Theatre Individual Project Funding

Table of Contents

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

Step 3: - type *Theatre Individual Project Grant* in the Search Criteria box, OR
- scroll down the page, *Theatre Individual Project Grant* , and click on icon under Register

Browse Funding Opportunities

PerformApplicant

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

Search Criteria:

[Search]

Funding Opportunities

Register	View	Funding Opportunity Name ↑	Funding Opportunity Start	Registration Start	Registration End
		AFA - Art Acquisition by Application	1-Dec-2014	1-Jan-2017	1-May-2020
		AFA - Indigenous Arts Individual Project Grant	1-Jun-2014	1-Jun-2015	2-Jan-2020
		AFA - Arts Presenting	1-Dec-2014	19-Aug-2016	17-Nov-2025
		AFA - Community Performing Arts Organizations	1-Dec-2014	3-Aug-2016	2-Nov-2020
		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 - Community Support Organizations	1-Dec-2014	1-Dec-2016	2-Mar-2020
		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 - Indigenous Arts Projects for Organizations	1-Aug-2013	1-Aug-2018	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 - Queen's Golden Jubilee Scholarship for Performing Arts	1-Dec-2014	1-Feb-2016	2-May-2024
		AFA - Travel Grant for Individuals and Ensembles	1-Jul-2018	1-Jul-2018	2-Sep-2020
		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
		Post-Production, Visual Effects and Digital Animation Grant	27-Jun-2018	27-Jun-2018	1-Apr-2050

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

Applicant, Perform (APP-10159348)   ▼   **Use drop down function**

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

[Cancel]   [Save & Next]

Page Generation Time: 0.383s

CSDC

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

PerformApplicant

Applicant Name:
Applicant, Perform
Applicant Number:
APP-10159348

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Applicant Type

* Applicant Type: Individual ▼

| Save & Back | Save | Save & Next |

| Back | Next |

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

PerformApplicant

Applicant Name:
Applicant, Perform
Applicant Number:
APP-10159348

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Individual

* Legal Name: Perform Applicant

| 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.

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

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.

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.

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.

Submission Summary

Complete	Page	Last Updated	Last Updated By	Mandatory
✔	Applicant Type	2019/01/08	kari.mcqueen	Yes
✔	Individual	2019/01/08	kari.mcqueen	Yes
✔	Address	2019/01/08	kari.mcqueen	Yes
✔	Contact List	2019/01/08	kari.mcqueen	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.

PerformApplicant

Applicant Name:
Applicant, Perform
Applicant Number:
APP-10159348

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

[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.*

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.*

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

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

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

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.*

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.*

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*.

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.

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*.

e.Forms

Logout

PerformApplicant

Applicant Name:
Applicant, Perform
Applicant Number:
APP-10159348
Project Name:
Produce Original Play -
The Play
Project Number:
AFA-TIPG-14-057190

Alberta Foundation for
the Arts Application
Form

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

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

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
❌	🔍	Director	Yes	Perform	Applicant
❌	🔍	Playwright	Yes	Excellent	Writer
❌	🔍	Music Director	Yes	LaLa	Player

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: Perform Applicant

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

* I agree to/with all the statements above: ☑

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

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

Save & Back   Save   Save & Next

Back   Next

Check Spelling

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

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

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.*

Step 27: on the **Project Revenue** page input any revenue you may have toward the project. Indicate if the funds are confirmed or pending from the dropdown box under Funding Status. There is also a comment box you can use. When you slick *Save*, the Grant Amount Requested box automatically fills in. Click Save & *Next* when you are finished.

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.

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.

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*.

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.

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*.

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. You will receive an e-mail confirming your submission has been received, plus you will continue to receive e-mails as your application is processed. **Congratulations on submitting your application!**

How to update or edit your profile

Step 1: log on to GATE 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.

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

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

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

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.

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.

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.

PerformApplicant

Applicant Name:
Applicant, Perform
Applicant Number:
APP-10159348

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.

Page Generation Time: 3.092s

CSDC

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.

PerformApplicant

Applicant Name:
Applicant, Perform
Applicant Number:
APP-10159348

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

Submission Summary

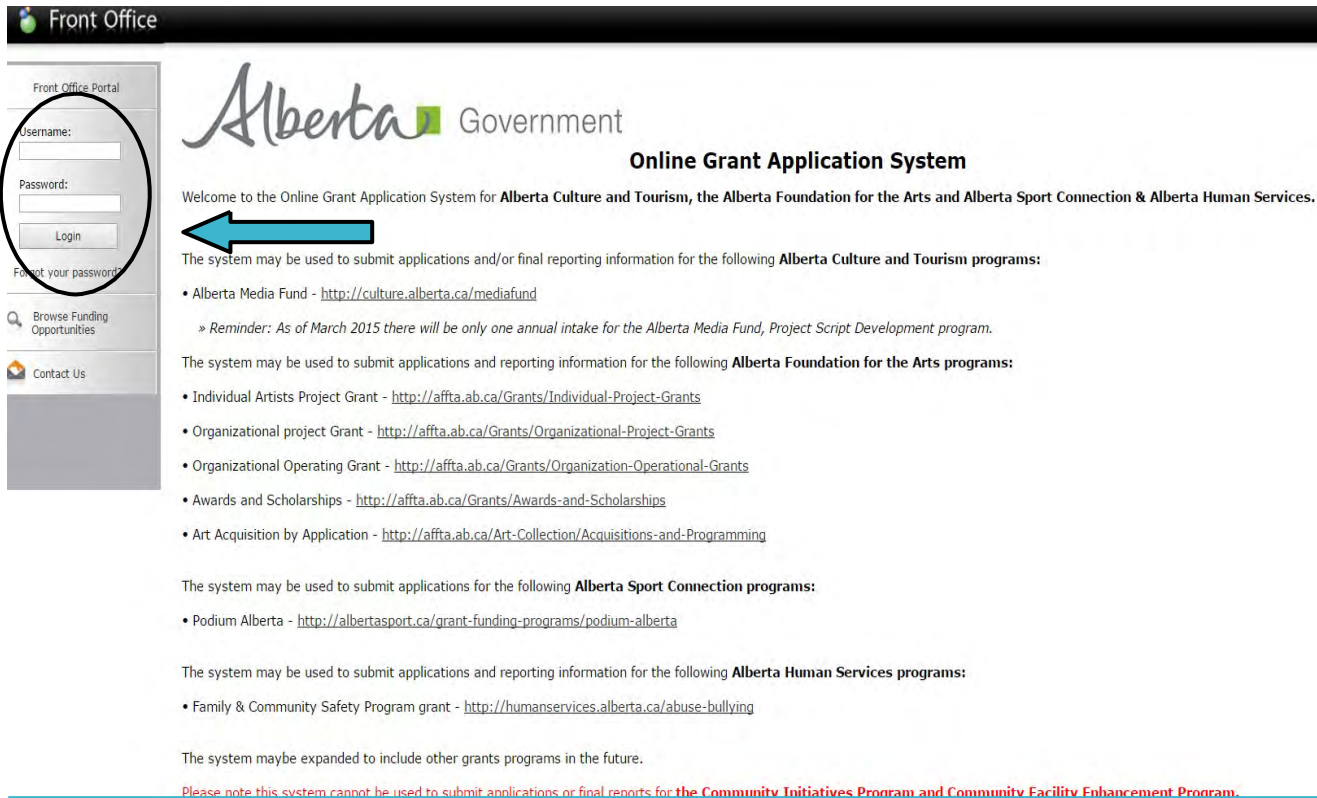| Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2019/01/08	kari.mcqueen	Yes
✓	Individual	2019/01/08	kari.mcqueen	Yes
✓	Address	2019/01/08	kari.mcqueen	Yes
✓	Contact List	2019/01/08	kari.mcqueen	Yes
--	Submission Summary	No Input Required		No

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

Page Generation Time: 2.905s

CSDC

22

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.

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

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.

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*.

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.

PerformApplicant

AFA - Theatre Individual Project Grant

Applicant Name:
Applicant, Perform
Applicant Number:
APP-10159348
Project Name:
Produce Original Play -
The Play
Project Number:
AFA-TIPG-14-057190

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 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

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.

PerformApplicant

AFA - Theatre Individual Project Grant

Applicant Name:
Applicant, Perform
Applicant Number:
APP-10159348
Project Name:
Produce Original Play -
The Play
Project Number:
AFA-TIPG-14-057190

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

Page Generation Time: 0.289s

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

CSDX

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

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

Step 9: on the **Project Revenue** page, fill in your project revenue in the Actual Amount column. Your proposed revenue appears in the shaded grey column. In the sample below, **before** the actual amounts are added, you see the variance is -$5,000.00

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 & review what you have inputted. If you need assistance, please contact the development consultant before you submit your final report. You want 0 in the variance box before moving on.

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.

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*.

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*.

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.

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*.

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

How to start a new Theatre 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.

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:**

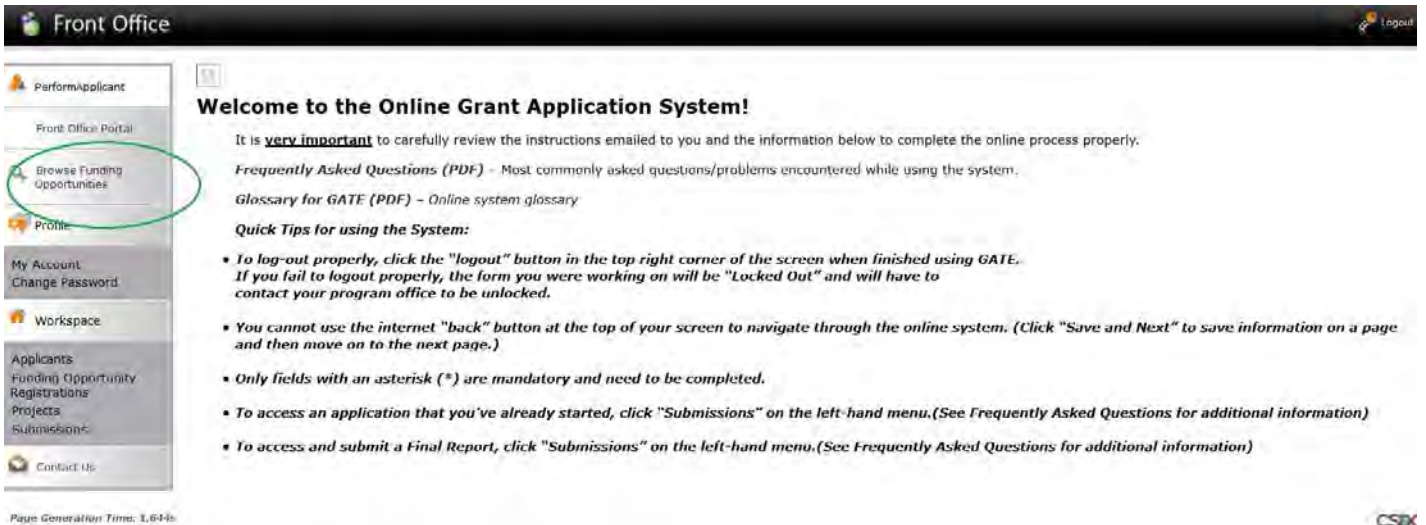• Podium Alberta - http://albertasport.ca/grant-funding-programs/podium-alberta
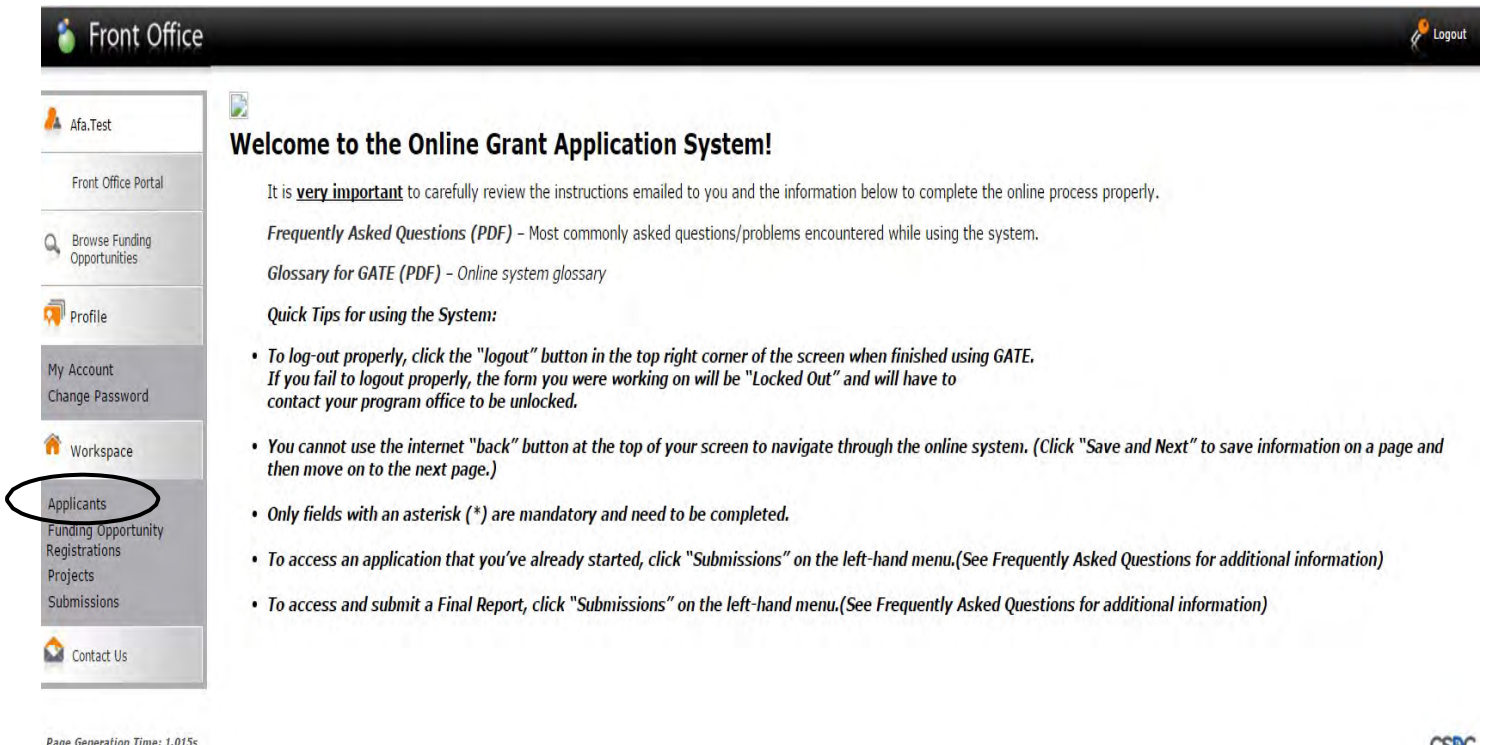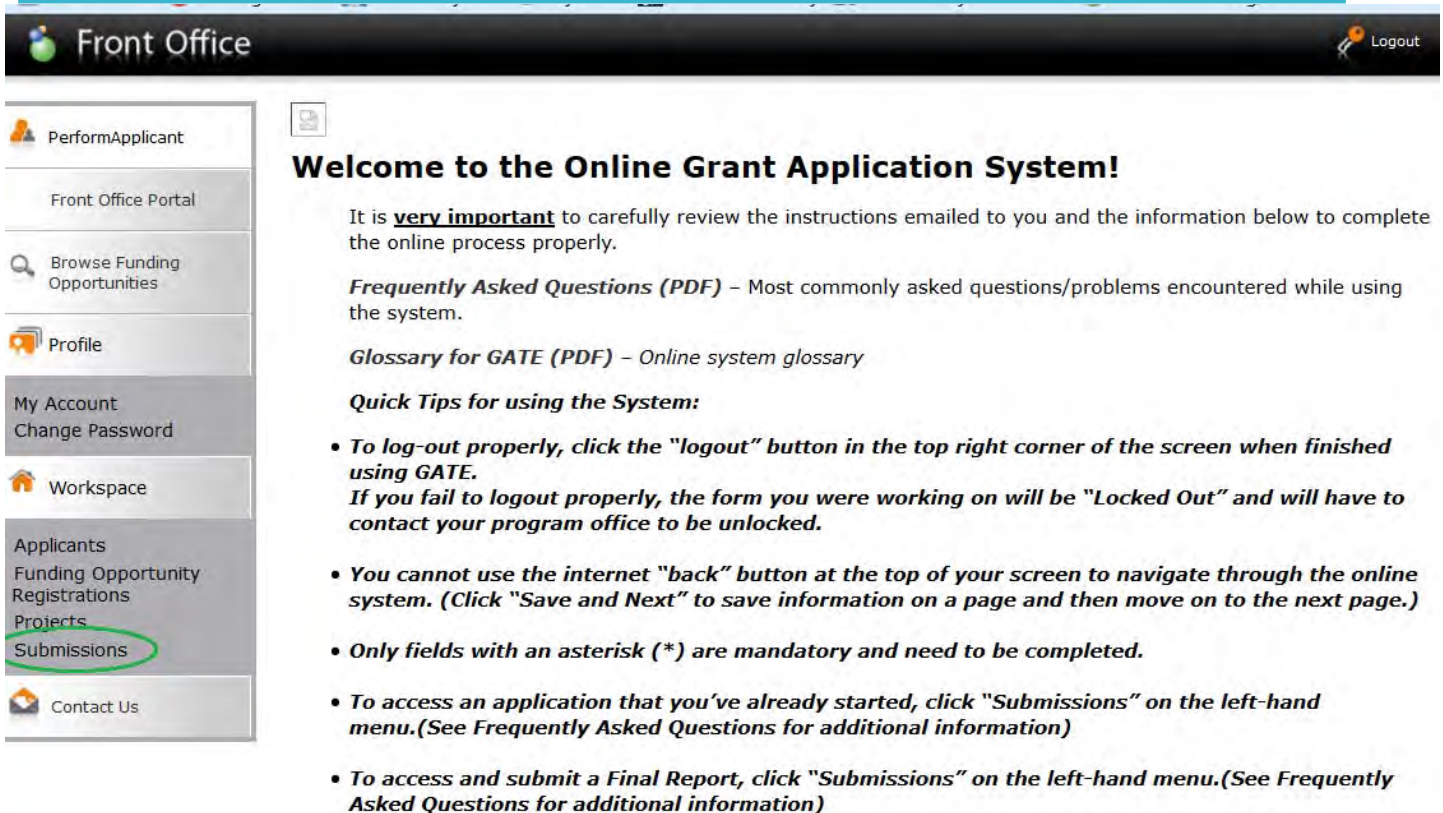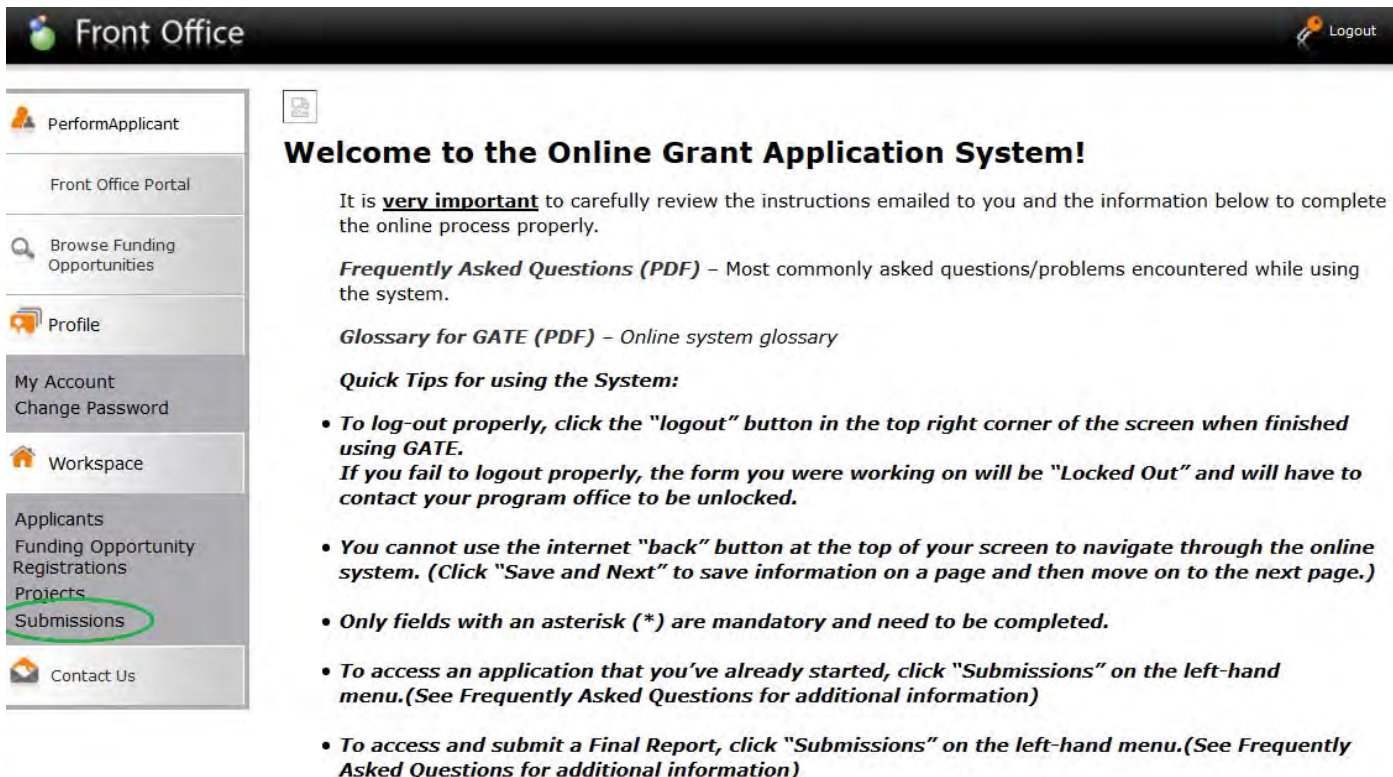
The system may be used to submit applications and reporting information for the following **Alberta Human Services programs:**

• 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.

Welcome to the Online Grant Application System!

It is <u>very important</u> 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 *Theatre Individual Project Grant* in the Search Criteria box, OR
        - scroll down the page, find *Theatre Individual Project Grant* , and click on icon under Register

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

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

Applicant Type		
	* Applicant Type: Individual ▾	
Save & Back	Save	Save & Next
Back	Next	

PerformApplicant

Applicant Name:
Applicant, Perform
Applicant Number:
APP-10159348

Applicant Profile

Applicant Type
Individual
Address
Contact List
Submission Summary

Export to PDF
Get PDF Viewer

Back to Applicants List

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.*

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.*

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

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

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

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.*

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.*

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*.

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.

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*.

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.*

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

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

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,

Project Expenses

* **Expense Type 1:** Artist Fees

Description	Number of Units	Unit Cost	Total Cost
Director	1	$1,000.00	$1,000.00
Playwright	1	$1,000.00	$1,000.00
Music Director	1	$1,000.00	$1,000.00
Actors	5	$1,000.00	$5,000.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
			$0.00
	Subtotal:		$8,000.00

These numbers won't multiply until you click save at the bottom of the form

Comments:
Please explain here how you got these costs: equity rates? split of box office? Add anything else that helps clarify the budget

40

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.*

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

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.

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.

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

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

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*.

PerformApplicant

Applicant Name:
Applicant, Perform
Applicant Number:
APP-10159348
Project Name:
Produce Original Play -
The Play
Project Number:
AFA-TIPG-14-057190

Alberta Foundation for
the Arts Application
Form

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

View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Submission Summary

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

Back   Next

Export to PDF

Get PDF Viewer

Submit

Note: anything uploaded in word, excel or jpg will NOT export

Step 27: After submitting, the screen reverts to *Submissions* where you will see your application was submitted successfully with a project number, time and date. You will receive an e-mail confirming your submission has been received, plus you will continue to receive e-mails as your application is processed. **Congratulations on submitting your application!**

PerformApplicant

Front Office Portal

Browse Funding
Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity
Registrations
Projects
Submissions

Contact Us

Applicant: Applicant, Perform (APP-10159348)   To open your applicant profile for viewing or editing, click on the orange file folder. Follow the instructions for editing your profile here

Submissions

[Hide Filters] [Clear Filters]

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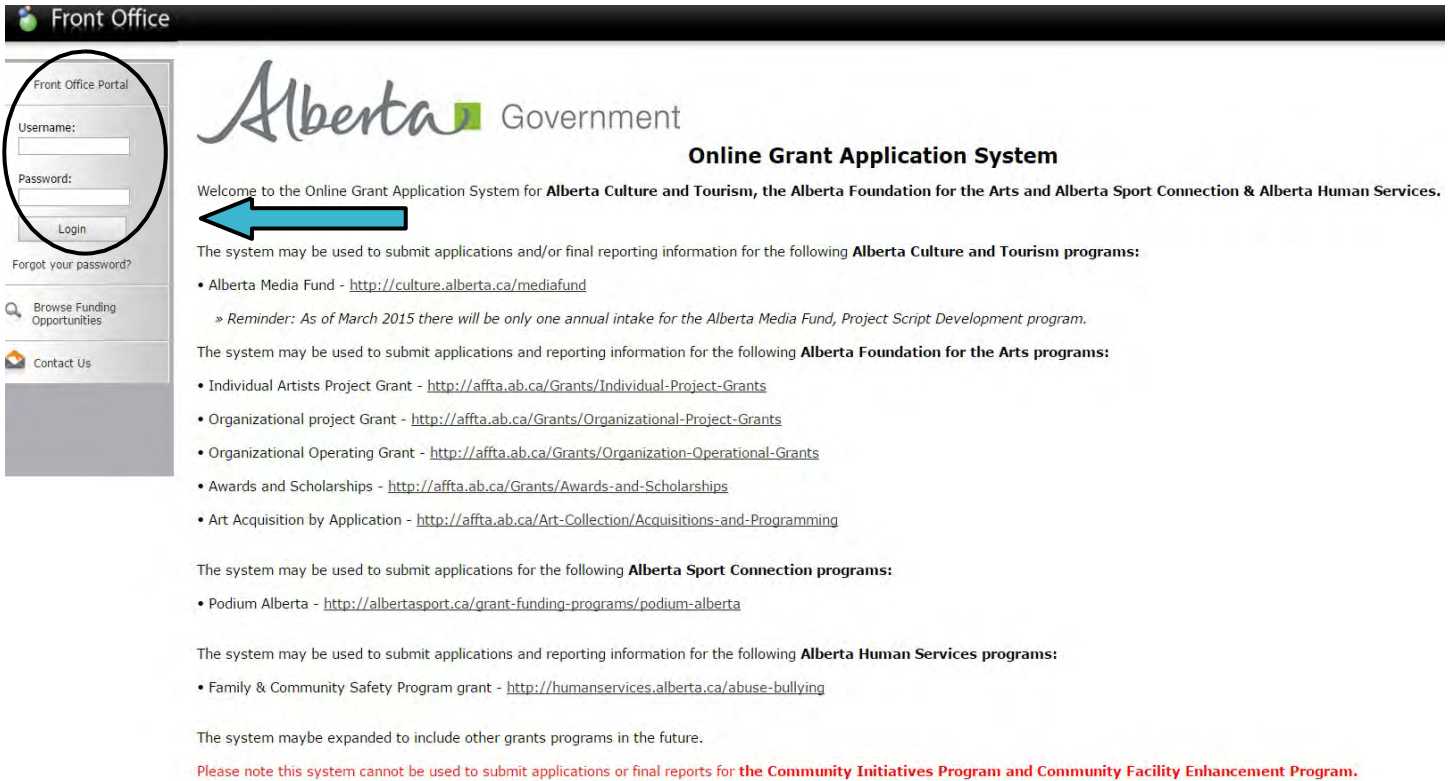Date Submitted: On
Project Status: Open Projects
Submission Version: Latest Version
Associate Type: All

Filter

Actions	Project Name ⬆ Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
📁	Produce Original Play - The Play AFA-TIPG-14-057190	AFA - Theatre Individual Project Grant Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	1-Feb-2019 3:47:48 PM

1

Page Generation Time: 4.363s

CSDC

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.

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

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

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.

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

Step 6: After submitting, the screen reverts to *Submissions* where you originally found your folder. You know your project was submitted successfully because the time and date is now added. 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!**