Forms   🔑 Logout

👤 Afa.Test

Applicant Name:
ABC Organization
Applicant Number:
APP-15653040
Project Name:
2017-18 CSO Operating Grant
Project Number:
AFA-CSO-14-051567

Alberta Foundation for the Arts Application Form

Program Overview
Contact List
Applicant Contact Information
Organization Information
Organization Applicant Agreement
Current Board List
Statement of Eligible Expenses
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]

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

Back	Next

34

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

Step 15: You should see your entire board listed. The example below shows the chair and treasurer were added. Click *Next.*

Step 16: Statement of Eligible Expenses Form. Fill in the member boxes near the top and all other 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.*

Statement of Eligible Expenses

Total Members

	Alberta	Non-Alberta	Total
* Individual Members	12	0	12
* Organizational Members	12	0	12
Total	24	0	24

CADAC Line references do not apply to CSO applicants.

* Total Revenues
(Line 4700 from CADAC) — $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 Amount of Government Grants
(Line 4550 from CADAC) — $20,000.00
Note: excluding casino and bingo revenues

* Total Expenses
(Line 5600 from CADAC) — $60,000.00
Total of:
• Artistic Expenses
(including Exhibition, Production, Technical, Programming and Services)
• Facility Operating Expenses
• Marketing and Communications Expenses
• Fundraising Expenses
• Administration Expenses

* GST Expenses	$0.00
* Amortization	$200.00
* Fundraising Expenses	$1,200.00
* Capital Expenses	$600.00
Total Ineligible Expenses	$2,000.00
Total Eligible Expenses	$58,000.00

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

Diligence Questionnaire

* Official Organizational Mandate:

Type in each box with an asterisk

* 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?

Step 18: click on the Document Type (underlined) and upload the requested document. NOTE: you no longer have to upload the governance signature form **BUT** if this still appears as "Required" just upload a blank piece of paper. Our IT department is in the process of removing this line. For other templates click the AFA website link.

Note: 05. Void Cheque is not mandatory — you can uploaded a void cheque if you choose, so we can set up automatic deposit into your account, but you don't have to do this if you would rather not.

Step 19: Name your document in the first box (Document Description) and click on *Choose File* to upload the material. Scan all your pages together and save as one pdf document to upload for each item requested. Click *Save & Back to List* to continue uploading the forms required. When finished, click on *Back to List*.

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-upload the correct document by clicking on the document type. Click *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.

Step 22: Now, and only now 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*.

Step 23: After submitting, the *Submissions* screen appears 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!**

How to go back into GATE and resume working on an existing application

Step 1: log on to GATE https://gate.alberta.ca/gate/frontOffice.jsf.

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

Step 3: look under the column **Project Name/Project Number** to find the application you were working on. To the left of this, under **Actions**, you will see an orange folder. Click on it to open.

If you can't see your project, click on [Clear Filters] in square brackets at the top. Your application orange folder will appear.

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

Step 5: When you have 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*.

Step 6: After submitting, the *Submissions* screen appears 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!**