



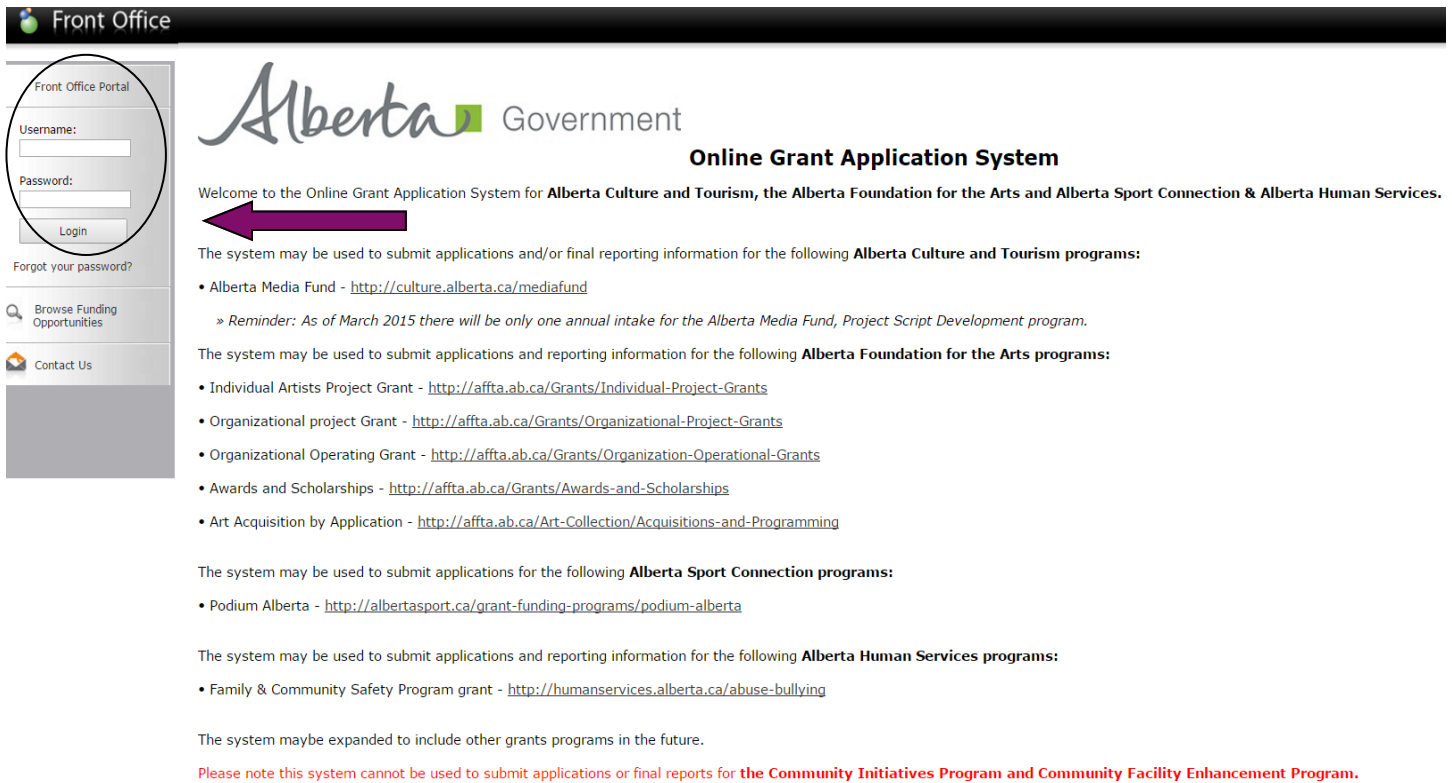
Film and Video Individual Project Funding

Table of Contents

	Pages
For new GATE users:	
• 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 (you need to do this first before you create a new application)	20 - 23
• 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 application	46 - 48

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

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

Online Grant Application System

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

The system may be used to submit applications and/or final reporting information for the following **Alberta Culture and Tourism** programs:

- Alberta Media Fund - <http://culture.alberta.ca/mediafund>
» *Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.*

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

- Individual Artists Project Grant - <http://affta.ab.ca/Grants/Individual-Project-Grants>
- Organizational project Grant - <http://affta.ab.ca/Grants/Organizational-Project-Grants>
- Organizational Operating Grant - <http://affta.ab.ca/Grants/Organization-Operational-Grants>
- Awards and Scholarships - <http://affta.ab.ca/Grants/Awards-and-Scholarships>
- Art Acquisition by Application - <http://affta.ab.ca/Art-Collection/Acquisitions-and-Programming>

The system may be used to submit applications for the following **Alberta Sport Connection** programs:

- Podium Alberta - <http://albertasport.ca/grant-funding-programs/podium-alberta>

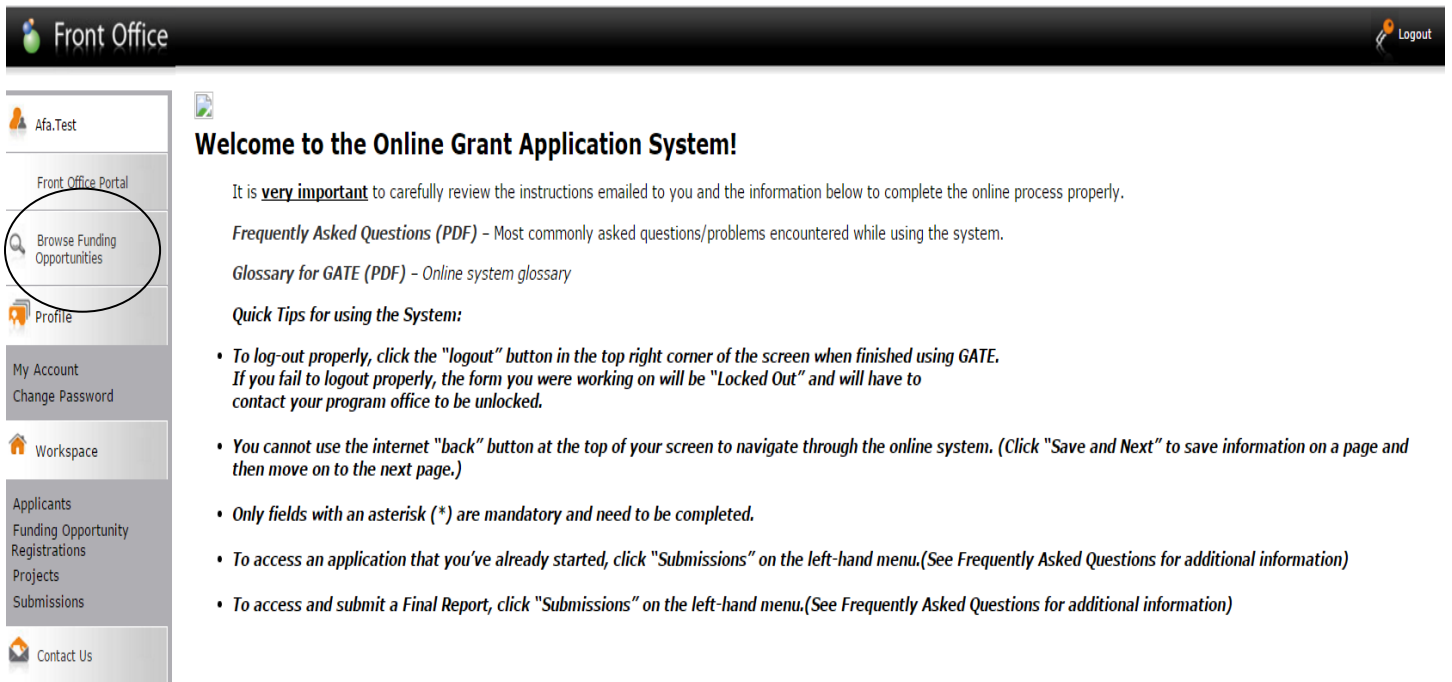
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

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

The system maybe expanded to include other grants programs in the future.

Please note this system cannot be used to submit applications or final reports for the **Community Initiatives Program** and **Community Facility Enhancement Program**.

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



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Logout

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) – Online system glossary

Quick Tips for using the System:

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

**Step 3: - type *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**

Browse Funding Opportunities

Search Criteria:

Search

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

1

Page Generation Time: 0.594s

CSBC

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

Applicant Details

Select an existing Applicant and click Save & Next to continue

For Office Use Only - DO NOT USE:
Applicant Type:

Cancel

Page Generation Time: 0.51s

CSBC

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

Afa.Test

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Applicant Type

* Applicant Type:

Save & Back Save **Save & Next**

Back Next

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

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Individual

* Legal Name:

Save & Back Save **Save & Next**

Back Next

Check Spelling

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

Applicant Number:
APP-01295021

Applicant Profile

Applicant Type

Individual

Address

Contact List


Submission Summary

Export to PDF

Get PDF Viewer

Back to Applicants List


Applicant Address

* **Address Line 1:** 


Address Line 2:

Address Line 3:

* **City:**

* **Province:** 

* **Postal Code:**

Country: 

Mailing / Delivery Address

* **Same as address above?** Choose one option that applies from the following list:

No


Yes

Address Line 1:


Address Line 2:


Address Line 3:

City:

Province: 

Postal Code:

Country: 

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

 filmuser

Applicant Name:
User, Film
Applicant Number:
APP-30716601

Applicant Profile

Applicant Type

Individual

Address



Contact List

Submission Summary

Return to Registration
Wizard


Contact List

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

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

Delete	View	Contact Name	Contact Type	Phone Number	Board Title	Officer
This list contains no items						

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.

Contact

Contact Type:

* Salutation:

* First Name:

Middle Name:

* Last Name:

Title:

* Phone Number:

Extension:

Alternate Phone Number:

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.

Contact List

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

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

Delete	View	Contact Name	Contact Type	Phone Number	Board Title	Officer
		Capt Film User	Primary Contact	780-415-0285		

1

Back Next

Step 11: this last page of the profile is the **Submission Summary**. The **green ✓** 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.

Afa.Test

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021

Applicant Profile

Applicant Type
Individual
Address
Contact List

Submission Summary

Return to Registration
Wizard

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2016/07/14	jacklyn.wu2	Yes
✓	Individual	2016/07/14	jacklyn.wu2	Yes
X	Address	Please Complete		Yes
✓	Contact List	2016/07/14	Afa.Test	Yes
--	Submission Summary	No Input Required		No


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

Back

Next

Complete

Step 12: now, and only now, when you see all **green ✓** 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.

 Afa.Test

Applicant Name:
Test, Afa

Applicant Number:
APP-01295021

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2016/07/14	jacklyn.wu2	Yes
✓	Individual	2016/07/14	jacklyn.wu2	Yes
✓	Address	2018/08/02	Afa.Test	Yes
✓	Contact List	2016/07/14	Afa.Test	Yes
--	Submission Summary	No Input Required		No

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

Back
Next

Export to PDF

Get PDF Viewer

Complete

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

- Log on to GATE: <https://gate.alberta.ca/gate/frontOffice.jsf>
- 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 Portal

Browse Funding Opportunities

Funding Opportunity Registration

Login or Create Profile

Create Applicant

Step 1 :
Complete Applicant Profile

**Step 2 :
Create a project**

Step 3 :
Complete application

Contact Us

Complete Applicant Profile

Click View to review your Applicant Profile, or
Click Next to proceed.

Cancel View **Next**

Step 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 Portal

Browse Funding Opportunities

Funding Opportunity Registration

Login or Create Profile

Create Applicant

Step 1 :
Complete Applicant Profile

**Step 2 :
Create a project**

Step 3 :
Complete application

Contact Us

Create a Project

Funding Opportunity Name: AFA - Film and Video Individual Project Grant

* Applicant Project Name:

Cancel Save & Next

Step 15: if you would like to review the program guidelines click on [click here](#) on the screen. Otherwise click *Next*.

Program Overview

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

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*.

Applicant Information

Date Received: 2019/02/01
(yyyy/mm/dd)

Legal Name of Applicant: Film User

AKA Name: [empty] ?

* Is the Applicant over the age of 18? Yes

* 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

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
View Applicant Profile

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

Contact Information

* Primary Contact Name: ←

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

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

[Show Filters] [Clear Filters]

Delete	View	Contact Name	Phone Number
		Capt Film User	780-415-0285

1

Save & Back Save Save & Next Back Next

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

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*.

Applicant Contact Information

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

Applicant Address

* Address Line 1: ?

Address Line 2:

Address Line 3:

* City:

* Province:

* Postal Code:

Country:

Mailing / Delivery Address

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

Address Line 1:

Address Line 2:

Address Line 3:

City:

Province:

Postal Code:

Country:

Save & Back Save Save & Next Back Next 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*.

General Information

* 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

Buttons: Save & Back, Save, Save & Next, Back, Next

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

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*.

Project Description

* Project Description Brief:
production phase of documentary on former coal mines of Edmonton and the women who ran them



Brief descriptions are used internally. For example: Western Canadian tour for the album "New Music".

* Project Start Date: 2019/04/01

* Project Completion Date: 2020/02/01

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

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

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

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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

Principal Artists

Individual Applicant
Agreement

Project Budget

Project Expenses


Project Revenue


Attachments


Submission Summary

Principal Artists

Adding Principal Artists:

Click  to add a new Principal Artist to the list.

Click  in the "View" column to edit the details of a listed Principal Artist.

Click  to delete a listed Principal Artist.

[Show Filters] [Clear Filters]

Delete	View	Position/Role	Alberta Resident	First Name	Last Name
This list contains no items					
<input type="button" value="Back"/>			<input type="button" value="Next"/>		

Step 22: this is the form that appears after clicking on  described above. Depending on your project, click *Save & Add Another* or *Save and Back to List*.

filmuser

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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

Principal Artists

Individual Applicant
Agreement

Project Budget

Project Expenses

Project Revenue

Attachments

Submission Summary

Principal Artists

* Position/Role:

* Alberta Resident? (Per 2.1 in grant stream guidelines)

* First Name:

* Last Name:

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

Step 23: this is what the screen looks like after you add yourself as an artist and others (if applicable). Click *Next*.

filmuser




Applicant Name:
User, Film
Applicant Number:
APP-30716601
Project Name:
Documentary
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
Principal Artists
Individual Applicant
Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

Principal Artists

Adding Principal Artists:

Click  to add a new Principal Artist to the list.
Click  in the "View" column to edit the details of a listed Principal Artist.
Click  to delete a listed Principal Artist.

[Show Filters] [Clear Filters]

Delete	View	Position/Role	Alberta Resident	First Name	Last Name
		writer/director	Yes	Film	User

1

Back Next

Step 24: 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:

Date:
(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 *Freedom of Information and Protection of Privacy Act*.

For further information about this program, and the use of personal information, please contact:

Arts Branch, Alberta Culture and Tourism, 780-427-9968

Toll-free Calls in Alberta to Government of Alberta Offices: • 310-0000 + office area code + telephone number Cell phone:

Toll-free codes below + office's area code + telephone number: • *310 (Roger's Wireless)
• #310 (Bell and Telus)

Save & Back Save Save & Next

Back Next

Check Spelling

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

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

filmuser

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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

Principal Artists

Individual Applicant
Agreement

Project Budget

Project Expenses

Project Revenue

Attachments

Submission Summary

Project Budget

Please refer to the program guidelines to determine eligible expenses.

Please select a heading from the drop-down menus for each separate expense section. **Total Expenses** will automatically calculate. **Total Costs** will be calculated once the **Save** button is selected.

Include project revenue (funding from other agencies, personal contributions, in-kind contributions, etc.) on separate lines within the revenue section to balance out the expenses. **Total Revenues** will automatically calculate.

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

Total Expenses will equal Total Revenues + AFA Grant Request.

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

Back
Next

Step 26: on the **Project Expenses** page there are four opportunities to choose an expense type from the dropdown menus and input details. There is also a comments box after each expense type to explain what the units are, etc.

filmuser

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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

Principal Artists

Individual Applicant
Agreement

Project Budget

Project Expenses

Project Revenue

Attachments

Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Project Expenses

* Expense Type 1: Artist Fees ▼

Description	Number of Units	Unit Cost	Total Cost
DOP	5	\$450.00	\$2,250.00
Sound Recordist	5	\$350.00	\$1,750.00
Editor	15	\$400.00	\$6,000.00
Composer	8	\$300.00	\$2,400.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotal:			\$12,400.00

Comments:
Units are days ↕

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.

filmuser

Applicant Name:
User, Film
Applicant Number:
APP-30716601
Project Name:
Documentary
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
Principal Artists
Individual Applicant
Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Delete	Document Type	Required?	Download	Document Description	Date Attached
}	<u>01. Artist resume</u>	Yes	--		No Attachment
	<u>02. Detailed project description</u>	Yes	--		No Attachment
	<u>03. Film selection (see note above)</u>	No	--		No Attachment
	<u>04. Script</u>	No	--		No Attachment
	<u>05. Commission contract</u>	No	--		No Attachment
	<u>06. Proof of acceptance and detailed description, schedule, and budget for the training program</u>	No	--		No Attachment
	<u>07. Alternate training choices with detailed description, schedule and budget for each</u>	No	--		No Attachment
	<u>08. Official invitations, confirmations, or itineraries</u>	No	--		No Attachment
	<u>09. Marketing plan</u>	No	--		No Attachment
	<u>10. Letter of reference</u>	No	--		No Attachment
	<u>11. Resumes for other principal artists</u>	No	--		No Attachment
	<u>12. Support materials</u>	No	--		No Attachment

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.

filmuser

Applicant Name:
User, Film
Applicant Number:
APP-30716601
Project Name:
Documentary
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
Principal Artists
Individual Applicant
Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

Attachment Details

* Document Description:

* File Name:



Document Type: 01. Artist resume

Maximum Size: 4 MB

Allowable Formats: jpg, xls,xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt

Instructions:

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

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**.

filmuser

Applicant Name: User, Film
 Applicant Number: APP-30716601
 Project Name: Documentary
 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
 Principal Artists
 Individual Applicant Agreement
 Project Budget
 Project Expenses
 Project Revenue
Attachments
 Submission Summary

View Applicant Profile

Export to PDF
 Get PDF Viewer

Attachments

Please see the [Helpful Resources](#) section of the [program guidelines](#) for information on how to prepare attachments.
 For **FILM SELECTION** media, email files as attachments or downloadable links to filmAFA@gov.ab.ca. Links to streaming files are not accepted.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		artist resume	2019/02/01
	02. Detailed project description	Yes	--	--	No Attachment
	03. Film selection (see note above)	No	--	--	No Attachment
	04. Script	No		draft script	2019/02/01
	05. Commission contract	No	--	--	No Attachment
	06. Proof of acceptance and detailed description, schedule, and budget for the training program	No	--	--	No Attachment
	07. Alternate training choices with detailed description, schedule and budget for each	No	--	--	No Attachment
	08. Official invitations, confirmations, or itineraries	No	--	--	No Attachment
	09. Marketing plan	No	--	--	No Attachment
	10. Letter of reference	No	--	--	No Attachment
	11. Resumes for other principal artists	No	--	--	No Attachment
	12. Support materials	No	--	--	No Attachment

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 ✓** beside every page.

filmuser

Applicant Name: User, Film
 Applicant Number: APP-30716601
 Project Name: Documentary
 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
 Principal Artists
 Individual Applicant Agreement
 Project Budget
 Project Expenses
 Project Revenue
Attachments
Submission Summary

View Applicant Profile

Export to PDF
 Get PDF Viewer

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Applicant Information	2019/02/01	Yes
✓	Contact Information	2019/02/01	Yes
✓	Applicant Contact Information	2019/02/01	Yes
✓	General Information	2019/02/01	Yes
✓	Project Description	2019/02/01	Yes
✓	Principal Artists	2019/02/01	Yes
✓	Individual Applicant Agreement	2019/02/01	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2019/02/01	Yes
--	Project Revenue	No Input Required	No
X	Attachments	Please Complete	Yes

Step 33: Now, and only with all green ✓, you can hit *Submit*. But, before you do that, you can print out a paper copy of your submission if you wish. Just click on *Export to PDF*. Then, go back and click *Submit*.

filmuser

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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
Principal Artists
Individual Applicant
Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Applicant Information	2019/02/01	Yes
✓	Contact Information	2019/02/01	Yes
✓	Applicant Contact Information	2019/02/01	Yes
✓	General Information	2019/02/01	Yes
✓	Project Description	2019/02/01	Yes
✓	Principal Artists	2019/02/01	Yes
✓	Individual Applicant Agreement	2019/02/01	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2019/02/01	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2019/02/01	Yes

Back Next

Export to PDF
Get PDF Viewer
Submit

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

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

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

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

Applicant Project Name: All Projects ▾

Date Submitted: On ▾

Project Status: Open Projects ▾

Submission Version: Latest Version ▾

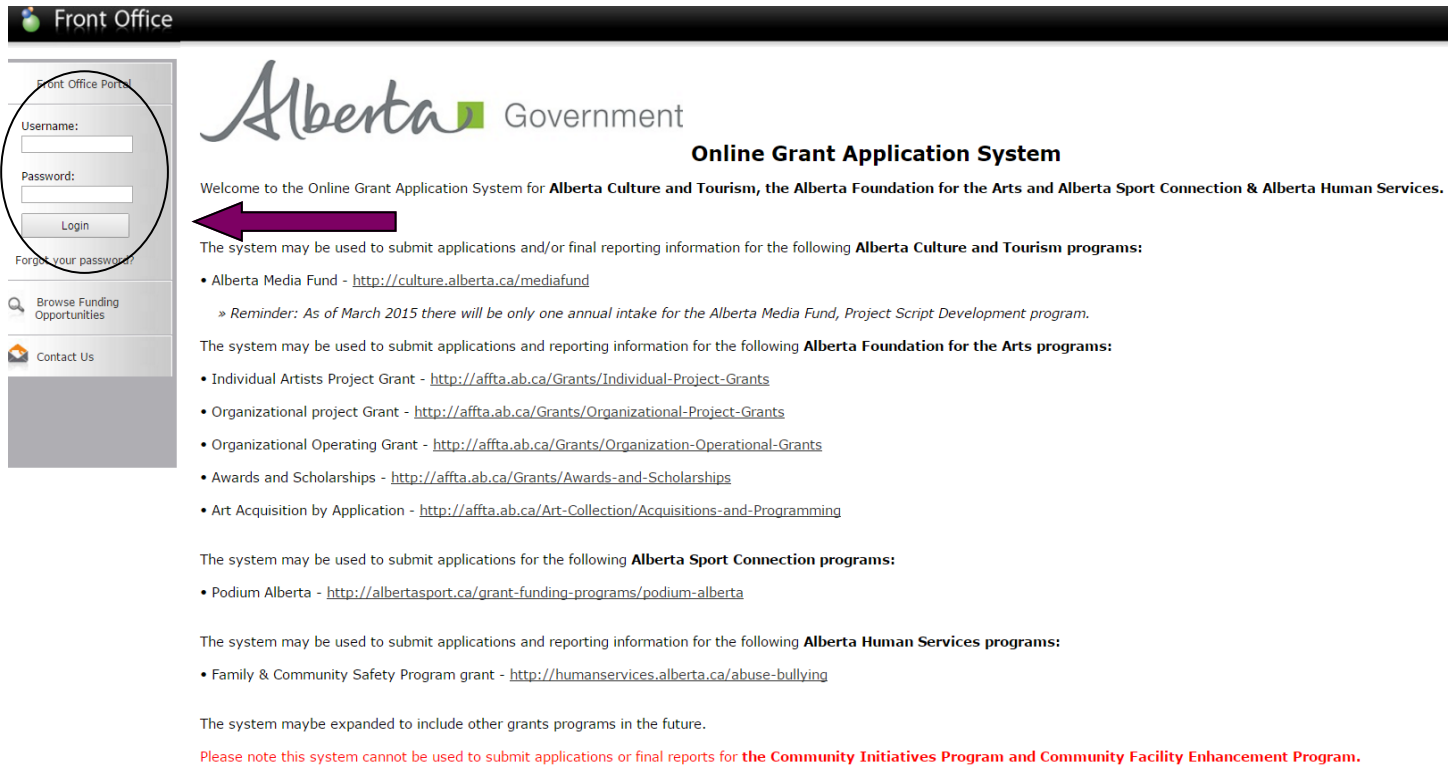
Associate Type: All ▾

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	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
1							

How to update or edit your profile

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



Front Office

Alberta Government

Online Grant Application System

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

The system may be used to submit applications and/or final reporting information for the following **Alberta Culture and Tourism** programs:

- Alberta Media Fund - <http://culture.alberta.ca/mediafund>
 - » *Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.*

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

- Individual Artists Project Grant - <http://affta.ab.ca/Grants/Individual-Project-Grants>
- Organizational project Grant - <http://affta.ab.ca/Grants/Organizational-Project-Grants>
- Organizational Operating Grant - <http://affta.ab.ca/Grants/Organization-Operational-Grants>
- Awards and Scholarships - <http://affta.ab.ca/Grants/Awards-and-Scholarships>
- Art Acquisition by Application - <http://affta.ab.ca/Art-Collection/Acquisitions-and-Programming>

The system may be used to submit applications for the following **Alberta Sport Connection** programs:

- Podium Alberta - <http://albertasport.ca/grant-funding-programs/podium-alberta>

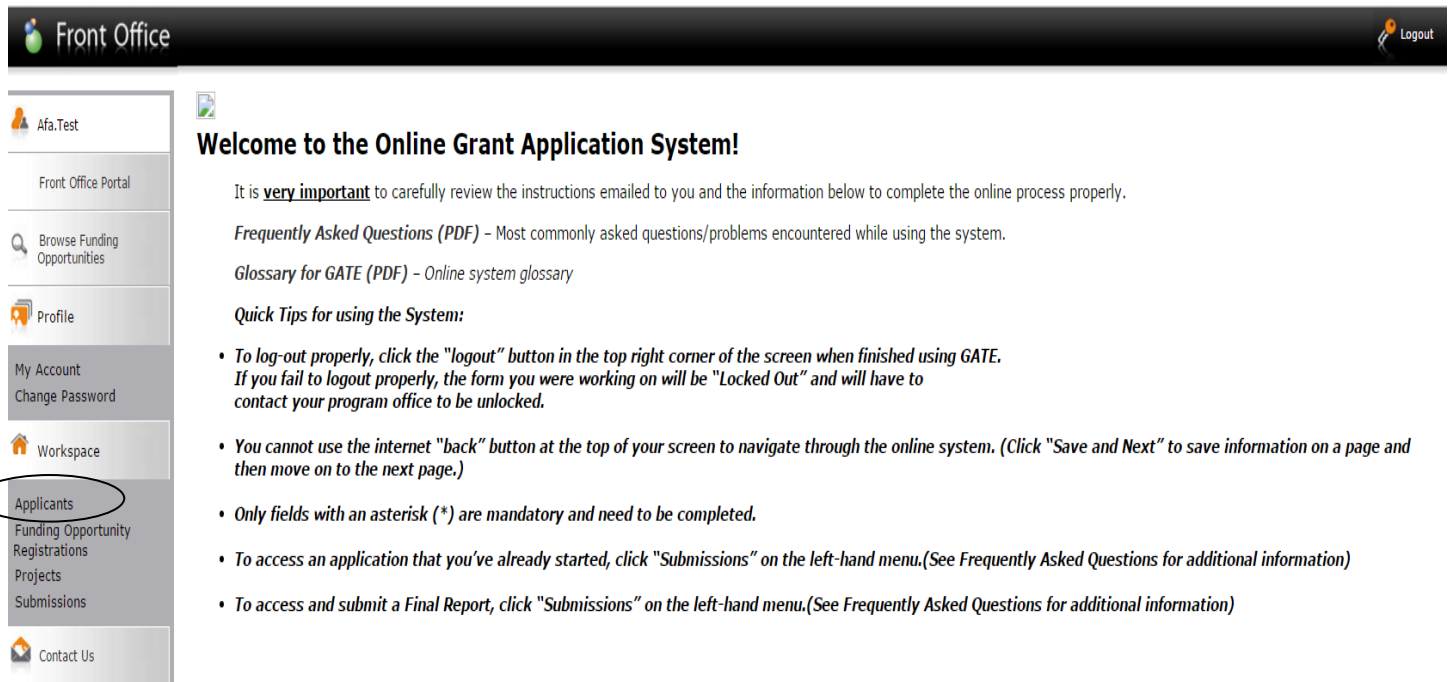
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

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

The system maybe expanded to include other grants programs in the future.

Please note this system cannot be used to submit applications or final reports for the **Community Initiatives Program** and **Community Facility Enhancement Program**.

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



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) – Online system glossary

Quick Tips for using the System:

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

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

Front Office Help Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: Test, Afa (APP-01295021) To open your applicant profile for viewing or editing, click on the orange file folder. Follow the instructions for editing your profile [here](#)

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Test, Afa	APP-01295021	18	9-Aug-2018

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

Afa.Test

Applicant Name:
Test, Afa

Applicant Number:
APP-01295021

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary
Export to PDF
Get PDF Viewer
Back to Applicants List

Applicant Type

* Applicant Type: Individual

Back Next

This e.Form has been marked as complete

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

Afa.Test

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	<u>Applicant Type</u>	2016/07/14	jacklyn.wu2	Yes
✓	<u>Individual</u>	2016/07/14	jacklyn.wu2	Yes
✓	<u>Address</u>	2018/08/02	Afa.Test	Yes
✓	<u>Contact List</u>	2016/07/14	Afa.Test	Yes
--	<u>Submission Summary</u>	No Input Required		No

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

Back Next

Export to PDF

Get PDF Viewer

Edit

This e.Form has been marked as complete

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

Afa.Test

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer


Back to Applicants List


Contact List

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

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Delete	View	Contact Name	Contact Type	Phone Number	Board Title	Officer																				
		Ms. Afa Test	Primary Contact	780-434-0087			1																			

Back Next

Step 7: when you click on  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

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Contact

Contact Type:

*** Salutation:**

*** First Name:**

Middle Name:

*** Last Name:**

Title:

*** Phone Number:**

Extension:

Alternate Phone Number:

Extension:

Fax Number:


Email Address:

Alternate Email Address:

Website URL:

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

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

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2016/07/14	jacklyn.wu2	Yes
✓	Individual	2016/07/14	jacklyn.wu2	Yes
✓	Address	2018/08/02	Afa.Test	Yes
✓	Contact List	2016/07/14	Afa.Test	Yes
--	Submission Summary	No Input Required		No

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

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 **change your password**, please complete the steps outlined, and save your new password in a safe place.

Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us



Online Grant Application System

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

The system may be used to submit applications and/or final reporting information for the following **Alberta Culture and Tourism** programs:

- Alberta Media Fund - <http://culture.alberta.ca/mediafund>

» *Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.*

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

- Individual Artists Project Grant - <http://affta.ab.ca/Grants/Individual-Project-Grants>
- Organizational project Grant - <http://affta.ab.ca/Grants/Organizational-Project-Grants>
- Organizational Operating Grant - <http://affta.ab.ca/Grants/Organization-Operational-Grants>
- Awards and Scholarships - <http://affta.ab.ca/Grants/Awards-and-Scholarships>
- Art Acquisition by Application - <http://affta.ab.ca/Art-Collection/Acquisitions-and-Programming>

The system may be used to submit applications for the following **Alberta Sport Connection** programs:

- Podium Alberta - <http://albertasport.ca/grant-funding-programs/podium-alberta>

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

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

The system may be expanded to include other grants programs in the future.

Please note this system cannot be used to submit applications or final reports for the **Community Initiatives Program** and **Community Facility Enhancement Program**.

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

Front Office

Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

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Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:


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



Step 3: look for your project name, 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.

Applicant: User, Film (APP-30716601)

Submissions

[Hide Filters] **[Clear Filters]**

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

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	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
	Documentary AFA-FIPG-14-057188	AFA - Film and Video Individual Project Grant Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
1							

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

filmuser

AFA - Film and Video Individual Project Grant

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

Reference Submissions

View Step

 Submit Application

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.

Project Outcomes

*** 1) Please describe the results of your project in relation to the original objectives as stated in your project description.**

*** 2) Did your project add to the development of your artistic practice?** -- select --

Comments

*** 3) Please describe the most significant way that your project contributed to your career.**

Comments

*** 4) Did your project result in the creation or dissemination of a new art work?** -- select --

Comments

*** 5) Did your project contribute to the development of your career?** -- select --

Comments

Step 6: read through the information on the **Project Budget** page which will assist with the next two pages . Click *Next* when you are ready to move on.

Project Budget

Please refer to the [program guidelines](#) to determine eligible expenses.

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.

Include project revenue (funding from other agencies, personal contributions, in-kind contributions, etc.) on separate lines within the revenue section to balance out the expenses. **Total Revenues** will automatically calculate.

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

Total Expenses will equal Total Revenues + AFA Grant Request.

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

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.

filmuser

AFA - Film and Video Individual Project Grant

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

Project Expenses

* Expense Type 1: Artist Fees

Description	Proposed Number of Units	Proposed Unit Cost	Actual Number of Units	Actual Unit Cost	Total Cost
DOP	5	\$450.00	4	\$450.00	\$1,800.00
Sound Recordist	5	\$350.00	4	\$350.00	\$1,400.00
Editor	15	\$400.00	15	\$400.00	\$6,000.00
Composer	8	\$300.00	10	\$300.00	\$3,000.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Subtotal:					\$12,200.00

Comments: Units are days

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*.

					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
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					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Subtotal:					\$0.00

Comments:

Total Proposed Expenses: \$12,400.00

Total Actual Expenses: \$12,200.00

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

filmuser

AFA - Film and Video
Individual Project Grant

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

Project Revenue			
Non-AFA Revenue			
Description	Proposed Amount	Actual Amount	Funding Status
Personal contribution	\$1,000.00		Confirmed <input type="button" value="v"/>
community donation	\$1,500.00		Confirmed <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
Total Non-AFA Revenue:	\$2,500.00	\$0.00	

AFA Amount Awarded:

Total Revenue:

Variance:

Comments:

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:
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

Description	Proposed Amount	Actual Amount	Funding Status
Personal contribution	\$1,000.00	\$800.00	Confirmed <input type="button" value="v"/>
community donation	\$1,500.00	\$1,500.00	Confirmed <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
			-- select -- <input type="button" value="v"/>
Total Non-AFA Revenue:	\$2,500.00	\$2,300.00	

AFA Amount Awarded:

Total Revenue:

Variance:

Comments:

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

AFA - Film and Video
Individual Project Grant

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

Attachments

Video support material must be submitted to the AFA in hard copy. Please see the [program guidelines](#) for details.

Delete	Document Type	Required?	Download	Document Description	Date Attached
}	01. Official transcript, certificate or tuition receipt confirming completion of training	No	--		No Attachment
	02. Copies of promotional and publicity material	No	--		No Attachment
	03. Copy or photograph of the work produced	No	--		No Attachment
	04. Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned	No	--		No Attachment
	05. Confirmation of attending event	No	--		No Attachment

Step 12: on the **Attachments Details** page, name the document you are uploading in the Document Description box. Then click on the *Browse* button to upload the document from your files. Click *Save & Back to List*.

filmuser

AFA - Film and Video
Individual Project Grant

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

Attachment Details

* Document Description: x

* File Name:



Document Type: 03. Copy or photograph of the work produced


Maximum Size: 4 MB

Allowable Formats: jpg, xls, xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt

Instructions:

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

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

AFA - Film and Video Individual Project Grant

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


Attachments

Video support material must be submitted to the AFA in hard copy. Please see the [program guidelines](#) for details.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Official transcript, certificate or tuition receipt confirming completion of training</u>	No	--		No Attachment
	<u>02. Copies of promotional and publicity material</u>	No	--		No Attachment
	<u>03. Copy or photograph of the work produced</u>	No		link to footage	2019/02/01
	<u>04. Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned</u>	No	--		No Attachment
	<u>05. Confirmation of attending event</u>	No	--		No Attachment

Back Next

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**.

 filmuser

AFA - Film and Video Individual Project Grant

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

Submission Summary

Complete	Page	Last Updated	Mandatory
--	<u>Reference Submissions</u>	No Input Required	No
	<u>Individual Project Evaluation</u>	Please Complete	Yes
--	<u>Project Budget</u>	No Input Required	No
	<u>Project Expenses</u>	2019/02/01	Yes
--	<u>Project Revenue</u>	No Input Required	No
	<u>Attachments</u>	2019/02/01	Yes
--	<u>Submission Summary</u>	No Input Required	No

Back Next

Export to PDF
Get PDF Viewer
Submit

Step 15: now, and only with all green ✓ , you can hit *Submit*. But, before you do that, you can print out a paper copy of your submission if you wish. Just click on *Export to PDF*. Then, go back and click *Submit*.

filmuser

AFA - Film and Video Individual Project Grant

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

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Reference Submissions	No Input Required	No
✓	Individual Project Evaluation	2019/02/01	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2019/02/01	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2019/02/01	Yes
--	Submission Summary	No Input Required	No

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

Front Office Portal

Browse Funding Opportunities

Profile

My Account
 Change Password

Workspace

Applicants
 Funding Opportunity Registrations
 Projects
Submissions

Contact Us

Applicant: User, Film (APP-30716601)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name:

Date Submitted:

Project Status:

Submission Version:

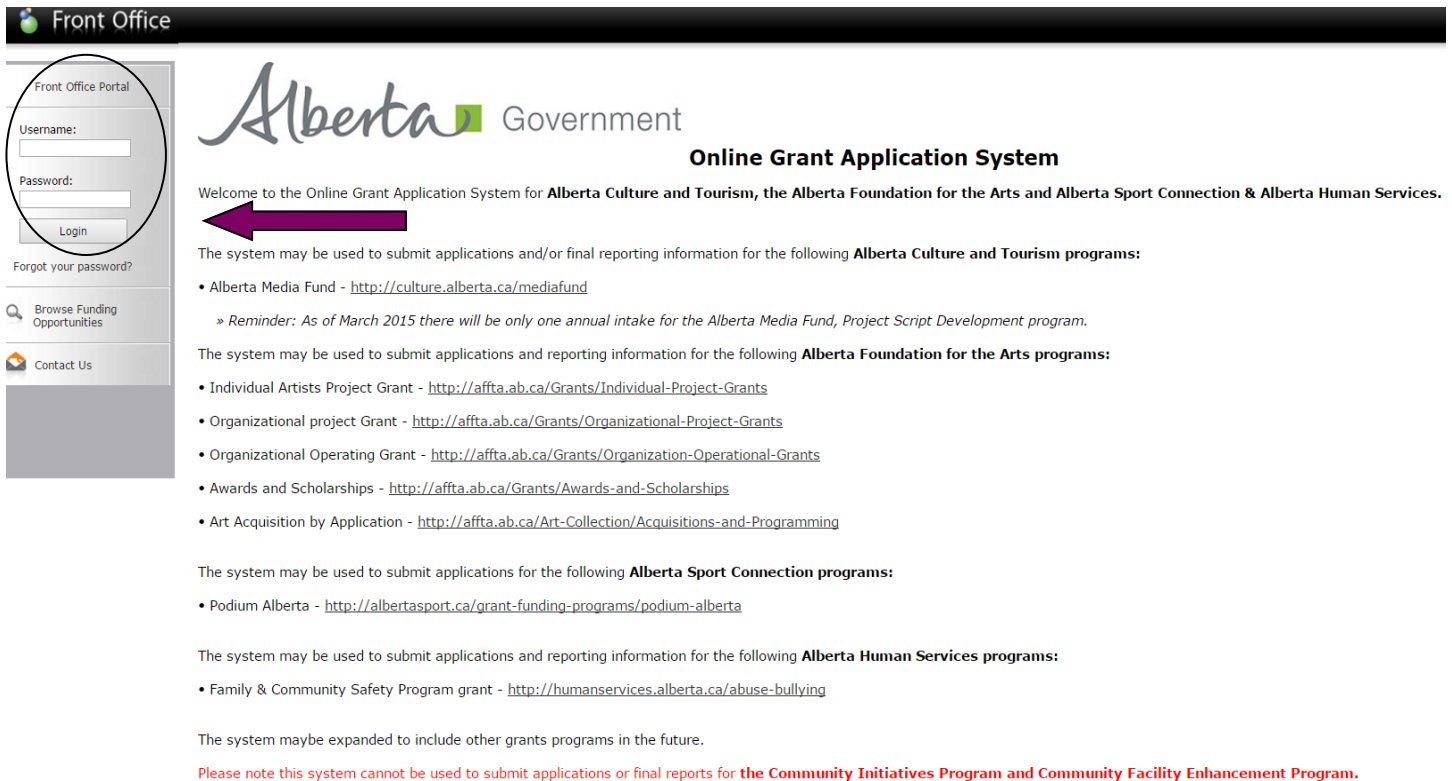
Associate Type:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	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
	Documentary AFA-FIPG-14-057188	AFA - Film and Video Individual Project Grant Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	1-Feb-2019 2:01:36 PM

1

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

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

Online Grant Application System

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

The system may be used to submit applications and/or final reporting information for the following **Alberta Culture and Tourism** programs:

- Alberta Media Fund - <http://culture.alberta.ca/mediafund>
» *Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.*

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

- Individual Artists Project Grant - <http://affta.ab.ca/Grants/Individual-Project-Grants>
- Organizational project Grant - <http://affta.ab.ca/Grants/Organizational-Project-Grants>
- Organizational Operating Grant - <http://affta.ab.ca/Grants/Organization-Operational-Grants>
- Awards and Scholarships - <http://affta.ab.ca/Grants/Awards-and-Scholarships>
- Art Acquisition by Application - <http://affta.ab.ca/Art-Collection/Acquisitions-and-Programming>

The system may be used to submit applications for the following **Alberta Sport Connection** programs:

- Podium Alberta - <http://albertasport.ca/grant-funding-programs/podium-alberta>

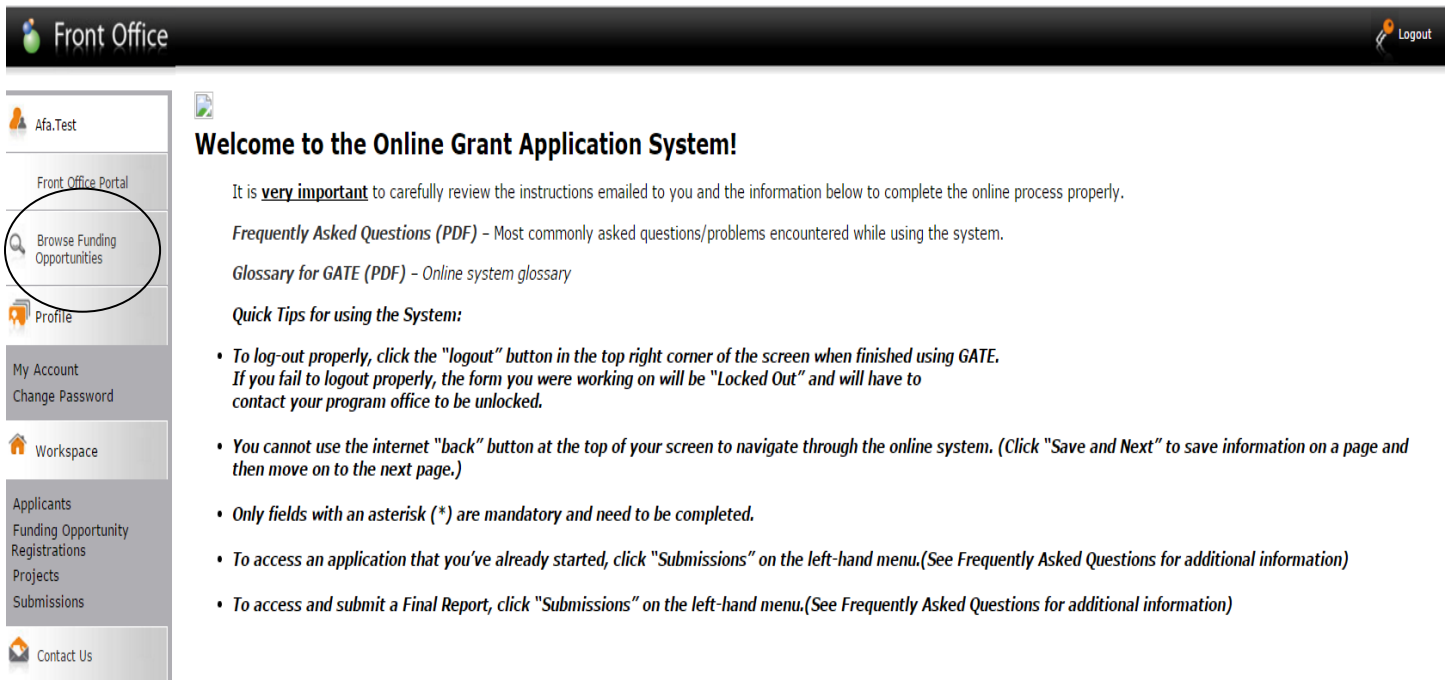
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

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

The system maybe expanded to include other grants programs in the future.

Please note this system cannot be used to submit applications or final reports for the **Community Initiatives Program** and **Community Facility Enhancement Program**.

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



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Logout

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) – Online system glossary

Quick Tips for using the System:

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

**Step 3: - type *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**

Browse Funding Opportunities

Search Criteria:

Search

Funding Opportunities

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

1

Page Generation Time: 0.594s

CSBC

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

Applicant Details

Select an existing Applicant and click Save & Next to continue

Test, Afa (APP-01295021) ▼

For Office Use Only - DO NOT USE:

Applicant Type: -- select -- ▼

Cancel Save & Next

Page Generation Time: 0.51s

CSBC

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.

The screenshot displays the 'e.Forms' application interface. At the top, there is a header with the 'e.Forms' logo on the left and a 'Logout' link on the right. Below the header is a grey navigation sidebar on the left containing the following items: 'Afa.Test', 'Applicant Name: Test, Afa', 'Applicant Number: APP-01295021', 'Applicant Profile', 'Applicant Type' (highlighted), 'Individual', 'Address', 'Contact List', 'Submission Summary', and 'Return to Registration Wizard'. A large purple arrow points to the 'Return to Registration Wizard' menu item. The main content area is titled 'Applicant Type' and contains a form with a dropdown menu for '* Applicant Type:' set to 'Individual'. Below the dropdown are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'.

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 Portal

Browse Funding Opportunities

Funding Opportunity Registration

Login or Create Profile

Create Applicant

Step 1 :
Complete Applicant Profile

Step 2 :
Create a project

Step 3 :
Complete application

Contact Us

Complete Applicant Profile

Click View to review your Applicant Profile, or
Click Next to proceed.

Cancel View Next

Step 7: name your project 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 Portal

Browse Funding Opportunities

Funding Opportunity Registration

Login or Create Profile

Create Applicant

Step 1 :
Complete Applicant Profile

**Step 2 :
Create a project**

Step 3 :
Complete application

Contact Us

Create a Project

Funding Opportunity Name: AFA - Film and Video Individual Project Grant

* Applicant Project Name: Documentary

Cancel Save & Next

Step 8: if you would like to review the program guidelines click on [click here](#) on the screen. Otherwise click *Next*.

Program Overview

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

filmuser

Applicant Name: User, Film
Applicant Number: APP-30716601
Project Name: Documentary
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
Principal Artists
Individual Applicant Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

Logout

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

Applicant Information

Date Received: 2019/02/01 (yyyy/mm/dd)

Legal Name of Applicant: Film User

AKA Name: ?

* Is the Applicant over the age of 18? Yes

* 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

filmuser

Applicant Name: User, Film
Applicant Number: APP-30716601
Project Name: Documentary
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
Principal Artists
Individual Applicant Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

View Applicant Profile

Logout

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

Contact Information

* Primary Contact Name: ←

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

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

[Show Filters] [Clear Filters]

Delete	View	Contact Name	Phone Number
		Capt Film User	780-415-0285

1

Save & Back Save Save & Next

Back Next

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

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*.

Applicant Contact Information

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

Applicant Address

* Address Line 1: ?

Address Line 2:

Address Line 3:

* City:

* Province:

* Postal Code:

Country:

Mailing / Delivery Address

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

Address Line 1:

Address Line 2:

Address Line 3:

City:

Province:

Postal Code:

Country:

Save & Back Save **Save & Next**

Back Next

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*.

filmuser

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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

Principal Artists

Individual Applicant
Agreement

Project Budget

Project Expenses

Project Revenue

Attachments

Submission Summary

General Information

* 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

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

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*.

filmuser

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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

Principal Artists

Individual Applicant
Agreement

Project Budget

Project Expenses

Project Revenue

Attachments

Submission Summary

Project Description

* Project Description Brief:
production phase of documentary on former coal mines of Edmonton and the women who ran them

Brief descriptions are used internally. For example: Western Canadian tour for the album "New Music".



* Project Start Date: 2019/04/01

(yyyy/mm/dd)

* Project Completion Date: 2020/02/01

(yyyy/mm/dd)

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

Step 14: 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

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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

Principal Artists

Individual Applicant Agreement

Project Budget

Project Expenses

Project Revenue

Attachments

Submission Summary

Principal Artists

Adding Principal Artists:

Click  to add a new Principal Artist to the list.


Click  in the "View" column to edit the details of a listed Principal Artist.

Click  to delete a listed Principal Artist.

[Show Filters] [Clear Filters]

Delete	View	Position/Role	Alberta Resident	First Name	Last Name
This list contains no items					
<input type="button" value="Back"/>			<input type="button" value="Next"/>		

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

 filmuser

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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

Principal Artists

Individual Applicant Agreement

Project Budget

Project Expenses

Project Revenue

Attachments

Submission Summary

Principal Artists

*** Position/Role:**

*** Alberta Resident?** (Per 2.1 in grant stream guidelines)

*** First Name:**

*** Last Name:**

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

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

filmuser



Applicant Name:
User, Film
Applicant Number:
APP-30716601
Project Name:
Documentary
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
Principal Artists
Individual Applicant
Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

Principal Artists

Adding Principal Artists:

Click  to add a new Principal Artist to the list.
Click  in the "View" column to edit the details of a listed Principal Artist.
Click  to delete a listed Principal Artist.

[Show Filters] [Clear Filters]

Delete	View	Position/Role	Alberta Resident	First Name	Last Name
		writer/director	Yes	Film	User

1

Back Next

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:

Date:
(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 *Freedom of Information and Protection of Privacy Act*.

For further information about this program, and the use of personal information, please contact:

Arts Branch, Alberta Culture and Tourism, 780-427-9968

Toll-free Calls in Alberta to Government of Alberta Offices: • 310-0000 + office area code + telephone number Cell phone:

Toll-free codes below + office's area code + telephone number: • *310 (Roger's Wireless)
• #310 (Bell and Telus)

Save & Back Save Save & Next

Back Next

Check Spelling

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

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

filmuser

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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

Principal Artists

Individual Applicant
Agreement

Project Budget

Project Expenses

Project Revenue

Attachments

Submission Summary

Project Budget

Please refer to the program guidelines to determine eligible expenses.

Please select a heading from the drop-down menus for each separate expense section. **Total Expenses** will automatically calculate. **Total Costs** will be calculated once the **Save** button is selected.

Include project revenue (funding from other agencies, personal contributions, in-kind contributions, etc.) on separate lines within the revenue section to balance out the expenses. **Total Revenues** will automatically calculate.

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

Total Expenses will equal Total Revenues + AFA Grant Request.

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

Back
Next

Step 19: on the **Project Expenses** page there are four opportunities to choose an expense type from the dropdown menus and input details. There is also a comments box after each expense type to explain what the units are, etc.

filmuser

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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

Principal Artists

Individual Applicant
Agreement

Project Budget

Project Expenses

Project Revenue

Attachments

Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Project Expenses

* Expense Type 1: Artist Fees

Description	Number of Units	Unit Cost	Total Cost
DOP	5	\$450.00	\$2,250.00
Sound Recordist	5	\$350.00	\$1,750.00
Editor	15	\$400.00	\$6,000.00
Composer	8	\$300.00	\$2,400.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotal:			\$12,400.00

Comments:
Units are days

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

Applicant Name: User, Film
 Applicant Number: APP-30716601
 Project Name: Documentary
 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
 Principal Artists
 Individual Applicant Agreement
 Project Budget
 Project Expenses
 Project Revenue
Attachments
 Submission Summary

View Applicant Profile

Export to PDF
 Get PDF Viewer

Delete	Document Type	Required?	Download	Document Description	Date Attached
}	<u>01. Artist resume</u>	Yes	--		No Attachment
	<u>02. Detailed project description</u>	Yes	--		No Attachment
	<u>03. Film selection (see note above)</u>	No	--		No Attachment
	<u>04. Script</u>	No	--		No Attachment
	<u>05. Commission contract</u>	No	--		No Attachment
	<u>06. Proof of acceptance and detailed description, schedule, and budget for the training program</u>	No	--		No Attachment
	<u>07. Alternate training choices with detailed description, schedule and budget for each</u>	No	--		No Attachment
	<u>08. Official invitations, confirmations, or itineraries</u>	No	--		No Attachment
	<u>09. Marketing plan</u>	No	--		No Attachment
	<u>10. Letter of reference</u>	No	--		No Attachment
	<u>11. Resumes for other principal artists</u>	No	--		No Attachment
	<u>12. Support materials</u>	No	--		No Attachment

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.

filmuser

Applicant Name: User, Film
 Applicant Number: APP-30716601
 Project Name: Documentary
 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
 Principal Artists
 Individual Applicant Agreement
 Project Budget
 Project Expenses
 Project Revenue
Attachments
 Submission Summary



Attachment Details

* Document Description:

* File Name:

Document Type: 01. Artist resume
 Maximum Size: 4 MB
 Allowable Formats: jpg, xls, xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt
 Instructions:

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*.

filmuser

Applicant Name: User, Film
 Applicant Number: APP-30716601
 Project Name: Documentary
 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
 Principal Artists
 Individual Applicant Agreement
 Project Budget
 Project Expenses
 Project Revenue
Attachments
 Submission Summary






View Applicant Profile

Export to PDF
 Get PDF Viewer

Attachments

Please see the [Helpful Resources](#) section of the [program guidelines](#) for information on how to prepare attachments.

For FILM SELECTION media, email files as attachments or downloadable links to filmAFA@gov.ab.ca. Links to streaming files are not accepted.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		artist resume	2019/02/01
	02. Detailed project description	Yes	--	--	No Attachment
	03. Film selection (see note above)	No	--	--	No Attachment
	04. Script	No		draft script	2019/02/01
	05. Commission contract	No	--	--	No Attachment
	06. Proof of acceptance and detailed description, schedule, and budget for the training program	No	--	--	No Attachment
	07. Alternate training choices with detailed description, schedule and budget for each	No	--	--	No Attachment
	08. Official invitations, confirmations, or itineraries	No	--	--	No Attachment
	09. Marketing plan	No	--	--	No Attachment
	10. Letter of reference	No	--	--	No Attachment
	11. Resumes for other principal artists	No	--	--	No Attachment
	12. Support materials	No	--	--	No Attachment

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 ✓ beside every page.

filmuser

Applicant Name: User, Film
 Applicant Number: APP-30716601
 Project Name: Documentary
 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
 Principal Artists
 Individual Applicant Agreement
 Project Budget
 Project Expenses
 Project Revenue
Attachments
Submission Summary

View Applicant Profile

Export to PDF
 Get PDF Viewer

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Applicant Information	2019/02/01	Yes
✓	Contact Information	2019/02/01	Yes
✓	Applicant Contact Information	2019/02/01	Yes
✓	General Information	2019/02/01	Yes
✓	Project Description	2019/02/01	Yes
✓	Principal Artists	2019/02/01	Yes
✓	Individual Applicant Agreement	2019/02/01	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2019/02/01	Yes
--	Project Revenue	No Input Required	No
X	Attachments	Please Complete	Yes

Step 26: Now, and only with all green ✓, you can hit *Submit*. But, before you do that, you can print out a paper copy of your submission if you wish. Just click on *Export to PDF*. Then, go back and click *Submit*.

filmuser

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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
Principal Artists
Individual Applicant
Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Applicant Information	2019/02/01	Yes
✓	Contact Information	2019/02/01	Yes
✓	Applicant Contact Information	2019/02/01	Yes
✓	General Information	2019/02/01	Yes
✓	Project Description	2019/02/01	Yes
✓	Principal Artists	2019/02/01	Yes
✓	Individual Applicant Agreement	2019/02/01	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2019/02/01	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2019/02/01	Yes

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

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

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

[Hide Filters] [Clear Filters]

Applicant Project Name:

Date Submitted:

Project Status:

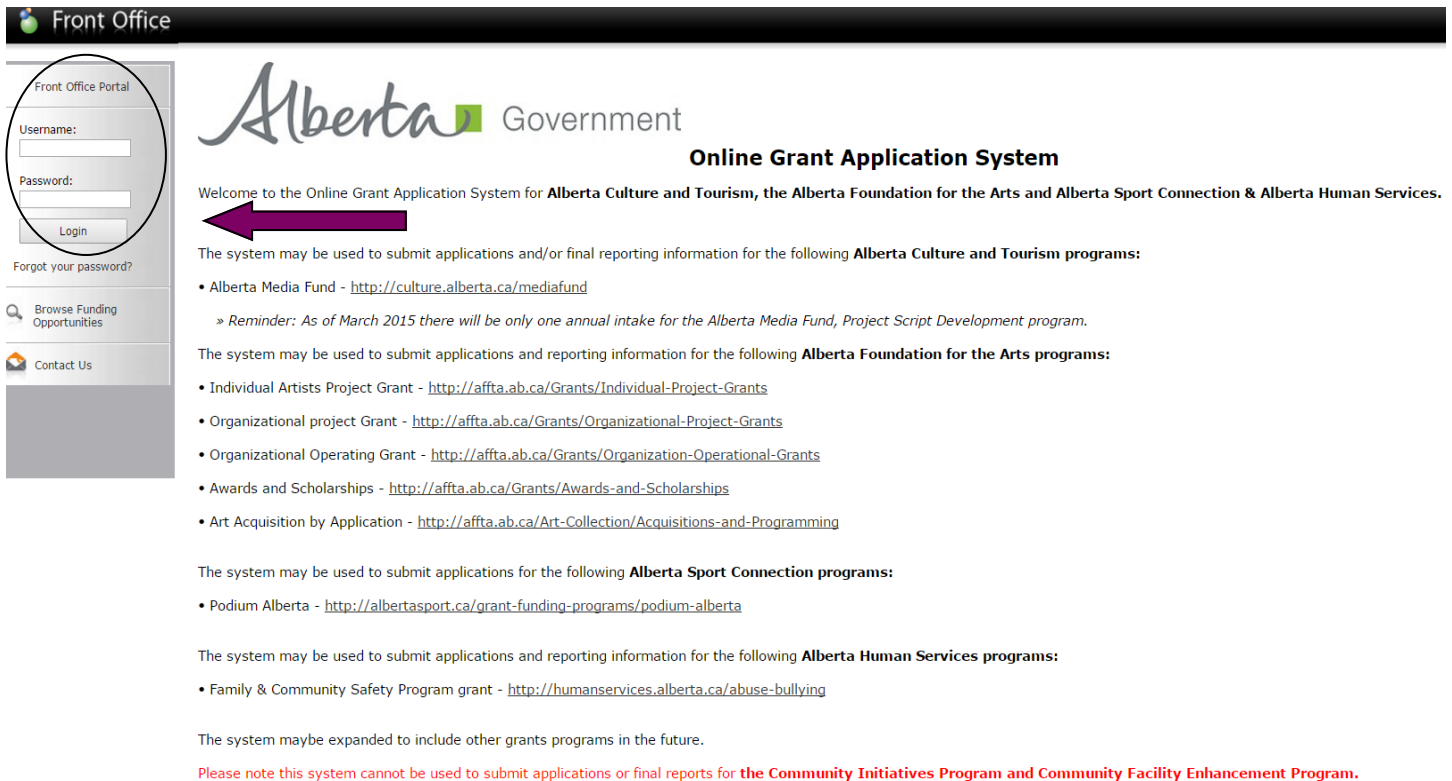
Submission Version:

Associate Type:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	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
1							

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

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

Online Grant Application System

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

The system may be used to submit applications and/or final reporting information for the following **Alberta Culture and Tourism** programs:

- Alberta Media Fund - <http://culture.alberta.ca/mediafund>
» *Reminder: As of March 2015 there will be only one annual intake for the Alberta Media Fund, Project Script Development program.*

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

- Individual Artists Project Grant - <http://affta.ab.ca/Grants/Individual-Project-Grants>
- Organizational project Grant - <http://affta.ab.ca/Grants/Organizational-Project-Grants>
- Organizational Operating Grant - <http://affta.ab.ca/Grants/Organization-Operational-Grants>
- Awards and Scholarships - <http://affta.ab.ca/Grants/Awards-and-Scholarships>
- Art Acquisition by Application - <http://affta.ab.ca/Art-Collection/Acquisitions-and-Programming>

The system may be used to submit applications for the following **Alberta Sport Connection** programs:

- Podium Alberta - <http://albertasport.ca/grant-funding-programs/podium-alberta>

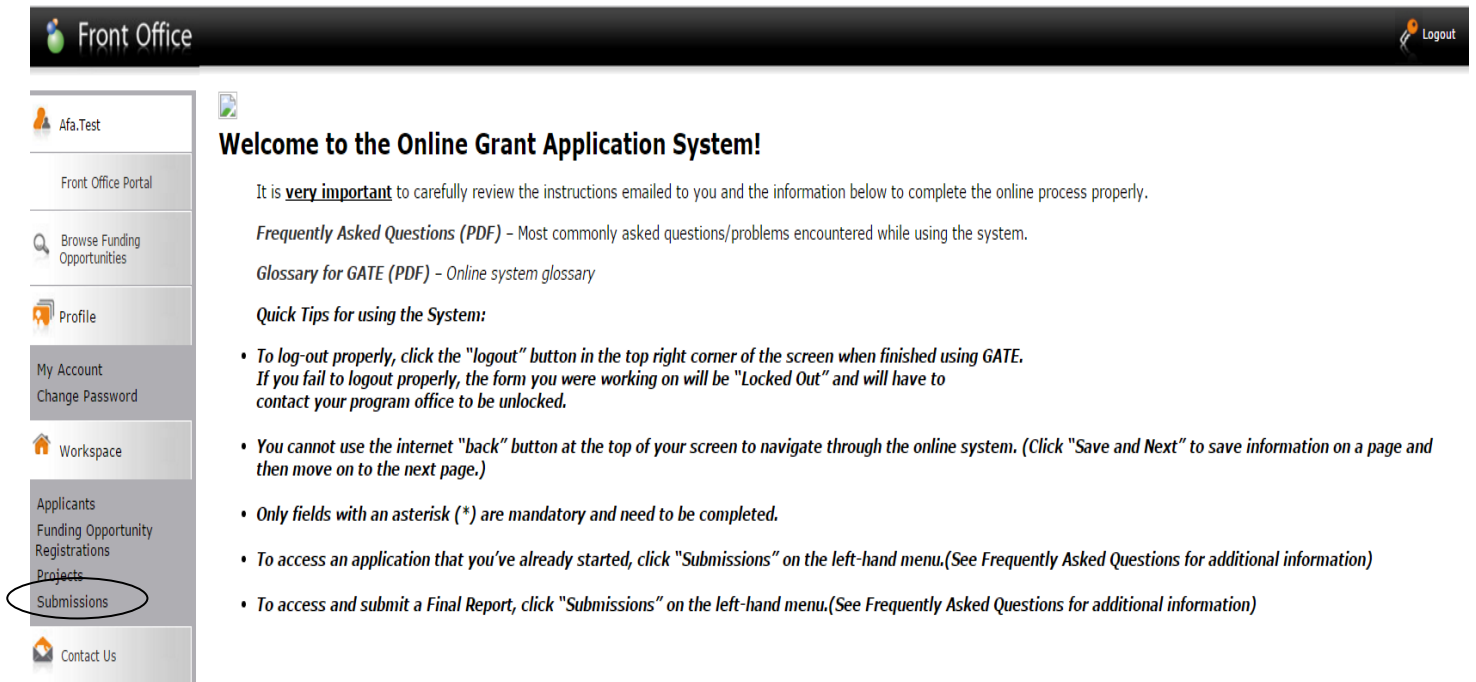
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

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

The system maybe expanded to include other grants programs in the future.

Please note this system cannot be used to submit applications or final reports for the **Community Initiatives Program** and **Community Facility Enhancement Program**.

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



Front Office

Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) – Online system glossary

Quick Tips for using the System:

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

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

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Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Applicant: User, Film (APP-30716601)

Submissions

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

Applicant Project Name:

Date Submitted:

Project Status:

Submission Version:

Associate Type:

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

filmuser

AFA - Film and Video Individual Project Grant

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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

Principal Artists

Individual Applicant Agreement

Project Budget

Project Expenses

Project Revenue

Attachments

Submission Summary

Program Overview

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.

This e.Form has been submitted

Step 5: when you have all green ✓, you can hit *Submit*. But, before you do that, you can print out a paper copy of your submission if you wish. Just click on *Export to PDF*. Then, go back and click *Submit*.

filmuser

Applicant Name:
User, Film

Applicant Number:
APP-30716601

Project Name:
Documentary

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
Principal Artists
Individual Applicant
Agreement
Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Applicant Information	2019/02/01	Yes
✓	Contact Information	2019/02/01	Yes
✓	Applicant Contact Information	2019/02/01	Yes
✓	General Information	2019/02/01	Yes
✓	Project Description	2019/02/01	Yes
✓	Principal Artists	2019/02/01	Yes
✓	Individual Applicant Agreement	2019/02/01	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2019/02/01	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2019/02/01	Yes

Back Next

Export to PDF
Get PDF Viewer
Submit

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!**

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Browse Funding
Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

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

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

Applicant Project Name: All Projects ▾

Date Submitted: On ▾

Project Status: Open Projects ▾

Submission Version: Latest Version ▾

Associate Type: All ▾

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	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
1							