



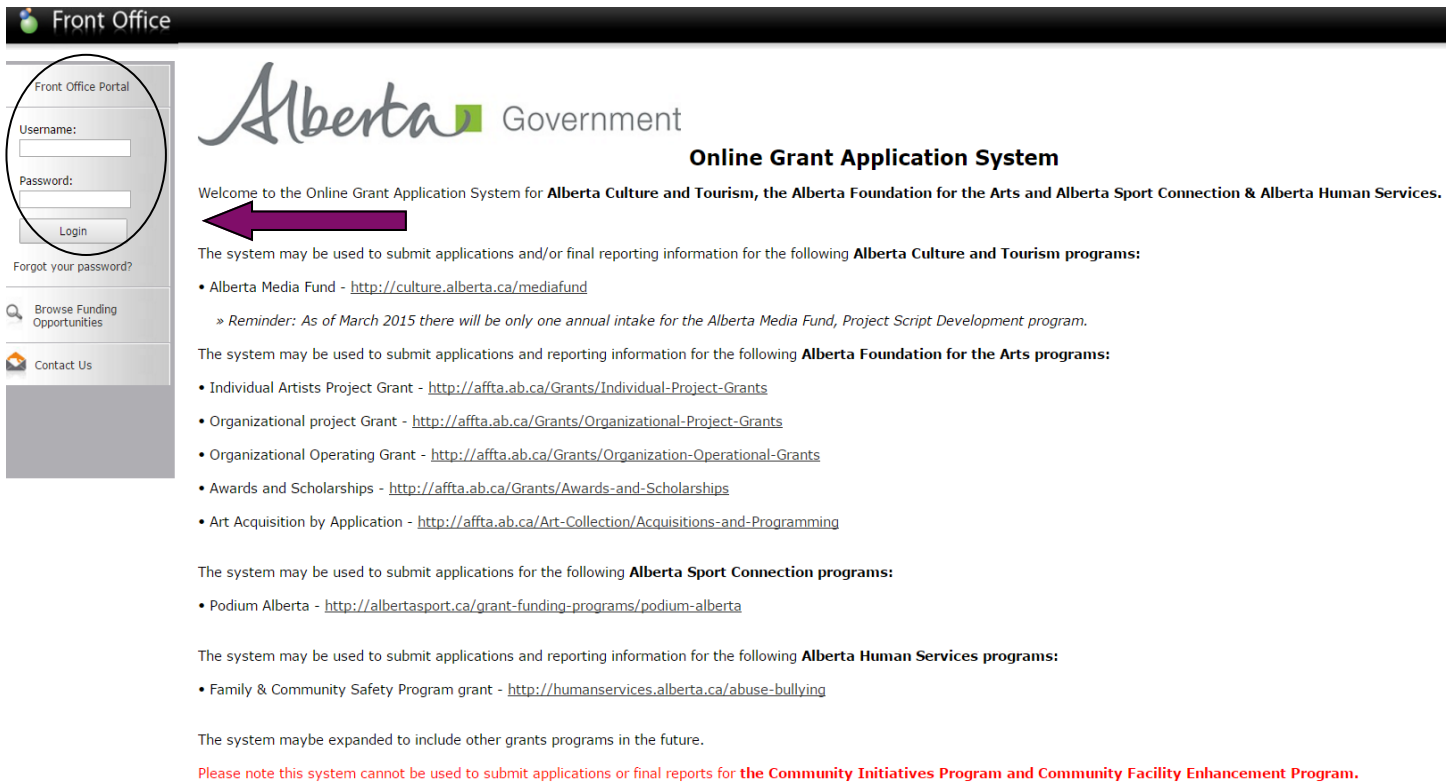
## Film and Video Individual Project Funding

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# 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>

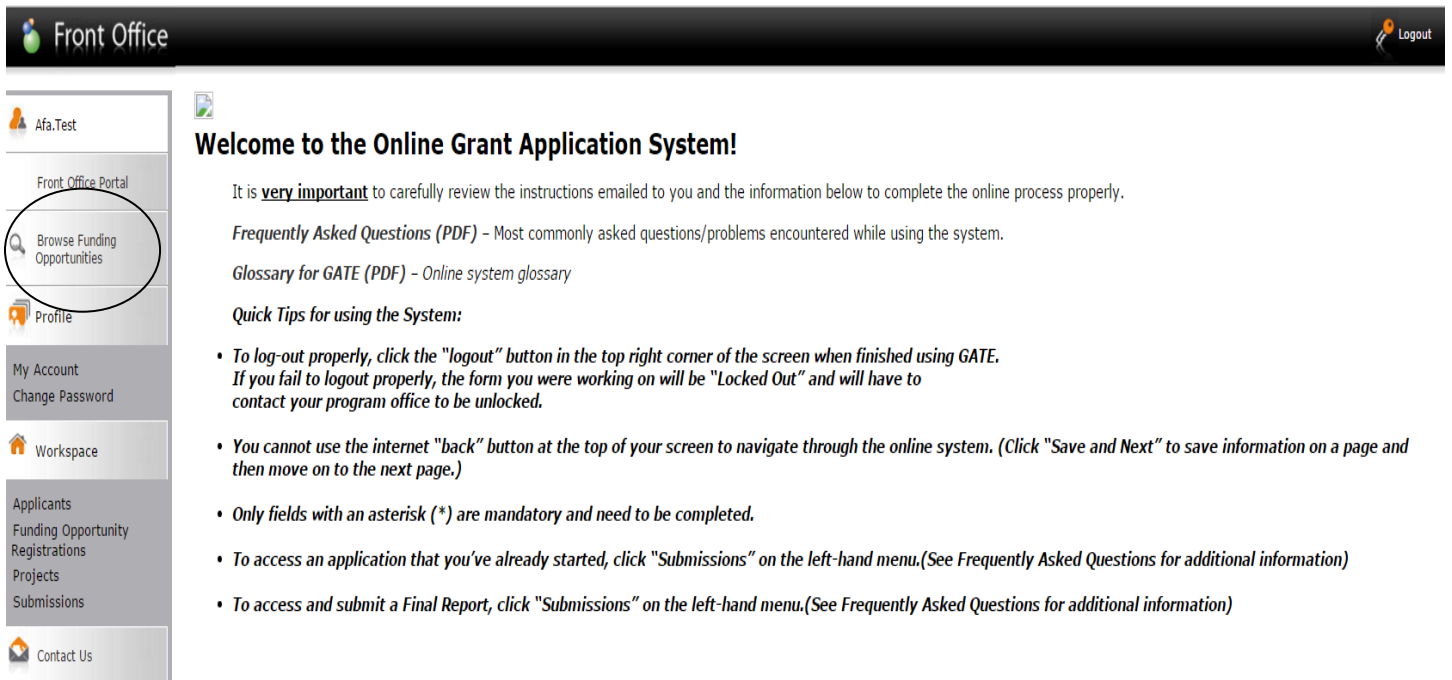
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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**

**Front Office** Help Logout

**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
	<b>AFA - Film and Video Individual Project Grant</b>	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*.**

**Front Office** Help Logout

**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: 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: Individual

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: Afa Test

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
✓	<a href="#">Applicant Type</a>	2016/07/14	jacklyn.wu2	Yes
✓	<a href="#">Individual</a>	2016/07/14	jacklyn.wu2	Yes
X	<a href="#">Address</a>	Please Complete		Yes
✓	<a href="#">Contact List</a>	2016/07/14	Afa.Test	Yes
--	<a href="#">Submission Summary</a>	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
✓	<a href="#">Applicant Type</a>	2016/07/14	jacklyn.wu2	Yes
✓	<a href="#">Individual</a>	2016/07/14	jacklyn.wu2	Yes
✓	<a href="#">Address</a>	2018/08/02	Afa.Test	Yes
✓	<a href="#">Contact List</a>	2016/07/14	Afa.Test	Yes
--	<a href="#">Submission Summary</a>	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: Documentary

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

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

(yyyy/mm/dd)



\* Project Completion Date: 2020/02/01


(yyyy/mm/dd)

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

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Contact Information

Applicant Contact  
Information

General Information

Project Description

**Principal Artists**

Individual Applicant  
Agreement

Project Budget

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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  
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**Principal Artists**

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### 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  
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### 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

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)

**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  
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### 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  
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View Applicant Profile

Export to PDF  
Get PDF Viewer

Exit Registration

### Project Expenses

\* Expense Type 1:  ←

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
<b>Subtotal:</b>			<b>\$12,400.00</b>

**Comments:**  
 ↕





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

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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

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 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](mailto:filmAFA@gov.ab.ca). Links to streaming files are not accepted.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<a href="#">01. Artist resume</a>	Yes		artist resume	2019/02/01
	<a href="#">02. Detailed project description</a>	Yes	--	--	No Attachment
	<a href="#">03. Film selection (see note above)</a>	No	--	--	No Attachment
	<a href="#">04. Script</a>	No		draft script	2019/02/01
	<a href="#">05. Commission contract</a>	No	--	--	No Attachment
	<a href="#">06. Proof of acceptance and detailed description, schedule, and budget for the training program</a>	No	--	--	No Attachment
	<a href="#">07. Alternate training choices with detailed description, schedule and budget for each</a>	No	--	--	No Attachment
	<a href="#">08. Official invitations, confirmations, or itineraries</a>	No	--	--	No Attachment
	<a href="#">09. Marketing plan</a>	No	--	--	No Attachment
	<a href="#">10. Letter of reference</a>	No	--	--	No Attachment
	<a href="#">11. Resumes for other principal artists</a>	No	--	--	No Attachment
	<a href="#">12. Support materials</a>	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  
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 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
--	<a href="#">Program Overview</a>	No Input Required	No
✓	<a href="#">Applicant Information</a>	2019/02/01	Yes
✓	<a href="#">Contact Information</a>	2019/02/01	Yes
✓	<a href="#">Applicant Contact Information</a>	2019/02/01	Yes
✓	<a href="#">General Information</a>	2019/02/01	Yes
✓	<a href="#">Project Description</a>	2019/02/01	Yes
✓	<a href="#">Principal Artists</a>	2019/02/01	Yes
✓	<a href="#">Individual Applicant Agreement</a>	2019/02/01	Yes
--	<a href="#">Project Budget</a>	No Input Required	No
✓	<a href="#">Project Expenses</a>	2019/02/01	Yes
--	<a href="#">Project Revenue</a>	No Input Required	No
<b>X</b>	<a href="#">Attachments</a>	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
--	<a href="#">Program Overview</a>	No Input Required	No
✓	<a href="#">Applicant Information</a>	2019/02/01	Yes
✓	<a href="#">Contact Information</a>	2019/02/01	Yes
✓	<a href="#">Applicant Contact Information</a>	2019/02/01	Yes
✓	<a href="#">General Information</a>	2019/02/01	Yes
✓	<a href="#">Project Description</a>	2019/02/01	Yes
✓	<a href="#">Principal Artists</a>	2019/02/01	Yes
✓	<a href="#">Individual Applicant Agreement</a>	2019/02/01	Yes
--	<a href="#">Project Budget</a>	No Input Required	No
✓	<a href="#">Project Expenses</a>	2019/02/01	Yes
--	<a href="#">Project Revenue</a>	No Input Required	No
✓	<a href="#">Attachments</a>	2019/02/01	Yes

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

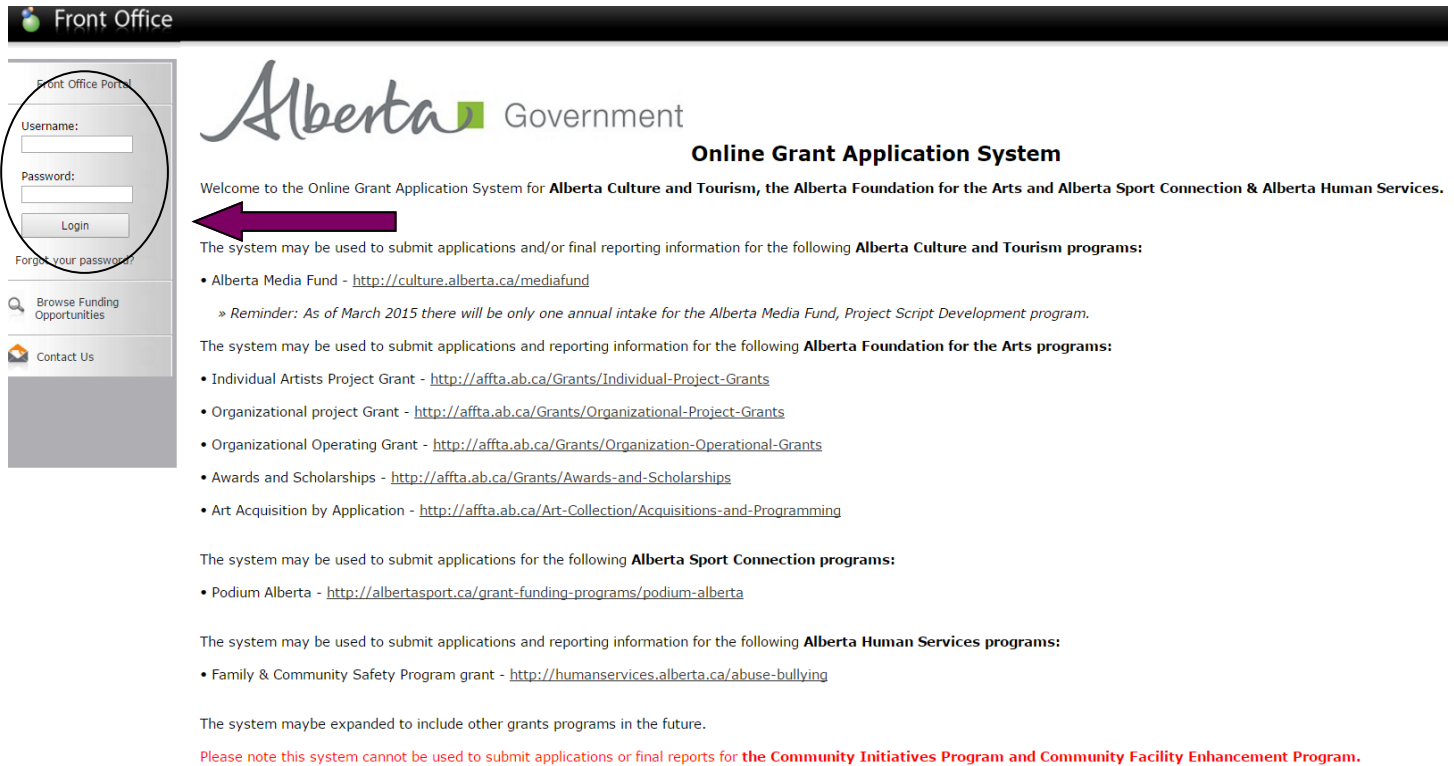
Submission Version:

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
<b>1</b>							

## 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>

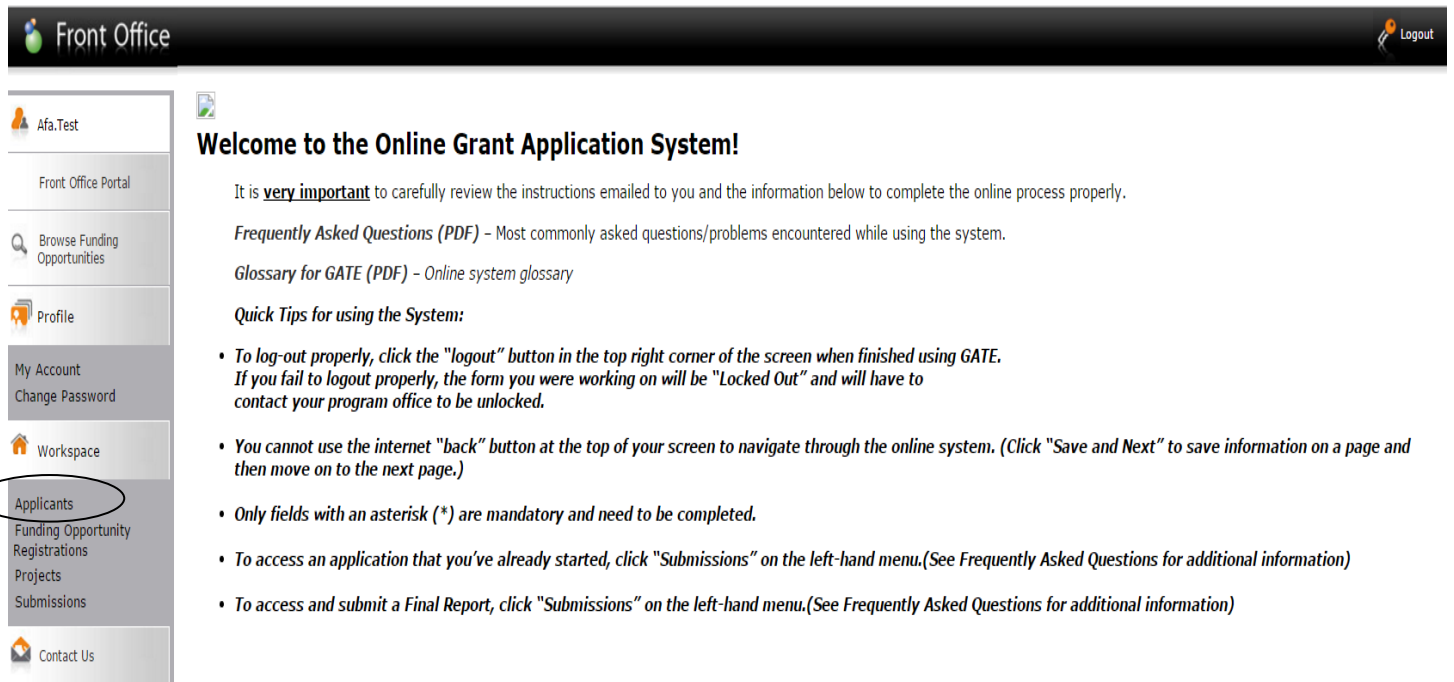
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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

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**Applicants**  
Funding Opportunity Registrations  
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Contact Us

Applicant:  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:

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			<b>1</b>																			

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
✓	<a href="#">Applicant Type</a>	2016/07/14	jacklyn.wu2	Yes
✓	<a href="#">Individual</a>	2016/07/14	jacklyn.wu2	Yes
✓	<a href="#">Address</a>	2018/08/02	Afa.Test	Yes
✓	<a href="#">Contact List</a>	2016/07/14	Afa.Test	Yes
--	<a href="#">Submission Summary</a>	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!

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

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

*Glossary for GATE (PDF)* - Online system glossary

### Quick Tips for using the System:

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






Step 3: look for your project name, 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	
<b>1</b>							

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  
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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 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="checkbox"/>
community donation	\$1,500.00		Confirmed <input type="checkbox"/>
			-- select -- <input type="checkbox"/>
			-- select -- <input type="checkbox"/>
			-- select -- <input type="checkbox"/>
			-- select -- <input type="checkbox"/>
			-- select -- <input type="checkbox"/>
			-- select -- <input type="checkbox"/>
			-- select -- <input type="checkbox"/>
			-- select -- <input type="checkbox"/>
			-- select -- <input type="checkbox"/>
			-- select -- <input type="checkbox"/>
			-- select -- <input type="checkbox"/>
			-- select -- <input type="checkbox"/>
<b>Total Non-AFA Revenue:</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	

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**

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

AFA Amount Awarded:

Total Revenue:

Variance:

Comments:

Save & Back      Save      Save & Next

Back      Next

Check Spelling

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

filmuser

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  
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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
}	<a href="#">01. Official transcript, certificate or tuition receipt confirming completion of training</a>	No	--		No Attachment
	<a href="#">02. Copies of promotional and publicity material</a>	No	--		No Attachment
	<a href="#">03. Copy or photograph of the work produced</a>	No	--		No Attachment
	<a href="#">04. Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned</a>	No	--		No Attachment
	<a href="#">05. Confirmation of attending event</a>	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

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
<b>X</b>	<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

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
--	<a href="#">Reference Submissions</a>	No Input Required	No
✓	<a href="#">Individual Project Evaluation</a>	2019/02/01	Yes
--	<a href="#">Project Budget</a>	No Input Required	No
✓	<a href="#">Project Expenses</a>	2019/02/01	Yes
--	<a href="#">Project Revenue</a>	No Input Required	No
✓	<a href="#">Attachments</a>	2019/02/01	Yes
--	<a href="#">Submission Summary</a>	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. If you don't see the folder, click on *[Clear Filters]*. 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:

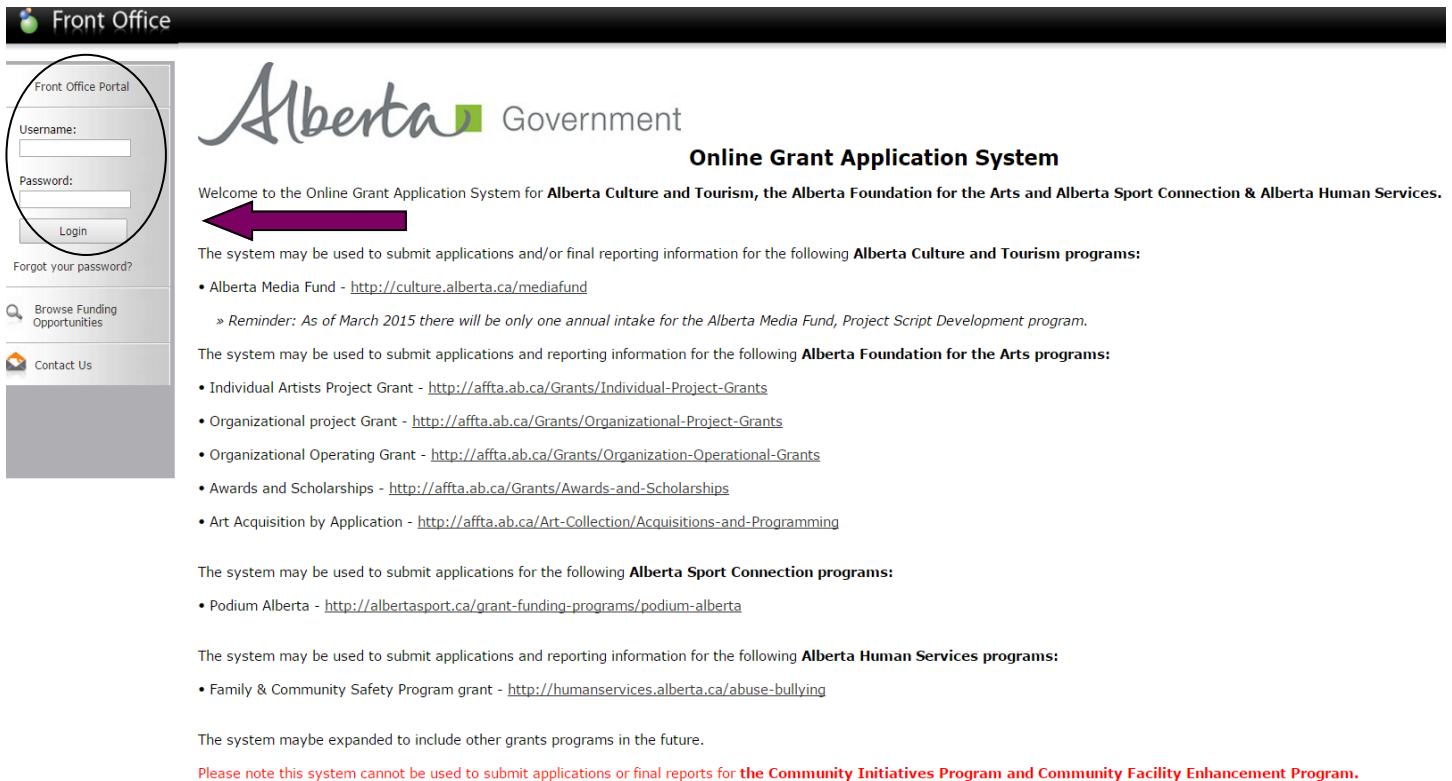
Associate Type:

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	<b>Documentary</b> AFA-FIPG-14-057188	<b>AFA - Film and Video Individual Project Grant</b> Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	1-Feb-2019 10:26:44 AM
	<b>Documentary</b> AFA-FIPG-14-057188	<b>AFA - Film and Video Individual Project Grant</b> 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>

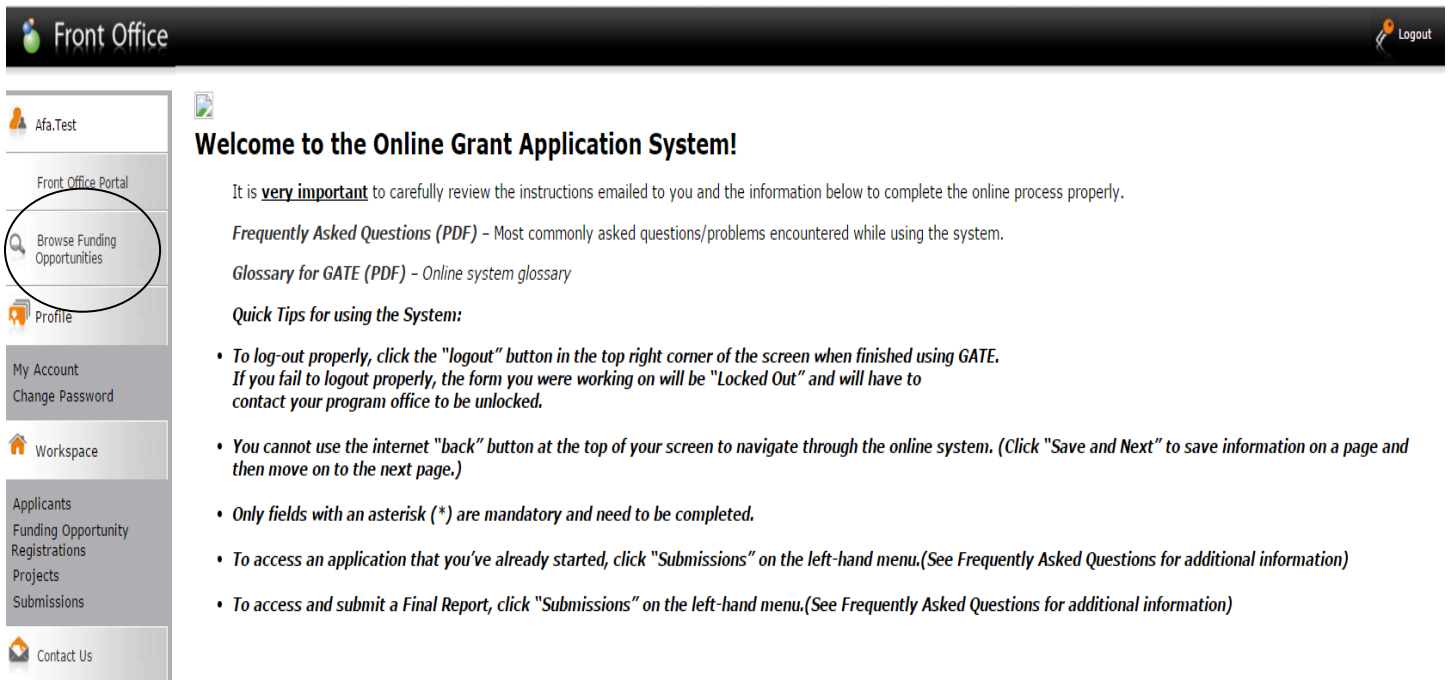
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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
	<b>AFA - Film and Video Individual Project Grant</b>	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 'Applicant Type' registration page. At the top left is the 'e.Forms' logo, and at the top right is a 'Logout' link. The main content area is titled 'Applicant Type' and contains a form with a dropdown menu for '\* Applicant Type' currently set to 'Individual'. Below the form are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. On the left side, there is a grey sidebar menu with the following items: 'Afa.Test', 'Applicant Name: Test, Afa', 'Applicant Number: APP-01295021', 'Applicant Profile', 'Applicant Type', 'Individual', 'Address', 'Contact List', 'Submission Summary', and 'Return to Registration Wizard'. A purple arrow points to the 'Return to Registration Wizard' menu item.

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

**Program Overview**

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

Alberta Foundation for the Arts Application Form

Applicant Information  
Contact Information  
Applicant Contact Information  
General Information  
Project Description  
Principal Artists  
Individual Applicant Agreement  
Project Budget  
Project Expenses  
Project Revenue  
Attachments  
Submission Summary

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

**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

**Program Overview**

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

Alberta Foundation for the Arts Application Form

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 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  
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### 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  
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Program Overview

Applicant Information

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Information

General Information

**Project Description**

Principal Artists

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### 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

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Project Description

**Principal Artists**

Individual Applicant Agreement

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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

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AFA-FIPG-14-057188

Alberta Foundation for the Arts Application Form

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**Principal Artists**

Individual Applicant Agreement

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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:  
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Alberta Foundation for  
the Arts Application  
Form



Program Overview  
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### 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  
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Individual Applicant  
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**Project Budget**

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### 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  
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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
<b>Subtotal:</b>			\$12,400.00

**Comments:**  
Units are days

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

Description	Amount	Funding Status	Comments
<b>Subtotal:</b>			

Comments:

**Total Proposed Expenses:**

Proposed Expenses Comments:

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

Applicant Name:  
User, Film

Applicant Number:  
APP-30716601

Project Name:  
Documentary

Project Number:  
AFA-FIPG-14-057188

Alberta Foundation for the Arts Application Form

---

Program Overview

Applicant Information

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Applicant Contact Information

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Individual Applicant Agreement

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**Project Revenue**

Attachments

Submission Summary

[View Applicant Profile](#)

---

Export to PDF

Get PDF Viewer

[Exit Registration](#)

**Non-AFA Revenue**

Description	Amount	Funding Status
Personal contribution	\$1,000.00	Confirmed <input type="checkbox"/>
community donation	\$1,500.00	Confirmed <input type="checkbox"/>
		-- select --
		-- select --
		-- select --
		-- select --
		-- select --
		-- select --
		-- select --
		-- select --
		-- select --
		-- select --
<b>Total Non-AFA Revenue:</b>	<b>\$2,500.00</b>	

**Grant Amount Requested:**

Comments:

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  
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**Attachments**  
 Submission Summary

View Applicant Profile

Export to PDF  
 Get PDF Viewer

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

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**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

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### 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](mailto:filmAFA@gov.ab.ca). Links to streaming files are not accepted.

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

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**Submission Summary**

View Applicant Profile

Export to PDF  
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### Submission Summary

Complete	Page	Last Updated	Mandatory
--	<a href="#">Program Overview</a>	No Input Required	No
✓	<a href="#">Applicant Information</a>	2019/02/01	Yes
✓	<a href="#">Contact Information</a>	2019/02/01	Yes
✓	<a href="#">Applicant Contact Information</a>	2019/02/01	Yes
✓	<a href="#">General Information</a>	2019/02/01	Yes
✓	<a href="#">Project Description</a>	2019/02/01	Yes
✓	<a href="#">Principal Artists</a>	2019/02/01	Yes
✓	<a href="#">Individual Applicant Agreement</a>	2019/02/01	Yes
--	<a href="#">Project Budget</a>	No Input Required	No
✓	<a href="#">Project Expenses</a>	2019/02/01	Yes
--	<a href="#">Project Revenue</a>	No Input Required	No
<b>X</b>	<a href="#">Attachments</a>	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

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### Submission Summary

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

Back Next

Export to PDF  
Get PDF Viewer  
Submit

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

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Change Password

Workspace

Applicants  
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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:

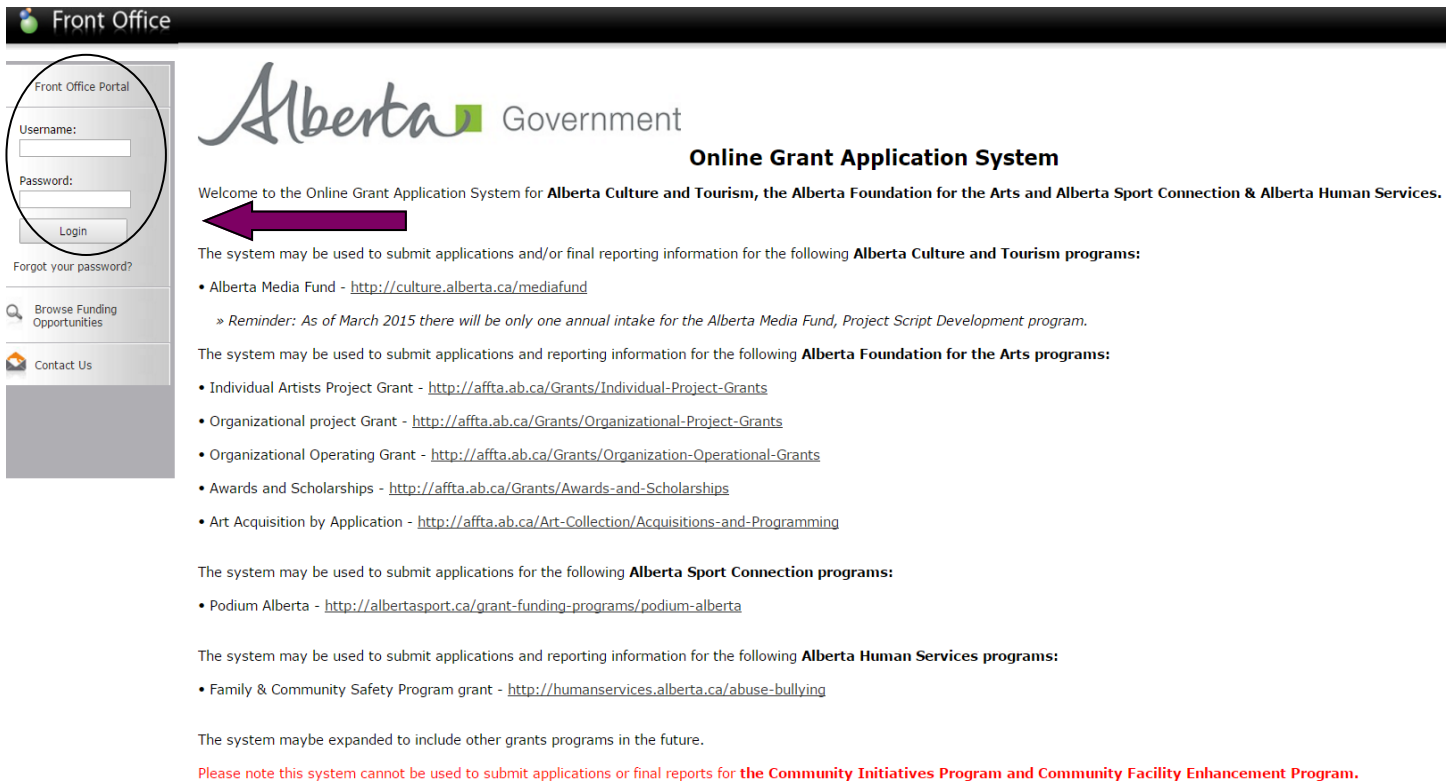
Submission Version:

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>

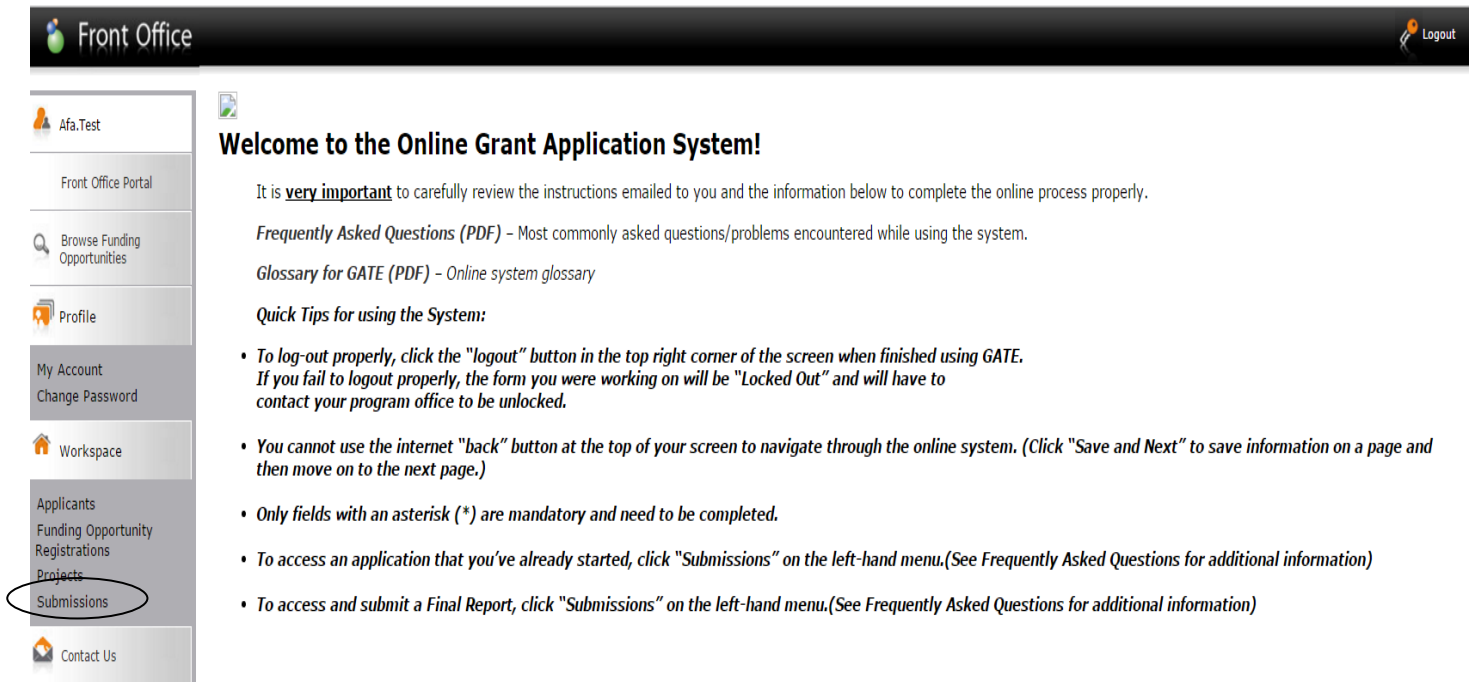
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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

Afa.Test

Front Office Portal

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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: find your project name and number and click on the orange file folder to the left. If you can't see your folder, **click on [Clear Filters]** in square brackets at the top. Your application orange folder will appear.

Applicant: User, Film (APP-30716601)

### Submissions

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

Applicant Project Name: All Projects ▾

Date Submitted: On ▾  23

Project Status: Open Projects ▾

Submission Version: Latest Version ▾

Associate Type: All ▾

Filter

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

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.

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This e.Form has been submitted

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Submission Summary

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  
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Attachments  
**Submission Summary**

View Applicant Profile

Export to PDF  
Get PDF Viewer

### Submission Summary

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

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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!**

**filmuser**

Front Office Portal

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**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
<b>1</b>							