

Film and Video Individual Project Funding

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 - 19 |
| | |
| | |
| For returning GATE users: | |
| How to update or edit your profile | 20 - 23 |
| (you need to do this first before you create a new application) | |
| | |
| How to submit a final report from last year | 24 - 31 |
| | |
| How to start a new application | 32 - 45 |
| | |
| How to go back into GATE and resume working on an existing | 46 - 48 |
| application | |

How to Use GATE to apply for

Film and Video Individual Project Funding

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

Front Office

0

| Front Office Portal | Alberta Government |
|---------------------------------|--|
| | Online Grant Application System |
| Login | 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. |
| rgot your password? | The system may be used to submit applications and/or final reporting information for the following Alberta Culture and Tourism programs: |
| got your password: | Alberta Media Fund - <u>http://culture.alberta.ca/mediafund</u> |
| Browse Funding Opportunities | » Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program. |
| Contact Us | 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 - <u>http://affta.ab.ca/Grants/Organization-Operational-Grants</u> |
| | 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

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

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)

🚨 Contact Us

🥬 Logoi

Step 3: - type Film and Video Individual Project Grant in the Search Criteria box, OR

- scroll down the page, find Film and Video Individual Project Grant, and click on icon under Register

| 🇯 Front Office | | | | | 🖲 Help 🥠 Logout |
|--------------------------------------|---------------|--|---------------------------|--------------------|------------------|
| 👃 Afa.Test | | | Browse Funding Opportun | ities | |
| Front Office Portal | | | Search Criteria: | | |
| Browse Funding Opportunities | | | Search | | |
| Ver Profile | | | Funding Opportunities | 5 | |
| My Account Change Password | Register Vie | w Funding Opportunity Name ⁺ | Funding Opportunity Start | Registration Start | Registration End |
| | <u>)</u> | AFA - Aboriginal Individual Project Grant | 1-Jun-2014 | 1-Jun-2015 | 2-Jan-2020 |
| ô Workspace | <u>)</u> | AFA - Community Performing Arts Organizations | 1-Dec-2014 | 16-Jun-2016 | 2-Nov-2016 |
| Applicants | <u>)</u> | AFA - Cultural Relations – Individual | 1-Dec-2014 | 1-Dec-2014 | 2-Sep-2020 |
| Funding Opportunity Registrations | <u>)</u> | AFA - Cultural Relations - Organizations | 1-Dec-2014 | 1-Dec-2014 | 13-Apr-2050 |
| Projects Submissions | <u>}</u> | AFA - Dance Individual Project Grant | 1-Dec-2014 | 1-Jun-2015 | 2-Sep-2020 |
| A | 1 | AFA - Film and Video Individual Project Grant | 1-Dec-2014 | 1-Jun-2015 | 2-Sep-2020 |
| Contact Us | / 🔁 🖸 | AFA - Literary Arts Individual Project Grant | 1-Dec-2014 | 1-Jun-2015 | 2-Sep-2020 |
| | <u>;</u> | AFA - Music Individual Project Grant | 1-Dec-2014 | 1-Jun-2015 | 2-Sep-2020 |
| | <u>)</u> | AFA - Organizations Arts Projects | 1-Dec-2014 | 1-Jun-2015 | 2-Sep-2020 |
| | <u>;</u> | AFA - Summer Schools | 1-Dec-2014 | 1-Feb-2016 | 16-Jul-2016 |
| | <u>)</u> | AFA - Theatre Individual Project Grant | 1-Dec-2014 | 1-Jun-2015 | 2-Sep-2020 |
| | <u>)</u> | AFA - Visual Arts and New Media Individual Project Grant | 1-Dec-2014 | 19-Jun-2015 | 2-Sep-2020 |
| | <u>></u> 🔁 | Alberta Production Grant | 13-Mar-2012 | 13-Mar-2012 | 1-Apr-2050 |

Page Generation Time: 0.594s

CSDC

Step 4: use the dropdown menu to choose your name with applicant number. Do not do anything else and click *Save & Next*.

| 🍵 Front Office | 🧕 Help 🦑 Logout |
|-------------------------------------|---|
| Funding Opportunity Registration | Applicant Details |
| Create Applicant | Select an existing Applicant and click Save & Next to continue Test, Afa (APP-01295021) |
| 😂 Contact Us | |
| | For Office Use Only - DO NOT USE: |
| | Applicant Type: - select - V |
| | Cancel Save & Next |
| | |

Page Generation Time: 0.51s

CSDC

Step 5: on the **Applicant Type** page choose Individual from the drop-down menu. Click *Save & Next*.

| 🚣 Afa.Test | Applicant Type |
|---|---|
| Applicant Name: Test, Afa Applicant Number: APP-01295021 | Applicant Type: Individual Save & Back Save & Save & Next |
| Applicant Profile | Back Next |
| Applicant Type Individual Address Contact List Submission Summary Export to PDF Get PDF Viewer Back to Applicants List | |

Step 6: on the **Individual** page enter your legal name (first name and then last name) in the Legal Name box. Click *Save & Next*.

| 🔒 Afa.Test | Individual |
|--|--|
| Applicant Name: Test, Afa Applicant Number: APP-01295021 | * Legal Name: Afa Test Save & Back Save & Save |
| Applicant Profile | Back Next |
| Applicant Type Individual Address Contact List Submission Summary | Check Spelling |
| Export to PDF Get PDF Viewer | |
| Back to Applicants List | |

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

| Applicant Number: APP-01295021 | Applicant Address |
|------------------------------------|---|
| Applicant Profile | * Address Line 1: 12345 - 78 Street 2 |
| | Address Line 2: |
| Applicant Type Individual | Address Line 3: |
| Address | * City: Edmonton |
| Contact List Submission Summary | * Province: Alberta |
| Submission Summary | * Postal Code: T5J 0P3 |
| Export to PDF Get PDF Viewer | Country: Canada |
| Back to Applicants List | Mailing / Delivery Address |
| | * Same as address above? Choose one option that applies from the following list: No Yes |
| | Address Line 1: 12345 - 78 Street |
| | Address Line 2: |
| | Address Line 3: |
| | City: Edmonton |
| | Province: Alberta |
| | Postal Code: T5J 0P3 |
| | Country: Canada |
| | Save & Back Save Back Next Check Spelling |
| | |

Step 8: on the **Contact List** page add yourself and others, as needed, by clicking 騿 the paper icon with the plus sign.

| 🔔 filmuser | | | / | | | | | | | | С | ontact | List | | | | | | | | | | | | |
|--|--------|---|------|---|---------|------|---|------|---------|------------------|-----------|---------|---------|-----------|-------|-------|---|---|-----|---------|---|---|------|-----|---|
| Applicant Name: User, Film | | | | | | | | To a | dd a ne | ew c | contact | click o | n the ' | 'plus" ie | con b | elow. | | | | | | | | | |
| Applicant Number: APP-30716601 | | A | в | С | DE | F | G | Н | IJ | | K L | м | N | 0 | Р | Q | R | S | т | U | v | w | x | Y | z |
| Applicant Profile | Delete | • | View | v | Contact | Name | | | Cont | act ⁻ | Туре | | P | hone N | umb | er | | | Boa | rd Titl | е | | Offi | cer | |
| Applicant Type | | | | | | | | | | - | This list | contain | s no it | ems | | | | | | | | | | | |
| Individual Address Contact List | | | | | | | | | Ba | ack | | | | Ne | xt | | | | | | | | | | |
| Submission Summary Return to Registration Wizard | | | | | | | | | | | | | | | | | | | | | | | | | |

Step 9: when you click 🔁 this form appears. Fill out the boxes as requested. Click on *Save & Back to List* when finished or, if you need to add another name, click on *Save & Add Another*. When you return to the main Contact List page, click *Next* to proceed to the Submission Summary screen.

| 🇯 e.Forms | n Cogout |
|-----------------------------------|--|
| 👃 Afa.Test | Contact |
| Applicant Name: Test, Afa | Contact Type: Primary Contact |
| Applicant Number: APP-01295021 | * Salutation: - select - V |
| | * First Name: |
| Applicant Profile | Middle Name: |
| Applicant Type | * Last Name: |
| Individual | Title: |
| Address | |
| Contact List | * Phone Number: |
| Submission Summary | Extension: |
| Return to Registration Wizard | Alternate Phone Number: |
| mzara | Extension: |
| | |
| | Fax Number: |
| | Email Address: |
| | Alternate Email Address: |
| | Website URL: |
| | |
| | Save Save & Add Another |
| | Save & Back to List Back to List |
| | Check Spelling Note: This formlet contains mandatory fields for which no value has been saved. |
| | |

Step 10: the Contact List page now looks like this. Continue to add contacts as needed or click next to proceed.

P Logout e.Forms

| 🔒 filmuser | | | | | | | | | | | | | C | ontact | List | | | | | | | | | | | | |
|--|--------------|---|------|---|------|---------|------|---|----|-----|---------|-------|-------|-----------|-------|--------|--------|-------|----|---|-----|---------|---|---|-----|-----|---|
| Applicant Name: User, Film Applicant Number: | ₽ ₽ | / | / | | | | | | To | add | a ne | w coi | ntact | click o | n the | "plus | " icon | below | ι. | | | | | | | | |
| APP-30716601 | ¥∃ .≡ Ali | A | В | С | D | E | F | G | Н | I | J | к | L | М | N | 0 | Р | Q | R | s | T | U | v | w | х | Ŷ | z |
| Applicant Profile | Delete | | View | ı | Con | tact I | Vame | | | (| Conta | ct Ty | ре | | | Phone | e Num | ber | | | Boa | ard Tit | е | | Off | cer | |
| Applicant Type | 8 | | € | | Capt | Film Us | er | | | P | Primary | Conta | ct | | | 780-41 | 5-0285 | | | | | | | | | | |
| Individual | | | | | | | | | | | | | | 1 | | | | | | _ | | | | | | | |
| Address Contact List | | | | | | | | | | | Back | (| | \langle | | | Next | | | > | | | | | | | |
| Submission Summary | | | | | | | | | | | | | | | | | | | | | | | | | | | |

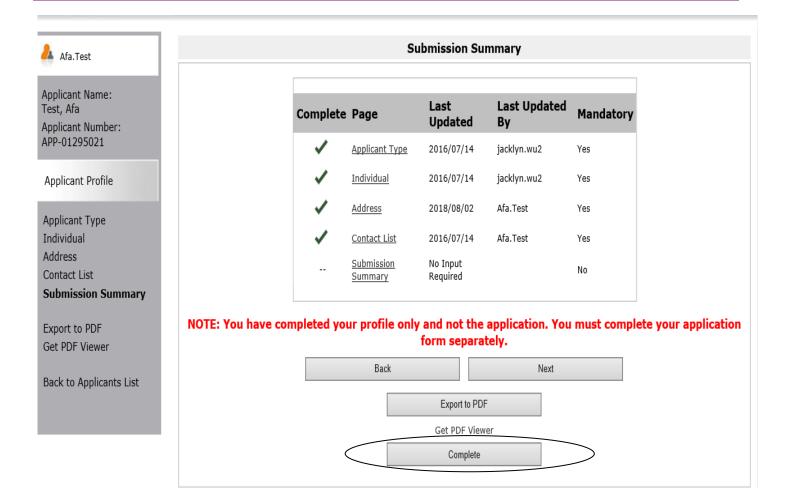
Return to Registration Wizard Step 11: this last page of the profile is the **Submission Summary**. The green \checkmark indicates you have completed your profile correctly. If you see a red X, click on the page beside the red X to correct or complete any missing items.

🄑 Logout Forms

| 🔒 Afa.Test | | | | Submission Sum | mary | |
|-----------------------------------|---------------|---------------|---------------------------|---------------------|----------------------|--------------------|
| | | | | | | |
| Applicant Name: Test, Afa | | Complete | Page | Last Updated | Last Updated By | Mandatory |
| Applicant Number: APP-01295021 | | 1 | <u>Applicant Type</u> | 2016/07/14 | jacklyn.wu2 | Yes |
| Applicant Profile | | \checkmark | <u>Individual</u> | 2016/07/14 | jacklyn.wu2 | Yes |
| Аррисанс гтопіс | | X | Address | Please Complete | | Yes |
| Applicant Type Individual | | 1 | <u>Contact List</u> | 2016/07/14 | Afa.Test | Yes |
| Address | | - | <u>Submission Summary</u> | No Input Required | | No |
| Contact List | | | | | | |
| Submission Summary | NOTE: You hav | e completed y | your profile only and | not the applicatior | n. You must complete | your application f |
| Return to Registration Wizard | | | Back | | Next | |
| THE OT | | | | Complete | | |
| | | | | | | |
| | | | | | | |



Step 12: now, and only now, when you see all green \checkmark can you click on the *Complete* button. You have now completed your profile. When you click on *Complete* you will move to a page called **Complete Applicant Profile** (next page of instructions) where you will start filling out a project application.



NOTE: you can go into your profile anytime and update information:

- Log on to GATE: <u>https://gate.alberta.ca/gate/frontOffice.jsf</u>
- click on *Applicants* in the grey menu at the left
- click on the orange folder beside your organization name
- once your profile page has loaded, click on "Submission Summary" in the grey menu at the left
- click on the "Edit" button in the middle of the screen
- click on any item above that is underlined (e.g. Contact List). Make the changes you wish, save the page, and then go back to Submission Summary and click the "Complete" button (used to be edit). Very important to do this last step to get out of edit mode.

More detailed instructions with screen shots on how to edit your profile after you initially create it, are found on pages 20-23.

Step 13: since you have already 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 | Complete Applicant Profile |
| Browse Funding Opportunities | Click View to review your Applicant Profile, or Click Next to proceed. |
| Funding Opportunity Registration | Cancel View Next |
| Login or Create Profile | |
| Create Applicant Step 1 : Complete Applicant Profile | |
| Step 2 : Create a project Step 3 : Complete application | |
| 🙆 Contact Us | |
| | |

Step 14: Name your project by typing in the box. **Note:** you cannot go back and change the name so make sure you are happy with the name of your project before you click *Save & Next*.

| 🍵 Front Office | | Help 🥜 Log | out |
|---|---|------------|-----|
| Front Office Portal | Create a Project | | |
| Browse Funding Opportunities | Funding Opportunity Name: AFA - Film and Video Individual Project Grant * Applicant Project Name: Documentary | | |
| Funding Opportunity Registration | Cancel Save & Next | | |
| Login or Create Profile | | | |
| Create Applicant Step 1 : Complete Applicant Profile | | | |
| Step 2 : Create a project | | | |
| Step 3 : Complete application | | | |
| Contact Us | | | |
| | | | |

Step 15: if you would like to review the program guidelines click on click here on the screen. Otherwise click Next.

🎤 Logout

🍵 e.Forms

| 🚣 filmuser | Program Overview |
|---|---|
| Applicant Name: User, Film Applicant Number: APP-30716601 Project Name: Documentary Project Number: AFA-FIPG-14-057188 | The Film and Video Individual Project grant stream supports the development of individual Alberta artists, arts administrators, or an ensemble of artists by providing a grant for a specific film and video arts project. Please click here for program guidelines and information. Back Next |
| Alberta Foundation for the Arts Application Form | |
| Program Overview Applicant Information Contact Information Applicant Contact Information General Information Project Description Principal Artists Individual Applicant Agreement Project Budget Project Expenses Project Revenue | |
| Attachments Submission Summary | |

Step 16: on the **Applicant Information** page just complete the two questions with the asterisk. Click *Save & Next*.

| 🇯 e.Forms | | Cogout 6 |
|--|--|----------|
| A filmuser | Applicant Information | |
| Applicant Name: User, Film Applicant Number: APP-30716601 Project Name: Documentary Project Number: AFA-FIPG-14-057188 AFA-FIPG-14-057188 Alberta Foundation for the Arts Application Form Program Overview Applicant Information Contact Information Applicant Contact Information General Information Project Description Principal Artists Individual Applicant Agreement Project Budget | Applicant Information Date Received: 2019/02/01 (vyvy/mm/dd) Legal Name of Applicant: Film User AKA Name: * I set Applicant over the age of 18? Yes * I set Applicant is an Alberta resident as described in 2.1 of the guidelines: * I declare that the Applicant is an Alberta resident as described in 2.1 of the guidelines: Save & Back Save & Save & Next Back Next Check Spelling | |
| Project Expenses Project Revenue Attachments Submission Summary View Applicant Profile | | |

Step 17: on the **Contact Information** page choose your name from the drop-down box. Click Save & Next.

| 🌢 e.Forms | | | _ | _ | _ | Logout |
|---|--------------------------------------|--------------------------|---|--------------------------------|-----------------------------------|--------|
| 🔔 filmuser | | | Contac | t Information | | |
| Applicant Name: User, Film Applicant Number: | (Th | is is the person we will | * Primary Contact Na call for project information.) | me: Capt Film User 🗸 | | |
| APP-30716601 Project Name: Documentary Project Number: AFA-FIPG-14-057188 | Not If c [Show Filters] [Clear | ontacts do not appear | in the list, then an update must be r | nade to the Contact Lis | in the Applicant Profile . | |
| Alberta Foundation for the Arts Application Form | Esnow Filters] [Clear | View | Contact Name | | Phone Number | |
| Program Overview | | Q | Capt Film User | | 780-415-0285 | |
| Applicant Information | | | | 1 | | |
| Contact Information | | | Save & Back | Save | Save & Next | |
| Applicant Contact Information | | | | | ouro u nom | |
| General Information | | | Back | Next | | |
| Project Description | | | Note: This formlet contains mandat | ory fields for which no valu | e has been saved. | |
| Principal Artists | | | | | | |
| Individual Applicant Agreement | | | | | | |
| Project Budget | | | | | | |
| Project Expenses | | | | | | |
| Project Revenue | | | | | | |
| Attachments | | | | | | |
| Submission Summary | | | | | | |
| | | | | | | |

Step 18: on the **Applicant Contact Information** page verify that your information is correct. If not, go ahead and make the changes (the boxes are live). Please remember to go back to your profile and update your address there as well (see pages 20-23 in this guide for instructions). Click *Save & Next*.

| 🔔 filmuser | Applicant Contact Information |
|--|--|
| Applicant Name: User, Film Applicant Number: | Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required. |
| APP-30716601 | Applicant Address |
| Project Name: | |
| Documentary | * Address Line 1: 10708 - 105 Avenue |
| Project Number: AFA-FIPG-14-057188 | Address Line 2: |
| | Address Line 3: |
| Alberta Foundation for the Arts Application | * City: Edmonton |
| Form | * Province: Alberta |
| Program Overview | * Postal Code: T5H 0A1 |
| Applicant Information | Country: Canada |
| Contact Information | |
| Applicant Contact | Mailing / Delivery Address |
| Information | inding / Series / Indiase |
| General Information | Please ensure that the mailing address is correct for this application. |
| Project Description | |
| Principal Artists | Address Line 1: 10708 - 105 Avenue |
| Individual Applicant Agreement | Address Line 2: |
| Project Budget | Address Line 3: |
| Project Expenses | City: Edmonton |
| Project Revenue | Province: Alberta |
| Attachments Submission Summary | |
| Submission Summary | Postal Code: T5H 0A1 |
| View Applicant Profile | Country: Canada V |
| Ton Approance Fond | |
| Export to PDF | Save & Back Save Save & Next |
| Get PDF Viewer | |
| | Back Next |
| Exit Registration | |
| | Check Spelling |
| | |

Step 19: on the **General Information** page choose the appropriate category from the drop-down menu and if the application is for an individual or ensemble. Community Affiliation is voluntary so only complete this if you so choose. Click *Save & Next*.

| Å filmuser | General Information |
|--|---|
| | |
| Applicant Name: | * Category of this application: Art Production |
| User, Film Applicant Number: | * Application Classification: Individual Artist |
| APP-30716601 | |
| Project Name: | Community Affiliation (Voluntary): |
| Documentary | Choose options that apply from the following list: |
| Project Number: | First Nation |
| AFA-FIPG-14-057188 | |
| | |
| Alberta Foundation for the Arts Application | |
| Form | |
| | |
| Program Overview | Save & Back Save Save & Next |
| Applicant Information | Save Save Save Save Save Save Save Save |
| Contact Information | Back Next |
| Applicant Contact | |
| Information | Note: This formlet contains mandatory fields for which no value has been saved. |
| General Information | |
| Project Description | |
| Principal Artists | |
| Individual Applicant Agreement | |
| Project Budget | |
| Project Expenses | |
| Project Revenue | |
| Attachments | |
| Submission Summary | |

Step 20: on the **Project Description** page provide a brief project description and choose start and end dates for your project. **Note:** the start date cannot be before the date the application is submitted. Click *Save and Next*.

| 👃 filmuser | Project Description |
|--|---|
| Applicant Name: | * Project Description Brief: |
| User, Film | production phase of documentary on former coal mines of Edmonton and the women who ran them $$ $$ |
| Applicant Number: APP-30716601 | Brief descriptions are used internally. For example: Western Canadian tour for the album "New Music". |
| Project Name: Documentary | * Project Start Date: 2019/04/01 |
| Project Number: AFA-FIPG-14-057188 | * Project Completion Date: 2020/02/01 |
| Alberta Foundation for the Arts Application Form | Save & Back Save Save & Next |
| Program Overview | |
| Applicant Information | Check Spelling |
| Contact Information | |
| Applicant Contact Information | Note: This formlet contains mandatory fields for which no value has been saved. |
| General Information | |
| Project Description | |
| Principal Artists | |
| Individual Applicant Agreement | |
| Project Budget | |
| Project Expenses | |
| Project Revenue | |
| Attachments | |
| Submission Summary | |

Step 21: on the **Principal Artists** page you need to designate yourself as the artist of your project by clicking 📮 If you are part of an ensemble, add all other key creative artists by clicking 📮 each time.

| filmuser | | | | Principa | l Artists | | |
|---|----------------|------------------------------|-----------------------|--|-----------------------------------|---------------|---------------------------|
| plicant Name: er, Film plicant Number: P-30716601 oject Name: cumentary oject Number: A-FIPG-14-057188 berta Foundation for e Arts Application | [Show Filters] | Click 🔍 in t Click ⑧ to d | add a new Principal A | edit the details of a listed Principa | al Artist. | | |
| m | Delete | View | Position/Role | Alberta Reside | ent | First Name | Last Name |
| gram Overview licant Information | | | | This list conta | ins no items | | |
| tact Information licant Contact rmation | | | | Back | Next | | |
| eral Information ject Description ncipal Artists ividual Applicant sement ject Budget roject Expenses roject Revenue achments mission Summary | | | | | | | |
| tep 22: this is Add Another o | | | | king on 📭 described | d above. Deper | nding on your | project, click <i>Sav</i> |
| filmuser | | | | Principa | l Artists | | |
| plicant Name: er, Film plicant Number: P-30716601 oject Name: vcumentary oject Number: A-FIPG-14-057188 | | | | * Position/Role: * Alberta Resident? (Per 2.1 in grant stream guidelines) * First Name: * Last Name: | Yes V | | |
| berta Foundation for e Arts Application orm | | | | Save Save & Back to List | Save & Add Anothe Back to List | r 🔶 | |
| igram Overview olicant Information ntact Information olicant Contact ormation neral Information | | | N | Check : Check : This formlet contains mandatory f | Spelling | s been saved. | |
| neral Information oject Description incipal Artists dividual Applicant reement | | | | | | | |

Project Budget Project Expenses Project Revenue Attachments Submission Summary Step 23: this is what the screen looks like after you add yourself as an artist and others (if applicable). Click Next.

| | | | Principal Artists | | |
|--|------------------------------|----------------------------------|---|------------|-----------|
| e: ber: JS7188 ation for cation 2 (Show Filters) | Click 🍳 in t Click 🔕 to d | add a new Principal Artist to | e details of a listed Principal Artist. | | |
| cation 🔁 🚊 | | | | | |
| Delete | View | Position/Role | Alberta Resident | First Name | Last Name |
| v 🔞 | View G | Position/Role writer/director | Alberta Resident | First Name | Last Name |
| 8 | | • | | | |
| on n | | • | Yes 1 | | |
| © n | | • | Yes 1 | Film | |
| n | | • | Yes 1 | Film | |
| 8 | | • | Yes 1 | Film | |
| on n | | • | Yes 1 | Film | |
| | | • | Yes 1 | Film | |
| ion n t | | • | Yes 1 | Film | |

Step 24: Read the **Individual Applicant Agreement** in its entirety and click the box marked with an asterisk. Click *Save & Next.*

| 15. This Agre | ement may not be assigned by the Applicant. |
|--|--|
| 16. The Appli | cant will recognize the source of the Grant as required by the Guidelines. |
| | nt represents and warrants that the person signing is duly authorized to make the Application and is cient to bind the Applicant to the Agreement. |
| | Name of Applicant: Film User Date: 2019/02/01 (yyyy/mm/dd) |
| | * I agree to/with all the statements above: 🗹 |
| be shared will programs. Th <i>Protection of</i> For further Arts Branch, | information collected using this form is required for the administration of this program. This information may also the Alberta Culture and Tourism, which provides consultative and administrative assistance to these awards the information will not be disclosed to any other third parties except as allowed by the <i>Freedom of Information and</i> <i>Privacy Act</i> . information about this program, and the use of personal information, please contact: Alberta Culture and Tourism, 780-427-9968 is in Alberta to Government of Alberta Offices: • 310-0000 + office area code + telephone number Cell phone: |
| Toll-free code | • *310 (Roger's Wireless) • #310 (Bell and Telus) |
| | Save & Back Save Save & Next |
| | Back Next Check Spelling |

Step 25: the **Project Budget** page explains the next two screens. Read through the text and click *Next*.

| | | | Project Budget | | | |
|---------------------|--|--|---|---|---|------------------|
| | Please refer to the prograr | n quidelines to determi | ne eligible expens | es. | | |
| er: | Please select a heading from | the drop-down menus for | each separate expe | | Expenses will auto | matically |
| | calculate. Total Costs will be | | | an in kind contails. | tions ats) on some | unto lingo with |
| 3 | Include project revenue (fund the revenue section to balanc | | | | | irate lines with |
| for | The remaining amount is you AFA program guidelines. | r request to the AFA. The r | maximum AFA gran | t request must not | exceed the amount | indicated in t |
| | Total Expenses will equal To | otal Revenues + AFA Gra | ant Request. | | | |
| חנ | You may include explanatory | notes to your budget on th | ne following page. | | | |
| | | Back | | Next | > | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| on the Proje | ect Expenses page there a | are four opportu | nities to chc | ose an expe | ense type fro | om the d |
| - | ect Expenses page there a ails. There is also a comn | | | - | | |
| - | | nents box after e | | - | | |
| - | | nents box after e | each expense | e type to ex | | |
| - | | nents box after e | each expense Project Expenses | e type to ex | | |
| d input det | ails. There is also a comn | nents box after e * Expens Description | each expense Project Expenses e Type 1: Artist Fees Number of Units | Unit Cost | plain what t | |
| d input det | pop Sound Rec | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 | e type to ex Unit Cost | plain what t | |
| l input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t | |
| d input det | pop Sound Rec | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 | e type to ex Unit Cost | Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 | |
| l input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0.00 | |
| l input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 | |
| l input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0.00 \$0.00 | |
| l input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0.00 \$0.00 \$0.00 \$0.00 | |
| l input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0 | |
| l input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0 | |
| input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0 | |
| d input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0 | |
| - | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0 | |
| d input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0 | |
| or | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0 | |
| d input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0 | |
| d input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | plain what t Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0 | |
| d input det | DOP Sound Rec Editor | nents box after e * Expens Description | Project Expenses e Type 1: Artist Fees Number of Units 5 5 15 | e type to ex Unit Cost \$450.00 \$350.00 \$400.00 | Total Cost \$2,250.00 \$1,750.00 \$6,000.00 \$2,400.00 \$0.00 | |

Exit Registration

Comments: Units are days

Ŷ

Step 27: still on the **Project Expenses** page, the screen shot below shows the lower part of the page and the Total Proposed Expenses box. This automatically fills in when you click *Save*. There is also a larger Proposed Expenses Comments box if you have more details to share about your budget. When you are finished with your budget expenses make sure you save the material and click *Next*.

| 1 | | 1 | 1 11 | 1.1 | |
|---|-------------------|----------------------|------------------|-----|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | Subtotal | | |
| | Comment | | | | |
| | Comments: | | | | 0 |
| | | | | | ~ |
| | | | | | |
| | | Total Proposed Expen | ses: \$12,720.00 | | |
| | Proposed Expenses | Comments: | | | |
| | | | | | ~ |
| | | | | | |
| | | | | | \sim |
| | | | | | |
| | | Back | Next | | |
| | - | | | | |

Step 28: on the **Project Revenue** page input any revenue you may have toward the project. Indicate if the funds are confirmed or pending from the dropdown box under Funding Status. There is also a comment box you can use. When you click *Save*, the Grant Amount Requested box automatically fills in. Click Save & *Next* when you are finished.

| Applicant Name: User, Film | | Non-AFA I | Revenue | |
|---|-----------|------------------------------|------------|-------------------|
| Applicant Number: APP-30716601 | | Description | Amount | Funding Status |
| Project Name: Documentary | | Personal contribution | \$1,000.00 | Confirmed V |
| Project Number: | | community donation | \$1,500.00 | Confirmed 🗸 |
| AFA-FIPG-14-057188 | | | | select 🗸 |
| Alberta Foundation for | | | | - select 🗸 |
| the Arts Application | | | | - select 🗸 |
| Form | | | | select 🗸 |
| Program Overview | | | | select 🗸 |
| Applicant Information | | | | select 🗸 |
| Contact Information | | | | select 🗸 |
| Applicant Contact Information | | | | select 🗸 |
| General Information | | | | select 🗸 |
| Project Description | | | | - select - 🗸 |
| Principal Artists Individual Applicant | | | | - select - 🗸 |
| Agreement | | | | select 🗸 |
| Project Budget | | | | select 🗸 |
| Project Expenses Project Revenue | | Total Non-AFA Revenue: | \$2,500.00 | |
| Attachments | | | | |
| Submission Summary | | Grant Amount Requested: | \$9 900 00 | |
| | | or and randomic nequestion [| \$5,500.00 | |
| View Applicant Profile | Comments: | | | |
| Export to PDF | | | | |
| Get PDF Viewer | | | | |
| Exit Registration | | | | |
| Exit Registration | | Save & Back Sav | | Save & Next |
| | | | | Save d Next |
| | | Back | Next | |
| | | Check S | pelling | |

Step 29: on the **Attachments** page click on the underlined document type to upload the requested document. You must upload information for any lines listed *Yes* for required documents. To add additional support material that is relevant to your project, you can choose any of the other document types to upload a file.

| A filmuser | Attachme | nts | | |
|--|---|-----------|-------------------------------|------------------|
| Applicant Name: User, Film Applicant Number: APP-30716601 Project Name: Documentary | Please see the Helpful Resources section of the <u>program guid</u> For FILM SELECTION media, email files as attachments or downloadable lin | | | accepted. |
| Project Number: AFA-FIPG-14-057188 | Delete Document Type | Required? | Download Document Description | Date Attached |
| Alberta Foundation for the Arts Application | 01. Artist resume | Yes | | No Attachment |
| Form | 02. Detailed project description | Yes | | No Attachment |
| Program Overview Applicant Information | 03. Film selection (see note above) | No | | No Attachment |
| Contact Information | 04. Script | No | | No Attachment |
| Applicant Contact Information | 05. Commission contract | No | | No Attachment |
| General Information Project Description | 06. Proof of acceptance and detailed description, schedule, and budget for the training program | No | | No Attachment |
| Principal Artists Individual Applicant | 07. Alternate training choices with detailed description, schedule and budget for each | No | | No Attachment |
| Agreement Project Budget | 08. Official invitations, confirmations, or itineraries | No | | No Attachment |
| Project Expenses Project Revenue | 09. Marketing plan | No | | No Attachment |
| Attachments Submission Summary | 10. Letter of reference | No | | No Attachment |
| View Applicant Profile | 11. Resumes for other principal artists | No | | No Attachment |
| | 12. Support materials | No | | No Attachment |
| Export to PDF Get PDF Viewer | Back | Next | | |
| | | | | |

Step 30: when you click on a page you land on **Attachment Details**. Fill in the document description box and click on *Browse* to upload the document from your own files. Click on *Save & Back to List* to upload the remaining mandatory items by clicking on the next document type and repeating. Add any other material if relevant to your application.

| | Attachment Details |
|---|---|
| 📥 filmuser | |
| Applicant Name: User, Film Applicant Number: APP-30716601 Project Name: Documentary Project Number: AFA-FIPG-14-057188 | * Document Description: artist resume * File Name: Browse Document Type: 01. Artist resume Maximum Size: 4 MB Allowable Formats: jpg, xls, xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt Instructions: |
| Alberta Foundation for the Arts Application Form | Save & Back to List Back to List |
| Program Overview | Save & Back to List Back to List |
| Applicant Information | Check Spelling |
| Contact Information | Note: This formlet contains mandatory fields for which no value has been saved. |
| Applicant Contact Information | , |
| General Information | |
| Project Description | |
| Principal Artists Individual Applicant | |
| Agreement | |
| Project Budget | |
| Project Expenses | |
| Project Revenue Attachments | |
| Attachments Submission Summary | |
| Submission Summary | |

Step 31: When all attachments are uploaded this is what the screen looks like. You can delete a document if you have uploaded it in error by clicking on 🔊 You can also view the file you uploaded by clicking 🔍 When you are finished click *Next*.



Step 32: 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 as per sample below. Click on the underlined page 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 for every red X until you see a green \checkmark beside every page.

| 🔔 filmuser | Submission Summary | | | | | | |
|--|--------------------|------------------|--------------------------------|-------------------|-----------|--|--|
| Applicant Name: User, Film | | Complete | Page | Last Updated | Mandatory | | |
| Applicant Number: APP-30716601 | | Program Overview | | No Input Required | No | | |
| Project Name: Documentary | | ~ | Applicant Information | 2019/02/01 | Yes | | |
| Project Number: AFA-FIPG-14-057188 | | ~ | Contact Information | 2019/02/01 | Yes | | |
| | | ~ | Applicant Contact Information | 2019/02/01 | Yes | | |
| Alberta Foundation for the Arts Application | | ~ | General Information | 2019/02/01 | Yes | | |
| Form | | ~ | Project Description | 2019/02/01 | Yes | | |
| Program Overview | | ~ | Principal Artists | 2019/02/01 | Yes | | |
| Applicant Information Contact Information | | ~ | Individual Applicant Agreement | 2019/02/01 | Yes | | |
| Applicant Contact nformation | | | Project Budget | No Input Required | No | | |
| General Information Project Description | | ~ | Project Expenses | 2019/02/01 | Yes | | |
| Principal Artists | | | Project Revenue | No Input Required | No | | |
| ndividual Applicant Igreement | | × | Attachments | Please Complete | Yes | | |
| Project Budget Project Expenses | | | Back | Next | | | |
| Project Revenue | | | Export to | DDE | | | |
| Attachments Submission Summary | | | Get PDF \ | | | | |
| View Applicant Profile | | | Subn | | | | |
| Export to PDF Get PDF Viewer | | | | | | | |

Step 33: Now, and only with all green \checkmark , 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*.

| himuser | Submission Summary | | | | | | |
|--|--------------------|--------------------------------|-------------------|-----------|--|--|--|
| Applicant Name: Jser, Film | Complete | Page | Last Updated | Mandatory | | | |
| Applicant Number: APP-30716601 | | Program Overview | No Input Required | No | | | |
| Project Name: Documentary | ~ | Applicant Information | 2019/02/01 | Yes | | | |
| roject Number: FA-FIPG-14-057188 | ~ | Contact Information | 2019/02/01 | Yes | | | |
| | ~ | Applicant Contact Information | 2019/02/01 | Yes | | | |
| berta Foundation for e Arts Application | ~ | General Information | 2019/02/01 | Yes | | | |
| m | ~ | Project Description | 2019/02/01 | Yes | | | |
| gram Overview | ~ | Principal Artists | 2019/02/01 | Yes | | | |
| licant Information tact Information | ~ | Individual Applicant Agreement | 2019/02/01 | Yes | | | |
| licant Contact rmation | | Project Budget | No Input Required | No | | | |
| ral Information | ~ | Project Expenses | 2019/02/01 | Yes | | | |
| ect Description cipal Artists | | Project Revenue | No Input Required | No | | | |
| ividual Applicant eement | ~ | <u>Attachments</u> | 2019/02/01 | Yes | | | |
| ect Budget | | Back | Next | | | | |
| oject Expenses oject Revenue | | Dack | Ivexi | | | | |
| chments mission Summary | | Export | IN PDF | | | | |
| imission Summary | | Get PDF Sub | | | | | |
| w Applicant Profile | | Sub | | | | | |
| ort to PDF | | | | | | | |
| PDF Viewer | | | | | | | |

Step 34: 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!**

| 🔒 filmuser | Applicant: User, Film (APP-30716601)To open your applicant profile for viewing or editing, click on the orange file folder. Follow the instructions for editing your profile here |
|-------------------------------|---|
| | Submissions |
| Front Office Portal | [Hide Filters] [Clear Filters] |
| Q Browse Funding | Applicant Project Name: All Projects 🗸 |
| Opportunities | Date Submitted: On V |
| 河 Profile | Project Status: Open Projects 🗸 |
| | Submission Version V |
| My Account Change Password | Associate Type: All |
| | |
| n Workspace | Filter |
| Applicants | |
| Funding Opportunity | |
| Registrations Projects | |
| Submissions | Actions Project Name Funding Opportunity Name Start Date End Date Associate Type Version Date Submitted |
| 🙆 Contact Us | Documentary AFA - Film and Video Individual Project Grant 1-Dec-2014 12-Apr-2050 Primary Applicant 1 1-Feb-2019 10:26:44 AM |
| | 1 |

How to update or edit your profile

Step 1: log on to GATE <u>https://gate.alberta.ca/gate/frontOffice.jsf.</u> 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 Ports | |
|---------------------------------|---|
| Username: | |
| Password: | |
| Login | |
| Forgot your password? | / |
| Browse Funding Opportunities | |
| Contact Us | |

Aberta 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 <u>http://affta.ab.ca/Grants/Organization-Operational-Grants</u>
- 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 - <u>http://humanservices.alberta.ca/abuse-bullying</u>

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 | Welcome to the Online Grant Application System! |
|-----------------------------------|---|
| Front Office Portal | It is very important to carefully review the instructions emailed to you and the information below to complete the online process properly. |
| Q Browse Funding | Frequently Asked Questions (PDF) - Most commonly asked questions/problems encountered while using the system. |
| Opportunities | Glossary for GATE (PDF) – Online system glossary |
| 🗖 Profile | Quick Tips for using the System: |
| My Account Change Password | 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. |
| Workspace | • 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.) |
| Applicants Funding Opportunity | • Only fields with an asterisk (*) are mandatory and need to be completed. |
| Registrations Projects | • To access an application that you've already started, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information) |
| Submissions | • To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information) |
| 🔷 Contact Us | |

🔑 Logo

Step 3: make sure your correct applicant appears in the dropdown box and click on the orange folder beside **Applicant Name**.

| Afa.Test | Applicant: Test, Afa (APP-01295021 Follow the instructions for editing your | r prote <u>here</u> | pplicants | | |
|--------------------------------------|--|---------------------|---------------------|-----------------------|--------------------|
| Front Office Portal | | | | | |
| Browse Funding Opportunities | Children Registrants Parent | Applicant Name | Applicant Number | Number of Projects | Last Submission |
| Profile | A | Test, Afa | APP-01295021 | 18 | 9-Aug-2018 |
| My Account Change Password | | | | | |
| 🏦 Workspace | | • | | | |
| Applicants | | | | | |
| Funding Opportunity Registrations | | | | | |
| Projects | | | | | |
| Projects Submissions | | | | | |

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

| 🔔 Afa.Test | Applicant Type |
|------------------------------------|---|
| Applicant Name: Test, Afa | * Applicant Type: Individual |
| Applicant Number: APP-01295021 | Back Next |
| Applicant Profile | This e.Form has been marked as complete |
| Applicant Type | |
| Individual Address | |
| Contact List Submission Summary | |
| Export to PDF | |
| Get PDF Viewer | |
| Back to Applicants List | |
| | |

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.

| 🔒 Afa.Test | | | Sı | ubmission Su | mmary | |
|---|--------------------|-----------------------|------------------------------|------------------------------|--------------------|------------|
| Applicant Name: Test, Afa Applicant Number: | | Complete | Page | Last Updated | Last Updated By | Mandatory |
| APP-01295021 | | ✓ (| <u>Applicant Type</u> | 2016/07/14 | jacklyn.wu2 | Yes |
| Applicant Profile | | ~ | Individual | 2016/07/14 | jacklyn.wu2 | Yes |
| Applicant Type | | ✓ | Address | 2018/08/02 | Afa.Test | Yes |
| Applicant Type Individual | | ~ | Contact List | 2016/07/14 | Afa.Test | Yes |
| Address Contact List | | | <u>Submission</u> Summary | No Input Required | | No |
| Submission Summary | | | <u>Summary</u> | Required | | |
| Export to PDF Get PDF Viewer | NOTE: You have con | npleted you | ur profile only | / and not the form separa | | must compl |
| Back to Applicants List | | | Back | | Next | |
| back to Applicants List | | | | Export to PDF | F | |
| | | | | Get PDF View | /er | |
| | | | | Edit | | > |
| | | | This e.Form | n has been mai | rked as complete | |
| | I | | | | | |

Step 6: this example shows how you can make a change to the **Contact List** page. You can click on **(8)** to delete any name, add a new person by clicking on **(2)** or make a correction to an existing entry by clicking on **(3)** Make sure you always save your changes.

| 👃 Afa.Test | | | | | | | | Contac | t Lis | t | | | | | | | | | |
|---|--------|------|---------|---------|-------|-------|--------|------------|-------|--------|---------|------|-------|----|---|-------|---|---|------|
| Applicant Name: Test, Afa | | | | То | add a | new c | onta | t click | on t | he "p | lus" ic | on l | belov | w. | | | | | |
| Applicant Number: APP-01295021 | | вс | DE | F | GН | | K | LM | N | 0 | P (| | R | sт | U | v | w | х | Y |
| Applicant Profile | Delete | View | | act Nar | | Со | itact | Туре | | | e Nun | | | | _ | Title | | | icer |
| Applicant Type Individual Address | 8 | Ð | Ms. Afa | a Test | | Prim | ary Co | ntact 1 | | 780-43 | 4-0087 | đ | | | 1 | | | | |
| Contact List Submission Summary | | | | | | | | | | | | | | | | | | | |
| Export to PDF Get PDF Viewer | | | | | | | | | | | | | | | | | | | |
| Back to Applicants List | | | | | | | | | | | | | | | | | | | |

Step 7: when you click on E 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.

| 👃 Afa.Test | Cont | tact |
|-----------------------------------|--|--------------------|
| Applicant Name: Test, Afa | Contact Type: | Primary Contact |
| Applicant Number: APP-01295021 | * Salutation: | select V |
| | * First Name: | |
| Applicant Profile | Middle Name: | |
| Applicant Type | * Last Name: | |
| Individual | Title: | |
| Address | | |
| Submission Summary | * Phone Number: | |
| | Extension: | |
| Export to PDF Get PDF Viewer | Alternate Phone Number: | |
| | Extension: | |
| Back to Applicants List | | |
| | Fax Number: | |
| | Email Address: | |
| | Alternate Email Address: | |
| | Website URL: | |
| | Save | Save & Add Another |
| | Save | Save & Add Another |
| | Save & Back to List | Back to List |
| | Check S | Spelling |
| | Note: This formlet contains mandatory fi | |

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.

| | Afa.Test | | | Sı | ıbmission Su | mmary | |
|---|--|--------------------|------------|------------------------------|--------------------------|--------------------|------------|
| Т | oplicant Name: est, Afa oplicant Number: | | Complete | Page | Last Updated | Last Updated By | Mandatory |
| A | PP-01295021 | | ~ | Applicant Type | 2016/07/14 | jacklyn.wu2 | Yes |
| A | pplicant Profile | | ~ | Individual | 2016/07/14 | jacklyn.wu2 | Yes |
| Δ | pplicant Type | | ~ | Address | 2018/08/02 | Afa.Test | Yes |
| I | ndividual | | ~ | Contact List | 2016/07/14 | Afa.Test | Yes |
| | ddress ontact List | | | <u>Submission</u> Summary | No Input Required | | No |
| S | ubmission Summary | | | | | | |
| | xport to PDF et PDF Viewer | NOTE: You have com | pleted you | ur profile only | and not the form separa | | must compl |
| в | ack to Applicants List | | | Back | | Next | |
| | | | | | Export to PDF | = | |
| Ì | | | | | Get PDF View Complete | ler | |

Page Generation Time: 2.776s

CSDC

How to complete your final report for a previous project

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

Front Office

Front Office Portal ername: Password: Login our na Browse Funding Opportunities 🔎 Contact Us

berta 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 <u>http://affta.ab.ca/Grants/Organization-Operational-Grants</u>
- 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:

Frequently Asked Questions (PDF) - Most commonly asked questions/problems encountered while 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

Family & Community Safety Program grant - http://humanservices.alberta.ca/abuse-bullving

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.

Glossary for GATE (PDF) - Online system glossary

contact your program office to be unlocked.

Quick Tips for using the System:

then move on to the next page.)

Front Office

| Afa.Test | Welcome to the Online Grant Application System! |
|---------------------|---|
| Front Office Portal | It is very important to carefully review the instructions emailed to you and the information below to complete the online process properly. |

Online Grant Application System!

• Only fields with an asterisk (*) are mandatory and need to be completed.

Browse Funding

Opportunities 🗖 Profile

Å Afa.T

My Account Change Password

🎁 Workspace

Applicants Funding Opportunity Registrations

Submissions

Contact Us

• 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)

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

Logo

Step 3: look for your project name, 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.

| 🔔 filmuser | Applicant: U | lser, Film (APP-30716 | 5601) | | | | | |
|--|---------------|-----------------------------------|--|--------------------|-------------|-------------------|---------|------------------------|
| | | | Si | ubmissions | | | | |
| Front Office Portal | [Hide Filters | [[Clear Filters]] | | | | | | |
| Browse Funding Opportunities | | | Applicant Project N | ame: All Projects | V | | | |
| | | | Date Submi | tted: On | v | 23 | | |
| 🗖 Profile | | | Project St | atus: Open Projec | ets 🗸 | | | |
| | | | Submission Ver | sion: Latest Versi | on 🗸 | | | |
| My Account Change Password | | | Associate 1 | ype: All | V | | | |
| R Workspace | | | | Filter | | | | |
| Applicants Funding Opportunity Registrations | | | | | | | | |
| Projects Submissions | Actions | Project Name† Project Number | Funding Opportunity Name Step Name | Start Date | End Date | Associate Type | Version | Date Submitted |
| 🖄 Contact Us | 6 | Documentary AFA-FIPG-14-057188 | AFA - Film and Video Individual Project Grant Submit Application | 1-Dec-2014 | 12-Apr-2050 | Primary Applicant | 1 | 1-Feb-2019 10:26:44 AM |
| | ĥ | Documentary AFA-FIPG-14-057188 | AFA - Film and Video Individual Project Grant Submit Final Report | 1-Dec-2014 | 12-Apr-2050 | Primary Applicant | 1 | |
| | | \sim | | 1 | | | | |

Step 4: Click on the orange folder beside "Submit Application" if you would like to view your original application. If you don't need to view this, click *Next*.

| ser | Reference Submissions |
|--------------------------------------|-----------------------|
| Film and Video dual Project Grant | View Step |
| ant Name: Film ant Number: | Submit Application |
| Name: entary | Back |
| nber: .4-057188 | |
| eport | |
| e ons Project | |
| n udget : Expenses | |
| : Revenue ents on Summary | |
| plicant Profile | |
| o PDF Viewer | |
| Submissions List | |

Step 5: fill out all boxes marked with an asterisk on the **Individual Project Evaluation** page. Every box marked with an asterisk requires data. Click *Save & Next* when you are ready to move on.

| 🤼 filmuser | Project Outcomes |
|---|--|
| AFA - Film and Video Individual Project Grant Applicant Name: | * 1) Please describe the results of your project in relation to the original objectives as stated in your project description. |
| Applicant Number: APP-30716601 Project Name: | * 2) Did your project add to the development of your artistic practice? |
| Documentary Project Number: AFA-FIPG-14-057188 | Comments |
| AFA Final Report | ~ |
| Reference Submissions Individual Project Evaluation Project Budget | * 3) Please describe the most significant way that your project contributed to your career. |
| Project budget Project Expenses Project Revenue Attachments | Comments |
| Submission Summary View Applicant Profile | \sim |
| Export to PDF Get PDF Viewer | * 4) Did your project result in the creation or dissemination of a new art work? $_$ select – \lor |
| Back to Submissions List | Comments |
| | * 5) Did your project contribute to the development of your career? <u>- select - v</u> Comments |
| Step 6: read thr | ough the information on the Project Budget page which will assist with the next two pages . |
| Click <i>Next</i> wher | n you are ready to move on. |
| 🚣 filmuser | Project Budget |
| AFA - Film and Video Individual Project Grant | Please refer to the program guidelines to determine eligible expenses. |
| Applicant Name: | Please select a heading from the drop-down menus for each separate expense sections. Include a detailed breakdown of each item on each expense line. Total Expenses will automatically calculate. |

Applicant Name: User, Film Applicant Number: APP-30716601 Project Name: Documentary Project Number: AFA-FIPG-14-057188

AFA Final Report

Reference Submissions Individual Project Evaluation **Project Budget** Project Expenses Project Revenue Attachments Submission Summary

View Applicant Profile

Export to PDF Get PDF Viewer

Back to Submissions List

Include project revenue (funding from other agencies, personal contributions, in-kind contributions, etc.) on separate lines within the revenue

The remaining amount is your request to the AFA. The maximum AFA grant request must not exceed the amount indicated in the AFA program

Next

section to balance out the expenses. Total Revenues will automatically calculate.

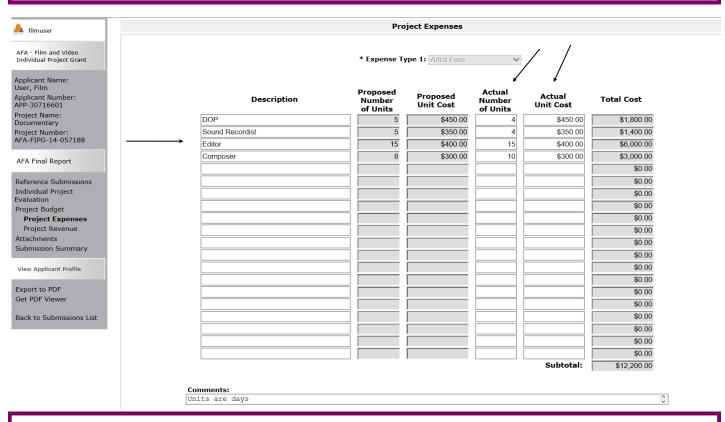
Back

Total Expenses will equal Total Revenues + AFA Grant Request.

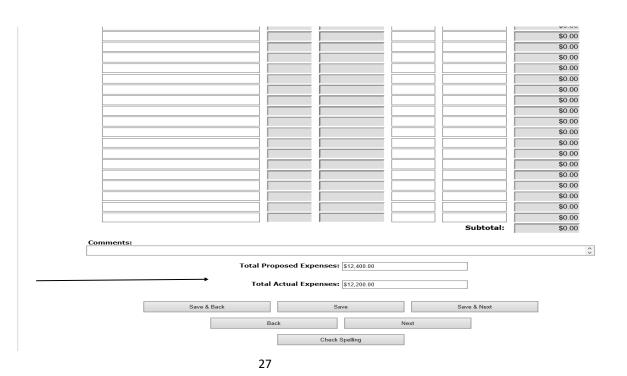
You may include explanatory notes to your budget on the following page.

guidelines.

Step 7: all data you inputted in your original application budget appears here (shaded in grey) under the various expenses types, and cannot be altered. Fill in the Actual Number of Units and Actual Unit Cost. If you did not incur any expenses on a proposed budget item, enter "0" for units and "0" for dollars. If you have a new cost, you can add the line item(s) under Description and input the actual number of units and cost.



Step 8: still on the same page, when you scroll down and click *Save*, the total in the Total Actual Expenses box automatically fills in. You can also type any comments you wish to make in the boxes provided. When you are finished, click *Save & Next*.



Step 9: on the **Project Revenue** page, fill in your project revenue in the Actual Amount column. Your proposed revenue appears in the shaded grey column. In the sample below, **before** the actual amounts are added, you see the variance is -\$2,300.00

| iser | | Project Revenue | | |
|----------------------------|------------------------|-------------------------|------------------|--------------------------|
| and Video Project Grant | | Non-AFA Revenue | | |
| it Name: | Description | Proposed Amount | Actual Amount | Funding Status |
| n | Personal contribution | \$1,000.00 | | Confirmed \checkmark |
| Number: 601 | community donation | \$1,500.00 | | Confirmed \checkmark |
| ime: | | | | - select - 🗸 |
| ntary | | | | $-$ select $ \vee$ |
| lumber: 5-14-057188 | | | | $-$ select $ \vee$ |
| | | | | - select - 🗸 |
| al Report | | | | - select - 🗸 |
| e Submissions | | | | - select - 🗸 |
| al Project | | | | - select - 🗸 |
| on | | | | – select – 🗸 |
| Budget at Expenses | | | | $-$ select $ \vee$ |
| ct Revenue | | | | $-$ select $ \vee$ |
| its | | | | – select – 🗸 |
| ion Summary | | | | - select - 🗸 |
| | | | | $-$ select $ \checkmark$ |
| icant Profile | Total Non-AFA Revenue: | \$2,500.00 | \$0.00 | |
| o PDF | | | | |
| Viewer | AEA Amou | nt Awarded: \$9,900.00 | | |
| Submissions List | | | | |
| Elit | lo | tal Revenue: \$9,900.00 | | |
| - | | Variance: -\$2,300.00 | | |
| C | omments: | | | |
| | | | | |

Step 10: when the actual amounts are filled in, and you click *Save*, you should see 0 in the variance box. If not, go back to the expense page and review what you have inputted. If you need assistance, please contact the development consultant before you submit your final report. Ideally, you want to get 0 in the variance box but if you go over, you can leave a negative number in the box and indicate in the comments that you will cover this amount.

| Applicant Name: | | Description | Proposed Amount | Actual Amount | Funding Status | |
|-------------------------------------|-----------|------------------------|----------------------|------------------|-------------------|--------|
| User, Film | | Personal contribution | \$1,000.00 | \$800.00 | Confirmed 🗸 | |
| Applicant Number: APP-30716601 | | community donation | \$1,500.00 | \$1,500.00 | Confirmed 🗸 | |
| Project Name: | | | | | - select - V | |
| Documentary Project Number: | | | | | - select - V | |
| AFA-FIPG-14-057188 | | | | | - select - V | |
| | | | | | select 🗸 | |
| AFA Final Report | | | | | select 🗸 | |
| Reference Submissions | | | | | select 🗸 | |
| Individual Project | | | | | select 🗸 | |
| Evaluation | | | | | - select - 🗸 | |
| Project Budget | | | | | - select - V | |
| Project Expenses Project Revenue | | | | | - select - 🗸 | |
| Attachments | | | | | - select - 🗸 | |
| Submission Summary | | | | | - select - 🗸 | |
| | | | | | select 🗸 | |
| View Applicant Profile | | Total Non-AFA Revenue: | \$2,500.00 | \$2,300.00 | | |
| Export to PDF | | | | | | |
| Get PDF Viewer | | | | | | |
| | | | Awarded: \$9,900.00 | | | |
| Back to Submissions List | | Total | Revenue: \$12,200.00 | | | |
| | | | Variance: \$0.00 | | | |
| | | | | | | |
| | Comments: | | | | | _ |
| | | | | | | \sim |
| | | | | | | \sim |
| | | | | | | _ |
| | | Save & Back | Save | Save & N | ext | |
| | | | | | | |
| | | Back | N | ext | | |
| | | | Check Spelling | | | |

Step 11: next on the **Attachments** page, upload all relevant material to your project. Not all the documents listed may not apply to you, but you need to upload a link to the final work produced, depending what your project is. Click on the appropriate underlined document type which will open the **Attachments Details** page.

| 👃 filmuser | Attachments | | | |
|--|---|------------------------------|---------------------------------|--------------------------------|
| AFA - Film and Video Individual Project Grant | Video support material must be submitted to the AFA in hard co | opy. Please see the j | program guidelines for details. | |
| Applicant Name: User, Film Applicant Number: | Delete Document Type | Required? | Download Document Description | Date Attached |
| APP-30716601 Project Name: | 01. Official transcript, certificate or tuition receipt confirming completion of training | No | | No |
| Documentary Project Number: | 02. Copies of promotional and publicity material | No | | Attachment No Attachment |
| AFA-FIPG-14-057188 | 03. Copy or photograph of the work produced | No | | No Attachment |
| AFA Final Report | 04. Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned | No | | No Attachment |
| Reference Submissions Individual Project | 05. Confirmation of attending event | No | | No Attachment |
| Evaluation Project Budget | Back | Next | | |
| Project Expenses Project Revenue Attachments | | | | |
| Submission Summary | | | | |
| View Applicant Profile | | | | |
| Export to PDF Get PDF Viewer | | | | |
| Back to Submissions List | | | | |
| - | | | | _ |
| Step 12: on the | Attachments Details page, name the document you are u | uploading in t | he Document Descriptio | n |
| box. Then click | on the Browse button to upload the document from your | r files. Click Sa | ive & Back to List. | |
| | | | | |
| | | | | |
| • | Attachment Deta | aile | | |
| 🐣 filmuser | * Document Description: link to for | | x | |
| AFA - Film and Video | * File Name: | Browse | | |
| Individual Project Grant | Document Type: 03. Cop | py or photograph of the | work produced | |
| Applicant Name: | Maximum Size: 4 MB | | | |
| User, Film Applicant Number: | Allowable Formats: jpg, xls | s, xlsx, wpd, pdf, doc, do | ocx, xml, mpp, rtf, txt | |
| APP-30716601 | Instructions: | | | |
| Project Name: Documentary | Save | | | |
| Project Number: | Jare | | | |
| AFA-FIPG-14-057188 | Save & Back to List | Back to List | | |
| AFA Final Report | Check Spelling | | | |
| Reference Submissions | Note: This formlet contains mandatory fields for | r which no value has bee | n saved. | |
| Individual Project | | | | |
| Evaluation Project Budget | | | | |
| Project Budget Project Expenses | | | | |
| Project Revenue | | | | |
| Attachments Submission Summary | | | | |
| Submission Summary | | | | |
| View Applicant Profile | | | | |
| Export to PDF | | | | |
| Get PDF Viewer | | | | |
| | | | | |

Step 13: if you have any more documents to upload, click on one of the underlined options and repeat the step. You can delete a document if you have uploaded it in error by clicking on 🛞 You can also view the file you uploaded by clicking 🔍 When you are finished click *Next*.

| 🚣 filmuser | Attachments | | | | |
|--|---|----------------------|------------|----------------------|-----------------|
| AFA - Film and Video Individual Project Grant | Video support material must be submitted to the AFA in hard co | py. Please see the j | program gu | delines for details. | |
| Applicant Name: User, Film | | | | | Date |
| Applicant Number: APP-30716601 | Delete Document Type | Required? | Download | Document Description | Attache |
| Project Name: Documentary | 01. Official transcript, certificate or tuition receipt confirming completion of training | No | | | No Attachmer |
| Project Number: AFA-FIPG-14-057188 | 02. Copies of promotional and publicity material | No | | | No Attachmer |
| | O3. Copy or photograph of the work produced | No | Ð | link to footage | 2019/02/0 |
| AFA Final Report | 04. Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned | No | | | No Attachmer |
| Reference Submissions Individual Project | 0.5. Confirmation of attending event | No | | | No Attachmer |
| Evaluation Project Budget | Back | Next | | | |
| Project Expenses Project Revenue | | | | | |
| Attachments | | | | | |
| Submission Summary | | | | | |
| View Applicant Profile | | | | | |
| Export to PDF | | | | | |
| Get PDF Viewer | | | | | |

Step 14: the last screen is the **Submission Summary** page. It summarizes all the previous pages. If you see a red X something is missing or incomplete on that page. Click on the underlined page and complete it. Make sure you save your additions or corrections. Click on **Submission Summary** again in the left column to confirm you have all green checkmarks.

| | | Submission S | ummary | |
|----------------------------|----------|-------------------------------|-------------------|-----------|
| and Video Project Grant | Complete | Page | Last Updated | Mandatory |
| ant Name: | | Reference Submissions | No Input Required | No |
| name: | X | Individual Project Evaluation | Please Complete | Yes |
| nt Number: 16601 | | Project Budget | No Input Required | No |
| Name: entary | ~ | Project Expenses | 2019/02/01 | Yes |
| Number: G-14-057188 | | Project Revenue | No Input Required | No |
| | ~ | Attachments | 2019/02/01 | Yes |
| al Report | | Submission Summary | No Input Required | No |
| e Submissions | | | | |
| al Project | | Back | Next | |
| udget | | Export to P | DF | |
| Expenses | | Get PDF Vie | ewer | |
| t Revenue | | Submit | | |
| on Summary | | | | |
| Applicant Profile | | | | |
| | | | | |
| to PDF F Viewer | | | | |
| Submissions List | | | | |

Step 15: now, and only with all green \checkmark , 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*.

| er | Submission Summary | | | | |
|--|--------------------|--|-------------------|-----------|--|
| Im and Video Ial Project Grant | Complete | Page | Last Updated | Mandatory | |
| cant Name: | | Reference Submissions | No Input Required | No | |
| n | 1 | Individual Project Evaluation | 2019/02/01 | Yes | |
| Number: L6601 | | Project Budget | No Input Required | No | |
| ame: tary | ~ | Project Expenses | 2019/02/01 | Yes | |
| mber: 14-057188 | | Project Revenue | No Input Required | No | |
| .4-037166 | ~ | Attachments | 2019/02/01 | Yes | |
| port | | Submission Summary | No Input Required | No | |
| ace Submissions ual Project ion Budget ect Expenses ect Revenue ments ssion Summary | | Back Export to PE Get PDF View Submit | | | |
| w Applicant Profile ort to PDF PDF Viewer k to Submissions List | | | | | |

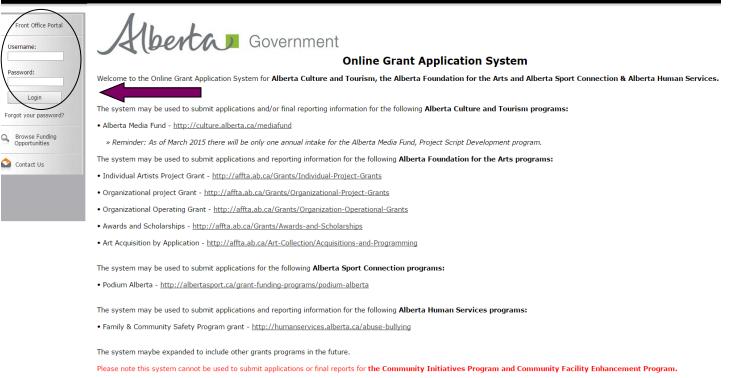
Step 16: after submitting, the screen reverts to *Submissions* where you will see your final report was submitted successfully with the time and date. You will also receive an e-mail confirming your submission has been received. **Congratulations on submitting your final report !**

| 👃 filmuser | Applicant: U | ser, Film (APP-30716 | 6601) | | | | | | |
|--------------------------------------|----------------------|--|--|--------------|-----------------|-------------|-------------------|---------|------------------------|
| | | | | Sub | missions | | | | |
| Front Office Portal | [Hide Filters |] [Clear Filters] | | | | | | | |
| Q Browse Funding | | | | | | | | | |
| Opportunities | Date Submitted: On V | | | | | | | | |
| 👎 Profile | | Project Status: Open Projects V | | | | | | | |
| | | | Submis | ssion Versio | n: Latest Versi | on 🗸 | | | |
| My Account Change Password | | | As | ssociate Typ | e: All | V | | | |
| Workspace | Filter | | | | | | | | |
| Applicants | | | | | | | | | |
| Funding Opportunity Registrations | | | | | | | | | |
| Projects Submissions | Actions | Project Name† Project Number | Funding Opportunity Name Step Name | | Start Date | End Date | Associate Type | Version | Date Submitted |
| 😂 Contact Us | 6 | Documentary AFA-FIPG-14-057188 | AFA - Film and Video Individual Project Submit Application | Grant | 1-Dec-2014 | 12-Apr-2050 | Primary Applicant | 1 | 1-Feb-2019 10:26:44 AM |
| | 6 | Documentary AFA-FIPG-14-057188 | AFA - Film and Video Individual Project Submit Final Report | Grant | 1-Dec-2014 | 12-Apr-2050 | Primary Applicant | | 1-Feb-2019 2:01:36 PM |

How to start a new film and video 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



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

🍵 Front Office

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

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

🔊 Contact Us

Step 3: - type Film and Video Individual Project Grant in the Search Criteria box, OR

- scroll down the page, find Film and Video Individual Project Grant, and click on icon under Register

| 🇯 Front Office | | | | | 👰 Help 🥜 Logout |
|--------------------------------------|-------------|--|-----------------------------|--------------------|------------------|
| 🐣 Afa.Test | | | Browse Funding Opportunitie | es | |
| Front Office Portal | | | Search Criteria: | | |
| Srowse Funding Opportunities | | | Search | | |
| 🗖 Profile | | | Funding Opportunities | | |
| My Account | Register Vi | ew Funding Opportunity Name 🕈 | Funding Opportunity Start | Registration Start | Registration End |
| Change Password | 5 | | 1-Jun-2014 | 1-Jun-2015 | 2-Jan-2020 |
| Workspace | _ | AFA - Community Performing Arts Organizations | 1-Dec-2014 | 16-Jun-2016 | 2-Nov-2016 |
| Applicants | | AFA - Cultural Relations – Individual | 1-Dec-2014 | 1-Dec-2014 | 2-Sep-2020 |
| Funding Opportunity Registrations | | AFA - Cultural Relations - Organizations | 1-Dec-2014 | 1-Dec-2014 | 13-Apr-2050 |
| Projects Submissions | <u>></u> | 🔾 AFA - Dance Individual Project Grant | 1-Dec-2014 | 1-Jun-2015 | 2-Sep-2020 |
| • | x 🖻 🥌 | AFA - Film and Video Individual Project Grant | 1-Dec-2014 | 1-Jun-2015 | 2-Sep-2020 |
| Contact Us | ڪ 🔁 | 🔾 AFA - Literary Arts Individual Project Grant | 1-Dec-2014 | 1-Jun-2015 | 2-Sep-2020 |
| | <u>></u> | 🔾 AFA - Music Individual Project Grant | 1-Dec-2014 | 1-Jun-2015 | 2-Sep-2020 |
| | <u>></u> | AFA - Organizations Arts Projects | 1-Dec-2014 | 1-Jun-2015 | 2-Sep-2020 |
| | <u>></u> | AFA - Summer Schools | 1-Dec-2014 | 1-Feb-2016 | 16-Jul-2016 |
| | <u>}</u> | 💫 AFA - Theatre Individual Project Grant | 1-Dec-2014 | 1-Jun-2015 | 2-Sep-2020 |
| | <u>)</u> | AFA - Visual Arts and New Media Individual Project Grant | 1-Dec-2014 | 19-Jun-2015 | 2-Sep-2020 |
| | <u>}</u> | 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 name with applicant number. Do not do anything else and click *Save & Next*.

| 🇯 Front Office | 🧕 нер | P Logout |
|---------------------|--|----------|
| Funding Opportunity | Applicant Details | |
| Registration | Select an existing Applicant and click Save & Next to continue | |
| Create Applicant | Test, Afa (APP-01295021) | |
| 🕎 Contact Us | | |
| | | |
| | For Office Use Only - DO NOT USE: | |
| | Applicant Type: select - V | |
| | Cancel Save & Next | |
| | | |
| | | |
| | | |

Page Generation Time: 0.51s

Step 5: ignore the 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.

P Logout

| 🔒 Afa.Test | Applicant Type | | | | | |
|--|---|--|--|--|--|--|
| Applicant Name: Test, Afa Applicant Number: APP-01295021 | * Applicant Type: Individual V Save & Back Save & Next | | | | | |
| Applicant Profile | Back Next | | | | | |
| Applicant Type Individual Address Contact List Submission Summary 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 | Cogout |
|---|---|--------|--------|
| Front Office Portal | Complete Applicant Profile | | |
| Browse Funding Opportunities | Click View to review your Applicant Profile, or Click Next to proceed. | | |
| Funding Opportunity Registration | Cancel View Next | | |
| Login or Create Profile Create Applicant | | | |
| Step 1 : Complete Applicant Profile | | | |
| Step 2 : Create a project | | | |
| Step 3 : Complete application | • | | |
| 🙆 Contact Us | | | |
| | | | |
| | | | |

Step 7: name your project by typing in the box. Note: you cannot go back and change the name so make sure you are happy with the name of your project before you click *Save & Next*.

| 🍵 Front Office | 0 | ielp 🥜 Logout |
|---|---|---------------|
| Front Office Portal | Create a Project | |
| Browse Funding Opportunities | Funding Opportunity Name: AFA - Film and Video Individual Project Grant | |
| Funding Opportunity Registration | Cancel Save & Next | |
| Login or Create Profile Create Applicant | | |
| Step 1 : Complete Applicant Profile | | |
| Step 2 : Create a project | | |
| Step 3 : Complete application | | |
| Contact Us | | |

Step 8: if you would like to review the program guidelines click on click here on the screen. Otherwise click Next.

🔑 Logout

🍵 e.Forms

| 🚣 filmuser | Program Overview |
|--|---|
| Applicant Name: User, Film Applicant Number: APP-30716601 Project Name: Documentary Project Number: AFA-FIPG-14-057188 | The Film and Video Individual Project grant stream supports the development of individual Alberta artists, arts administrators, or an ensemble of artists by providing a grant for a specific film and video arts project. Please click here for program guidelines and information. Back Next |
| Alberta Foundation for the Arts Application Form | |
| Program Overview Applicant Information Contact Information Applicant Contact Information General Information Project Description Principal Artists Individual Applicant Agreement Project Budget Project Expenses Project Revenue Attachments Submission Summary | |

Step 9: on the Applicant Information page just complete the two questions with the asterisk. Click Save & Next.

| 🍯 e.Forms | | Cogout 🖉 |
|---|--|----------|
| 🍐 filmuser | Applicant Information | |
| Applicant Name: User, Film Applicant Number: APP-30716601 Project Name: Documentary Project Number: AFA-FIPG-14-057188 Alberta Foundation for the Arts Application for the Arts Application Form Program Overview Applicant Information Contact Information Applicant Contact Information | Date Received: 2019/02/01 (yyyy/mm/dd) Legal Name of Applicant: Film User Image: Control of the control of t | |
| General Information Project Description Principal Artists Individual Applicant Agreement Project Budget Project Expenses Project Revenue Attachments Submission Summary View Applicant Profile | | |

Step 10: on the **Contact Information** page choose your name from the drop-down box. Click *Save & Next*.

| 🇯 e.Forms | | | | | | Cogout |
|---|-------------------------------------|---------------------------|------------------------------------|------------------------------|-------------------------------|--------|
| 🔔 filmuser | | | Cont | act Information | | |
| Applicant Name: User, Film | | | | Name: Capt Film User 🗸 | ← | |
| Applicant Number: APP-30716601 | (T) | nis is the person we will | call for project information.) | | | |
| Project Name: Documentary Project Number: AFA-FIPG-14-057188 | No If c [Show Filters] [Clear | contacts do not appear in | n the list, then an update must be | made to the Contact L | ist in the Applicant Profile. | |
| Alberta Foundation for the Arts Application | ٢ | | | | | |
| Form | Delete | View | Contact Name | | Phone Number | |
| Program Overview | | € | Capt Film User | | 780-415-0285 | |
| Applicant Information | | | | 1 | | |
| Contact Information Applicant Contact | | | Save & Back | Save | Save & Next | |
| Information | | | Back | Ne | vt | |
| General Information Project Description | | | | | | |
| Principal Artists | | | Note: This formlet contains mand | atory fields for which no va | nue nas deen saved. | |
| Individual Applicant Agreement | | | | | | |
| Project Budget | | | | | | |
| Project Expenses Project Revenue | | | | | | |
| Attachments | | | | | | |
| Submission Summary | | | | | | |
| | | | | | | |

Step 11: on the **Applicant Contact Information** page verify that your information is correct. If not, go ahead and make the changes (the boxes are live). Please remember to go back to your profile and update your address there as well (see pages 20-23 for instructions). Click *Save & Next*.

| 🔔 filmuser | Applicant Contact Information |
|--|--|
| Applicant Name: User, Film Applicant Number: | Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required. |
| APP-30716601 | Applicant Address |
| Project Name: | · • |
| Documentary | * Address Line 1: 10708 - 105 Avenue 2 |
| Project Number: AFA-FIPG-14-057188 | Address Line 2: |
| | Address Line 3: |
| Alberta Foundation for | |
| the Arts Application | * City: Edmonton |
| Form | * Province: Alberta |
| Program Overview | * Postal Code: T5H 0A1 |
| Applicant Information | Country: Canada |
| Contact Information | |
| Applicant Contact | |
| Information | Mailing / Delivery Address |
| General Information | Please ensure that the mailing address is correct for this application. |
| Project Description | rease chaine that the maning duress is correct for this appreation. |
| Principal Artists | Address Line 1: 10708 - 105 Avenue |
| Individual Applicant | Address Line 2: |
| Agreement | |
| Project Budget | Address Line 3: |
| Project Expenses | City: Edmonton |
| Project Revenue | |
| Attachments | Province: Alberta |
| Submission Summary | Postal Code: T5H 0A1 |
| | Country: Canada |
| View Applicant Profile | Guidad |
| | |
| Export to PDF | Save & Back Save Save & Next |
| Get PDF Viewer | |
| | Back Next |
| Exit Registration | |
| | Check Spelling |
| | |

Step 12: on the **General Information** page, choose the appropriate category from the drop-down menu and if the application is for an individual or ensemble. Community Affiliation is voluntary so only complete this if you so choose. Click *Save & Next*.

| Å filmuser | General Information |
|---|---|
| Applicant Name: User, Film Applicant Number: APP-30716601 Project Name: Documentary Project Number: AFA-FIPG-14-057188 Alberta Foundation for the Arts Application Form | Category of this application: Art Production * Application Classification: Individual Artist Community Affiliation (Voluntary): Choose options that apply from the following list: First Nation Inuit Metis Non-Status |
| Program Overview Applicant Information Contact Information Applicant Contact Information General Information | Save & Back Save Save & Next Back Next Note: This formlet contains mandatory fields for which no value has been saved. |
| Project Description Principal Artists Individual Applicant Agreement Project Budget Project Expenses Project Revenue | |

Step 13: on the **Project Description** page provide a brief project description and choose start and end dates for your project. **Note:** the start date cannot be before the date the application is submitted. Click *Save and Next*.

Attachments Submission Summary

| 🦺 filmuser | Project Description |
|-----------------------------------|---|
| Applicant Name: | * Project Description Brief: |
| User, Film | production phase of documentary on former coal mines of Edmonton and the women who ran them 🗘 |
| Applicant Number: APP-30716601 | Brief descriptions are used internally. For example: Western Canadian tour for the album "New Music". |
| Project Name: Documentary | * Project Start Date: 2019/04/01 23 (yyyy/mm/dd) |
| Project Number: | |
| AFA-FIPG-14-057188 | * Project Completion Date: 2020/02/01 |
| | |
| Alberta Foundation for | |
| the Arts Application | Save & Back Save Save & Next |
| Form | |
| | Back Next |
| Program Overview | |
| Applicant Information | Check Spelling |
| Contact Information | Note: This formlet contains mandatory fields for which no value has been saved. |
| Applicant Contact Information | Note. This former contains indicatory news for which to value has been suver. |
| General Information | |
| Project Description | |
| Principal Artists | |
| Individual Applicant | |
| Agreement | |
| Project Budget | |
| Project Expenses | |
| Project Revenue | |
| Attachments | |
| Submission Summary | |

Step 14: on the **Principal Artists** page you need to designate yourself as the artist of your project by clicking $\frac{1}{2}$ If you are part of an ensemble, add all other key creative artists by clicking $\frac{1}{2}$ each time.

| 👃 filmuser | | | | Principa | l Artists | | |
|---|----------------|--------------------------|--------------------------|-------------------------------------|---------------|------------|-----------|
| Applicant Name: User, Film Applicant Number: APP-30716601 Project Name: Documentary Project Number: AFA-FIPG-14-057188 Alberta Foundation for the Arts Application | [Show Fitters] | Click 🔍 in Click 🛞 to | add a new Principal Arti | dit the details of a listed Princip | al Artist. | | |
| Form | Delete | View | Position/Role | Alberta Resid | ent | First Name | Last Name |
| Program Overview | | | | This list cont | ains no items | | |
| Applicant Information | | | | | | | |
| Contact Information | | | | Back | Next | | |
| Applicant Contact Information | | | | | | | |
| General Information | | | | | | | |
| Project Description | | | | | | | |
| Principal Artists | | | | | | | |
| Individual Applicant Agreement | | | | | | | |
| Project Budget | | | | | | | |
| Project Expenses | | | | | | | |
| Project Revenue | | | | | | | |
| Attachments | | | | | | | |

Step 15: this is the form that appears after clicking on project, click Save & Add Another or Save and Back to List.

Submission Summary

| | Principal Autors |
|---|---|
| 📥 filmuser | Principal Artists |
| Applicant Name: User, Film Applicant Number: APP-30716601 | * Position/Role: writer/director * Alberta Resident? Y _{PS} ↓ (Per 2.1 in grant stream guidelines) |
| Project Name: Documentary | * First Name: Film |
| Project Number: AFA-FIPG-14-057188 | * Last Name: User |
| Alberta Foundation for the Arts Application Form | Save Save & Add Another |
| Program Overview Applicant Information Contact Information Applicant Contact | Check Spelling Note: This formlet contains mandatory fields for which no value has been saved. |
| Information General Information | |
| Project Description | |
| Principal Artists | |
| Individual Applicant Agreement | |
| Project Budget | |
| Project Expenses | |
| Project Revenue | |
| Attachments | |
| Submission Summary | |

Step 16: this is what the screen looks like after you add yourself as an artist and others (if applicable). Click Next.

| | | | | Principal Artists | | |
|--|----------------|--|--|---|------------|-----------|
| lame: lumber: 601 rry mber: 14-057188 undation for oplication | [Show Filters] | Click ᅾ to Click 🍳 in Click 😢 to | cipal Artists: add a new Principal Artist to the "View" column to edit th delete a listed Principal Artis | e details of a listed Principal Artist. | | |
| Аррисации | + Delete | View | Position/Role | Alberta Resident | First Name | Last Name |
| verview | 8 | € | writer/director | Yes | Film | User |
| Information nformation | | | | 1 | | |
| Contact n | | | | Back | Next | |
| nformation escription | | | | | | |
| Artists | | | | | | |
| Applicant t | | | | | | |
| idget Expenses | | | | | | |
| Revenue | | | | | | |
| nts | | | | | | |
| ion Summary | | | | | | |

Step 17: Read the **Individual Applicant Agreement** in its entirety and click the box marked with an asterisk. Click *Save & Next.*

| 15. This Agreement may not be assigned by the Applicant. |
|---|
| 16. The Applicant will recognize the source of the Grant as required by the Guidelines. |
| The Applicant represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Applicant to the Agreement. |
| Name of Applicant: Film User Date: 2019/02/01 (yyyy/mm/dd) |
| * I agree 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 <i>Freedom of Information and Protection of Privacy Act</i> . 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 free calls in Alberta to Government of Alberta Offices: • 310-0000 + office area code + telephone number |
| Toll-free codes below + office's area code + telephone number: • #310 (Bell and Telus) Save & Back Save Back Next Check Spelling Note: This formlet contains mandatory fields for which no value has been saved. |

Step 18: the **Project Budget** page explains the next two screens. Read through the text and click *Next*.

| muser | | | Project Budget | | | |
|---------------------------------------|---------------|--|------------------------|---------------------------|----------------------------|-----------|
| ant Name: Film | Please refer | • to the program guidelines to determi | ne eligible expens | es. | | |
| nt Number: 716601 Name: | | a heading from the drop-down menus for tal Costs will be calculated once the Save | | nse section. Total | Expenses will automaticall | у |
| entary : Number: PG-14-057188 | Include proje | ct revenue (funding from other agencies, section to balance out the expenses. Tota | personal contribution | | | es within |
| a Foundation for | | g amount is your request to the AFA. The | | · | | ed in the |
| ts Application | | ses will equal Total Revenues + AFA Gr | ant Request. | | | |
| n Overview nt Information | You may inclu | ude explanatory notes to your budget on t | he following page. | | | |
| t Information Int Contact ation | | Back | | Next | > | |
| l Information Description | | | | | | |
| al Artists ual Applicant | | | | | | |
| ent t Budget | | | | | | |
| ect Expenses ect Revenue | | | | | | |
| ments | | | | | | |
| ission Summary | | | | | | |
| muser | | so a comments box after o | Project Expenses | ,,, | | |
| ant Name: | | | | | | |
| Film ant Number: 0716601 | | * Expense | se Type 1: Artist Fees | · · · · | | |
| ct Name: mentary ct Number: | | Description | Number of Units | Unit Cost | Total Cost | |
| IPG-14-057188 | | DOP Sound Recordist | 5 | \$450.00 \$350.00 | \$2,250.00 | |
| a Foundation for | | Editor | 15 | \$350.00 | \$6,000.00 | |
| ts Application | | Composer | 8 | \$300.00 | \$2,400.00 | |
| | | | | | \$0.00 | |
| m Overview nt Information | | | | | \$0.00 | |
| t Information | | | | | \$0.00 | |
| ant Contact ation | | | | | \$0.00 | |
| al Information | | | | | \$0.00 | |
| t Description | | | | | \$0.00 | |
| oal Artists dual Applicant | | | | | \$0.00 | |
| ment | | | | | \$0.00 | |
| ct Budget bject Expenses | | | | | \$0.00 | |
| oject Revenue | \ | | | | \$0.00 | |
| hments hission Summary | \backslash | | | | \$0.00 | |
| ission summary | \backslash | | | | \$0.00 | |
| Applicant Profile | \backslash | | | | \$0.00 | |
| t to PDF | \backslash | | | | \$0.00 | |
| | \backslash | | | | \$0.00 | |
| PDF Viewer | | | | Subtotal: | \$12,400.00 | |

| Exit Registration | |
|-------------------|--|
| | |

Comments: Units are days

Ŷ

Step 20: still on the **Project Expenses** page, the screen shot below shows the lower part of the page and the Total Proposed Expenses box. This automatically fills in when you click *Save*. There is also a larger Proposed Expenses Comments box if you have more details to share about your budget. When you are finished with your budget expenses make sure you save the material and click *Next*.

| 1 | | 1 | 1 11 | | |
|---|-------------------|----------------------|------------------|----|--------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | Subtota | l: | |
| | Comments: | | | | |
| | Comments: | | | | 0 |
| | | | | | ~ |
| | | | | | |
| | | Total Proposed Expen | ses: \$12,720.00 | | |
| | Proposed Expenses | Comments: | | | |
| | | | | | |
| | | | | | ^ |
| | | | | | \sim |
| | | | | | |
| | | Back | Next | | |
| | - | Dduk | ivext | | |

Step 21: on the **Project Revenue** page input any revenue you may have toward the project. Indicate if the funds are confirmed or pending from the dropdown box under Funding Status. There is also a comment box you can use. When you click *Save*, the Grant Amount Requested box automatically fills in. Click Save & *Next* when you are finished.

| Applicant Name: User, Film | | Non-AFA Revenue | |
|---|-----------------------|---------------------------|-------------------|
| Applicant Number: APP-30716601 | Descriptio | on Amount | Funding Status |
| Project Name: Documentary | Personal contribution | \$1,000.00 | Confirmed 🗸 |
| Project Number: | community donation | \$1,500.00 | Confirmed 🗸 |
| AFA-FIPG-14-057188 | | | select 🗸 |
| Alberta Foundation for | | | - select 🗸 |
| the Arts Application | | | - select 🗸 |
| Form | | | select 🗸 |
| | | | select 🗸 |
| Program Overview Applicant Information | | | select 🗸 |
| Contact Information | | | select 🗸 |
| Applicant Contact | | | select 🗸 |
| Information General Information | | | select 🗸 |
| Project Description | | | select 🗸 |
| Principal Artists | | | select V |
| Individual Applicant | | | select V |
| Agreement Project Budget | | | select V |
| Project Expenses | Total Non-AFA Revenu | Je: \$2,500.00 | 50,000 |
| Project Revenue | | j \$2,000.00 | |
| Attachments | | | |
| Submission Summary | Grant Amor | unt Requested: \$9,900.00 | |
| View Applicant Profile | | | |
| | Comments: | | |
| Export to PDF | | | |
| Get PDF Viewer | | | |
| Exit Registration | | | |
| | Save & Back | Save | Save & Next |
| | | | |
| | Back | Next | |
| | | Check Spelling | |
| | L | Oneck opening | |

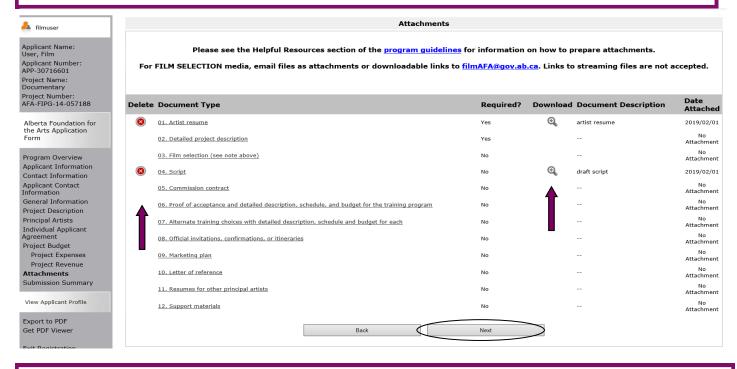
Step 22: on the **Attachments** page click on the underlined document type to upload the requested document. You must upload information for any lines listed *Yes* for required documents. To add additional support material that is relevant to your project, you can choose any of the other document types to upload a file.

| 🔒 filmuser | Attachments | | | | | | | | |
|--|--|-----------|-------------------------------|------------------|--|--|--|--|--|
| Applicant Name: User, Film Applicant Number: APP-30716601 Project Name: Documentary | Please see the Helpful Resources section of the <u>program guidelines</u> For FILM SELECTION media, email files as attachments or downloadable links to | - | | ccepted. | | | | | |
| Project Number: AFA-FIPG-14-057188 | Delete Document Type | Required? | Download Document Description | Date Attached | | | | | |
| Alberta Foundation for the Arts Application | 01. Artist resume | Yes | | No Attachment | | | | | |
| Form | 02. Detailed project description | Yes | | No Attachment | | | | | |
| Program Overview Applicant Information | 03. Film selection (see note above) | No | | No Attachment | | | | | |
| Contact Information | 04. Script | No | | No Attachment | | | | | |
| Applicant Contact Information | 05. Commission contract | No | | No Attachment | | | | | |
| General Information Project Description | 06. Proof of acceptance and detailed description, schedule, and budget for the training program | No | | No Attachment | | | | | |
| Principal Artists Individual Applicant | 07. Alternate training choices with detailed description, schedule and budget for each | No | | No Attachment | | | | | |
| Agreement Project Budget | 08. Official invitations, confirmations, or itineraries | No | | No Attachment | | | | | |
| Project Expenses Project Revenue | 09. Marketing plan | No | | No Attachment | | | | | |
| Attachments Submission Summary | 10. Letter of reference | No | | No Attachment | | | | | |
| | 11. Resumes for other principal artists | No | | No Attachment | | | | | |
| View Applicant Profile | 12. Support materials | No | | No Attachment | | | | | |
| Export to PDF Get PDF Viewer | Back | Next | | | | | | | |

Step 23: when you click on a page you land on **Attachment Details**. Fill in the document description box and click on *Browse* to upload the document from your own files. Click on *Save & Back to List* to upload the remaining mandatory items by clicking on the next document type and repeating. Add any other material if relevant to your application.

| A filmuser | Attachment Details |
|--|--|
| Applicant Name: User, Film Applicant Number: APP-30716601 Project Name: Documentary Project Number: AFA-FIPG-14-057188 Alberta Foundation for the Arts Application Form | * Document Description: artist resume * File Name: Browse Document Type: 01. Artist resume Maximum Size: 4 MB Allowable Formats: jpg, xls, xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt Instructions: Save |
| Program Overview Applicant Information Contact Information Applicant Contact Information General Information Project Description Principal Artists Individual Applicant Agreement Project Eudget Project Eudget Project Revenue Attachments Submission Summary | Save & Back to List Check Spelling Note: This formlet contains mandatory fields for which no value has been saved. |

Step 24: When all attachments are uploaded this is what the screen looks like. You can delete a document if you have uploaded it in error by clicking on 🔊 You can also view the file you uploaded by clicking 🔍 When you are finished click *Next*.



Step 25: 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 as per sample below. Click on the underlined page 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 for every red X until you see a green \checkmark beside every page.

| 🚣 filmuser | Submission Summary | | | | |
|--|--------------------|--------------------------------|-------------------|-----------|--|
| Applicant Name: | | | | | |
| User, Film | Complete | Page | Last Updated | Mandatory | |
| Applicant Number: APP-30716601 | | Program Overview | No Input Required | No | |
| Project Name: Documentary | ~ | Applicant Information | 2019/02/01 | Yes | |
| Project Number: AFA-FIPG-14-057188 | ~ | Contact Information | 2019/02/01 | Yes | |
| | ~ | Applicant Contact Information | 2019/02/01 | Yes | |
| Alberta Foundation for the Arts Application | ~ | General Information | 2019/02/01 | Yes | |
| Form | ~ | Project Description | 2019/02/01 | Yes | |
| Program Overview | ~ | Principal Artists | 2019/02/01 | Yes | |
| Applicant Information Contact Information | ~ | Individual Applicant Agreement | 2019/02/01 | Yes | |
| Applicant Contact Information | | Project Budget | No Input Required | No | |
| General Information | ~ | Project Expenses | 2019/02/01 | Yes | |
| Project Description Principal Artists | | Project Revenue | No Input Required | No | |
| Individual Applicant Agreement | ×⊂ | Attachments | Please Complete | Yes | |
| Project Budget | | | | | |
| Project Expenses | | Back | Next | | |
| Project Revenue | | | | | |
| Attachments | | Export to | PDF | | |
| Submission Summary | | Get PDF V | iewer | | |
| View Applicant Profile | | Submi | t | | |
| Export to PDF | | | | | |
| Get PDF Viewer | | | | | |

Step 26: Now, and only with all green \checkmark , 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*.

| 🚣 filmuser | Submission Summary | | | | |
|--|--------------------|--------------------------------|-------------------|-----------|--|
| Applicant Name: User, Film | Complete | Page | Last Updated | Mandatory | |
| Applicant Number: APP-30716601 | | Program Overview | No Input Required | No | |
| Project Name: Documentary | ~ | Applicant Information | 2019/02/01 | Yes | |
| Project Number: AFA-FIPG-14-057188 | ~ | Contact Information | 2019/02/01 | Yes | |
| AI A-I 1FO-14-037100 | ~ | Applicant Contact Information | 2019/02/01 | Yes | |
| Alberta Foundation for the Arts Application | ~ | General Information | 2019/02/01 | Yes | |
| Form | ~ | Project Description | 2019/02/01 | Yes | |
| Program Overview | 1 | Principal Artists | 2019/02/01 | Yes | |
| Applicant Information Contact Information | 1 | Individual Applicant Agreement | 2019/02/01 | Yes | |
| Applicant Contact Information | | Project Budget | No Input Required | No | |
| General Information | ~ | Project Expenses | 2019/02/01 | Yes | |
| Project Description Principal Artists | | Project Revenue | No Input Required | No | |
| Individual Applicant Agreement | ~ | Attachments | 2019/02/01 | Yes | |
| Project Budget | | | | | |
| Project Expenses | | Back | Next | | |
| Project Revenue Attachments | | Export t | PDF | | |
| Submission Summary | | Get PDF | Viewer | | |
| | | Subr | |) | |
| View Applicant Profile | | | | | |
| Export to PDF | | | | | |
| Get PDF Viewer | | | | | |

Step 27: 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!**

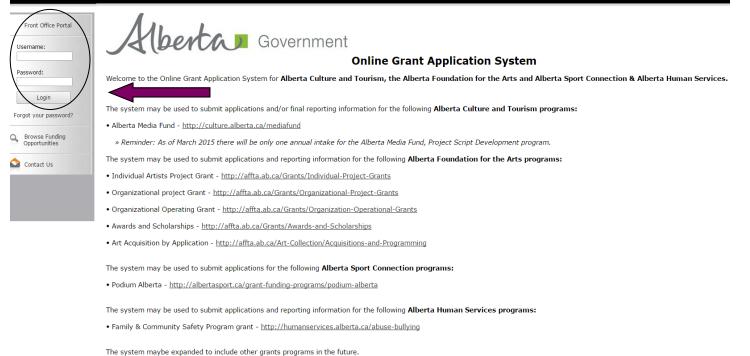
| 👃 filmuser | Applicant: U | Jser, Film (APP-3071) | 5601)To open your applicant profile for | | | e orange file fo | lder. Follow the instru | tions for edit | ing your profile <u>here</u> |
|---------------------|---------------|-----------------------------------|---|---------------|-----------------|------------------|-------------------------|----------------|------------------------------|
| | | | | Subr | nissions | | | | |
| Front Office Portal | [Hide Filters | 5] [Clear Filters] | | | | | | | |
| Q Browse Funding | | | Applicant | Project Nam | e: All Projects | \checkmark | | | |
| Opportunities | | | D | ate Submitte | d: On | ~ | 23 | | |
| 👎 Profile | | Project Status: Open Projects 🗸 | | | | | | | |
| | | | Subm | ission Versio | n: Latest Versi | on 🗸 | | | |
| My Account | | | | | | | | | |
| Change Password | | Associate Type: All | | | | | | | |
| | | | | | | | | | |
| ô Workspace | | | _ | | | | | | |
| workspace | | | | | Filter | | | | |
| | | | L | | | | | | |
| Applicants | | | | | | | | | |
| Funding Opportunity | | | | | | | | | |
| Registrations | | | | | | | | | |
| Projects | | Project Name | Funding Opportunity Name | | | | | | |
| Submissions | Actions | Project Number | Step Name | | Start Date | End Date | Associate Type | Version | Date Submitted |
| 🙆 Contact Us | | Documentary AFA-FIPG-14-057188 | Film and Video Individual Project | ct Grant | 1-Dec-2014 | 12-Apr-2050 | Primary Applicant | | 1-Feb-2019 10:26:44 AM |
| | | | | | 1 | | | | |
| | | | | | | | | | |

Page Generation Time: 4.408s

How to resume where you left off working on your 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



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.

5 Front Office

| Afa.Test | Welcome to the Online Grant Application System! |
|-----------------------------------|---|
| Front Office Portal | It is very important to carefully review the instructions emailed to you and the information below to complete the online process properly. |
| Q Browse Funding | Frequently Asked Questions (PDF) - Most commonly asked questions/problems encountered while using the system. |
| Opportunities | Glossary for GATE (PDF) - Online system glossary |
| 🗖 Profile | Quick Tips for using the System: |
| My Account Change Password | • 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. |
| ô Workspace | • 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.) |
| Applicants Funding Opportunity | • Only fields with an asterisk (*) are mandatory and need to be completed. |
| Registrations Projects | • To access an application that you've already started, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information) |
| Submissions | • To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information) |
| 🙆 Contact Us | |

🔑 Logo

Step 3: find your project name and number and click on the orange file folder to the left.

| 🧘 filmuser | Applicant: User, Film (APP-30716601) | | | | | | | | |
|--------------------------------------|--|--|---|--------------------|-------------|-------------------|---------|------------------------|--|
| | | Submissions | | | | | | | |
| Front Office Portal | [Hide Filters | 5] [Clear Filters] | | | | | | | |
| Q Browse Funding | Applicant Project Name: All Projects V | | | | | | | | |
| Opportunities | | | Date Subm | itted: On | V | 23 | | | |
| 🗖 Profile | | Project Status: Open Projects V | | | | | | | |
| | | | Submission Ve | sion: Latest Versi | on 🗸 | | | | |
| My Account Change Password | | Associate Type: All | | | | | | | |
| R Workspace | | | | Filter | | | | | |
| Applicants | | | | | | | | | |
| Funding Opportunity Registrations | | | | | | | | | |
| Projects | | Project Name† | Funding Opportunity Name | | | | | | |
| Submissions | Actions | Project Number | Step Name | Start Date | End Date | Associate Type | Version | Date Submitted | |
| 🖄 Contact Us | 6 | Documentary AFA-FIPG-14-057188 | AFA - Film and Video Individual Project Grant Submit Application | 1-Dec-2014 | 12-Apr-2050 | Primary Applicant | 1 | 1-Feb-2019 10:26:44 AM | |

Step 4: click on any page at the left (e.g. Project Description, Attachments, etc.) to resume working where you left off. Remember to save each page before moving on.

| Å filmuser | Program Overview | | | | | |
|---|---|--|--|--|--|--|
| AFA - Film and Video Individual Project Grant | The Film and Video Individual Project grant stream supports the development of individual Alberta artists, arts administrators, or an ensemble of artists by providing a grant for a specific film and video arts project. | | | | | |
| Applicant Name: User, Film | Please click here for program guidelines and information. | | | | | |
| Applicant Number: APP-30716601 | Back Next | | | | | |
| Project Name: Documentary | This e.Form has been submitted | | | | | |
| Project Number: AFA-FIPG-14-057188 | | | | | | |
| Alberta Foundation for the Arts Application Form | | | | | | |
| Program Overview Applicant Information | | | | | | |
| Contact Information Applicant Contact Information | | | | | | |
| General Information | | | | | | |
| Project Description | \succ | | | | | |
| Principal Artists Individual Applicant Agreement | | | | | | |
| Project Budget Project Expenses | | | | | | |
| Project Revenue | | | | | | |
| Attachments Submission Summary | | | | | | |

Step 5: when you have all green \checkmark , 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*.

| nuser | Submission Summary | | | | |
|-----------------------------------|--------------------|--------------------------------|-------------------|-----------|--|
| ant Name: ïlm | Complete | Page | Last Updated | Mandatory | |
| nt Number: 0716601 | | Program Overview | No Input Required | No | |
| : Name: ientary | ~ | Applicant Information | 2019/02/01 | Yes | |
| Number: PG-14-057188 | ~ | Contact Information | 2019/02/01 | Yes | |
| 3-14-03/188 | ✓ | Applicant Contact Information | 2019/02/01 | Yes | |
| Foundation for Application | ~ | General Information | 2019/02/01 | Yes | |
| | ~ | Project Description | 2019/02/01 | Yes | |
| n Overview | ~ | Principal Artists | 2019/02/01 | Yes | |
| ant Information ct Information | ~ | Individual Applicant Agreement | 2019/02/01 | Yes | |
| ant Contact ation | | Project Budget | No Input Required | No | |
| al Information | ~ | Project Expenses | 2019/02/01 | Yes | |
| : Description al Artists | | Project Revenue | No Input Required | No | |
| ual Applicant Ient | ~ | Attachments | 2019/02/01 | Yes | |
| Budget | | Back | Next | | |
| ect Expenses ect Revenue | | | | | |
| ments ission Summary | | Export t | | | |
| | | Get PDF | | | |
| oplicant Profile | | | | | |
| PDF | | | | | |
| Viewer | | | | | |

Step 6: 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!**

| 🌲 filmuser | Applicant: User, Film (APP-30716601)To open your applicant profile for viewing or editing, click on the orange file folder. Follow the instructions for editing your profile here | | | | | |
|---------------------------------|---|--|--|--|--|--|
| | Submissions | | | | | |
| Front Office Portal | [Hide Filters] [Clear Filters] | | | | | |
| 0 | Applicant Project Name: All Projects | | | | | |
| Browse Funding Opportunities | | | | | | |
| opportunities | Date Submitted: On V | | | | | |
| 💭 Profile | Project Status: Open Projects V | | | | | |
| M. Profile | Open Projects | | | | | |
| | Submission Version: Latest Version V | | | | | |
| My Account | | | | | | |
| Change Password | Associate Type: All | | | | | |
| 3 | | | | | | |
| ô Workspace | | | | | | |
| workspace | Filter | | | | | |
| | | | | | | |
| Applicants | | | | | | |
| Funding Opportunity | | | | | | |
| Registrations | | | | | | |
| Projects | Project Name Funding Opportunity Name | | | | | |
| Submissions | Actions Project Name Funding Opportunity Name Start Date End Date Associate Type Version Date Submitted | | | | | |
| 🙆 Contact Us | Documentary AFA - Film and Video Individual Project Grant 1-Dec-2014 12-Apr-2050 Primary Applicant 1 1-Feb-2019 10:26:44 AM | | | | | |
| | 1 | | | | | |
| | | | | | | |