

Literary Individual Project Funding

Table of Contents

For new GATE users:	Pages
How to start from the beginning to complete your profile first and then	
start a new application	2 - 18
For returning GATE users:	
 How to update or edit your profile 	19 - 22
(you need to do this first before you create a new application)	
 How to submit a final report from last year 	23 - 30
How to start a new application	31 - 44
 How to go back into GATE and resume working on an existing 	45 - 47
application	

How to Use GATE to apply for

Literary Individual Project Funding

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

Front Office

ront Office Porta berta Government Username **Online Grant Application System** Password: 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. Login The system may be used to submit applications and/or final reporting information for the following Alberta Culture and Tourism programs: Forgot your pa ord Alberta Media Fund - http://culture.alberta.ca/mediafund Browse Funding Opportunities » 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: Contact Us 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 - <u>http://affta.ab.ca/Art-Collection/Acquisitions-and-Programming</u> 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

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:

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

Page Generation Time: 1.015s

🔊 Contact Us

🔑 Log

Step 3: - type Literary Arts Individual Project Grant in the Search Criteria box, OR

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

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

Page Generation Time: 0.594s

CSDC

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

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

Page Generation Time: 0.51s

CSDC

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

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

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

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

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

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

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

🍵 e.Forms																								e و	ogout
🚣 Afa.Test												Conta	ct Li:	st											
Applicant Name: Test, Afa	To add a new contact click on the "plus" icon below.																								
Applicant Number: APP-01295021		А	в	с	DE	F	G	н	т	1	к		4	N	O P	Q	R	s	т	u	v	w	x	Y	z
Applicant Profile	Delete	-	View	-	Contact N	lame			c	ontac	t Type				ne Num		ĸ	5	Boa	rd Titl			Offic		-
Applicant Type	8		Đ		Ms. Afa Test				Pr	imary C	ontact			780-4	134-0087										
Individual													L												
Address Contact List										Back					Next										
Submission Summary																									
Return to Registration																									
Wizard																									

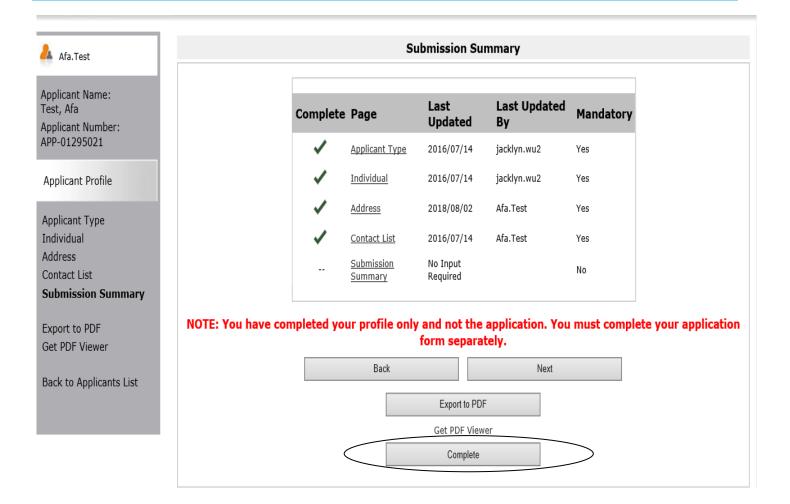
Step 9: when you click the paper icon with the plus sign this form appears. Fill out the boxes as requested. Click on *Save & Back to List* when finished or, if you need to add another name, click on *Save & Add Another*. When you return to the main Contact List page, click *Next* to proceed to the Submission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

🇯 e.Forms	ې د د د د د د د د د د د د د د د د د د د	out
🚣 Afa.Test	Contact	
Applicant Name: Test, Afa	Contact Type: Primary Contact	
Applicant Number: APP-01295021	* Salutation: - select - V	
Applicant Profile	* First Name:	
Applicant Frome	Middle Name:	
Applicant Type Individual	* Last Name: Title:	
Address	nue	
Contact List Submission Summary	* Phone Number:	
	Extension:	
Return to Registration Wizard	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: this last page of the profile is the **Submission Summary**. The green \checkmark indicates you have completed your profile correctly. If you see a red X, click on the page beside the red X to correct or complete any missing items.

🇯 e.Forms							K Logou
Afa.Test				Submission Sum	mary		
Applicant Name: Test, Afa		Complete	Page	Last Updated	Last Updated By	Mandatory	
Applicant Number: APP-01295021		~	Applicant Type	2016/07/14	jacklyn.wu2	Yes	
Applicant Profile		×	Individual Address	2016/07/14 Please Complete	jacklyn.wu2	Yes	
Applicant Type Individual		1	Contact List	2016/07/14	Afa.Test	Yes	
Address Contact List			Submission Summary	No Input Required		No	
Submission Summary	NOTE: You have	ve completed	your profile only and	not the applicatio	n. You must complete	your application f	form separately.
Return to Registration Wizard			Back		Next		
				Complete			

Step 11: now, and only now, when you see all green \checkmark can you click on the *Complete* button. You have now completed your profile. When you click on *Complete* you will move to a page called **Complete Applicant Profile** (next page of instructions) where you will start filling out a project application.



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

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

More detailed instructions with screen shots on how to edit your profile after you initially create it, are found on pages 19-22.

Step 12: since you have already completed your profile you can click *Next* to start your project. Notice in the grey menu to the left that you are beginning *Step 2: create a project*.

🇯 Front Office		Help	Logout
Front Office Portal	Complete Applicant Profile		
Browse Funding Opportunities	Click View to review your Applicant Profile, or Click Next to proceed.		
Funding Opportunity Registration	Cancel Vew Next		
Login or Create Profile			
Create Applicant			
Step 1 : Complete Applicant Profile			
Step 2 : Create a project			
Step 3 : Complete application			
🙆 Contact Us			

Step 13: Name your project by typing in the box. Note: you cannot go back and change the name so make sure you are happy with the name of your project before you click *Save & Next*.

🍯 Front Office	() Help	Cogout Cogout
Front Office Portal	Create a Project	
Browse Funding Opportunities	Funding Opportunity Name: AFA - Literary Arts Individual Project Grant Applicant Project Name: short story project	
Funding Opportunity Registration	Cancel Save & Next	
Login or Create Profile Create Applicant		
Step 1 : Complete Applicant Profile		
Step 2 : Create a project Step 3 :		
Complete application		
Contact Us		

Page Generation Time: < 0.1s

Step 14: if you would like to review the program guidelines click on click here. Otherwise click Next.

🍵 e.Forms	http://www.communication.com/www.com/www.com/www.com/www.com/www.com/www.com/www.com/www.com/www.com/www.com/ww
🚣 Afa.Test	Program Overview
Afa.Test Applicant Name: Test, Afa Applicant Number: APP-01295021 Project Number: APP-01295021 Project Number: AFA-LIPG-14-055993 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 Expenses Project Revenue	The Literary Arts 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 literary arts project. Please click here for program guidelines and information. Back Next
Attachments Submission Summary	
View Applicant Profile	
Export to PDF Get PDF Viewer	

Step 15: just complete the two questions with the asterisk. Click *Save & Next*.

🌢 e.Forms		Logout
📤 Afa.Test	Applicant Information	
AFA - Literary Arts Individual Project Grant	Date Received: 2018/07/12 (yyyy/mm/dd)	
Applicant Name: Test, Afa Applicant Number: APP-01295021 Project Name:	Legal Name of Applicant: Afa Test AKA Name: * Is the Applicant over the age of 18? - select - V	
short story project Project Number: AFA-LIPG-14-055993	* I declare that the Applicant is an Alberta resident as described in 2.1 of the	
Alberta Foundation for the Arts Application Form	Save & Back Save Save & Next Back Next	
Program Overview Applicant Information Contact Information Applicant Contact Information	Check Spelling Note: This formlet contains mandatory fields for which no value has been saved.	
General Information Project Description Principal Artists Individual Applicant Agreement Project Budget Project Expenses		
Project Revenue Attachments Submission Summary		

Step 16: on the **Contact Information** page choose your name from the drop-down box. Click Save & Next.

		Contac	t Information	
Grant		* Primary Contact Na	me: Ms. Afa Test 🗸	
Grant	(This is the person we wi	ll call for project information.)		
	、			
nber: 1	Note: If contacts do not appear	in the list, then an update must be m	ade to the Contact List in the Applican	t Profile.
roject [Show Filters]				
oer: -055993				
Delete	View	Contact Name	Phone Num	per
dation for ication	⊙	Ms. Afa Test	780-434-0087	
			1	
		Cause & Barali		
rview		Save & Back	Save Save & Ne	xt
ormation		Back	Next	
ormation				
ntact		Note: This formlet contains mandate	ry fields for which no value has been saved.	
rmation				
ription				
sts				
plicant				
picane				
et				
penses				
penses venue				
penses venue				

Step 17: 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 19-22 for instructions). Click Save & Next.

🔒 Afa.Test	Applicant Contact Information
AFA - Literary Arts Individual Project Grant	Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required.
Applicant Name:	Applicant Address
Test, Afa	* Address Line 1: 12345 - 78 Street ?
Applicant Number: APP-01295021	
Project Name:	Address Line 2:
short story project	Address Line 3:
Project Number: AFA-LIPG-14-055993	* City: Edmonton
	* Province: Alberta 🗸
Alberta Foundation for	* Postal Code: T6A 0R3
the Arts Application Form	Country: Canada
Program Overview	Mailing / Delivery Address
Applicant Information	
Contact Information	Please ensure that the mailing address is correct for this application.
Applicant Contact Information	Address Line 1: 12345 - 78 Street
General Information	
Project Description	Address Line 2:
Principal Artists	Address Line 3:
Individual Applicant	City: Edmonton
Agreement	Province: Alberta
Project Budget	
Project Expenses Project Revenue	Postal Code: T6A 0R3
Attachments	Country: Canada 🗸
Submission Summary	
Submission Summary	Save & Back Save Save & Next
View Applicant Profile	Save & back Save Save
	Back Next
Export to PDF	
Get PDF Viewer	Check Spelling
	10

Step 18: 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*.

🚣 Afa.Test	General Information
AFA - Literary Arts Individual Project Grant	* Category of this application: Art Production
Applicant Name: Test, Afa Applicant Number: APP-01295021 Project Name: short story project Project Number: AFA-LIPG-14-055993	Community Affiliation (Voluntary): Choose options that apply from the following list:
Alberta Foundation for the Arts Application Form Program Overview Applicant Information	Save & Back Save Save & Next Back Next
Contact Information Applicant Contact Information General Information Project Description Principal Artists Individual Applicant Agreement	
Project Budget Project Expenses Project Revenue	

Step 19: provide a brief project description and choose start and end dates for your project. **Note:** the start date cannot be before the date the application is submitted. Click *Save and Next*.

Attachments Submission Summary

Å Afa.Test	Project Description
AFA - Literary Arts Individual Project Grant	* Project Description Brief: to write an anthology consisting of eight short stories on the themes of loss and relocation \$\\$ Brief descriptions are used internally. For example: Western Canadian tour for the album "New Music".
Applicant Name: Test, Afa Applicant Number: APP-01295021 Project Name: short story project Project Number: AFA-LIPG-14-055993	* Project Start Date: 2018/09/10 23 (yyyy/mm/dd) * Project Completion Date: 2019/07/31 23 (yyyy/mm/dd) Save & Back Save Save & Next
Alberta Foundation for the Arts Application Form Program Overview	Back Next Check Spelling Note: This formlet contains mandatory fields for which no value has been saved.
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 20: on this page you need to designate yourself as the artist of your project by clicking + icon. If you are part of an ensemble, add all other key creative artists by clicking the + icon each time.

🔺 Afa.Test				Principal Artists		
AFA - Literary Arts Individual Project Grant		Adding Prind				
Applicant Name: Test, Afa Applicant Number:	/	Click 🔍 in	add a new Principal Artist to the "View" column to edit th delete a listed Principal Artis	e details of a listed Principal Artist.		
APP-01295021 Project Name: short story project	[Show Filters]					
Project Number: AFA-LIPG-14-055993						
Alberta Foundation for the Arts Application Form	Delete	View	Position/Role	Alberta Resident This list contains no iter	First Name	Last Name
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				Back	Next	

Step 21: this is the form that appears after clicking on the + icon described above. Depending on your project, click *Save & Add Another* or *Save and Back to List*.

est	Principal Artists
A - Literary Arts dividual Project Grant policant Name:	* Position/Role: writer * Alberta Resident? Υ _{ΘS} ↓ (Per 2.1 in grant stream guidelines)
st, Afa blicant Number: 2-01295021	* First Name: Afa * Last Name: Test ×
ject Name: ort story project ject Number:	Save Save & Add Another
A-LIPG-14-055993	Save & Back to List Back to List
perta Foundation for e Arts Application rm	Check Spelling Note: This formlet contains mandatory fields for which no value has been save
ogram Overview plicant Information	
ntact Information plicant Contact ormation	
neral Information nject Description	
incipal Artists lividual Applicant reement	
vject Budget Project Expenses Project Revenue	
achments bmission Summary	

Afa.Test				Principal Artists	i	
A - Literary Arts lividual Project Grant st, Afa olicant Number: -01295021 ject Name: rt story project ject Number:		Click 📮 to Click 🔍 in	cipal Artists: add a new Principal Artist to the "View" column to edit th delete a listed Principal Arti	ne details of a listed Principal Artist.		
-LIPG-14-055993	Delete	View	Position/Role	Alberta Resident	First Name	Last N
berta Foundation for e Arts Application rm ogram Overview	8	Q	writer	Yes Back	Afa Next	Test
plicant Information ntact Information plicant Contact promation neral Information ncipal Artists lividual Applicant eement oject Budget Project Expenses Project Revenue achments bmission Summary						

Step 23: 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 t	he Ap	plicant.

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	l is
legally sufficient to bind the Applicant to the Agreement.	

Name of Applicant: Date: (yyyy/mm/dd)	Afa Test 2018/07/12
* I agree to/with all the statements above:	
Please note: The personal information collected using this form is required for be shared with Alberta Culture and Tourism, which provides consi programs. The information will not be disclosed to any other third Protection of Privacy Act.	Iltative and administrative assistance to these awards
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: • 3	10-0000 + 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 Sa	Ve Save & Next
Back	Next
Check S	pelling
Note: This formlet contains mandatory fi	elds for which no value has been saved.

Step 24: the **Project Budget** page explains the next two screens. Read through the text and click Next.

Test	Project Budget
Literary Arts lual Project Grant	Please refer to the program guidelines to determine eligible expenses.
ant Name: Afa	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.
nt Number: 295021 : Name:	Include project revenue (funding from other agencies, personal contributions, in-kind contributions, etc.) on separate lines with the revenue section to balance out the expenses. Total Revenues will automatically calculate.
tory project Number: PG-14-055993	The remaining amount is your request to the AFA. The maximum AFA grant request must not exceed the amount indicated in t AFA program guidelines.
a Foundation for	Total Expenses will equal Total Revenues + AFA Grant Request.
ts Application	You may include explanatory notes to your budget on the following page.
am Overview ant Information ct Information ant Contact lation al Information t Description bal Artists dual Applicant ment ct Budget ject Expenses	Back Next
ep 25: on the Proje	t Expenses page there are four opportunities to choose an expense type from the dropdowr ils. There is also a comments box after each expense type to further clarify if necessary.
ep 25: on the Proje e enus and input deta	
	ils. There is also a comments box after each expense type to further clarify if necessary.

Applicant Name: Test, Afa Applicant Number: APP-01295021	Description Number of Units		Total Cost
Project Name:	monthly living expenses 1	2 \$1,000.00	\$12,000.00
short story project	montly transportation 1	2 \$60.00	\$720.00
Project Number: AFA-LIPG-14-055993			\$0.00
AFA-LIPG-14-055993			\$0.00
Alberta Foundation for			\$0.00
the Arts Application			\$0.00
Form			\$0.00
Program Overview			\$0.00
Applicant Information			
Contact Information			\$0.00
Applicant Contact			\$0.00
Information			\$0.00
General Information			\$0.00
Project Description			\$0.00
Principal Artists			\$0.00
Individual Applicant Agreement			\$0.00
Project Budget			
Project Expenses			\$0.00
Project Revenue			\$0.00
Attachments			\$0.00
Submission Summary			\$0.00
			\$0.00
View Applicant Profile		Subtotal:	\$12,720.00
Export to PDF	X		
Get PDF Viewer	Comments:		
Back to Submissions List			

\$

Step 26: still on the **Project Expenses** page, the screen shot below shows the lower part of the page and the Total Proposed Expenses box. This automatically fills in when you click *Save*. There is also a larger Proposed Expenses Comments box if you have more details to share about your budget. When you are finished with your budget expenses make sure you save the material and click *Next*.

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

Step 27: 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 slick *Save*, the Grant Amount Requested box automatically fills in. Click Save & *Next* when you are finished.

APA-Litrary Aft findividual Project Grant App-Citrary Stream Project Number: ArA-LitPA-1055993 Arbor Stroam Project Number: ArA-LitPA-1055993 Arbor Stroam Project Number: Arbor Stroam Project Number: Project Number: Proje	🔒 Afa.Test	Project Rev	/enue	
Individual Próject Grant Applicant Number: Apploitant Number: Apploitant Number: Apploitant Number: Arboits Soundary project Project Name: And Detra Foundation for That RA-LINF-1055993 Alberta Foundation for Program Overview Applicant Information Appleate Tortal Non-AFA Revenue: Project Deper Moderner Project Deper Export to PDPE				
Applicant Name: Andount Status Personal Savings \$1,000,00 Confirmed V Applicant Number: \$1,500,00 Confirmed V Applicant Number: \$1,500,00 Confirmed V Applicate Name: \$1,500,00 Confirmed V Scholarship funds \$1,500,00 Confirmed V Applicate Number: \$1,500,00 Confirmed V AfA-LIPG-14055933 \$1,500,00 Confirmed V Aberts Foundation for the Arts Application Form \$1,500,00 \$1,500,00 \$1,500,00 Program Overview \$1,500,00 \$1,500,00 \$1,500,00 \$1,500,00 Applicate Information General Information Project Description \$1,500,00 \$1,500,00 \$1,500,00 Project Budget Project Budget Project Budget Project Revenue \$2,500,00 \$2,500,00 \$2,500,00 View Applicant Profile \$1,000,00 \$1,000,00 \$1,000,00 \$1,000,00 \$1,000,00 \$2,500,00 View Applicant Profile \$1,000,00 \$1,000,00 \$1,000,00 \$1,000,00 \$1,000,00 \$1,000,00 \$1,000,00 \$1,000,00 \$1,000,00 \$1,000,00 \$1,000,00 \$1,000,00 \$		Non-AFA Re	venue	
Test, Afa \$1,000.00 Confirmed \rightarrow Applicant Number: \$1,500.00 Confirmed \rightarrow Scholarship funds \$1,500.00 Confirmed \rightarrow Project Name: \$1,500.00 Confirmed \rightarrow Scholarship funds \$1,500.00 Confirmed \rightarrow APL: IPG-14-05593 \$1,500.00 Confirmed \rightarrow AFA-LIPG-14-05593 \$1,500.00 \$1,500.00 Alberta Foundation for the Arts Applicatin formation Form \$1,600.00 \$2,500.00 Program Overview \$2,500.00 \$2,500.00 Applicate Information General Information \$2,500.00 \$2,500.00 Project Budget \$2,500.00 \$2,500.00 Project Revenue \$2,500.00 \$2,500.00 Attachments \$2,500.00 \$2,500.00		Description	Amount	
Applicant Number: Apple 1295021 Project Name: short story project Project Number: AfA-LIPG-1405593 Alberta Foundation for the Arts Application Form Project Number: Alberta Foundation for the Arts Application General Information Contact Information Contact Information Contact Information General Information Project Description Project Revenue Attachments Submission Summary View Applicant Profile Export to PDF	Test, Afa	Personal Savings	\$1.000.00	
Project Name: Alberta Foundation for For soluct	Applicant Number: APP-01295021			
Project Number: AFA-LIPG-14-055903 Alberta Foundation for the Arts Application Forgram Overview Applicant Information Contact Information Contact Information General Information Project Expenses Project Expenses Project Expenses Submission Summary	Project Name:			select 🗸
AFÁ-LIPG-14-055993 Alberta Foundation for the Arts Application Form Program Overview Applicant Information Contact Information General Information General Information Project Description Principal Artists Individual Applicant Agreement Project Revenue: S2,500.00				select 🗸
Alberta Foundation for the Arts Application Form Program Overview Applicant Information Contact Information Appleant Contact Information Project Description Project Description Project Expenses Project Revenue Attachments Submission Summary View Applicant Profile Expont to PDF	AFA-LIPG-14-055993			select 🗸
the Arts Application Form Program Overview Applicant Information Contact Information Applicant Contact Information General Information Project Description Project Revenue Agreement Project Revenue Attachments Submission Summary View Applicant Profile				select 🗸
Form				select 🗸
Program Overview Applicant Information Contact Information Applicant Contact Information General Information Project Expersion Project Expenses Project Expenses Project Expenses Project Expenses Submission Summary				select 🗸
Applicant Information Contact Information Applicant Contact Information General Information Project Description Principal Artists Individual Applicant Agreement Project Expenses Project Expenses Project Expenses Submission Summary View Applicant Profile Export to PDF				- select V
Contact Information Applicant Contact Information General Information Pringet Description Pringet Revenue Project Expenses Project Revenue Attachments Submission Summary View Applicant Profile Export to PDF				- select V
Applicant Contact Information General Information Project Description Project Attack Agreement Project Expenses Project Expenses Project Revenue Submission Summary View Applicant Profile Export to PDF				select V
Information				select ×
General Information Project Description Principal Artists Individual Applicant Agreement Project Expenses Project Revenue Attachments Submission Summary View Applicant Profile Export to PDF				
Project Description Principal Applicant Agreement Project Expenses Project Expenses Project Revenue Comments: Submission Summary View Applicant Profile Export to PDF	General Information			
Individual Applicant Adjresement Project Expenses Project Revenue Submission Summary				
Agreement Project Expenses Project Revenue Attachments Submission Summary View Applicant Profile Export to PDF				Select V
Project Expenses Grant Amount Requested: \$10,220.00 Attachments Comments: Submission Summary Image: Comment Support of PDF		Total Non-AFA Revenue:	\$2,500.00	
Project Revenue Grant Amount Requested: \$10,220.00 Attachments Submission Summary View Applicant Profile Export to PDF				
Attachments Comments: Submission Summary Comments: View Applicant Profile		Grant Amount Requested: \$10	.220.00	
Submission Summary Comments: View Applicant Profile				
View Applicant Profile Export to PDF		Comments:		
Export to PDF	Submission Summary			
	View Applicant Profile			
	Export to PDF			
Get PDF Viewer Save & Back Save Save & Next	Get PDF Viewer	Save & Back Save	\sim	Save & Next

Step 28: 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.

Afa.Test	Attachments							
NFA - Literary Arts ndividual Project Grant	Please see the Helpful Resources section of the program guidelines for information on how to prepare attachments.							
pplicant Name: est, Afa	Delete Document Type	Required?	Download Document Description	Date				
pplicant Number: PP-01295021	Delete Document Type	Requireus	Download Document Description	Attached				
roject Name: hort story project	01. Artist resume	Yes		No Attachmen				
roject Number: FA-LIPG-14-055993	<u>02. Detailed project description</u>	Yes		No Attachmen				
Alberta Foundation for	03. Writing sample	Yes		No Attachmen				
he Arts Application	04. For translation projects, sample of original text with translation	No		No Attachmen				
rogram Overview	05. Images	No		No Attachmen				
pplicant Information	06. Commission contract	No		No Attachmen				
ontact Information pplicant Contact	07. Proof of acceptance and detailed description, schedule, and budget for the training program	No		No Attachmen				
formation eneral Information	08. Alternate training choices with detailed description, schedule and budget for each	No		No Attachmen				
roject Description rincipal Artists	09. Official invitations, confirmations, or itineraries	No		No Attachmen				
ndividual Applicant greement	10. Marketing plan	No		No Attachmen				
roject Budget Project Expenses	11. Letter of reference	No		No Attachmen				
Project Revenue ttachments	12. Resumes for other principal artists	No		No Attachmen				
ubmission Summary	13. Support materials	No		No Attachmen				
iew Applicant Profile	Back	Next						

Step 29: 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.

🚣 Afa.Test	Attachment Details
AFA - Literary Arts	* Document Description: artists resume
Individual Project Grant	* File Name: Browse
Applicant Name:	Document Type: 01. Artist resume
Test, Afa	Maximum Size: 4 MB
Applicant Number: APP-01295021	Allowable Formats: jpg, xls, xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt
Project Name:	Instructions:
short story project	
Project Number: AFA-LIPG-14-055993	Save
Alberta Foundation for	Save & Back to List Back to List
the Arts Application Form	Check Spelling
Program Overview	Note: This formlet contains mandatory fields for which no value has been saved.
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	

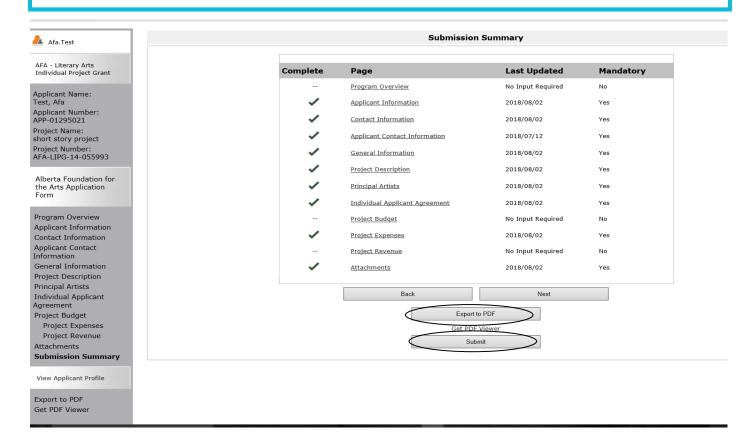
Step 30: When all attachments are uploaded this is what the screen looks like. You can delete a document if you have uploaded it in error by clicking on 🔊 You can also view the file you uploaded by clicking 🔍 When you are finished click *Next*.

Afa.Test	Attachments				
NFA - Literary Arts ndividual Project Grant	Please see the Helpful Resources section of the program guideline	s for information	on how to p	prepare attachments.	
pplicant Name: est, Afa pplicant Number:	Delete Document Type	Required?	Download	Document Description	Date
PP-01295021				-	Attache
oject Name: ort story project	Q1. Artist resume	Yes	⊕	artists resume	2018/08/02
oject Number:	Q2. Detailed project description	Yes	⊕	project description	2018/08/02
A-LIPG-14-055993	8 03. Writing sample	Yes	€	writing sample	2018/08/02
lberta Foundation for ne Arts Application	04. For translation projects, sample of original text with translation	No			No Attachmen
rm	05. Images	No			No Attachmen
ogram Overview oplicant Information	06. Commission contract	No			No Attachmen
ntact Information	07. Proof of acceptance and detailed description, schedule, and budget for the training program	No			No Attachmen
ormation neral Information	08. Alternate training choices with detailed description, schedule and budget for each	No			No Attachmen
oject Description incipal Artists	09. Official invitations, confirmations, or itineraries	No			No Attachmen
lividual Applicant reement	10. Marketing plan	No			No Attachmen
oject Budget	11. Letter of reference	No			No Attachmen
Project Expenses Project Revenue	12. Resumes for other principal artists	No			No Attachmen
tachments Ibmission Summary	13. Support materials	No			No Attachmen
fiew Applicant Profile	Back	Next	\supset		
xport to PDF					

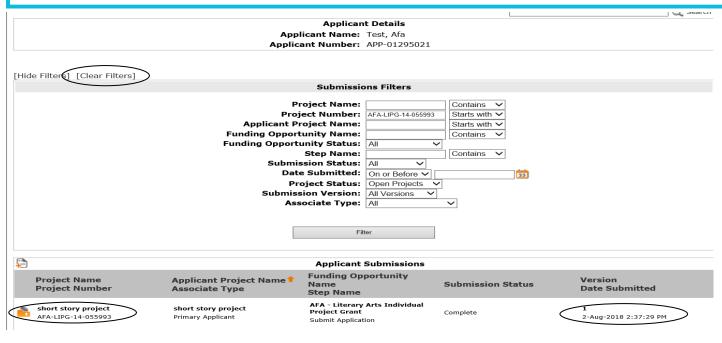
Step 31: this last page, *Submission Summary*, summarizes all the previous pages that you completed. If, for some reason, you missed an item on a previous page, you will see a red X beside the page as per sample below. Click on the underlined page beside the X, complete the page, and save. Go directly to the *Submission Summary* page by clicking *Submission Summary* in the grey menu to the left. Repeat for every red X until you see a green \checkmark beside every page.

Afa.Test		Submission	n Summary		
AFA - Literary Arts Individual Project Grant	Complete	Page	Last Updated	Mandatory	
		Program Overview	No Input Required	No	
Applicant Name: Fest, Afa	1	Applicant Information	2018/08/02	Yes	
Applicant Number: APP-01295021	1	Contact Information	2018/08/02	Yes	
Project Name: short story project	1	Applicant Contact Information	2018/07/12	Yes	
Project Number: NFA-LIPG-14-055993	~	General Information	2018/08/02	Yes	
	→ × <	Project Description	Please Complete	Yes	
Alberta Foundation for the Arts Application	1	Principal Artists	2018/08/02	Yes	
Form	✓	Individual Applicant Agreement	2018/08/02	Yes	
Program Overview		Project Budget	No Input Required	No	
Applicant Information Contact Information	<u>_</u>	Project Expenses	2018/08/02	Yes	
Applicant Contact		Project Revenue	No Input Required	No	
General Information	1	<u>Attachments</u>	2018/08/02	Yes	
Project Description Principal Artists					
Individual Applicant Agreement		Back	Next		
Project Budget		Export t	to PDF		
Project Expenses		Get PDF	Viewer		
Project Revenue		Sub	mit		
tachments Ibmission Summary		040			

Step 32: Now, and only with all green \checkmark , you can hit *Submit*. **But**, **before you do that**, you can print out a paper copy of your submission if you wish. Just click on *Export to PDF*. Then, go back and click *Submit*.



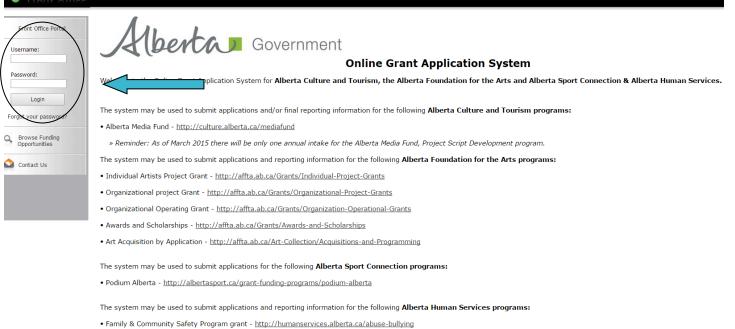
Step 33: After submitting, the screen reverts to *Submissions* where you will see your application was submitted successfully with a project number, time and date. If you can't see your folder, **click on** *[Clear Filters]* in square brackets at the top. Your application orange folder will appear. You 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!**



How to update or edit your profile

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

Front Office



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 Encility Enhancement Program.

Step 2: click on Applicants in the left menu.

🍵 Front Office

🐴 Afa.Test	Welcome to the Online Grant Application System!
Front Office Portal	It is very important to carefully review the instructions emailed to you and the information below to complete the online process properly.
Q Browse Funding	Frequently Asked Questions (PDF) - Most commonly asked questions/problems encountered while using the system.
Opportunities	Glossary for GATE (PDF) - Online system glossary
🗖 Profile	Quick Tips for using the System:
My Account Change Password	 To log-out properly, click the "logout" button in the top right corner of the screen when finished using GATE. If you fail to logout properly, the form you were working on will be "Locked Out" and will have to contact your program office to be unlocked.
Workspace	• You cannot use the internet "back" button at the top of your screen to navigate through the online system. (Click "Save and Next" to save information on a page and then move on to the next page.)
Applicants Funding Opportunity	• Only fields with an asterisk (*) are mandatory and need to be completed.
Registrations Projects	• To access an application that you've already started, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
Submissions	• To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
🙆 Contact Us	

🔑 Logou

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

Afa.Test	Applicant: Test, Afa (APP-01295021) Follow the instructions for editing your pr				
Front Office Portal		А	pplicants		
Browse Funding Opportunities	Children Registrants Parent O	open Applicant Name	Applicant Number	Number of Projects	Last Submission
Profile	.	Test, Afa	APP-01295021	18	9-Aug-2018
A		\wedge			
My Account Change Password					
🕅 Workspace					
workspace					
Applicants					
Funding Opportunity Registrations					
Projects					
Submissions					

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

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

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

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

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

👃 Afa.Test									Conta	ct Li	ist											
Applicant Name: Test, Afa Applicant Number:					To a	dd a	new co	ontac	t click	on	the "	plı	ıs" ico	on bo	elov	<i>ı</i> .						
APP-01295021		вс	D	E	FG	н		к	LM		N O		ΡQ	R	s	т	U	v	w	x	ΥZ	,
Applicant Profile	Delete	View			Name		Con		Туре				Num		. 3			Title			icer	·
Applicant Type	8	Ð	Ms. A	fa Tes	st		Prima	ary Co	ntact		780-4	434	-0087									
Individual									1													
Address							Back						Next				1					
Contact List												_										
Submission Summary																						
Export to PDF																						
Get PDF Viewer																						
Back to Applicants List																						

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

🔔 Afa.Test	Cont	act
Applicant Name:	Contact Type:	Primary Contact
Test, Afa		i mary contact
Applicant Number: APP-01295021	* Salutation:	select 🗸
	* First Name:	
Applicant Profile	Middle Name:	
Applicant Type	* Last Name:	
Individual	Title:	
Address		
Contact List	* Phone Number:	
Submission Summary	Extension:	
Export to PDF		
Get PDF Viewer	Alternate Phone Number:	
	Extension:	
Back to Applicants List		
	Fax Number:	
	Email Address:	
	Alternate Email Address:	
	Website URL:	
	Save	Save & Add Another
	Save & Back to List	Back to List
	Check S	pelling
	Note: This formlet contains mandatory fie	elds 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			Si	ubmission Su	mmary	
Applicant Name: Test, Afa Applicant Number:		Complete	Page	Last Updated	Last Updated By	Mandatory
APP-01295021 Applicant Profile			<u>Applicant Type</u> <u>Individual</u>	2016/07/14 2016/07/14	jacklyn.wu2 jacklyn.wu2	Yes Yes
Applicant Type Individual		1	<u>Address</u> Contact List	2018/08/02 2016/07/14	Afa.Test Afa.Test	Yes
Address Contact List			Submission Summary	No Input Required	Alditest	No
Submission Summary Export to PDF Get PDF Viewer	NOTE: You have con	pleted you	ur profile only	and not the form separat		must compl
Back to Applicants List			Back	Export to PDF	Next	
				Get PDF View Complete		

Page Generation Time: 2.776s

CSDC

How to complete your final report for a previous project

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

Front Office

Front Office Portal

berta Government

Online Grant Application System

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

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

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

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

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

- Individual Artists Project Grant http://affta.ab.ca/Grants/Individual-Project-Grants
- Organizational project Grant http://affta.ab.ca/Grants/Organizational-Project-Grants
- Organizational Operating Grant 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 - <u>http://albertasport.ca/grant-funding-programs/podium-alberta</u>

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

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

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

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

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

Front Office

Afa.Test	Wel
Front Office Portal	

Welcome to the Online Grant Application System!

Browse Funding

Opportunities

🗖 Profile

My Account Change Password

👚 Workspace

Applicants Funding Opportunity Registrations

Submissions

Contact Us

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.

			Submissions				
Front Office Portal	[Hide Filter	rs [Clear Filters]					
Browse Funding Opportunities			Applicant Project Name: All Proje Date Submitted: On or Af			✓	
🔊 Profile			Project Status: All Proje	cts 🗸		23	
My Account Change Password			Submission Version: All Versi Associate Type: All	ons V			
R Workspace			Filter				
Applicants Funding Opportunity Registrations							
Projects Submissions	Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version Date Submitted
😂 Contact Us	6	GATE test again AFA-FIPG-14-055864	AFA - Film and Video Individual Project Grant Submit Application	1-Dec-2014	12-Apr- 2050	Primary Applicant	1
	6	Indigenous TEST AFA-AIPG-14-055779	AFA - Indigenous Arts Individual Project Grant Submit Application	1-Dec-2014	12-Apr- 2050	Primary Applicant	1
	6	Jun20 email hardcode test AFA-DIPG-14-055946	AFA - Dance Individual Project Grant Submit Application	1-Dec-2014	12-Apr- 2050	Primary Applicant	1
	6	short story project AFA-LIPG-14-055993	AFA - Literary Arts Individual Project Grant Submit Final Report	1-Dec-2014	12-Apr- 2050	Primary Applicant	1
	B	Travel Project AFA-CRI-14-055778	AFA - Cultural Relations – Individual Submit Application	1-Dec-2014	12-Apr- 2050	Primary Applicant	1

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

🍵 e.Forms		Cogout 🥐 Logout
🔔 Afa.Test	Reference Submissions	
AFA - Literary Arts Individual Project Grant	View Step	
Applicant Name: Test, Afa	Submit Application	
Applicant Number: APP-01295021 Project Name: short story project	Back Next	
Project Number: AFA-LIPG-14-055993	Back Next	
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 Lis	st	

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.

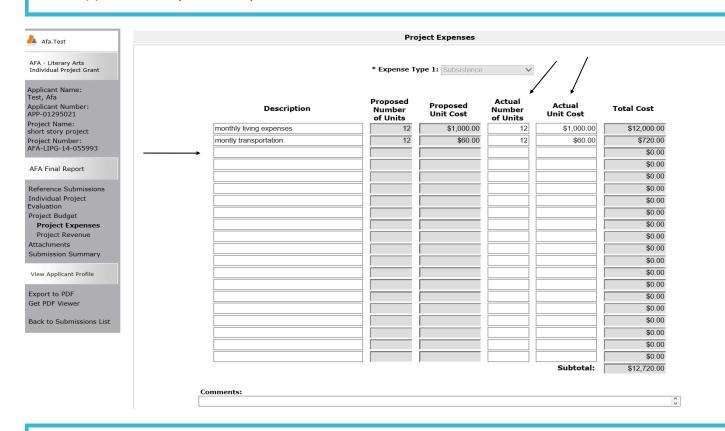
	Project Outcomes
y Arts oject Grant	* 1) Please describe the results of your project in relation to the original objectives as stated in your project description.
ame:	
umber:	
021 ne:	* 2) Did your project add to the development of your artistic practice? $-$ select - \vee
project iber:	Comments
055993	,
Report	
Submissions	
Project	* 3) Please describe the most significant way that your project contributed to your career.
on udget	
Expenses Revenue	
ts	Comments
Summary	
licant Profile	
PDF	* 4) Did your project result in the creation or dissemination of a new art work? - select - v
/iewer	Comments
ubmissions List	
	* 5) Did your project contribute to the development of your career?

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.

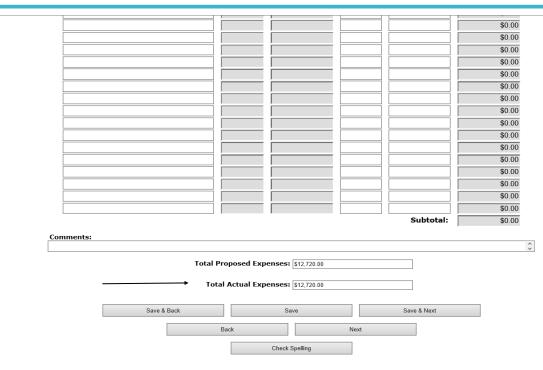
👃 Afa.Test	Project Budget
AFA - Literary Arts Individual Project Grant	Please refer to the program guidelines to determine eligible expenses. Please select a heading from the drop-down menus for each separate expense sections. Include a detailed breakdown of each item on each
Applicant Name: Test, Afa Applicant Number: APP-01295021	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.
Project Name: short story project Project Number: AFA-LIPG-14-055993	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.
AFA Final Report	You may include explanatory notes to your budget on the following page.
Reference Submissions Individual Project Evaluation	Back Next
Project Budget Project Expenses Project Revenue	
Attachments Submission Summary	
View Applicant Profile Export to PDF	
Get PDF Viewer	

Back to Submissions List

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



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



Step 9: on the **Project Revenue** page, fill in your project revenue in the Actual Amount column. Your proposed revenue appears in the shaded grey column. In the sample below, **before** the actual amounts are added, you see the variance is -\$2,500.00

Afa.Test		Project Revenue			
- Literary Arts		Non-AFA Revenue			
vidual Project Grant					
	Description	Proposed	Actual	Funding	
icant Name: , Afa	Personal Savings	Amount \$1,000.00	Amount	Status Confirmed V	
icant Number: 01295021	Scholarship funds	\$1,500.00		Confirmed 🗸	
ect Name: t story project				- select - V	
ect Number:				- select - 🗸	
LIPG-14-055993				- select - V	
Final Report				select V	
				select V	
rence Submissions				select V	
vidual Project uation				- select - V	
ect Budget				select V	
oject Expenses				- select - V	
roject Revenue chments				- select - V	
mission Summary				select V	
				- select - V	
v Applicant Profile	Total Non-AFA Revenue:	\$2,500.00	\$0.00		
ort to PDF		, , , , , , , , , , , , , , , , , , , ,			
PDF Viewer					
	AFA Amo	unt Awarded: \$10,220.00			
c to Submissions List	Τα	stal Revenue: \$10,220.00			
	→	Variance: -\$2,500.00			
	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. You want to get 0 in the variance box before moving on.

pplicant Name:		Description	Proposed Amount		Actual Amount	Funding Status
est, Afa	Perso	onal Savings		000.00	\$1,000.00	Confirmed \checkmark
pplicant Number: PP-01295021	Schol	larship funds	\$1,	500.00	\$1,500.00	Confirmed \checkmark
oject Name:						$-$ select $ \vee$
nort story project roject Number:						- select - 🗸
FA-LIPG-14-055993						$-$ select $ \vee$
						select 🗸
AFA Final Report						$-$ select $ \vee$
eference Submissions						- select - \vee
ndividual Project						select 🗸
valuation						$-$ select $ \vee$
roject Budget Project Expenses						select 🗸
Project Revenue						select 💙
Attachments						$-$ select $ \vee$
ubmission Summary						- select - 🗸
View Applicant Profile						$-$ select $ \vee$
lew Applicant Prome	Total	Non-AFA Revenue:	\$2,	500.00	\$2,500.00	
port to PDF at PDF Viewer		AFA Amou	nt Awarded: \$10,220	.00		
Back to Submissions List		То	tal Revenue: \$12,720	.00		
			Variance: \$0.00			
	Comments:					
		Save & Back	Save		Save & f	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 apply to you. Click on the appropriate underlined document type which will open the **Attachments Details** page.

A of Table	Attachments	
Afa.Test AFA - Literary Arts Individual Project Grant	Video support material must be submitted to the AFA in hard copy. Please see the program guidelines for details.	
Applicant Name: Test, Afa Applicant Number:		Date Attached
APP-01295021 Project Name: short story project Project Number: AFA-LIPG-14-055993	02. Copies of promotional and publicity material No	No Attachment No Attachment No Attachment
AFA Final Report Reference Submissions Individual Project Evaluation Project Budget Brainet Evanasce	04. Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned No	No Attachment No Attachment
Project Expenses Project Revenue Attachments Submission Summary View Applicant Profile		
Export to PDF Get PDF Viewer Back to Submissions List		
	Attachments Details page, name the document you are uploading in the Document Description on the <i>Browse</i> button to upload the document from your files. Click <i>Save & Back to List</i> .	
	Attachment Details	
Afa.Test AFA - Literary Arts Individual Project Grant	* Document Description: Completed draft * File Name: Browse Document Type: 01. Official transcript, certificate or tuition receipt confirming completion of tr	raining
Applicant Name: Test, Afa Applicant Number: APP-01295021	Maximum Size: 4 MB Allowable Formats: jpg, xls, xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, txt Instructions:	
Project Name: short story project Project Number: AFA-LIPG-14-055993	Save & Back to List Back to List	
AFA Final Report	Check Spelling	
Reference Submissions Individual Project Evaluation Project Budget Project Expenses Project Revenue	Note: This formlet contains mandatory fields for which no value has been saved.	
Attachments Submission Summary View Applicant Profile		
Export to PDF Get PDF Viewer Back to Submissions List		

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 Source and so view the file you uploaded by clicking Source and the step. You can also view the file you uploaded by clicking Source and the step. You can also view the file you uploaded by clicking Source and the step. You can also view the file you uploaded by clicking Source and the step. You can also view the file you uploaded by clicking Source and the step. You can also you can also

🚣 Afa.Test	Attachments				
AFA - Literary Arts Individual Project Grant	Video support material must be submitted to the AFA in hard co	py. Please see the j	program gu	idelines for details.	
Applicant Name: Test, Afa	P.I.I. Providence	De suites da	Describeral		Date
Applicant Number: APP-01295021	Delete Document Type	Required?		Document Description	Attached
Project Name: short story project	Q 01. Official transcript, certificate or tuition receipt confirming completion of training	No	Ð	completed draft	2018/08/09
Project Number: AFA-LIPG-14-055993	02. Copies of promotional and publicity material	No	\wedge		No Attachment
	03. Copy or photograph of the work produced	No			No Attachment
AFA Final Report	04. Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned	No			No Attachment
Reference Submissions	05. Confirmation of attending event	No			No Attachment
Individual Project Evaluation					
Project Budget Project Expenses	Back	Next	\supset		
Project Revenue					
Attachments Submission Summary					
Submission Summary					
View Applicant Profile					
Export to PDF					
Get PDF Viewer					
Back to Submissions List					

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.

			Submissi	on Summary	
Grant	c	Complete	Page	Last Updated	Mandatory
			Reference Submissions	No Input Required	No
		×	Individual Project Evaluation	Please Complete	Yes
			Project Budget	No Input Required	No
		~	Project Expenses	2018/08/09	Yes
			Project Revenue	No Input Required	No
		~	Attachments	2018/08/09	Yes
			Submission Summary	No Input Required	No
				7	
			Back	Next	
			Expo	ort to PDF	
			Get P	DF Viewer	
			5	Submit	

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

	Submissio	on Summary	
Complete	Page	Last Updated	Mandatory
	Reference Submissions	No Input Required	No
✓	Individual Project Evaluation	2018/08/09	Yes
	Project Budget	No Input Required	No
~	Project Expenses	2018/08/09	Yes
	Project Revenue	No Input Required	No
~	Attachments	2018/08/09	Yes
	Submission Summary	No Input Required	No
	Back	Next	
	Expo	rt to PDF	
	Get Pl	DF Viewer	
	s	ubmit	

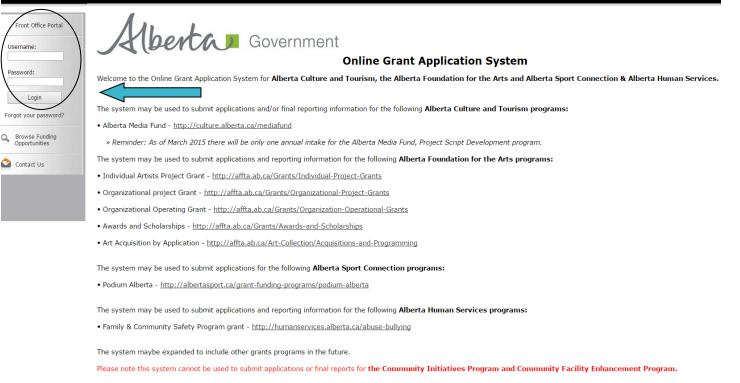
Step 16: after submitting, the screen reverts to *Submissions* where you will see your final report was submitted successfully with the time and date. If the folder does not appear, click on [Clear Filters]. You will also receive an e-mail confirming your submission has been received. **Congratulations on submitting your final report !**

🇯 Front Office									🖲 Help	Cogout
🔒 Afa.Test	Applicant:	Test, Afa (APP-01295021) ~							
				Submissions	;					
Front Office Portal	[Hide Filter	rs] [Clear Filters]								
Q Browse Funding			Applican	t Project Name: All Pro	jects		\checkmark			
Opportunities			E	Date Submitted: On or	After 🗸		23			
🗖 Profile				Project Status: All Pro	jects 🗸					
			Subn	nission Version: All Ver	sions 🗸					
My Account Change Password				Associate Type: All		~				
Workspace Applicants			[Filter						
Funding Opportunity Registrations										
Projects Submissions	Actions	Project Name Project Number	Funding Opportunity Name Step Name		Start Date	End Date	Associate Type	Version	Date Subm	itted
ᅌ Contact Us	6	Jun20 eForm Data TEST AFA-TIPG-14-055945	AFA - Theatre Individual Project Gran Submit Application	t	1-Dec-2014	12-Apr-2050	Primary Applicant	1	21-Jun-2018 9:	47:26 AM
	6	june20 gate email test AFA-QGPA-14-055947	AFA - Queen's Golden Jubilee Scholars Submit Application	ship for Performing Arts	1-Dec-2014	12-Apr-2050	Primary Applicant	1	21-Jun-2018 10):39:13 AM
	6	short story project AFA-LIPG-14-055993	AFA - Literary Arts Individual Project Submit Application	Grant	1-Dec-2014	12-Apr-2050	Primary Applicant	1	2-Aug-2018 2:3	37:29 PM
		short story project	AFA - Literary Arts Individual Project	Grant	1-Dec-2014	12-Apr-2050	Primary Applicant	1	9-Aug-2018 11	:38:36 AM

How to start a new literary arts application in GATE

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

Front Office



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

🍵 Front Office

🚣 Afa.Test
Front Office Portal
Browse Funding Opportunities
Profile
My Account Change Password
Workspace
Applicants
Funding Opportunity Registrations
Projects
Culoriations

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:

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

🔊 Contact Us

Step 3: - type Literary Arts Individual Project Grant in the Search Criteria box, OR

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

🍯 Front Office						🔵 Help 📌 Logout
🔒 Afa.Test				Browse Funding Opportunit	iies	
Front Office Portal				Search Criteria:		
Browse Funding Opportunities				Search		
🔊 Profile				Funding Opportunities		
My Account Change Password	Register	View	Funding Opportunity Name	Funding Opportunity Start	Registration Start	Registration End
	2	Ð,	AFA - Aboriginal Individual Project Grant	1-Jun-2014	1-Jun-2015	
Workspace	<u>></u>	€	AFA - Community Performing Arts Organizations	1-Dec-2014	16-Jun-2016	2-Nov-2016
Applicants	<u>}</u>	€	AFA - Cultural Relations – Individual	1-Dec-2014	1-Dec-2014	2-Sep-2020
Funding Opportunity Registrations	;	⊕	AFA - Cultural Relations - Organizations	1-Dec-2014	1-Dec-2014	13-Apr-2050
Projects Submissions	<u>}</u>	€	AFA - Dance Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
•	<u>}</u>	€	AFA - Film and Video Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
Contact Us	, 🎦 <	Ð,	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
	<u>></u>	€	AFA - Summer Schools	1-Dec-2014	1-Feb-2016	16-Jul-2016
	<u>></u>	€	AFA - Theatre Individual Project Grant	1-Dec-2014	1-Jun-2015	2-Sep-2020
	2	⊙	AFA - Visual Arts and New Media Individual Project Grant	1-Dec-2014	19-Jun-2015	2-Sep-2020
	/	€	Alberta Production Grant	13-Mar-2012	13-Mar-2012	1-Apr-2050
				1		

Page Generation Time: 0.594s

CSDC

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

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

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

/ Logout

🔒 Afa.Test	Applicant Type
Applicant Name: Test, Afa Applicant Number: APP-01295021	* Applicant Type: Individual V Save & Back Save Save & Next
Applicant Profile	Back Next
Applicant Type Individual Address Contact List Submission Summary Return to Registration Wizard	

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

🇯 Front Office	Q	Help	Cogout
Front Office Portal	Complete Applicant Profile		
Browse Funding Opportunities	Click View to review your Applicant Profile, or Click Next to proceed.		
Funding Opportunity Registration	Cancel View Next		
Login or Create Profile			
Create Applicant			
Step 1 : Complete Applicant Profile			
Step 2 :			
Create a project Step 3 : Complete application			
🙆 Contact Us			

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

🅉 Front Office	🖲 Help 🎤 Logout
Front Office Portal	Create a Project
G Browse Funding Opportunities	Funding Opportunity Name: AFA - Literary Arts Individual Project Grant Applicant Project Name: short story project
Funding Opportunity Registration	Cancel Save & Next
Login or Create Profile	
Create Applicant Step 1 : Complete Applicant Profile	
Step 2 : Create a project	
Step 3 : Complete application	
🙆 Contact Us	

Page Generation Time: < 0.1s

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

🇯 e.Forms	e Logout
🔒 Afa.Test	Program Overview
Applicant Name: Test, Afa Applicant Number: APP-01295021 Project Name: short story project Project Number: AFA-LIPG-14-055993	The Literary Arts 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 literary arts project. Please click here for program guidelines and information. Back
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	

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

🇯 e.Forms		Cogout
🔺 Afa.Test	Applicant Information	
AFA - Literary Arts Individual Project Grant	Date Received: 2018/07/12 (yyyy/mm/dd)	
Applicant Name: Test, Afa Applicant Number: APP-01295021	Legal Name of Applicant: Afa Test AKA Name:	
Project Name: short story project Project Number:	* Is the Applicant over the age of 18? <u>- select - v</u>	
AFÁ-LIPG-14-055993 Alberta Foundation for the Arts Application Form	Save & Back Save Next	
Program Overview Applicant Information Contact Information Applicant Contact Information	Check Spelling Note: This formlet contains mandatory fields for which no value has been saved.	
General Information Project Description Principal Artists Individual Applicant		
Agreement Project Budget Project Expenses Project Revenue Attachments		
Submission Summary		

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

		Contact I	nformation
	(This is the person we wi	* Primary Contact Name Il call for project information.)	Ms. Afa Test V
	(This is the person we wi	in can for project information.	
		in the list, then an update must be mad	e to the Contact List in the Applicant Profile.
[Show Filters] [C	Clear Filters]		
٢			
Delete	View	Contact Name	Phone Number
	Q	Ms. Afa Test	780-434-0087
			▲ Save & Next
		Back	Next
		Note: This formlet contains mandatory	fields for which no value has been saved.

make the changes (the boxes are live). Please remember to go back to your profile and update your address there as well (see pages 19-22 for instructions). Click *Save & Next*.

Å Afa.Test	Applicant Contact Information
AFA - Literary Arts Individual Project Grant	Updates to this information will not be reflected in the Applicant Profile. Update the Applicant Profile if required.
Applicant Name:	Applicant Address
Test, Afa	* Address Line 1: 12345 - 78 Street ??
Applicant Number: APP-01295021	Address Line 1: 12345 - 78 Street
Project Name:	
short story project Project Number:	Address Line 3:
AFA-LIPG-14-055993	* City: Edmonton
	* Province: Alberta V
Alberta Foundation for	* Postal Code: T6A 0R3
the Arts Application Form	Country: Canada
Program Overview	Mailing / Delivery Address
Applicant Information	
Contact Information	Please ensure that the mailing address is correct for this application.
Applicant Contact Information	Address Line 1: 12345 - 78 Street
General Information	Address Line 2:
Project Description	
Principal Artists	Address Line 3:
Individual Applicant Agreement	City: Edmonton
Project Budget	Province: Alberta
Project Expenses	Postal Code: T6A 0R3
Project Revenue	Country: Canada
Attachments	
Submission Summary	
View Applicant Profile	Save & Back Save Save & Next
	Back Next
Export to PDF	
Get PDF Viewer	Check Spelling
	26

Step 12: 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*.

🔒 Afa.Test	General Information						
AFA - Literary Arts Individual Project Grant	* Category of this application: Art Production						
Applicant Name: Test, Afa Applicant Number: APP-01295021 Project Name: short story project Project Number: AFA-LIPG-14-055993	Community Affiliation (Voluntary): Choose options that apply from the following list:						
Alberta Foundation for the Arts Application Form Program Overview Applicant Information	Save & Back Save Save & Next Back Next						
Contact Information Applicant Contact Information General Information Project Description Principal Artists Individual Applicant Agreement Project Budget Project Expenses Project Revenue							

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

Attachments Submission Summary

👃 Afa.Test	Project Description
AFA - Literary Arts Individual Project Grant	* Project Description Brief: to write an anthology consisting of eight short stories on the themes of loss and relocation Brief descriptions are used internally. For example: Western Canadian tour for the album "New Music".
Applicant Name: Test, Afa Applicant Number: APP-01295021 Project Name: short story project Project Number: AFA-LIPG-14-055993	* Project Start Date: 2018/09/10 23 (yyyy/mm/dd) * Project Completion Date: 2019/07/31 23 (yyyy/mm/dd) Save & Back Save Save
Alberta Foundation for the Arts Application Form Program Overview	Back Next Check Spelling Note: This formlet contains mandatory fields for which no value has been saved.
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 14: on this page you need to designate yourself as the artist of your project by clicking + icon. If you are part of an ensemble, add all other key creative artists by clicking the + icon each time.

🔒 Afa.Test				Principal Artists		
AFA - Literary Arts Individual Project Grant Applicant Name: Test, Afa Applicant Number: APP-01295021 Project Name:		Click 🔍 in	add a new Principal Artist to	e details of a listed Principal Artist.		
short story project Project Number:	[Show Filters]	[Clear Filters]				
AFA-LIPG-14-055993						
Alberta Foundation for the Arts Application Form	Delete	View	Position/Role	Alberta Resident This list contains no item	First Name	Last Name
Program Overview Applicant Information Contact Information Applicant Contact Information General Information Project Description Principal Artists Individual Applicant Agreement Project Budget Project Revenue Attachments Submission Summary				Back	Next	

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

n.Test	Principal Artists
Literary Arts Iual Project Grant	* Position/Role: writer * Alberta Resident? Yes
ant Name: Afa ant Number: 1295021	(Per 2.1 in grant stream guidelines) * First Name: Afa * Last Name: Test ×
t Name: story project	
Number: 9G-14-055993	Save Save & Add Another
Foundation for Application	Check Spelling
Overview Information	Note: This formlet contains mandatory fields for which no value has been saved.
Information t Contact	
n formation scription	
tists plicant	
get kpenses	
tevenue ts I Summary	

Step 16: this is what the screen looks like after you add yourself as an artist. If you add others they will be listed here as well. Click *Next*.

Afa.Test	1			Principal Artists					
AFA - Literary Arts Individual Project Grant		Adding Prin	cipal Artists:						
pplicant Name: est, Afa pplicant Number: PP-01295021		Click $\stackrel{free}{=}$ to add a new Principal Artist to the list. Click $\stackrel{free}{<}$ in the "View" column to edit the details of a listed Principal Artist. Click $\stackrel{free}{<}$ to delete a listed Principal Artist.							
roject Name: nort story project	[Show Filters]	[Clear Filters]							
roject Number: FA-LIPG-14-055993	۵ 🛱								
	Delete	View	Position/Role	Alberta Resident	First Name	Last			
lberta Foundation for ne Arts Application orm	8	Ð	writer	Yes	Afa	Test			
ogram Overview pplicant Information					Next				
ntact Information plicant Contact ormation									
neral Information									
ject Description ncipal Artists									
dividual Applicant reement									
oject Budget									
Project Expenses									
Project Expenses Project Revenue Attachments Submission Summary									

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

15	Thie	Agreement	may	not h	a accinnod	hv the	Applicant
IJ.	11115	Agreement	illay	HOU D	e assigneu	i 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 i
legally sufficient to bind the Applicant to the Agreement.

	Name of Applicant: Afa Test Date: 2018/07/12 (yyyy/mm/dd)
	* I agree to/with all the statements above: 🔽 🗧 🗧
be shared with	nformation collected using this form is required for the administration of this program. This information may also Alberta Culture and Tourism, which provides consultative and administrative assistance to these awards information will not be disclosed to any other third parties except as allowed by the <i>Freedom of Information and rivacy Act</i> .
For further in	formation about this program, and the use of personal information, please contact:
Arts Branch, Al	berta Culture and Tourism, 780-427-9968
Toll-free Calls i	n Alberta to Government of Alberta Offices: • 310-0000 + office area code + telephone number Cell phone:
Toll-free codes	 *310 (Roger's Wireless) below + office's area code + telephone number: #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 and click Next.

a.Test			Project Bu	ıdget		
iterary Arts ual Project Grant	Please refer to the program	ו guidelines to determ	ine eligible o	expenses.		
ant Name: \fa	Please select a heading from t calculate. Total Costs will be				on. Total Expenses will automatica	ally
ant Number: 1295021 : Name:	Include project revenue (fundi the revenue section to balance				d contributions, etc.) on separate lir v calculate.	nes with
tory project Number: PG-14-055993	The remaining amount is your AFA program guidelines.	request to the AFA. The	maximum Ał	A grant request	must not exceed the amount indica	ited in t
a Foundation for	Total Expenses will equal To	tal Revenues + AFA G	rant Reques	t.		
ts Application	You may include explanatory r	notes to your budget on	the following	page.		
m Overview nt Information t Information		Back		Next		
t Information Int Contact ation						
ation Il Information : Description						
al Artists lual Applicant						
nent s t Budget						
ect Expenses ect Revenue						
ments						
ission Summary						
ssion Summary	t Fxnenses nage there are f	our opportunitie	es to chou	se an evne	unse type from the drop	dowr
ep 19: on the Projec	t Expenses page there are f			-		
ep 19: on the Projec	t Expenses page there are f ils. There is also a comment			-		
ep 19: on the Projec		ts box after each	expense	-		
ep 19: on the Projec		ts box after each		-		
ep 19: on the Projec enus and input deta		s box after each	expense	type to fur		
sion Summary p 19: on the Projec enus and input deta		s box after each	expense ect Expenses pe 1: Subsistent	type to fur	ther clarify if necessary,	
ion Summary p 19: on the Projec nus and input deta ^{ia.Test} Literary Arts fual Project Grant ant Name:	ils. There is also a comment	ES box after each Proj * Expense Typ Description	expense	type to fur		

Project Name:	monthly living expenses	12	\$1,000.00	\$12,000.00
short story project	montly transportation	12	\$60.00	\$720.00
Project Number: AFA-LIPG-14-055993				\$0.00
AI A-LIFG-14-033993				\$0.00
Alberta Foundation for				\$0.00
the Arts Application Form				\$0.00
Tom				\$0.00
Program Overview				\$0.00
Applicant Information				\$0.00
Contact Information				\$0.00
Applicant Contact Information				\$0.00
General Information				\$0.00
Project Description				\$0.00
Principal Artists				
Individual Applicant Agreement				\$0.00
Project Budget				\$0.00
Project Expenses				
Project Revenue				\$0.00
Attachments				\$0.00
Submission Summary				\$0.00
				\$0.00
View Applicant Profile			Subtotal:	\$12,720.00
Export to PDF				
Get PDF Viewer	Comments:			

Back to Submissions List

 $\hat{}$

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 and click *Next*.

I.		1	1 11		
			Subtot	al:	
	Comments:				
	Comments:				0
					Ŷ
		Total Proposed Expension	ses: \$12,720.00		
	Proposed Expenses	Comments:			
					~
					·
		Back	Next		

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 slick *Save*, the Grant Amount Requested box automatically fills in. Click Save & *Next* when you are finished.

🚨 Afa.Test	Project Revenue				
AFA - Literary Arts Individual Project Grant	Non-AFA Re	Non-AFA Revenue			
Applicant Name:	Description	Amount	Funding Status		
Test, Afa	Personal Savings	\$1,000.00	Confirmed V		
Applicant Number: APP-01295021	Scholarship funds	\$1,500.00	Confirmed 🗸		
Project Name:			select 🗸		
short story project			select 🗸		
Project Number: AFA-LIPG-14-055993			select 🗸		
			select 🗸		
Alberta Foundation for			select 🗸		
the Arts Application Form			select 🗸		
			select 🗸		
Program Overview			select 🗸		
Applicant Information Contact Information			select 🗸		
Applicant Contact			select 🗸		
Information			select 🗸		
General Information			select 🗸		
Project Description Principal Artists			select 🗸		
Individual Applicant	Total Non-AFA Revenue:	\$2,500.00			
Agreement		, <i>\$2,000.00</i>			
Project Budget					
Project Expenses Project Revenue	Grant Amount Requested: \$1	0,220.00			
Attachments					
Submission Summary	Comments:				
View Applicant Profile					
Export to PDF					
Get PDF Viewer	Save & Back Save		Save & Next		
	Save & Back Save		Save & Next		

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.

Literary Arts dual Project Grant	Please see the Helpful Resources section of the program guideline	Please see the Helpful Resources section of the program guidelines for information on how to prepare attachments.					
cant Name: Afa	Delete Document Type	Required?	Download Document Description	Date			
cant Number: 01295021		Requireu	bownoud bocument bescription	Attached			
t Name: story project	01. Artist resume	Yes		No Attachment			
: Number: PG-14-055993	<u>02. Detailed project description</u>	Yes		No Attachment			
a Foundation for	03. Writing sample	Yes		No Attachment			
s Application	04. For translation projects, sample of original text with translation	No		No Attachment			
_	05. Images	No		No Attachment			
m Overview ant Information	06. Commission contract	No		No Attachment			
t Information Int Contact	07. Proof of acceptance and detailed description, schedule, and budget for the training program	No		No Attachment			
ation I Information	08. Alternate training choices with detailed description, schedule and budget for each	No		No Attachment			
t Description al Artists	09. Official invitations, confirmations, or itineraries	No		No Attachment			
ual Applicant nent	10. Marketing plan	No		No Attachment			
: Budget	11. Letter of reference	No		No Attachment			
ect Expenses ect Revenue	12. Resumes for other principal artists	No		No Attachment			
ments sion Summary	13. Support materials	No		No Attachment			
oplicant Profile			_				
	Back	Next					
n 23: wher	n you click on a page you land on Attachment Details.	Fill in the d	ocument description b	ox and			
•	oad the document from your own files. Click on Save &						

\rm Afa.Test	Attachment Details				
AFA - Literary Arts Individual Project Grant	* Document Description: artists resume * File Name: Browse				
Applicant Name: Test, Afa	Document Type: 01. Artist resume				
Applicant Number:	Maximum Size: 4 MB				
APP-01295021	Allowable Formats: jpg, xls, xlsx, wpd, pdf, doc, docx, xml, mpp, rtf, tx				
Project Name: short story project	Instructions:				
Project Number: AFA-LIPG-14-055993	Save				
Alberta Foundation for the Arts Application Form	Save & Back to List Back to List				
Des serves Ourse issue	Note: This formlet contains mandatory fields for which no value has been saved.				
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

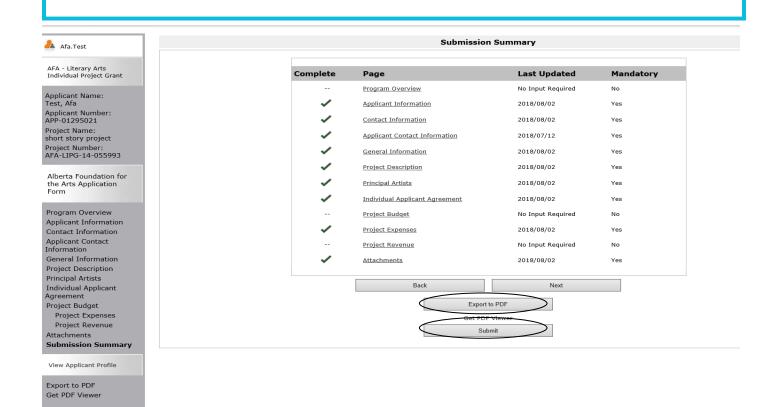
Step 24: When all attachments are uploaded this is what the screen looks like. You can delete a document if you have uploaded it in error by clicking on 🔊 You can also view the file you uploaded by clicking 🔍 When you are finished click *Next*.

🛓 Afa.Test	Attachments Please see the Helpful Resources section of the <u>program guidelines</u> for information on how to prepare attachments.						
AFA - Literary Arts Individual Project Grant							
opplicant Name: est, Afa opplicant Number:	Delete	Document Type	Required?	Download	Document Description	Date	
PP-01295021			•	-		Attache	
oject Name: ort story project	\otimes	01. Artist resume	Yes	⊕	artists resume	2018/08/0	
pject Number:	\otimes	02. Detailed project description	Yes	⊕	project description	2018/08/0	
A-LIPG-14-055993	\otimes	03. Writing sample	Yes	⊕	writing sample	2018/08/0	
erta Foundation for Arts Application		04. For translation projects, sample of original text with translation	No			No Attachme	
m		05. Images	No			No Attachme	
ram Overview licant Information		06. Commission contract	No			No Attachme	
act Information icant Contact		07. Proof of acceptance and detailed description, schedule, and budget for the training program	No			No Attachme	
rmation eral Information		08. Alternate training choices with detailed description, schedule and budget for each	No			No Attachme	
ct Description ipal Artists		09. Official invitations, confirmations, or itineraries	No			No Attachme	
ridual Applicant ement		10. Marketing plan	No			No Attachme	
ect Budget		11. Letter of reference	No			No Attachme	
roject Expenses roject Revenue		12. Resumes for other principal artists	No			No Attachme	
achments mission Summary		13. Support materials	No			No Attachme	
w Applicant Profile		Back	Next	\supset			
port to PDF at PDF Viewer							

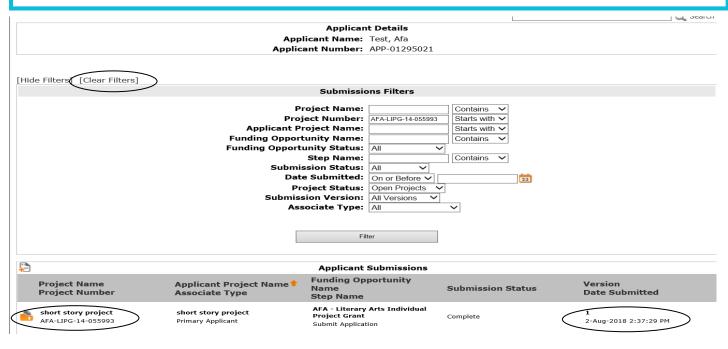
Step 25: this last page, *Submission Summary*, summarizes all the previous pages that you completed. If, for some reason, you missed an item on a previous page, you will see a red X beside the page as per sample below. Click on the underlined page beside the X, complete the page, and save. Go directly to the *Submission Summary* page by clicking *Submission Summary* in the grey menu to the left. Repeat for every red X until you see a green \checkmark beside every page.

Afa.Test	Submission Summary				
FA - Literary Arts Idividual Project Grant	Complete	Page	Last Updated	Mandatory	
		Program Overview	No Input Required	No	
oplicant Name: est, Afa	Image: A start of the start	Applicant Information	2018/08/02	Yes	
pplicant Number: PP-01295021	~	Contact Information	2018/08/02	Yes	
oject Name: ort story project	✓	Applicant Contact Information	2018/07/12	Yes	
oject Number: A-LIPG-14-055993	~	General Information	2018/08/02	Yes	
	→ ×<	Project Description	Please Complete	Yes	
lberta Foundation for ne Arts Application orm	✓	Principal Artists	2018/08/02	Yes	
STR	✓	Individual Applicant Agreement	2018/08/02	Yes	
rogram Overview		Project Budget	No Input Required	No	
oplicant Information ontact Information	1	Project Expenses	2018/08/02	Yes	
opplicant Contact formation		Project Revenue	No Input Required	No	
eneral Information	~	Attachments	2018/08/02	Yes	
roject Description rincipal Artists					
idividual Applicant greement		Back	Next		
oject Budget		Export t	o PDF		
Project Expenses		Get PDF	Viewer		
Project Revenue tachments	Submit				

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



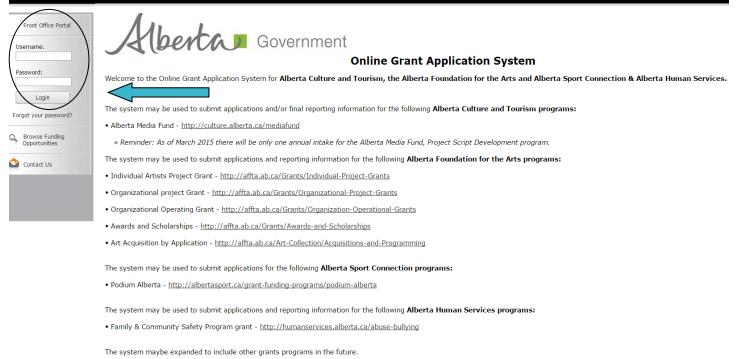
Step 27: After submitting, the screen reverts to *Submissions* where you will see your application was submitted successfully with a project number, time and date. If you can't see your folder, **click on** *[Clear Filters]* in square brackets at the top. Your application orange folder will appear. You 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!**



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

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

Front Office



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

Step 2: click on Submissions in the left menu.

🍵 Front Office

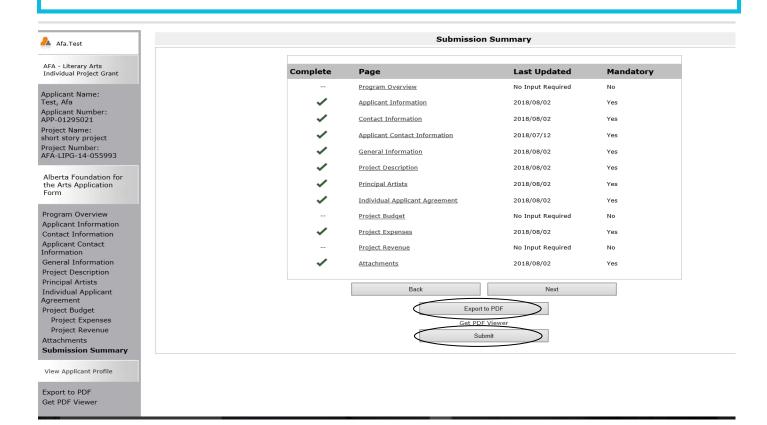
	Afa.Test	Welcome to the Online Grant Application System!
	Front Office Portal	It is very important to carefully review the instructions emailed to you and the information below to complete the online process properly.
Q	Browse Funding Opportunities	Frequently Asked Questions (PDF) - Most commonly asked questions/problems encountered while using the system.
1		Glossary for GATE (PDF) – Online system glossary
	Profile	Quick Tips for using the System:
	r Account ange Password	 To log-out properly, click the "logout" button in the top right corner of the screen when finished using GATE. If you fail to logout properly, the form you were working on will be "Locked Out" and will have to contact your program office to be unlocked.
Â	Workspace	• You cannot use the internet "back" button at the top of your screen to navigate through the online system. (Click "Save and Next" to save information on a page and then move on to the next page.)
	plicants nding Opportunity	• Only fields with an asterisk (*) are mandatory and need to be completed.
Re	gistrations	• To access an application that you've already started, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
	bmissions	• To access and submit a Final Report, click "Submissions" on the left-hand menu. (See Frequently Asked Questions for additional information)
٩	Contact Us	

🥬 Logoi

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.

, ,								
	Applic	ant Details						
	Applicant Name							
	Applicant Numbe	r: APP-01295021						
[Hide Filters] [Clear Filter								
	Submis	sions Filters						
	Project Name	Contains V						
	Project Numbe							
	Applicant Project Name							
	Funding Opportunity Name Funding Opportunity Statu							
	Step Name							
	Submission Statu							
	Date Submittee Project Statu:							
	Submission Version							
	Associate Type							
		Filter						
		t Submissions						
P		nt Submissions Opportunity						
Project Name Project Number	Applicant Project Name Name Associate Type Step Name	Submission Status	Version Date Submitted					
short story project		ny Arts Individual	1					
AFA-LIPG-14-055993	Primary Applicant Submit Appli		2-Aug-2018 2:37:29 PM					
Step 4: click on any page at the left (e.g. Project Description, Attachments) to resume working on your application. Remember to save each page before moving on.								
🔒 Afa.Test		Program Overview						
Applicant Name: Test, Afa Applicant Number: APP-01295021	Ara. lest Ara. lest Applicant Name: The Literary Arts Individual Project grant stream supports the development of individual Test, Afa Alberta artists, arts administrators, or an ensemble of artists by providing a grant for a specific literary arts project.							
Project Name: short story project	Please click her	e for program guidelines and informat	ion.					
Project Number: AFA-LIPG-14-055993	Back	Next						
Alberta Foundation for			_					
the Arts Application Form								
Program Overview Applicant Information Contact Information Applicant Contact Information General Information Project Description Principal Artists Individual Applicant Agreement Project Budget Project Revenue Attachments Submission Summary View Applicant Profile								
Get PDF Viewer								

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



Step 6: After submitting, the screen reverts to *Submissions* where you originally found your folder. You know your project was submitted successfully because the time and date is now added. 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 application has been received, plus you will continue to receive e-mails as your application is processed. **Congratulations on submitting your application!**

