



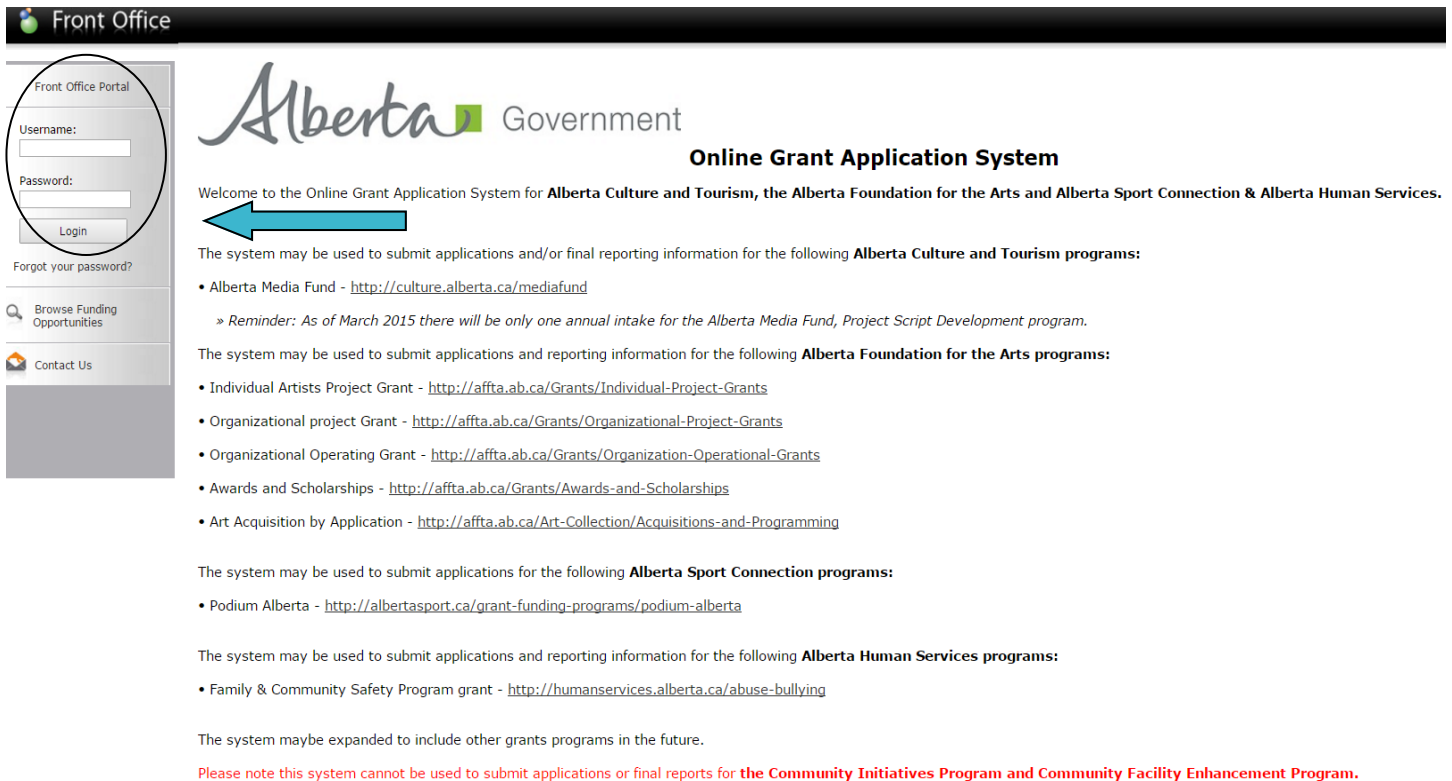
Literary Individual Project Funding

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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

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

Online Grant Application System

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

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

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

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

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

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

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

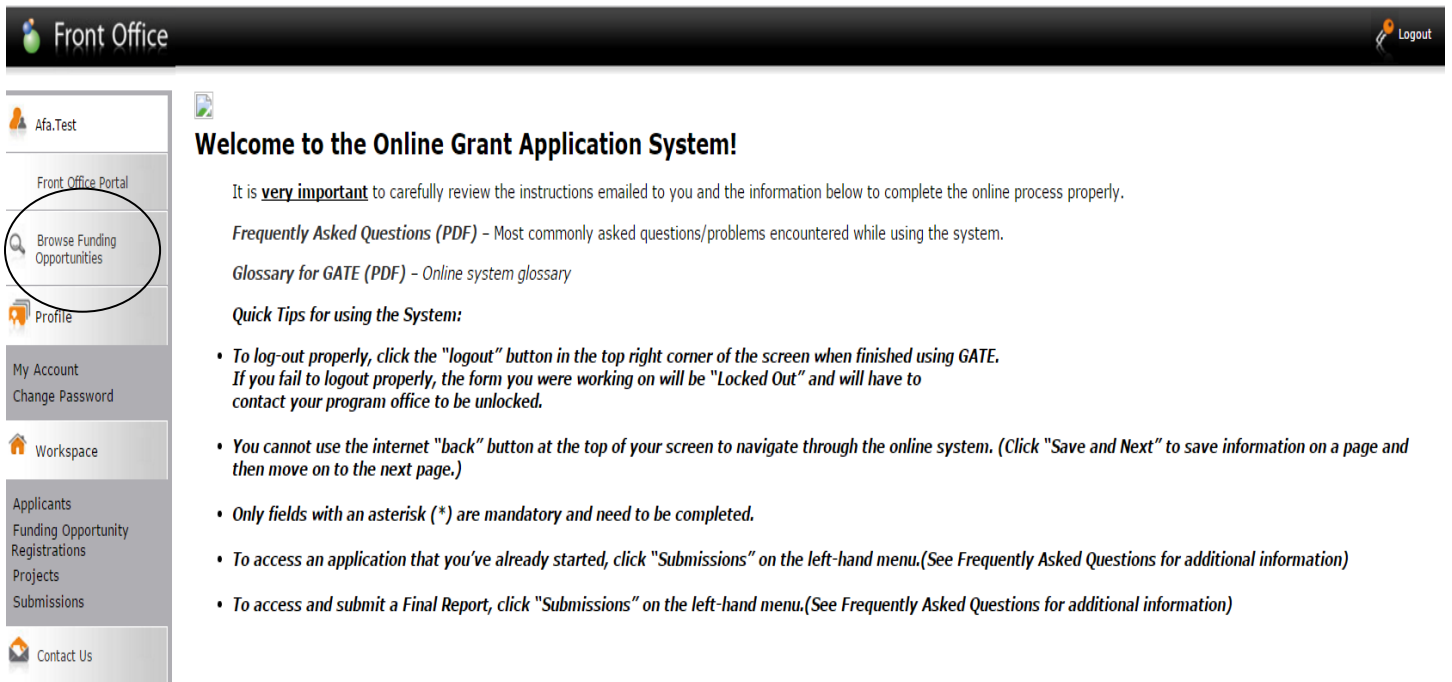
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

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

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

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

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



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Logout

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:

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

Step 3: - type *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

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
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Contact Us

Browse Funding Opportunities

Search Criteria:

Search

Funding Opportunities

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

1

Page Generation Time: 0.594s

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

Contact Us

Applicant Details

Select an existing Applicant and click Save & Next to continue

Test, Afa (APP-01295021) ▼

For Office Use Only - DO NOT USE:

Applicant Type: -- select -- ▼

Cancel Save & Next

Page Generation Time: 0.51s

CSDC

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

 Afa.Test

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

Applicant Profile

Applicant Type

Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Applicant Type

—————→ * Applicant Type:

Save & Back


Save

Save & Next

Back

Next

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

 Afa.Test

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

Applicant Profile

Applicant Type

Individual

Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Individual

* Legal Name:

Save & Back

Save

Save & Next

Back

Next

Check Spelling

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

[Back to Applicants List](#)

Country: Canada

☒ Yes

Country: Canada

Check Spelling

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

Next

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 Logout

Afa.Test

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

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Return to Registration
Wizard

Contact

Contact Type: Primary Contact

* Salutation: -- select --

* First Name:

Middle Name:

* Last Name:

Title:

* Phone Number:

Extension:

Alternate Phone Number:

Extension:

Fax Number:

Email Address:

Alternate Email Address:

Website URL:

Save
Save & Add Another

Save & Back to List
Back to List

Check Spelling

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

Step 10: this last page of the profile is the **Submission Summary**. The green ✓ indicates you have completed your profile correctly. If you see a red X, click on the page beside the red X to correct or complete any missing items.

e.Forms Logout

Afa.Test

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

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Return to Registration
Wizard

Submission Summary


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

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

Back
Next

Complete

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

 Afa.Test

Applicant Name:
Test, Afa

Applicant Number:
APP-01295021

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Submission Summary

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

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

Back Next

Export to PDF

Get PDF Viewer

Complete

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

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

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

Browse Funding Opportunities

Funding Opportunity Registration

Login or Create Profile

Create Applicant

Step 1 :
Complete Applicant Profile

Step 2 :
Create a project

Step 3 :
Complete application

Contact Us

Complete Applicant Profile

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

Cancel View **Next**

Step 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 Logout

Front Office Portal

Browse Funding Opportunities

Funding Opportunity Registration

Login or Create Profile

Create Applicant

Step 1 :
Complete Applicant Profile

**Step 2 :
Create a project**

Step 3 :
Complete application

Contact Us

Create a Project

Funding Opportunity Name: AFA - Literary Arts Individual Project Grant

* Applicant Project Name: short story project

Cancel Save & Next

Step 14: if you would like to review the program guidelines click on [click here](#). Otherwise click *Next*.

e.Forms Logout

Afa.Test

Applicant Name: Test, Afa
Applicant Number: APP-01295021
Project Name: short story project
Project Number: AFA-LIPG-14-055993

Alberta Foundation for the Arts Application Form

Program Overview
Applicant Information
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Applicant Contact Information
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Project Description
Principal Artists
Individual Applicant Agreement
Project Budget
Project Expenses
Project Revenue
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Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Program Overview

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

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

e.Forms Logout

Afa.Test

AFA - Literary Arts Individual Project Grant

Applicant Name: Test, Afa
Applicant Number: APP-01295021
Project Name: short story project
Project Number: AFA-LIPG-14-055993

Alberta Foundation for the Arts Application Form

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Applicant Information

Date Received: 2018/07/12 (yyyy/mm/dd)

Legal Name of Applicant: Afa Test

AKA Name: ?

* Is the Applicant over the age of 18? -- select --

* I declare that the Applicant is an Alberta resident as described in 2.1 of the guidelines: ☐

Save & Back Save Save & Next

Back Next

Check Spelling

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

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

Contact Information

* Primary Contact Name: Ms. Afa Test

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

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

[Show Filters] [Clear Filters]

Delete	View	Contact Name	Phone Number
		Ms. Afa Test	780-434-0087

1

Save & Back Save Save & Next

Back Next

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

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*.

Applicant Contact Information

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

Applicant Address

* Address Line 1: ?

Address Line 2:

Address Line 3:

* City:

* Province:

* Postal Code:

Country:

Mailing / Delivery Address

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

Address Line 1:

Address Line 2:

Address Line 3:

City:

Province:

Postal Code:

Country:

Save & Back Save Save & Next

Back Next

Check Spelling

Step 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

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

Alberta Foundation for
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General Information

*** Category of this application:** Art Production

*** Application Classification:** Individual Artist

Community Affiliation (Voluntary):
Choose options that apply from the following list:

☐ First Nation
☐ Inuit
☐ Metis
☐ Non-Status

Save & Back
Save
Save & Next

Back
Next

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*.

Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

Alberta Foundation for
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Project Description

*** 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".

*** Project Start Date:** 2018/09/10

*** Project Completion Date:** 2019/07/31

Save & Back
Save
Save & Next

Back
Next

Check Spelling

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

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

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa

Applicant Number:
APP-01295021

Project Name:
short story project

Project Number:
AFA-LIPG-14-055993

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Principal Artists

Adding Principal Artists:

Click  to add a new Principal Artist to the list.

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

Click  to delete a listed Principal Artist.

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

Delete	View	Position/Role	Alberta Resident	First Name	Last Name
This list contains no items					

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*.

Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa

Applicant Number:
APP-01295021

Project Name:
short story project

Project Number:
AFA-LIPG-14-055993

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Submission Summary

Principal Artists

*** Position/Role:**

*** Alberta Resident?** ☒ Yes ☐ No
(Per 2.1 in grant stream guidelines)

*** First Name:**

*** Last Name:**

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

Afa.Test

AFA - Literary Arts
Individual Project Grant


Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
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Principal Artists

Adding Principal Artists:

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

[Show Filters] [Clear Filters]

Delete	View	Position/Role	Alberta Resident	First Name	Last Name
		writer	Yes	Afa	Test

1

Back
Next

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 the Applicant.

16. The Applicant will recognize the source of the Grant as required by the Guidelines.

The Applicant represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Applicant to the Agreement.

Name of Applicant:

Date:
(yyyy/mm/dd)

* I agree to/with all the statements above: ☒ ←

Please note:

The personal information collected using this form is required for the administration of this program. This information may also be shared with Alberta Culture and Tourism, which provides consultative and administrative assistance to these awards programs. The information will not be disclosed to any other third parties except as allowed by the *Freedom of Information and Protection of Privacy Act*.

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

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

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

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


Save & Back
Save
Save & Next

Back
Next

Check Spelling

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

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

Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa

Applicant Number:
APP-01295021

Project Name:
short story project

Project Number:
AFA-LIPG-14-055993

Alberta Foundation for
the Arts Application
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Project Budget

Please refer to the **program guidelines** to determine eligible expenses.

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

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


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

Total Expenses will equal **Total Revenues + AFA Grant Request**.

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

[Back](#) [Next](#)

Step 25: on the **Project Expenses** page there are four opportunities to choose an expense type from the dropdown menus and input details. There is also a comments box after each expense type to further clarify if necessary.


Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

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Back to Submissions List

Project Expenses

→ * Expense Type 1: Subsistence ▼

Description	Number of Units	Unit Cost	Total Cost
monthly living expenses	12	\$1,000.00	\$12,000.00
monthly transportation	12	\$60.00	\$720.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotal:			\$12,720.00

Comments:

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*.

Subtotal:

Comments:


Total Proposed Expenses: \$12,720.00

Proposed Expenses Comments:

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

 Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

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Get PDF Viewer

Project Revenue

Non-AFA Revenue

Description	Amount	Funding Status
Personal Savings	\$1,000.00	Confirmed <input type="button" value="v"/>
Scholarship funds	\$1,500.00	Confirmed <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
		-- select -- <input type="button" value="v"/>
Total Non-AFA Revenue:	\$2,500.00	

Grant Amount Requested:

Comments:

Save & Back

Save

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

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
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 Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

View Applicant Profile

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
{	01. Artist resume	Yes	--		No Attachment
	02. Detailed project description	Yes	--		No Attachment
	03. Writing sample	Yes	--		No Attachment
	04. For translation projects, sample of original text with translation	No	--		No Attachment
	05. Images	No	--		No Attachment
	06. Commission contract	No	--		No Attachment
	07. Proof of acceptance and detailed description, schedule, and budget for the training program	No	--		No Attachment
	08. Alternate training choices with detailed description, schedule and budget for each	No	--		No Attachment
	09. Official invitations, confirmations, or itineraries	No	--		No Attachment
	10. Marketing plan	No	--		No Attachment
	11. Letter of reference	No	--		No Attachment
	12. Resumes for other principal artists	No	--		No Attachment
	13. Support materials	No	--		No Attachment

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

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

Alberta Foundation for
the Arts Application
Form

Program Overview
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Submission Summary

Attachment Details

* Document Description:

* File Name: Browse...

Document Type: 01. Artist resume

Maximum Size: 4 MB

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



Instructions:

Save

Save & Back to List Back to List

Check Spelling

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

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

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

Alberta Foundation for
the Arts Application
Form







Program Overview
Applicant Information
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Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		artists resume	2018/08/02
	02. Detailed project description	Yes		project description	2018/08/02
	03. Writing sample	Yes		writing sample	2018/08/02
	04. For translation projects, sample of original text with translation	No	--	No Attachment	No Attachment
	05. Images	No	--	No Attachment	No Attachment
	06. Commission contract	No	--	No Attachment	No Attachment
	07. Proof of acceptance and detailed description, schedule, and budget for the training program	No	--	No Attachment	No Attachment
	08. Alternate training choices with detailed description, schedule and budget for each	No	--	No Attachment	No Attachment
	09. Official invitations, confirmations, or itineraries	No	--	No Attachment	No Attachment
	10. Marketing plan	No	--	No Attachment	No Attachment
	11. Letter of reference	No	--	No Attachment	No Attachment
	12. Resumes for other principal artists	No	--	No Attachment	No Attachment
	13. Support materials	No	--	No Attachment	No Attachment

Back
Next

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 ✓** beside every page.

Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
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 Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Applicant Information	2018/08/02	Yes
✓	Contact Information	2018/08/02	Yes
✓	Applicant Contact Information	2018/07/12	Yes
✓	General Information	2018/08/02	Yes
X	Project Description	Please Complete	Yes
✓	Principal Artists	2018/08/02	Yes
✓	Individual Applicant Agreement	2018/08/02	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2018/08/02	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2018/08/02	Yes

Back
Next

Export to PDF
Get PDF Viewer
Submit

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

Afa.Test
AFA - Literary Arts Individual Project Grant
Applicant Name: Test, Afa
Applicant Number: APP-01295021
Project Name: short story project
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 Budget
Project Expenses
Project Revenue
Attachments
Submission Summary
View Applicant Profile
Export to PDF
Get PDF Viewer

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Applicant Information	2018/08/02	Yes
✓	Contact Information	2018/08/02	Yes
✓	Applicant Contact Information	2018/07/12	Yes
✓	General Information	2018/08/02	Yes
✓	Project Description	2018/08/02	Yes
✓	Principal Artists	2018/08/02	Yes
✓	Individual Applicant Agreement	2018/08/02	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2018/08/02	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2018/08/02	Yes

Back
Next

Export to PDF
Get PDF Viewer
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!**

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

[Hide Filters] [Clear Filters]

Submissions Filters

Project Name: Contains ▾
Project Number: AFA-LIPG-14-055993 Starts with ▾
Applicant Project Name: Starts with ▾
Funding Opportunity Name: Contains ▾
Funding Opportunity Status: All ▾
Step Name: Contains ▾
Submission Status: All ▾
Date Submitted: On or Before ▾ 23
Project Status: Open Projects ▾
Submission Version: All Versions ▾
Associate Type: All ▾

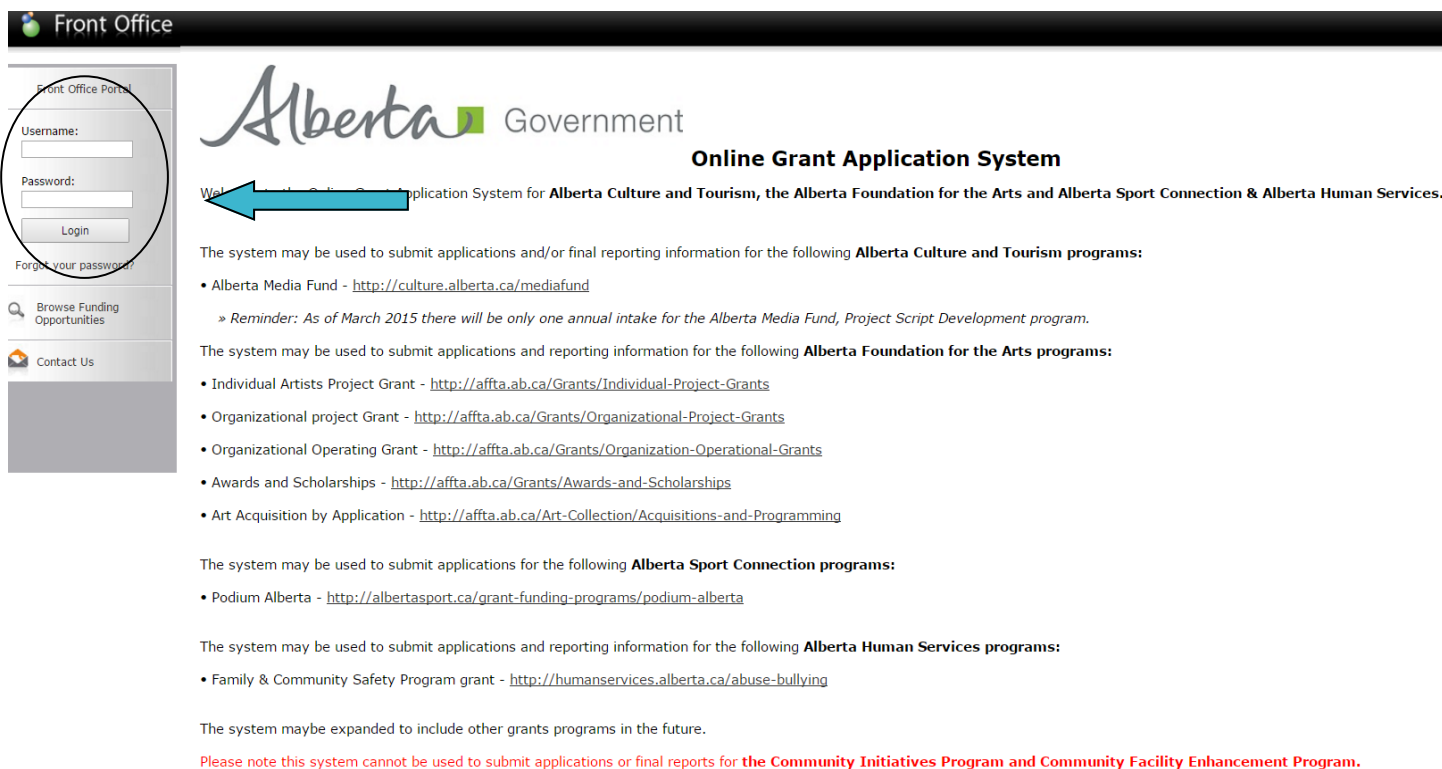
Filter

Applicant Submissions

Project Name Project Number	Applicant Project Name Associate Type	Funding Opportunity Name Step Name	Submission Status	Version Date Submitted
short story project AFA-LIPG-14-055993	short story project Primary Applicant	AFA - Literary Arts Individual Project Grant Submit Application	Complete	1 2-Aug-2018 2:37:29 PM

How to update or edit your profile

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



Front Office

Alberta Government

Online Grant Application System

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

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

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

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

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

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

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

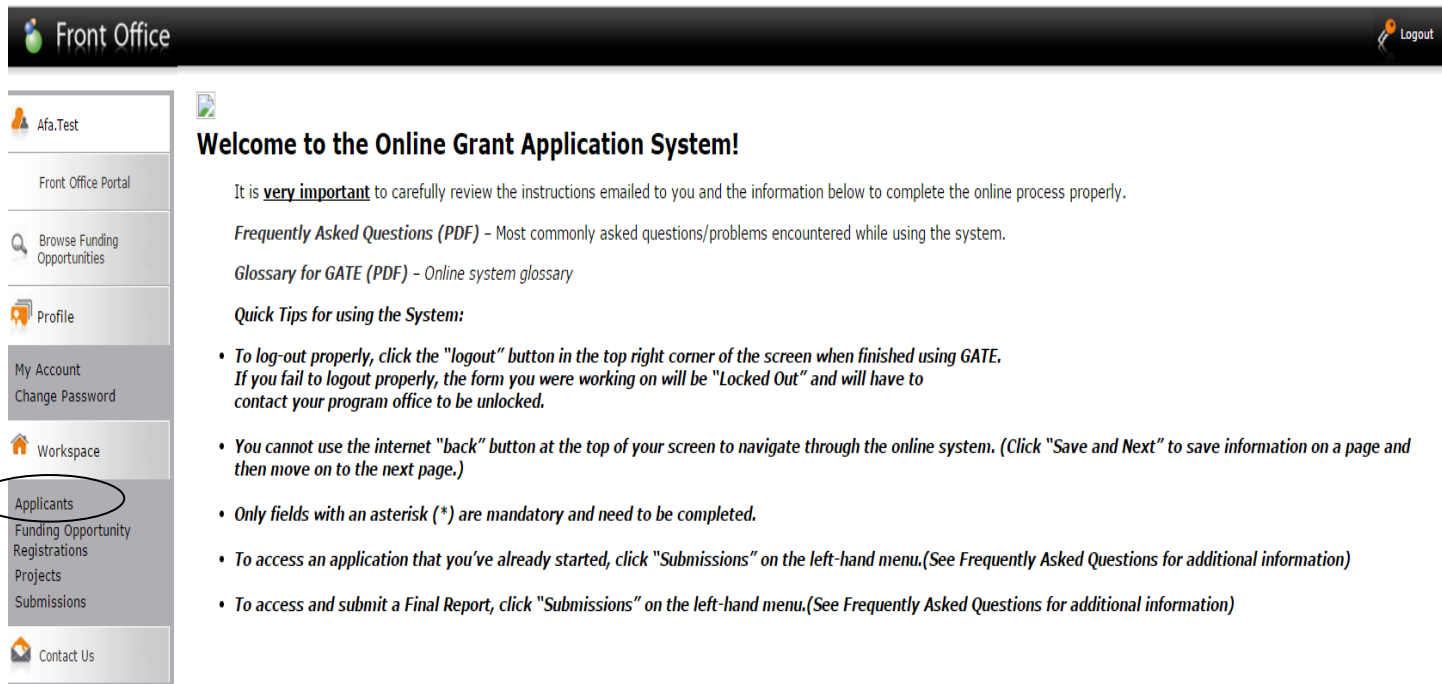
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

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

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

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

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



Front Office

Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) – Online system glossary

Quick Tips for using the System:

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

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

Front Office

Help

Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects


Submissions

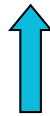
Contact Us

Applicant: Test, Afa (APP-01295021)

To open your applicant profile for viewing or editing, click on the orange file folder. Follow the instructions for editing your profile [here](#)

Applicants

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



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

Afa.Test

Applicant Name: Test, Afa

Applicant Number: APP-01295021

Applicant Profile

Applicant Type

Individual

Address

Contact List

Submission Summary

Export to PDF

Get PDF Viewer

Back to Applicants List

Applicant Type

* Applicant Type: Individual

Back

Next

This e.Form has been marked as complete

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

Afa.Test

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

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Submission Summary

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

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

Back
Next

Export to PDF
Get PDF Viewer
Edit

This e.Form has been marked as complete

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

Afa.Test

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

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer


Back to Applicants List


Contact List

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

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

Back
Next

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

 Afa.Test

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

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer
Back to Applicants List

Contact

Contact Type: Primary Contact

*** Salutation:** -- select --

*** First Name:**

Middle Name:

*** Last Name:**

Title:

*** Phone Number:**

Extension:

Alternate Phone Number:

Extension:

Fax Number:

Email Address:

Alternate Email Address:

Website URL:


Save
Save & Add Another

Save & Back to List
Back to List

Check Spelling

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

Step 8: when you have finished making all the updates to your profile, go back to the *Submission Summary* page by clicking *Submission Summary* in the grey menu at the left. The *Edit* button has changed back to *Complete*. Click *Complete* to get out of edit mode.

 Afa.Test

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

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer
Back to Applicants List

Submission Summary

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

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

Back
Next

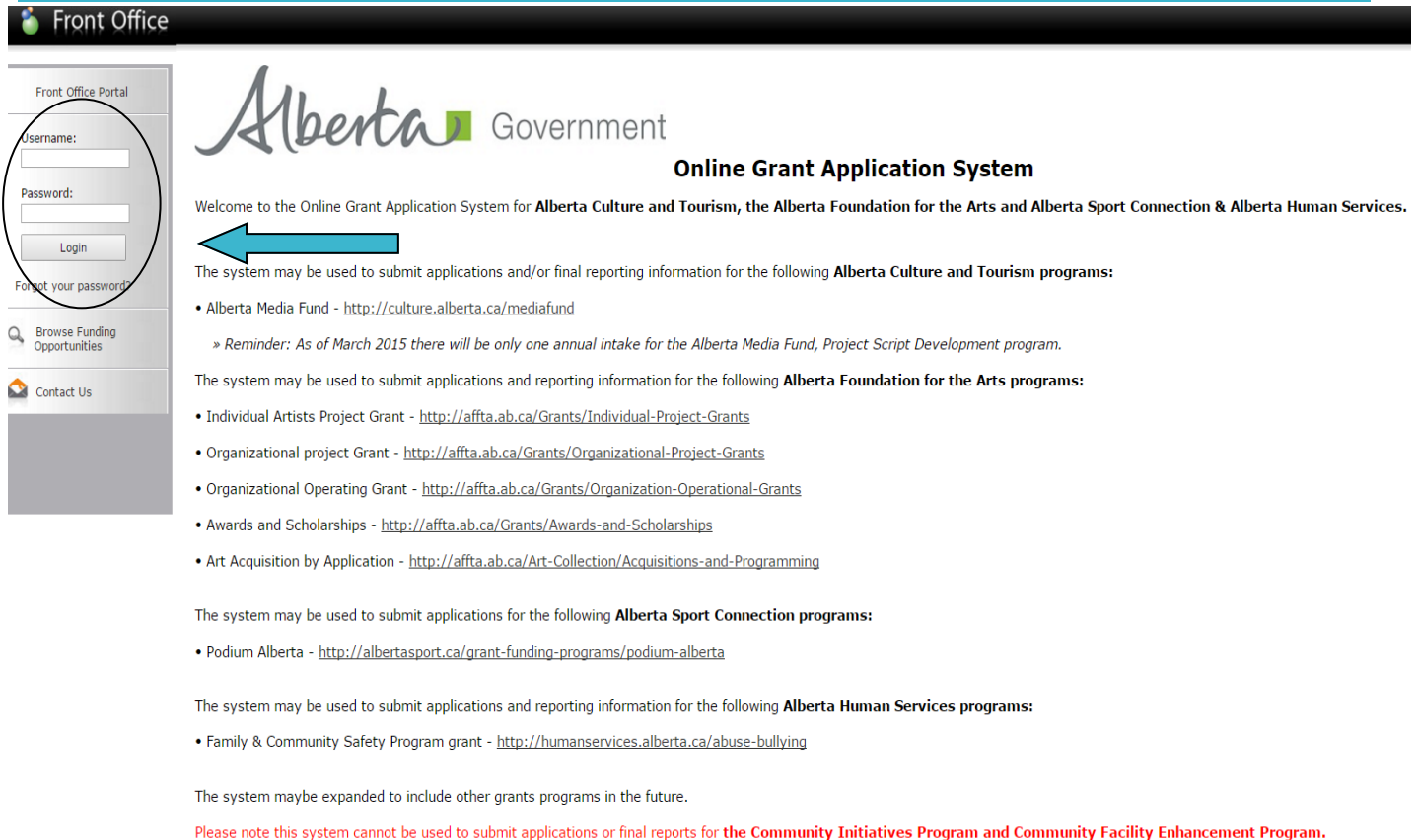
Export to PDF

Get PDF Viewer

Complete

How to complete your final report for a previous project

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



Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

Online Grant Application System

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

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

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

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

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

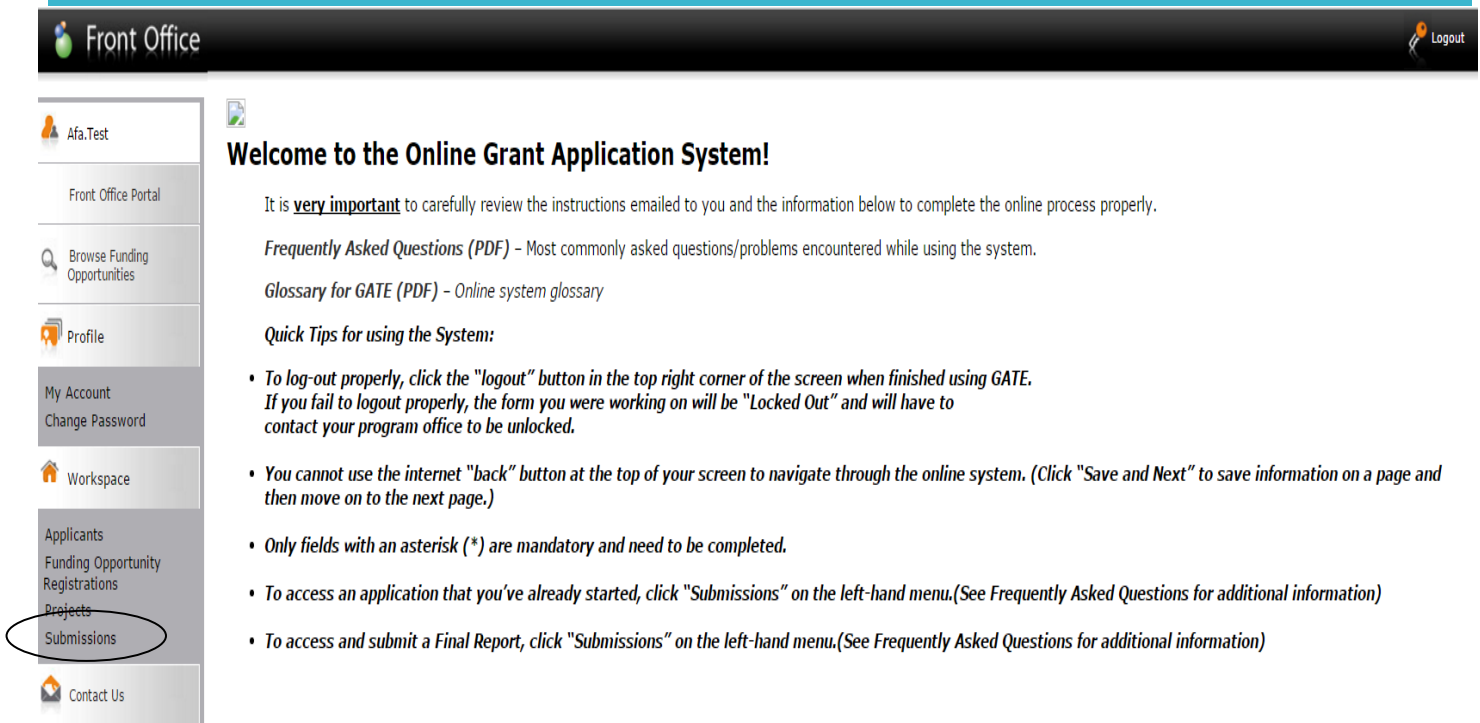
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

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

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

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

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



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
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Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

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Glossary for GATE (PDF) - Online system glossary

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- 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.

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Submissions

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

Applicant Project Name: All Projects

Date Submitted: On or After

Project Status: All Projects

Submission Version: All Versions

Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	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	
	Indigenous TEST AFA-AIPG-14-055779	AFA - Indigenous Arts Individual Project Grant Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	Jun20 email hardcode test AFA-DIPG-14-055946	AFA - Dance Individual Project Grant Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	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	
	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*.

eForms

Afa.Test

AFA - Literary Arts Individual Project Grant

Applicant Name: Test, Afa
Applicant Number: APP-01295021
Project Name: short story project
Project Number: AFA-LIPG-14-055993

AFA Final Report

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

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Reference Submissions

View Step

Submit Application

Back

Next

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.

Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

AFA Final Report

Reference Submissions
Individual Project Evaluation
Project Budget
Project Expenses
Project Revenue
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Export to PDF
Get PDF Viewer

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Project Outcomes

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

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

Comments

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

Comments

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

Comments

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

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

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

AFA Final Report

Reference Submissions
Individual Project Evaluation
Project Budget
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View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Project Budget

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

Please select a heading from the drop-down menus for each separate expense sections. Include a detailed breakdown of each item on each expense line. **Total Expenses** will automatically calculate.

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


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

Total Expenses will equal **Total Revenues + AFA Grant Request**.

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

Back
Next

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.


Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

AFA Final Report

Reference Submissions
Individual Project
Evaluation
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Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Project Expenses					
	* Expense Type 1:	<div>Subsistence</div>			
Description	Proposed Number of Units	Proposed Unit Cost	Actual Number of Units	Actual Unit Cost	Total Cost
monthly living expenses	12	\$1,000.00	12	\$1,000.00	\$12,000.00
montly transportation	12	\$60.00	12	\$60.00	\$720.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
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					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
				Subtotal:	\$12,720.00

Comments:

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*.

[illegible]

Comments:

Total Proposed Expenses:

 **Total Actual Expenses:**

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

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

AFA Final Report

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

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Project Revenue

Non-AFA Revenue

Description	Proposed Amount	Actual Amount	Funding Status
Personal Savings	\$1,000.00		Confirmed
Scholarship funds	\$1,500.00		Confirmed
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
Total Non-AFA Revenue:	\$2,500.00	\$0.00	

AFA Amount Awarded: \$10,220.00

Total 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.

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

AFA Final Report

Reference Submissions
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Evaluation
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Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Project Revenue

Non-AFA Revenue

Description	Proposed Amount	Actual Amount	Funding Status
Personal Savings	\$1,000.00	\$1,000.00	Confirmed
Scholarship funds	\$1,500.00	\$1,500.00	Confirmed
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
Total Non-AFA Revenue:	\$2,500.00	\$2,500.00	

AFA Amount Awarded: \$10,220.00

Total Revenue: \$12,720.00

→ Variance: \$0.00

Comments:

Save & Back

Save

Save & Next

Back

Next

Check Spelling

Step 11: next on the **Attachments** page, upload all relevant material to your project. Not all the documents listed may apply to you. Click on the appropriate underlined document type which will open the **Attachments Details** page.

Afa.Test
AFA - Literary Arts
Individual Project Grant
Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993
AFA Final Report
Reference Submissions
Individual Project
Evaluation
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Submission Summary
View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

Attachments

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

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

Back
Next

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

Afa.Test
AFA - Literary Arts
Individual Project Grant
Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993
AFA Final Report
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Back to Submissions List

Attachment Details

* Document Description:

* File Name:
Browse...

Document Type: 01. Official transcript, certificate or tuition receipt confirming completion of training

Maximum Size: 4 MB

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



Instructions:

Save

Save & Back to List
Back to List

Check Spelling

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

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

Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

AFA Final Report

Reference Submissions
Individual Project
Evaluation
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Project Expenses
Project Revenue

Attachments
Submission Summary



View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Official transcript, certificate or tuition receipt confirming completion of training</u>	No		completed draft	2018/08/09
	<u>02. Copies of promotional and publicity material</u>	No		--	No Attachment
	<u>03. Copy or photograph of the work produced</u>	No		--	No Attachment
	<u>04. Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned</u>	No		--	No Attachment
	<u>05. Confirmation of attending event</u>	No		--	No Attachment

Back
Next

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

Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

AFA Final Report

Reference Submissions
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Project Revenue

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Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Submission Summary

Complete	Page	Last Updated	Mandatory
--	<u>Reference Submissions</u>	No Input Required	No
X	<u>Individual Project Evaluation</u>	Please Complete	Yes
--	<u>Project Budget</u>	No Input Required	No
✓	<u>Project Expenses</u>	2018/08/09	Yes
--	<u>Project Revenue</u>	No Input Required	No
✓	<u>Attachments</u>	2018/08/09	Yes
--	<u>Submission Summary</u>	No Input Required	No

Back
Next

Export to PDF

Get PDF Viewer

Submit

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

Afa - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
AFA-LIPG-14-055993

AFA Final Report

Reference Submissions
Individual Project
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Project Revenue
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Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Back to Submissions List

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Reference Submissions	No Input Required	No
✓	Individual Project Evaluation	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

Export to PDF

Get PDF Viewer

Submit

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 Logout

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Applicant: Test, Afa (APP-01295021)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects

Date Submitted: On or After

Project Status: All Projects

Submission Version: All Versions

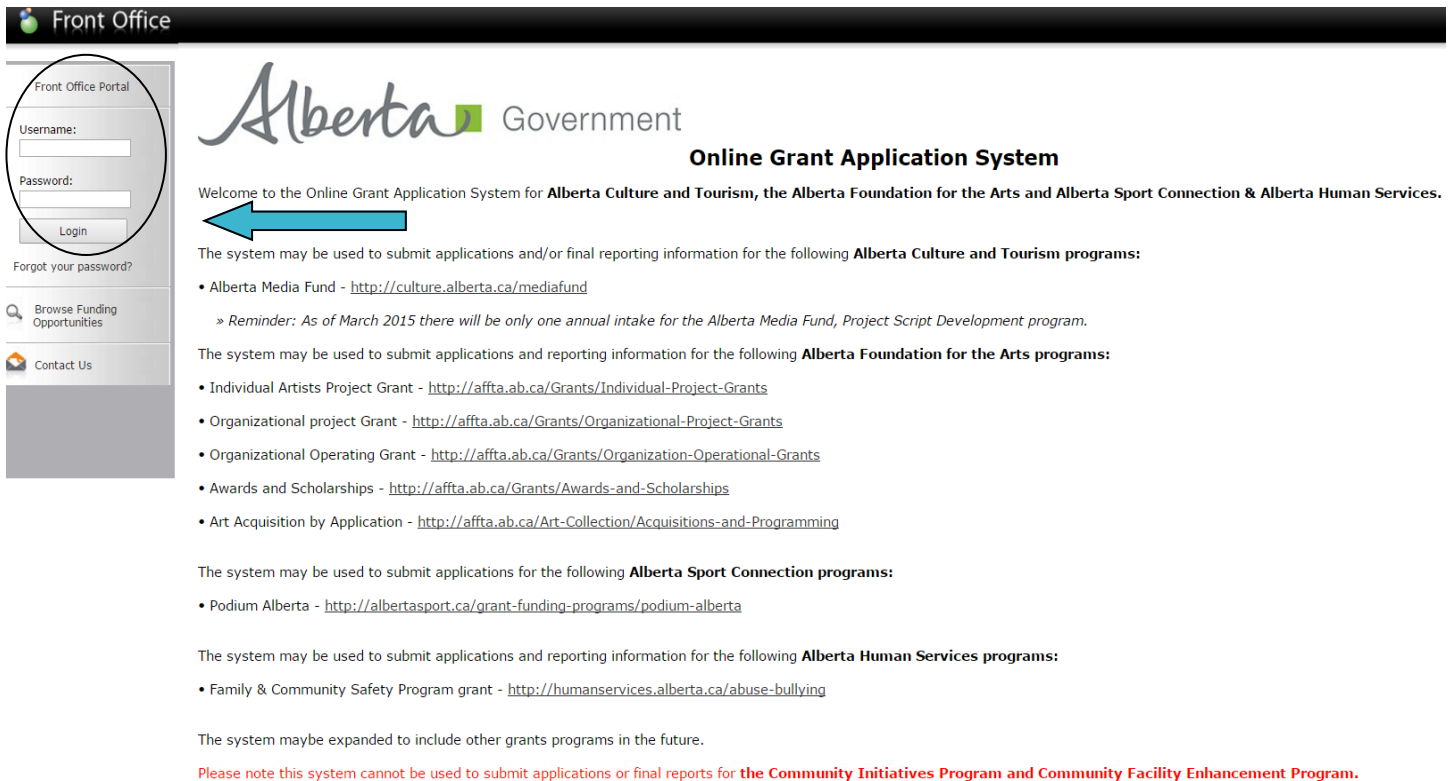
Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Jun20 eForm Data TEST AFA-TIPG-14-055945	AFA - Theatre Individual Project Grant Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	21-Jun-2018 9:47:26 AM
	june20 gate email test AFA-QGPA-14-055947	AFA - Queen's Golden Jubilee Scholarship for Performing Arts Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	21-Jun-2018 10:39:13 AM
	short story project AFA-LIPG-14-055993	AFA - Literary Arts Individual Project Grant Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	2-Aug-2018 2:37:29 PM
	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	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

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

Online Grant Application System

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

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

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

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

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

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

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

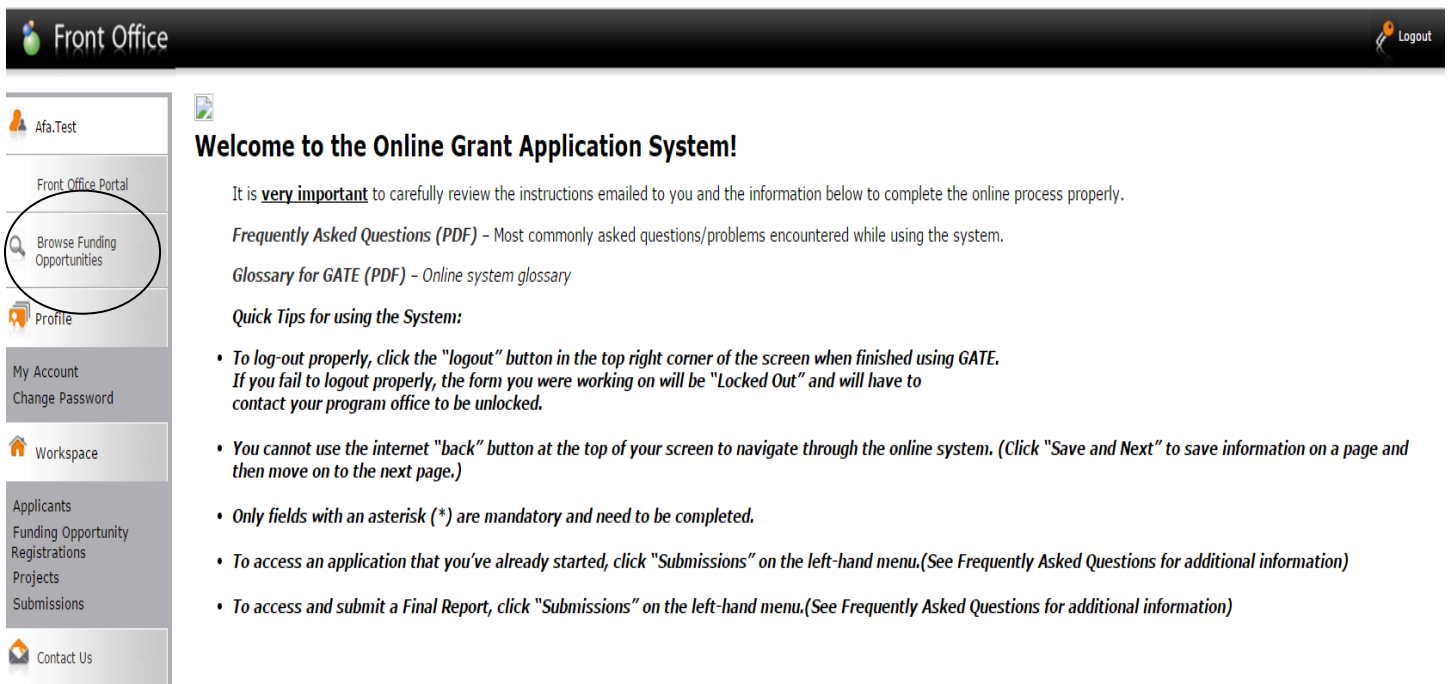
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

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

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

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

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



Front Office

Afa.Test

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) – Online system glossary

Quick Tips for using the System:

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

Step 3: - type *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

Browse Funding Opportunities

Search Criteria:

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

1

Page Generation Time: 0.594s

CSBC

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

Front Office Help Logout

Applicant Details

Select an existing Applicant and click Save & Next to continue

For Office Use Only - DO NOT USE:

Applicant Type:

Page Generation Time: 0.51s

CSBC

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.

The screenshot shows the eForms application interface. At the top, there is a black header bar with the 'eForms' logo on the left and a 'Logout' link on the right. Below the header, the main content area is titled 'Applicant Type'. Inside this area, there is a form with a label '* Applicant Type:' followed by a dropdown menu showing 'Individual'. Below the dropdown, there are five buttons: 'Save & Back', 'Save', 'Save & Next', 'Back', and 'Next'. On the left side of the screen, there is a grey sidebar menu. The menu items are: 'Afa.Test', 'Applicant Name: Test, Afa', 'Applicant Number: APP-01295021', 'Applicant Profile', 'Applicant Type', 'Individual', 'Address', 'Contact List', 'Submission Summary', and 'Return to Registration Wizard'. A blue arrow points to the 'Applicant Type' item in the sidebar menu.

Applicant Type

* Applicant Type:

Save & Back Save Save & Next

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*.

The screenshot shows the Front Office portal interface. The top navigation bar includes the 'Front Office' logo, a 'Help' icon, and a 'Logout' icon. The left sidebar contains a menu with the following items: 'Front Office Portal', 'Browse Funding Opportunities', 'Funding Opportunity Registration', 'Login or Create Profile', 'Create Applicant', 'Step 1 : Complete Applicant Profile', 'Step 2 : Create a project', 'Step 3 : Complete application', and 'Contact Us'. The main content area is titled 'Complete Applicant Profile' and contains the text: 'Click View to review your Applicant Profile, or Click Next to proceed.' Below this text are three buttons: 'Cancel', 'View', and 'Next'. The 'Next' button is circled in red. A blue arrow points from the 'Step 2 : Create a project' menu item to the main content area.

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*.

The screenshot shows the Front Office portal interface. The top navigation bar includes the 'Front Office' logo, a 'Help' icon, and a 'Logout' icon. The left sidebar contains a menu with the following items: 'Front Office Portal', 'Browse Funding Opportunities', 'Funding Opportunity Registration', 'Login or Create Profile', 'Create Applicant', 'Step 1 : Complete Applicant Profile', 'Step 2 : Create a project', 'Step 3 : Complete application', and 'Contact Us'. The main content area is titled 'Create a Project' and contains the text: 'Funding Opportunity Name: AFA - Literary Arts Individual Project Grant'. Below this text is a form field labeled '* Applicant Project Name:' with the text 'short story project' entered. Below the form field are two buttons: 'Cancel' and 'Save & Next'.

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

e.Forms Logout

Afa.Test

Applicant Name: Test, Afa
Applicant Number: APP-01295021
Project Name: short story project
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 Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Program Overview

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

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

e.Forms Logout

Afa.Test

AFA - Literary Arts Individual Project Grant

Applicant Name: Test, Afa
Applicant Number: APP-01295021
Project Name: short story project
Project Number: AFA-LIPG-14-055993

Alberta Foundation for the Arts Application Form

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

Date Received: 2018/07/12 (yyyy/mm/dd)

Legal Name of Applicant: Afa Test

AKA Name: ?

* Is the Applicant over the age of 18? -- select --

* I declare that the Applicant is an Alberta resident as described in 2.1 of the guidelines: ☐

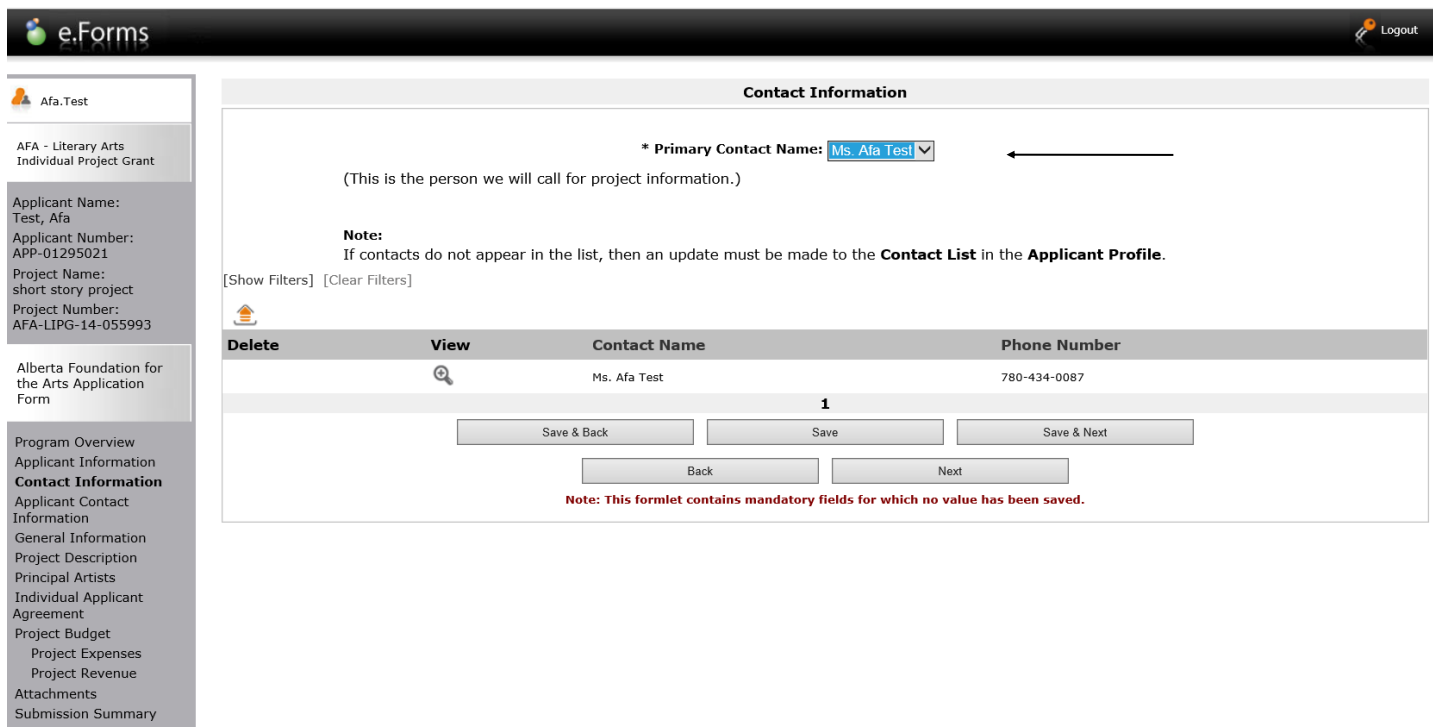
Save & Back Save Save & Next

Back Next

Check Spelling

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

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



Contact Information

* Primary Contact Name: Ms. Afa Test

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

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

[Show Filters] [Clear Filters]

Delete	View	Contact Name	Phone Number
		Ms. Afa Test	780-434-0087

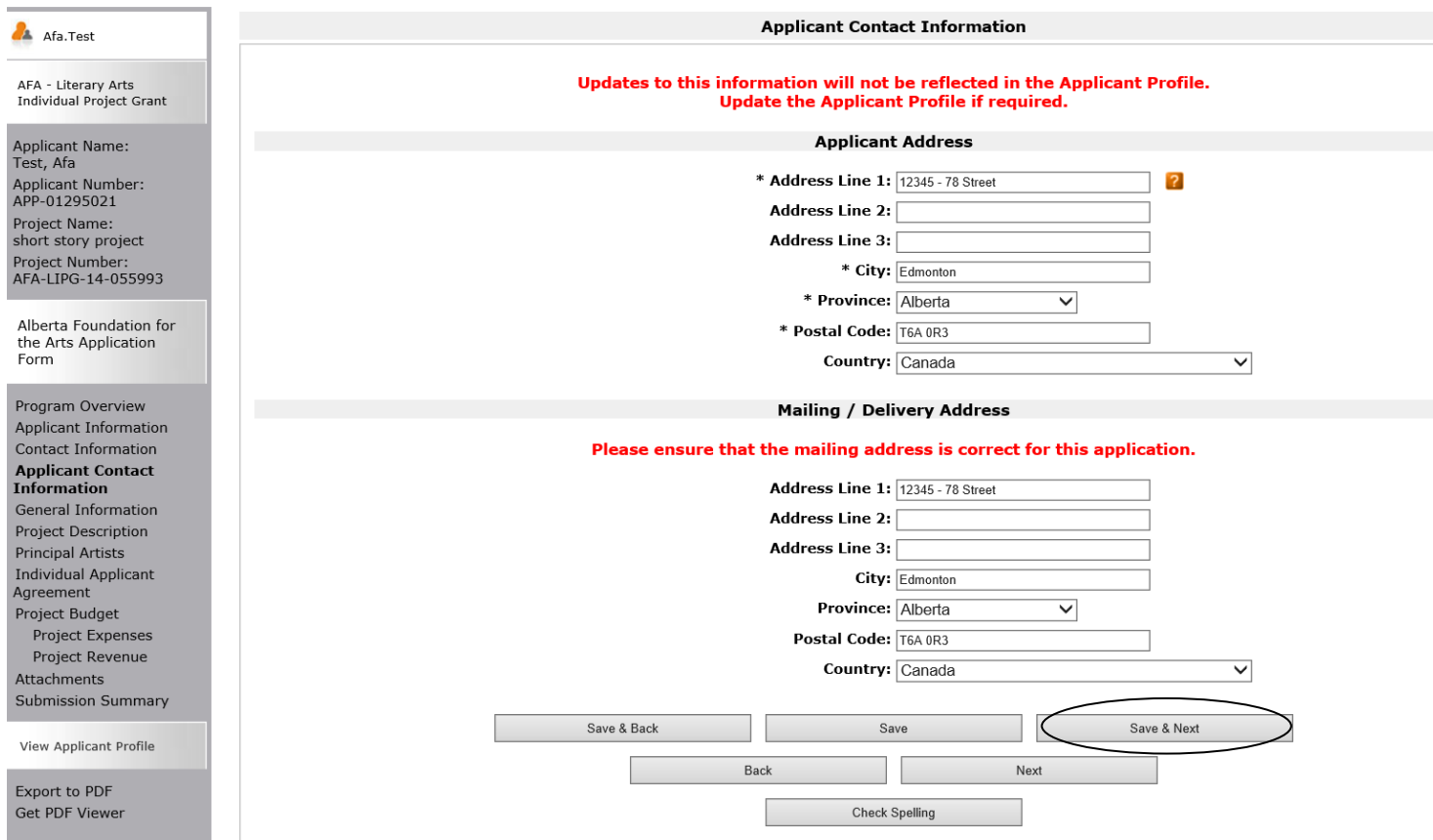
1

Save & Back Save Save & Next

Back Next

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

Step 11: on the **Applicant Contact Information** page verify that your information is correct. If not, go ahead and make the changes (the boxes are live). Please remember to go back to your profile and update your address there as well (see pages 19-22 for instructions). Click *Save & Next*.



Applicant Contact Information

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

Applicant Address

* Address Line 1: ?

Address Line 2:

Address Line 3:

* City:

* Province:

* Postal Code:

Country:

Mailing / Delivery Address

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

Address Line 1:

Address Line 2:

Address Line 3:

City:

Province:

Postal Code:

Country:

Save & Back Save **Save & Next**

Back Next

Check Spelling

Step 12: 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

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
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 Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

General Information

* Category of this application: Art Production

* Application Classification: Individual Artist

Community Affiliation (Voluntary):
Choose options that apply from the following list:

☐ First Nation
☐ Inuit
☐ Metis
☐ Non-Status

Save & Back
Save
Save & Next

Back
Next

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*.

Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
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
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Project Budget
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Project Description

* **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".

* Project Start Date: 2018/09/10

(yyyy/mm/dd)

* Project Completion Date: 2019/07/31

(yyyy/mm/dd)

Save & Back
Save
Save & Next

Back
Next

Check Spelling

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

Step 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

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa

Applicant Number:
APP-01295021

Project Name:
short story project

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 Budget

Project Expenses


Project Revenue


Attachments


Submission Summary

Principal Artists

Adding Principal Artists:

Click  to add a new Principal Artist to the list.

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

Click  to delete a listed Principal Artist.

[Show Filters] [Clear Filters]

Delete	View	Position/Role	Alberta Resident	First Name	Last Name
This list contains no items					

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*.

Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
Test, Afa

Applicant Number:
APP-01295021

Project Name:
short story project

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 Budget

Project Expenses

Project Revenue

Attachments

Submission Summary

Principal Artists

*** Position/Role:**

*** Alberta Resident?** ☒ Yes ☐ No
(Per 2.1 in grant stream guidelines)

*** First Name:**

*** Last Name:**

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 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
AFA - Literary Arts
Individual Project Grant
Applicant Name:
Test, Afa
Applicant Number:
APP-01295021
Project Name:
short story project
Project Number:
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Principal Artists

Adding Principal Artists:

Click to add a new Principal Artist to the list.

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

Click to delete a listed Principal Artist.

[Show Filters] [Clear Filters]

Delete	View	Position/Role	Alberta Resident	First Name	Last Name
		writer	Yes	Afa	Test

1

Back Next

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

15. This Agreement may not be assigned by the Applicant.

16. The Applicant will recognize the source of the Grant as required by the Guidelines.

The Applicant represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Applicant to the Agreement.

Name of Applicant: Afa Test

Date: 2018/07/12
(yyyy/mm/dd)

* I agree to/with all the statements above: ☒ ←

Please note:

The personal information collected using this form is required for the administration of this program. This information may also be shared with Alberta Culture and Tourism, which provides consultative and administrative assistance to these awards programs. The information will not be disclosed to any other third parties except as allowed by the *Freedom of Information and Protection of Privacy Act*.

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

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

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

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


Save & Back
Save
Save & Next

Back
Next

Check Spelling

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

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

Afa.Test

AFA - Literary Arts
Individual Project Grant

Applicant Name:
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Project Name:
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Project Number:
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Project Budget

Please refer to the program guidelines to determine eligible expenses.

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

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


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

Total Expenses will equal **Total Revenues + AFA Grant Request**.

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

Back Next

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

 Afa Test

AFA - Literary Arts
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Test, Afa

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APP-01295021

Project Name:
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Project Number:
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Back to Submissions List

Project Expenses

→ * Expense Type 1: Subsistence

Description	Number of Units	Unit Cost	Total Cost
monthly living expenses	12	\$1,000.00	\$12,000.00
monthly transportation	12	\$60.00	\$720.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Subtotal:			\$12,720.00

↙

Comments:

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*.

Subtotal:


Comments:

Total Proposed Expenses: \$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 click *Save*, the Grant Amount Requested box automatically fills in. Click *Save & Next* when you are finished.

 Afa.Test

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Project Revenue

Non-AFA Revenue

Description	Amount	Funding Status
Personal Savings	\$1,000.00	Confirmed ✓
Scholarship funds	\$1,500.00	Confirmed ✓
		-- select -- ✓
		-- select -- ✓
		-- select -- ✓
		-- select -- ✓
		-- select -- ✓
		-- select -- ✓
		-- select -- ✓
		-- select -- ✓
		-- select -- ✓
		-- select -- ✓
		-- select -- ✓
		-- select -- ✓
		-- select -- ✓
		-- select -- ✓
Total Non-AFA Revenue:	\$2,500.00	

Grant Amount Requested:

Comments:

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.

Afa.Test

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Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
{	<u>01. Artist resume</u>	Yes	--		No Attachment
	<u>02. Detailed project description</u>	Yes	--		No Attachment
	<u>03. Writing sample</u>	Yes	--		No Attachment
	<u>04. For translation projects, sample of original text with translation</u>	No	--		No Attachment
	<u>05. Images</u>	No	--		No Attachment
	<u>06. Commission contract</u>	No	--		No Attachment
	<u>07. Proof of acceptance and detailed description, schedule, and budget for the training program</u>	No	--		No Attachment
	<u>08. Alternate training choices with detailed description, schedule and budget for each</u>	No	--		No Attachment
	<u>09. Official invitations, confirmations, or itineraries</u>	No	--		No Attachment
	<u>10. Marketing plan</u>	No	--		No Attachment
	<u>11. Letter of reference</u>	No	--		No Attachment
	<u>12. Resumes for other principal artists</u>	No	--		No Attachment
	<u>13. Support materials</u>	No	--		No Attachment

Back
Next

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

Afa.Test

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Attachment Details

* Document Description:

* File Name: Browse...

Document Type: 01. Artist resume

Maximum Size: 4 MB

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



Instructions:

Save

Save & Back to List
Back to List

Check Spelling

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

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

Afa.Test

AFA - Literary Arts
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Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		artists resume	2018/08/02
	02. Detailed project description	Yes		project description	2018/08/02
	03. Writing sample	Yes		writing sample	2018/08/02
	04. For translation projects, sample of original text with translation	No	--		No Attachment
	05. Images	No	--		No Attachment
	06. Commission contract	No	--		No Attachment
	07. Proof of acceptance and detailed description, schedule, and budget for the training program	No	--		No Attachment
	08. Alternate training choices with detailed description, schedule and budget for each	No	--		No Attachment
	09. Official invitations, confirmations, or itineraries	No	--		No Attachment
	10. Marketing plan	No	--		No Attachment
	11. Letter of reference	No	--		No Attachment
	12. Resumes for other principal artists	No	--		No Attachment
	13. Support materials	No	--		No Attachment

Back
Next

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

Afa.Test

AFA - Literary Arts
Individual Project Grant

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Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Applicant Information	2018/08/02	Yes
✓	Contact Information	2018/08/02	Yes
✓	Applicant Contact Information	2018/07/12	Yes
✓	General Information	2018/08/02	Yes
X	Project Description	Please Complete	Yes
✓	Principal Artists	2018/08/02	Yes
✓	Individual Applicant Agreement	2018/08/02	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2018/08/02	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2018/08/02	Yes

Back
Next

Export to PDF
Get PDF Viewer
Submit

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

AFA - Literary Arts
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Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Applicant Information	2018/08/02	Yes
✓	Contact Information	2018/08/02	Yes
✓	Applicant Contact Information	2018/07/12	Yes
✓	General Information	2018/08/02	Yes
✓	Project Description	2018/08/02	Yes
✓	Principal Artists	2018/08/02	Yes
✓	Individual Applicant Agreement	2018/08/02	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2018/08/02	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2018/08/02	Yes

Back Next

Export to PDF

Get PDF Viewer

Submit

Step 27: After submitting, the screen reverts to **Submissions** where you will see your application was submitted successfully with a project number, time and date. If you can't see your folder, **click on [Clear Filters]** in square brackets at the top. Your application orange folder will appear. You will receive an e-mail confirming your submission has been received, plus you will continue to receive e-mails as your application is processed. **Congratulations on submitting your application!**

Applicant Details

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

[Hide Filters] [Clear Filters]

Submissions Filters

Project Name: Contains ▾

Project Number: AFA-LIPG-14-055993 Starts with ▾

Applicant Project Name: Starts with ▾

Funding Opportunity Name: Contains ▾

Funding Opportunity Status: All ▾

Step Name: Contains ▾

Submission Status: All ▾

Date Submitted: On or Before ▾ 23

Project Status: Open Projects ▾

Submission Version: All Versions ▾

Associate Type: All ▾

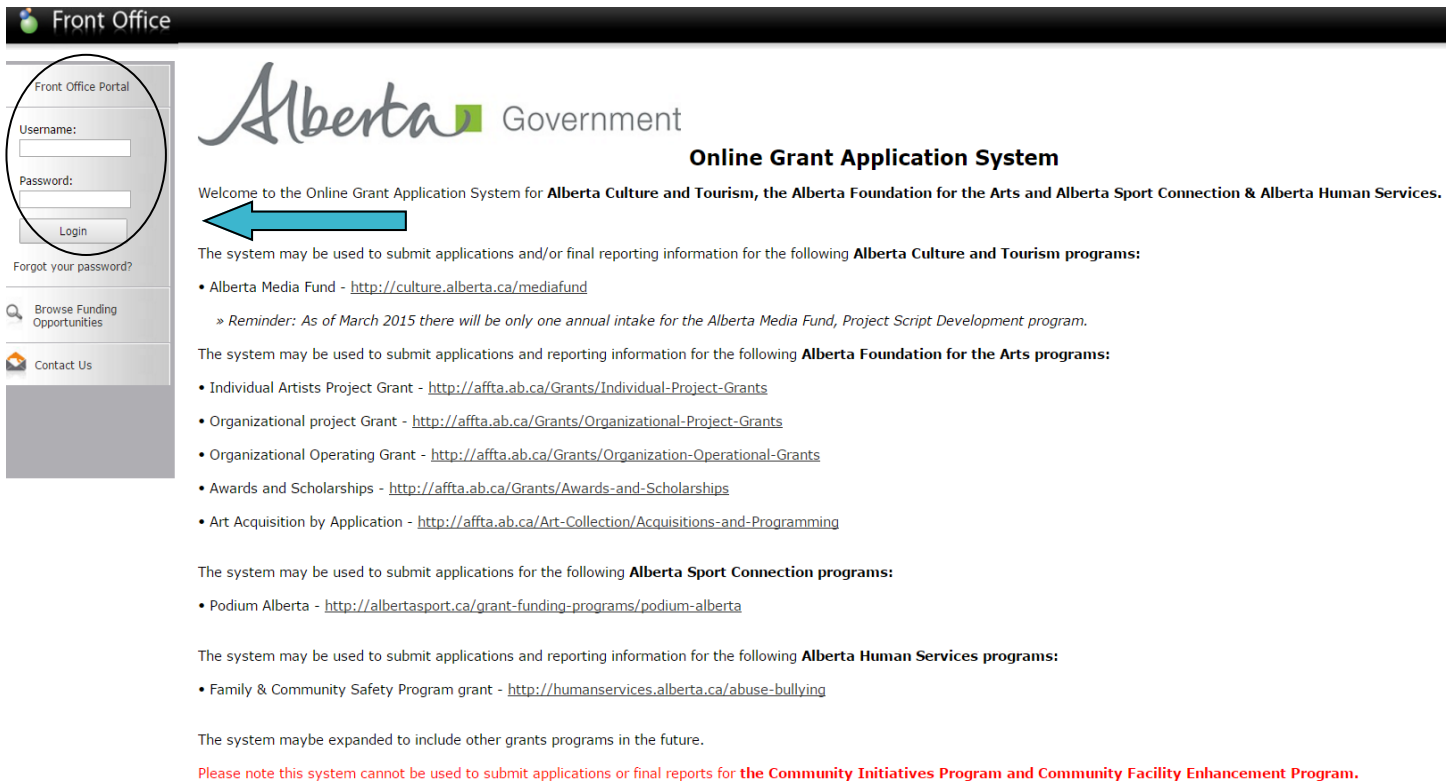
Filter

Applicant Submissions

Project Name Project Number	Applicant Project Name Associate Type	Funding Opportunity Name Step Name	Submission Status	Version Date Submitted
short story project AFA-LIPG-14-055993	short story project Primary Applicant	AFA - Literary Arts Individual Project Grant Submit Application	Complete	1 2-Aug-2018 2:37:29 PM

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

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



Front Office

Front Office Portal

Username:

Password:

Login

Forgot your password?

Browse Funding Opportunities

Contact Us

Alberta Government

Online Grant Application System

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

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

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

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

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

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

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

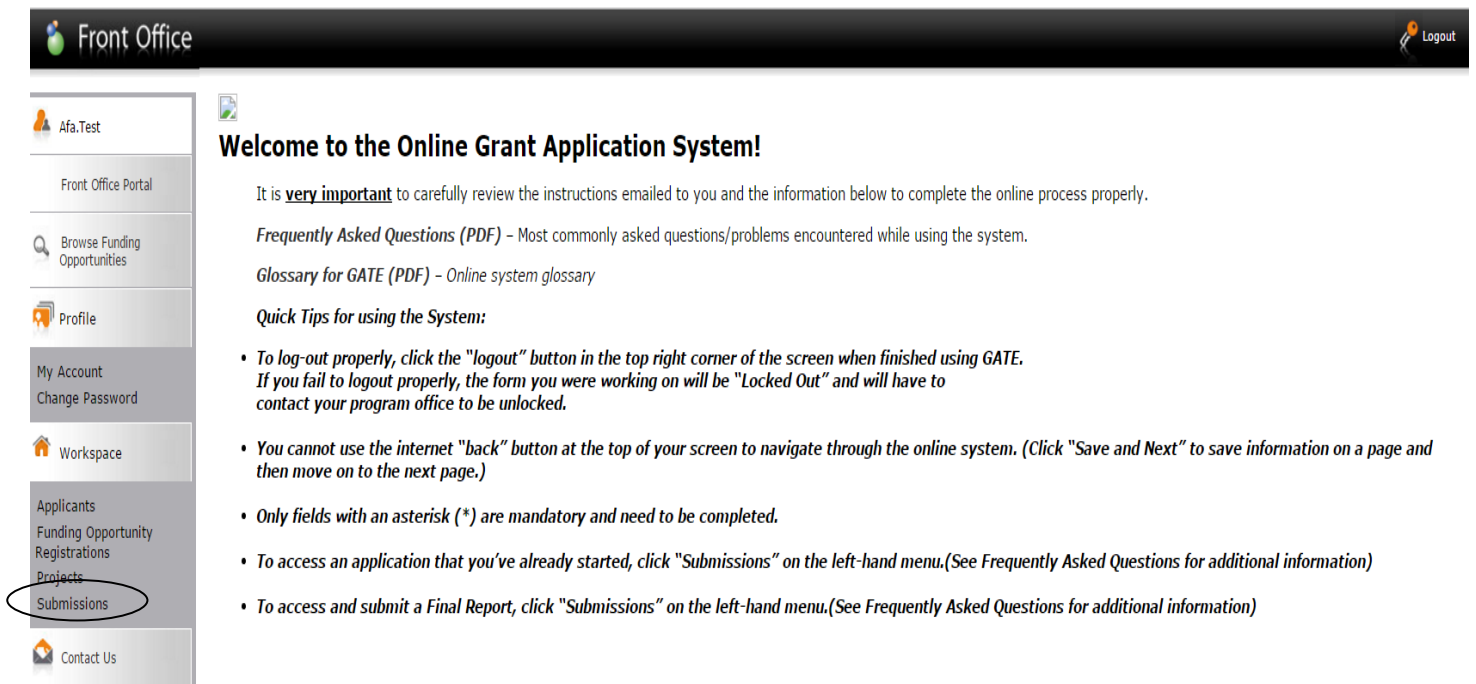
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

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

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

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

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



Front Office

Logout

Afa.Test

Front Office Portal

Browse Funding Opportunities

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Change Password

Workspace

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Registrations
Projects
Submissions

Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) - Online system glossary

Quick Tips for using the System:

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

Step 3: find your project name and number and click on the orange file folder to the left. If you can't see your folder, **click on [Clear Filters]** in square brackets at the top. Your application orange folder will appear.


JCAL UI

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


[Hide Filters] [Clear Filters]

Submissions Filters
Project Name: Contains ▾
Project Number: AFA-LIPG-14-055993 Starts with ▾
Applicant Project Name: Starts with ▾
Funding Opportunity Name: Contains ▾
Funding Opportunity Status: All ▾
Step Name: Contains ▾
Submission Status: All ▾
Date Submitted: On or Before ▾ 23
Project Status: Open Projects ▾
Submission Version: All Versions ▾
Associate Type: All ▾
 Filter

Applicant Submissions

Project Name Project Number	Applicant Project Name Associate Type	Funding Opportunity Name Step Name	Submission Status	Version Date Submitted
 short story project AFA-LIPG-14-055993	short story project Primary Applicant	AFA - Literary Arts Individual Project Grant Submit Application	Complete	1 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.


 Logout

 Afa.Test

Applicant Name:
Test, Afa
 Applicant Number:
APP-01295021
 Project Name:
short story project
 Project Number:
AFA-LIPG-14-055993

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Export to PDF
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Program Overview

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

Step 5: when you have all **green ✓**, 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**.

AFA - Literary Arts
Individual Project Grant

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Project Name:
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Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Applicant Information	2018/08/02	Yes
✓	Contact Information	2018/08/02	Yes
✓	Applicant Contact Information	2018/07/12	Yes
✓	General Information	2018/08/02	Yes
✓	Project Description	2018/08/02	Yes
✓	Principal Artists	2018/08/02	Yes
✓	Individual Applicant Agreement	2018/08/02	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2018/08/02	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2018/08/02	Yes

Back Next

Export to PDF

Get PDF Viewer

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!**

Applicant Details

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

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

Submissions Filters

Project Name: Contains
Project Number: AFA-LIPG-14-055993 Starts with
Applicant Project Name: Starts with
Funding Opportunity Name: Contains
Funding Opportunity Status: All
Step Name: Contains
Submission Status: All
Date Submitted: On or Before 23
Project Status: Open Projects
Submission Version: All Versions
Associate Type: All

Filter

Applicant Submissions

Project Name Project Number	Applicant Project Name Associate Type	Funding Opportunity Name Step Name	Submission Status	Version Date Submitted
short story project AFA-LIPG-14-055993	short story project Primary Applicant	AFA - Literary Arts Individual Project Grant Submit Application	Complete	1 2-Aug-2018 2:37:29 PM