



Theatre Individual Project Funding

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(you need to do this first before you create a new application)
- How to **submit a final report** from last year
- How to **start a new application**
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How to Use GATE to apply for Theatre 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 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 *Browse Funding Opportunities* in the left menu.

Front Office

Perform Applicant

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)**

Page Generation Time: 1.644s

CSBC

**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

Search Criteria:

Search

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

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.

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 Address

* **Address Line 1:** 10708 - 105 Avenue 

Address Line 2:

Address Line 3:

* **City:** Edmonton

* **Province:** Alberta

* **Postal Code:** T5H 0A1

Country: Canada

Mailing / Delivery Address

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

No

Yes

Address Line 1: 10708 - 105 Avenue

Address Line 2:

Address Line 3:

City: Edmonton

Province: Alberta


Postal Code: T5H 0A1

Country: Canada

Save & Back Save **Save & Next** Back Next

Check Spelling

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

e.Forms 

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 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
		Prof. Perform Applicant	Primary Contact	000-000-0000		

1

Back Next

Page Generation Time: 2.932s 

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.

Contact

Contact Type:

* Salutation:

* First Name:

Middle Name:

* Last Name:

Title:

* Phone Number:

Extension:

Alternate Phone Number:

Extension:

Fax Number:

Email Address:

Alternate Email Address:

Website URL:

Save Save & Add Another

Save & Back to List Back to List

Check Spelling

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

Step 10: 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.

Submission Summary

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

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

Back Next

Complete

Step 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
✓	<u>Applicant Type</u>	2019/01/08	kari.mcqueen	Yes
✓	<u>Individual</u>	2019/01/08	kari.mcqueen	Yes
✓	<u>Address</u>	2019/01/08	kari.mcqueen	Yes
✓	<u>Contact List</u>	2019/01/08	kari.mcqueen	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.

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Complete (circled in green)

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 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 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 - Theatre Individual Project Grant

* Applicant Project Name: Produce Original Play - The Play

Cancel Save & Next

Page Generation Time: 0.196s

CSDC

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

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

Program Overview

The Theatre Individual Project grant stream supports the development of individual artists, arts administrators, or an ensemble of artists by providing a grant for a specific theatre and/or performance art project in a specific time period.

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

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
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Applicant Contact Information
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Project Revenue
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

Applicant Information

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

Legal Name of Applicant: Perform Applicant

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: Prof. Perform Applicant

(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
		Prof. Perform Applicant	000-000-0000

1

Save & Back Save Save & Next Back 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**.

Applicant Contact Information

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

Applicant Address

* Address Line 1: 10708-102 Avenue

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5H 0A1

Country: Canada

Mailing / Delivery Address

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

Address Line 1: 10708-102 Avenue

Address Line 2:

Address Line 3:

City: Edmonton

Province: Alberta

Postal Code: T5H 0A1

Country: Canada

Save & Back Save Save & Next Back 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*.

General Information

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

* **Application Classification:** Ensemble/Group of Artists

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

- First Nation
- Inuit
- Metis
- Non-Status

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

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

Step 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*.

Project Description

* **Project Description Brief:**
To Produce a new Play "The Play" an independent production with an ensemble

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

* **Project Start Date:** 2019/09/15

* **Project Completion Date:** 2019/11/30

Buttons: 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.

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					

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*.

Principal Artists

* Position/Role: Director

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

* First Name: Perform

* Last Name: Applicant

Use legal name NOT stage name

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*.

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

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*.

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
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Project Budget
Project Expenses
Project Revenue
Attachments
Submission Summary

Project Budget

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

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

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

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

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

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

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.

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

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View Applicant Profile

Export to PDF
Get PDF Viewer

Exit Registration

Project Expenses

* Expense Type 1: Artist Fees

Description	Number of Units	Unit Cost	Total Cost
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
			\$0.00
			\$0.00
Subtotal:			\$8,000.00

Comments:

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

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

➔

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*.

The screenshot shows the bottom portion of a web form. At the top is a table with multiple rows. Below the table is a **Subtotal:** label followed by a text input field. Underneath that is a **Comments:** label followed by a larger text input area. A green arrow points from the **Proposed Expenses Comments:** label to the **Total Proposed Expenses: \$10,000.00** field. Below this is another **Proposed Expenses Comments:** label followed by a large text input area containing the text **Write any further explanations for clarification of budget**. At the bottom are several buttons: **Save & Back**, **Save**, **Save & Next** (circled in green), **Back**, **Next**, and **Check Spelling**.

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.

The screenshot shows the **Project Revenue** page. On the left is a sidebar with navigation links. The main content area is titled **Project Revenue** and contains a table for **Non-AFA Revenue**. The table has three columns: **Description**, **Amount**, and **Funding Status**. There are two rows of data: **Sponsorship** for **\$3,000.00** with **Confirmed** status, and **Box office** for **\$2,000.00** with **Pending** status. Below the table, there is a **Total Non-AFA Revenue:** label and a text input field showing **\$5,000.00**. Below that is a **Grant Amount Requested: \$5,000.00** label and a text input field. Underneath is a **Comments:** label followed by a large text input area. At the bottom are several buttons: **Save & Back**, **Save**, **Save & Next** (circled in green), **Back**, **Next**, and **Check Spelling**.

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.

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

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View Applicant Profile

Export to PDF
 Get PDF Viewer

Exit Registration

Attachments

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

For THEATRE SELECTION audio-visual, email files as attachments or downloadable links to theatreAFA@gov.ab.ca. Links to streaming files are not accepted.

All links must be downloadable - no youtube

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes	--		No Attachment
	02. Detailed project description	Yes	--		No Attachment
	03. Two contrasting monologues (Give note above)	No	--		No Attachment
	04. Writing sample	No	--		No Attachment
	05. Complete scores and recordings	No	--		No Attachment
	06. Images	No	--		No Attachment
	07. Commission contract	No	--		No Attachment
	08. Proof of acceptance and detailed description, schedule, and budget for the training program	No	--		No Attachment
	09. Alternate training choices with detailed description, schedule, and budget for each	No	--		No Attachment
	10. Official invitations, confirmations, or itineraries	No	--		No Attachment
	11. Marketing plan	No	--		No Attachment
	12. Letter of reference	No	--		No Attachment
	13. Resumes for other principal artists	No	--		No Attachment
	14. Support materials	No	--		No Attachment

This must be checked against the guidelines. The "no" you see here only indicates whether GATE will let you go on without it. Many of these are required by the program guidelines

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.

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
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 Project Expenses
 Project Revenue
Attachments
 Submission Summary

View Applicant Profile

Export to PDF



Attachment Details

Make sure you type in a name Document Description: Artist Resume

* File Name: No file selected. from your computer

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

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

Step 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.

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

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






Back to Submissions List

Page Generation Time: 0.302s

CSDC

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resumes	Yes		Artist Resume	2019/02/01
	02. Detailed project description	Yes		Project Descripti...	2019/02/01
	03. Two contrasting monologues (see note above)	No	--		No Attachment
	04. Writing samples	No	--		No Attachment
	05. Complete scores and recordings	No	--		No Attachment
	06. Images	No	--		No Attachment
	07. Commission contract	No	--		No Attachment
	08. Proof of acceptance and detailed description, schedule, and budget for the training program	No	--		No Attachment
	09. Alternate training choices with detailed description, schedule and budget for each	No	--		No Attachment
	10. Official invitations, confirmations, or itineraries	No	--		No Attachment
	11. Marketing plan	No	--		No Attachment
	12. Letter of reference	No	--		No Attachment
	13. Resumes for other principal artists	No	--		No Attachment
	14. Support materials	No	--		No Attachment

This e.Form has been submitted

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.

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
Submission Summary
View Applicant Profile

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
X	Project Description	Please Complete	Yes
✓	Principal Artists	2019/02/01	Yes
✓	Individual Applicant Agreement	2019/02/01	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2019/02/01	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2019/02/01	Yes

Step 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*.

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

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!**

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 23

Project Status: Open Projects

Submission Version: Latest Version

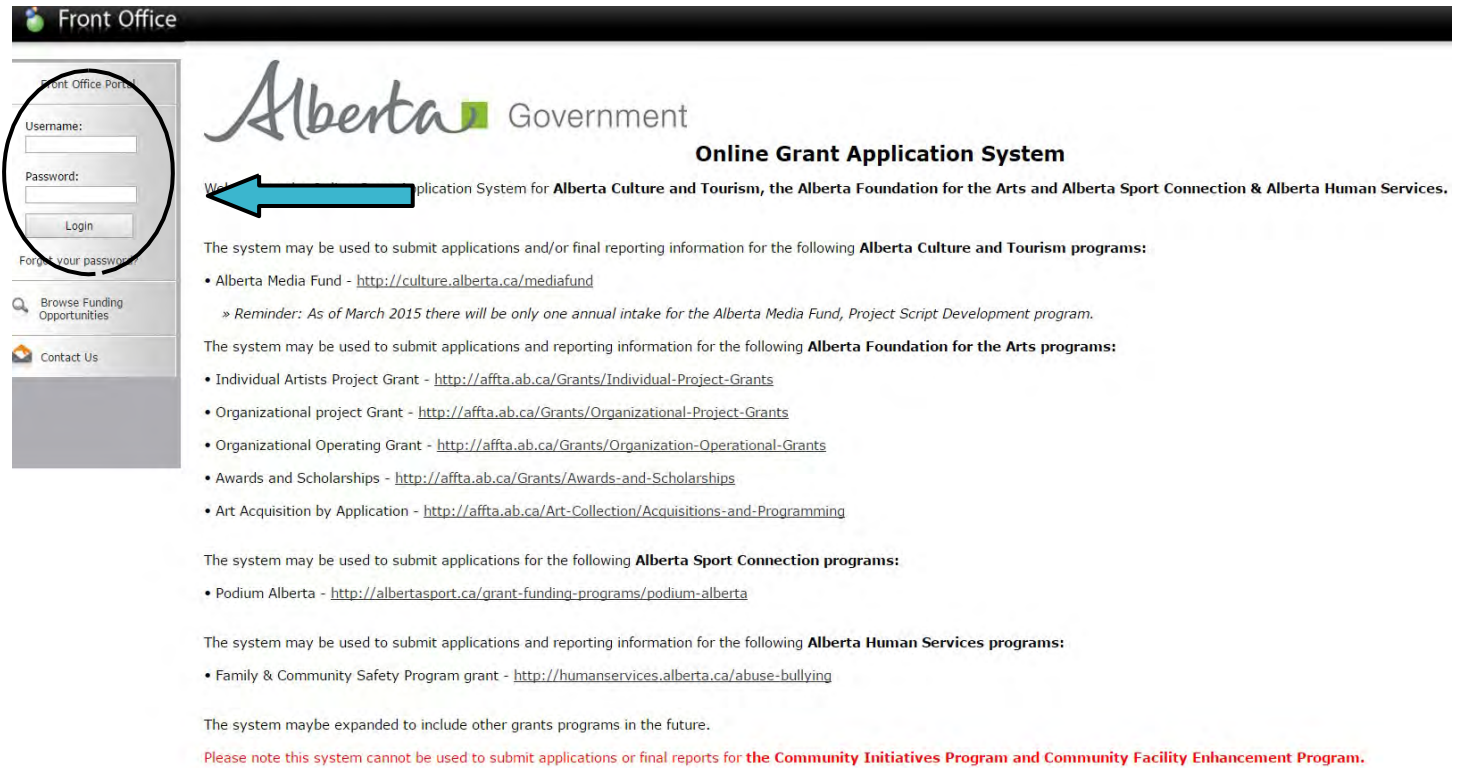
Associate Type: All

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

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>

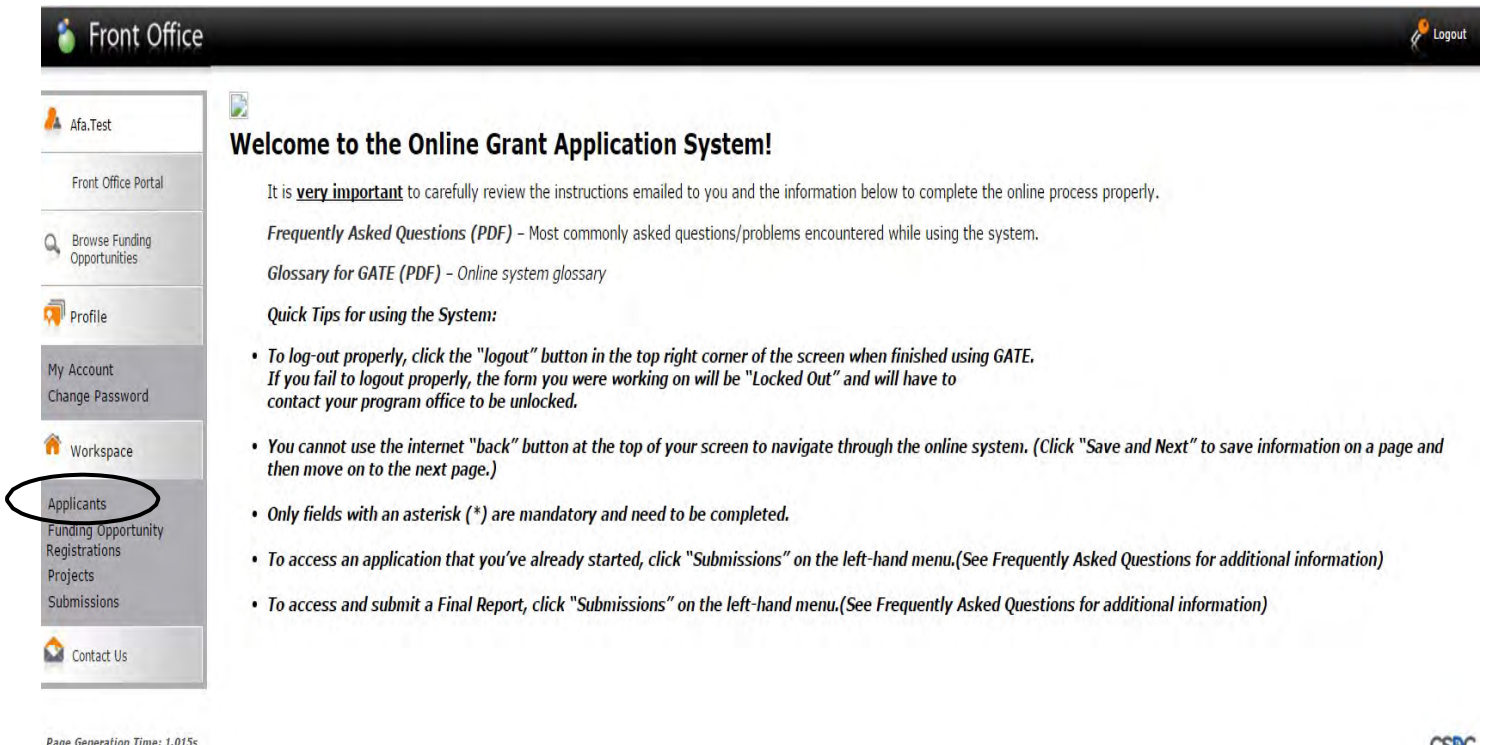
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

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

The system 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 *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)

Page Generation Time: 1.015s

CSBC

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

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](#)

Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Applicant, Perform	APP-10159348	1	1-Feb-2019

Page Generation Time: 0.924s

CSDC

Step 4: click on *Submission Summary* 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

Applicant Type

* Applicant Type: Individual

Back Next

This e.Form has been marked as complete

Page Generation Time: 18.394s

CSDC

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.

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
✓	<u>Applicant Type</u>	2019/01/08	kari.mcqueen	Yes
✓	<u>Individual</u>	2019/01/08	kari.mcqueen	Yes
✓	<u>Address</u>	2019/01/08	kari.mcqueen	Yes
✓	<u>Contact List</u>	2019/01/08	kari.mcqueen	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

Page Generation Time: 4.2s

CSDC

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.

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 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
		Prof. Perform Applicant	Primary Contact	000-000-0000		

Back Next

Page Generation Time: 2.873s

CSDC

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:

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

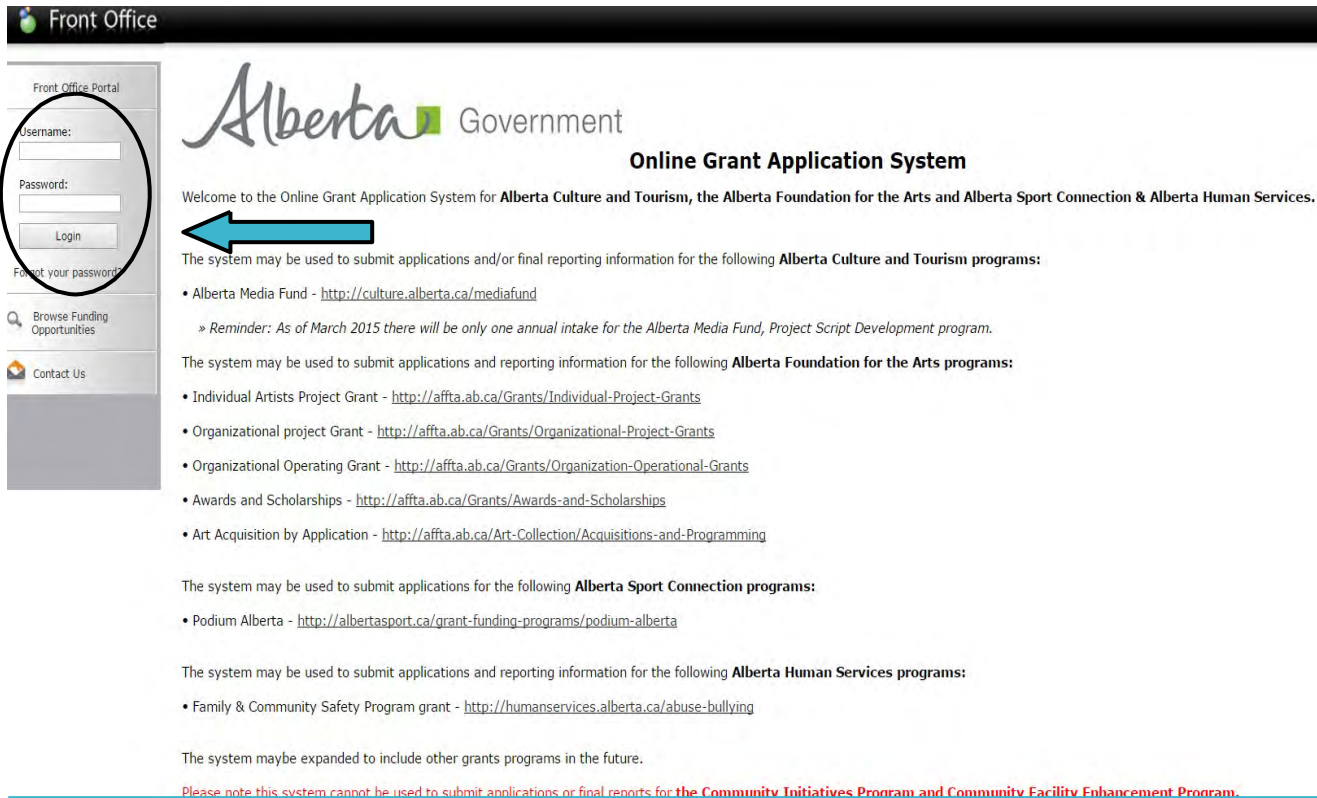
NOTE: You have completed your profile only and not the application. You must complete your application form separately.

Page Generation Time: 2.905s

CSDC

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

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>

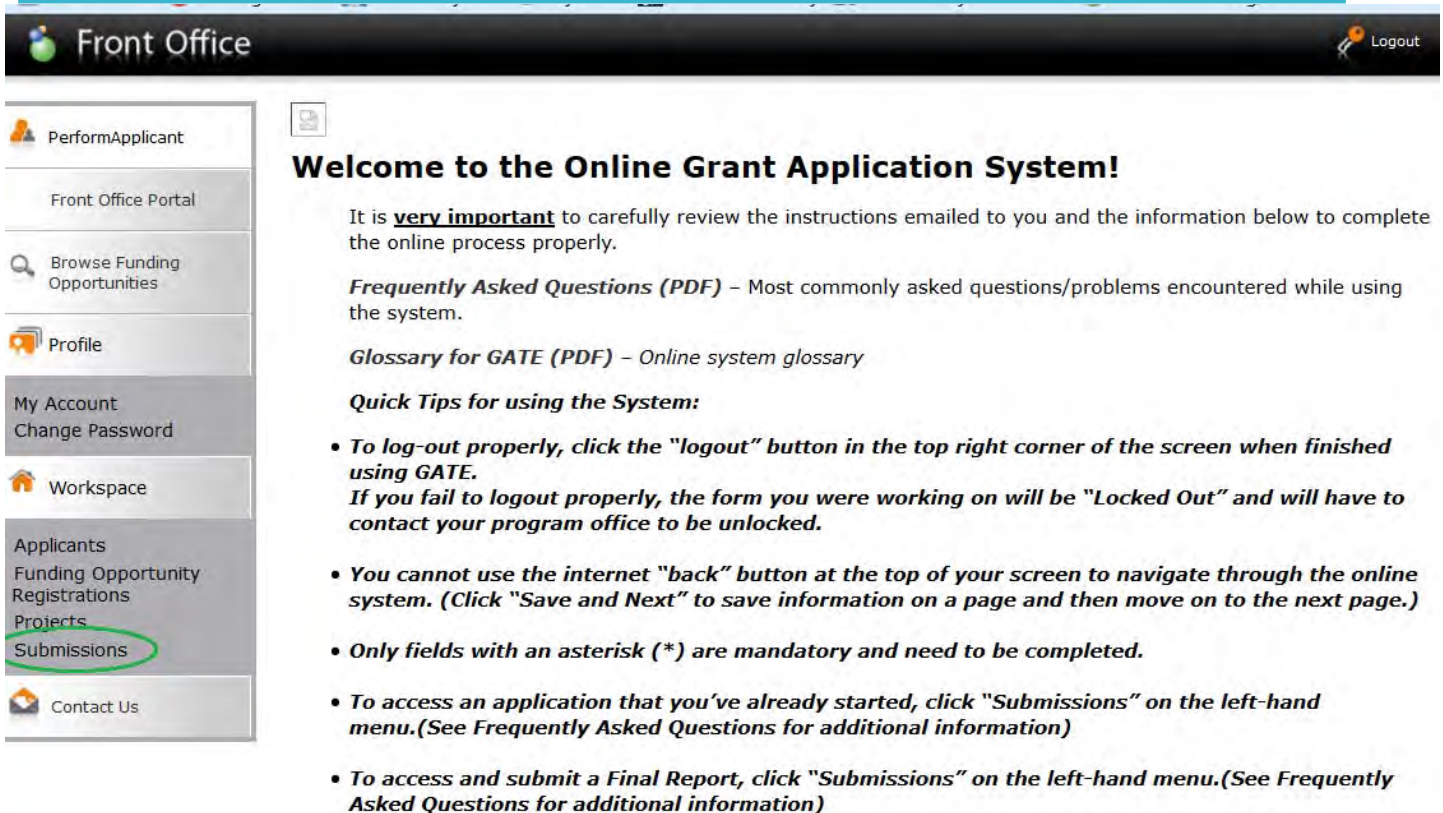
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

- 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 grey menu at the left.



Front Office

Logout

Perform Applicant

Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
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Contact Us

Welcome to the Online Grant Application System!

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

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

Glossary for GATE (PDF) – Online system glossary

Quick Tips for using the System:

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

Step 3: look for your project name, number, and the step name (Submit Final Report). Click on the orange folder under the Actions column. If you can't see this orange folder, click on *[Clear Filters]* near the top left of the screen. Your project folder will appear.

Front Office Portal

Browse Funding Opportunities

Profile

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Submissions

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

Applicant Project Name: All Projects

Date Submitted: On

Project Status: Open Projects

Submission Version: Latest Version

Associate Type: All

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Test OAP Project AFA-OAP-14-057192	AFA - Organizations Arts Projects Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	Produce Original Play - The Play AFA-TIPG-14-057190	AFA - Theatre Individual Project Grant Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	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

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*.

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

Reference Submissions

View Step

Submit Application

Step 5: fill out all boxes marked with an asterisk on the **Individual Project Evaluation** page. Every box marked with an asterisk requires data. Click *Save & Next* when you are ready to move on.

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
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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
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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

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.

Perform Applicant

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 Expenses

* Expense Type 1:

Description	Proposed Number of Units	Proposed Unit Cost	Actual Number of Units	Actual Unit Cost	Total Cost
Director	1	\$1,000.00	1	\$1,000.00	\$1,000.00
Playwright	1	\$1,000.00	1	\$1,000.00	\$1,000.00
Music Director	1	\$1,000.00	1	\$1,000.00	\$1,000.00
Actors	5	\$1,000.00	4	\$1,250.00	\$5,000.00
<i>Any new (approved) items here</i>					\$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:					\$8,000.00

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

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

Comments:

Total Proposed Expenses:
Total Actual Expenses:

Save & Back

Save

Save & Next

Back

Next

Check Spelling

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**

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 Revenue

Non-AFA Revenue			
Description	Proposed Amount	Actual Amount	Funding Status
Sponsorship	\$3,000.00		Confirmed
Box office	\$2,000.00		Pending
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
Total Non-AFA Revenue:	\$5,000.00	\$0.00	

AFA Amount Awarded: \$5,000.00

Total Revenue: \$5,000.00

Variance: **-\$5,000.00**

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 & 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.

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 Revenue

Non-AFA Revenue			
Description	Proposed Amount	Actual Amount	Funding Status
Sponsorship	\$3,000.00	\$2,000.00	Confirmed
Box office	\$2,000.00	\$2,500.00	Pending
Fundraising		\$500.00	-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
			-- select --
Total Non-AFA Revenue:	\$5,000.00	\$5,000.00	

AFA Amount Awarded: \$5,000.00

Total Revenue: \$10,000.00

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.

PerformApplicant

AFA - Theatre Individual Project Grant

Applicant Name: Applicant, Perform
Applicant Number: APP-10159348
Project Name: Produce Original Play - The Play
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AFA Final Report

Reference Submissions Individual Project Evaluation
Project Budget
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Project Revenue

Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Page Generation Time: 0.277 s

Attachments

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

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

CSDC

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*.

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: 0.231 s

Attachment Details

Document must be named → * Document Description: **Incredible Reviews**

* File Name: No file selected. ← From Your Computer

Document Type: 04. Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned



Maximum Size: 4 MB

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

Instructions:

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

CSDC

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.

PerformApplicant

AFA - Theatre Individual Project Grant

Applicant Name: Applicant, Perform
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AFA Final Report

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



View Applicant Profile

Export to PDF
 Get PDF Viewer

Back to Submissions List

Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	<u>01. Official transcript, certificate or tuition receipt confirming completion of training</u>	No	--		No Attachment
	<u>02. Copies of promotional and publicity material</u>	No	--		No Attachment
	<u>03. Copy or photograph of the work produced</u>	No	--		No Attachment
	<u>04. Reviews, gallery publications, invitations, and/or catalogues in which projects are mentioned</u>	No		Incredible Reviews	2019/02/08
	<u>05. Confirmation of attending event</u>	No	--		No Attachment

Page Generation Time: 0.268s

CSBC

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**.

PerformApplicant

AFA - Theatre Individual Project Grant

Applicant Name: Applicant, Perform
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AFA Final Report




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

View Applicant Profile

Export to PDF
 Get PDF Viewer

Back to Submissions List

Submission Summary

Complete	Page	Last Updated	Mandatory
--	<u>Reference Submissions</u>	No Input Required	No
	<u>Individual Project Evaluation</u>	Please Complete	Yes
--	<u>Project Budget</u>	No Input Required	No
	<u>Project Expenses</u>	2019/02/08	Yes
--	<u>Project Revenue</u>	No Input Required	No
	<u>Attachments</u>	2019/02/08	Yes
--	<u>Submission Summary</u>	No Input Required	No

Page Generation Time: 0.255s

CSBC

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*.

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Reference Submissions	No Input Required	No
✓	Individual Project Evaluation	2019/02/08	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2019/02/08	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2019/02/08	Yes
--	Submission Summary	No Input Required	No

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

Page Generation Time: 0.283s

CSBC

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 !**

Front Office

Applicant: Applicant, Perform (APP-10159348)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: All Projects
 Date Submitted: On [23]
 Project Status: Open Projects
 Submission Version: Latest Version
 Associate Type: All

Filter

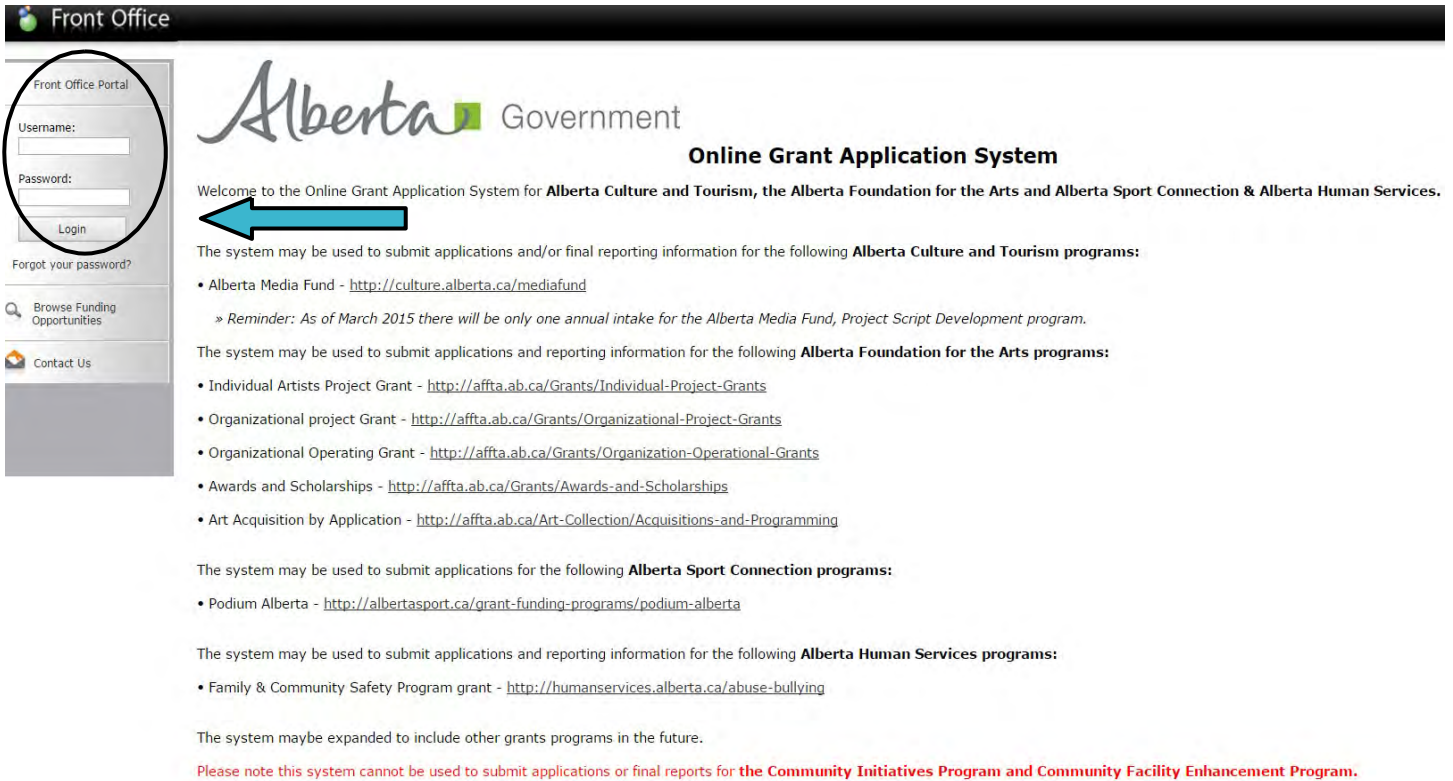
Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Test OAP Project AFA-OAP-14-057182	AFA - Organizations Arts Projects Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	
	Produce Original Play - The Play AFA-TIPG-14-057190	AFA - Theatre Individual Project Grant Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	8-Feb-2019 4:08:08 PM
	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

Page Generation Time: 1.222s

CSBC

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.



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>

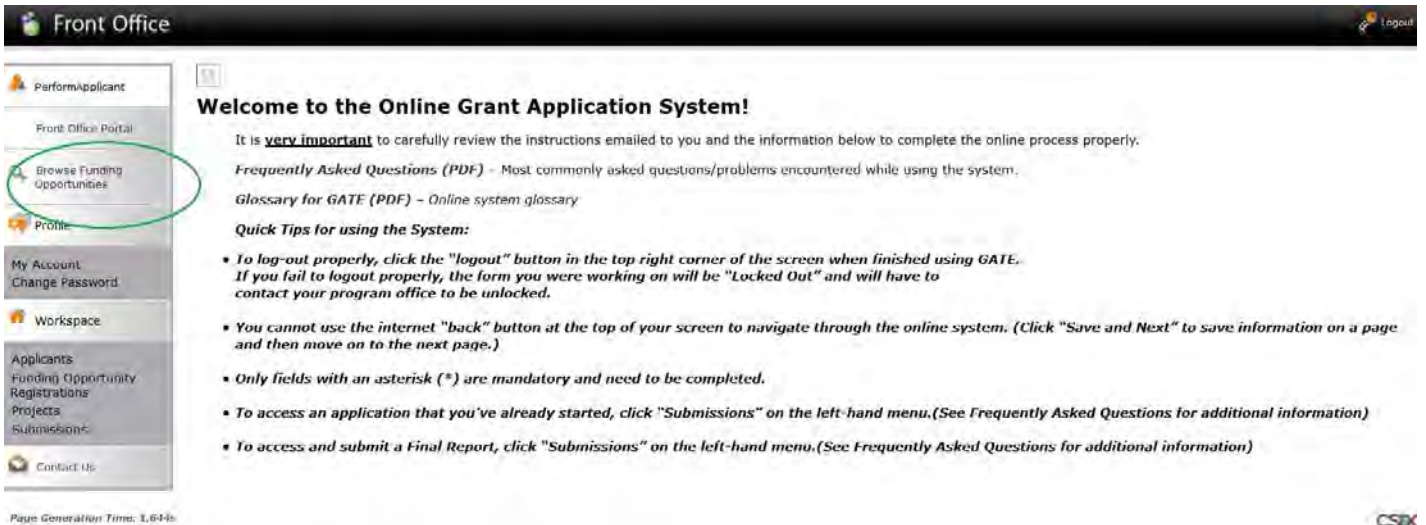
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

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

The system 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 *Browse Funding Opportunities* in the left menu.



Front Office

Logout

Perform Applicant

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)**

Page Generation Time: 1.644s

CSEK

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

Browse Funding Opportunities

Search Criteria:

Search

Register	View	Funding Opportunity Name	Funding Opportunity Start	Registration Start	Registration End
		AFA - Art Acquisition by Application	1-Dec-2014	1-Jun-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-2030
		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-2030

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

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:

Cancel **Save & Next**

Page Generation Times: 0.383s

CSDC

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 a web application interface for 'PerformApplicant'. On the left is a grey sidebar menu with the following items: 'PerformApplicant' (with a person icon), 'Applicant Name: Applicant, Perform', 'Applicant Number: APP-10159348', 'Applicant Profile', 'Applicant Type' (highlighted in bold), 'Individual', 'Address', 'Contact List', 'Submission Summary', 'Export to PDF', 'Get PDF Viewer', and 'Back to Applicants List'. The main content area is titled 'Applicant Type' and contains a dropdown menu labeled '* Applicant Type:' with 'Individual' selected. A green arrow points to this dropdown. Below the dropdown are five buttons: 'Save & Back', 'Save', 'Save & Next' (circled in green), 'Back', and 'Next'.

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

Front Office Portal

Browse Funding Opportunities

Funding Opportunity Registration

Login or Create Profile

Create Applicant

Step 1 : Complete Applicant Profile

Step 2 : Create a project

Step 3 : Complete application

Contact Us

Complete Applicant Profile

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

Cancel View Next

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

Front Office Portal

Browse Funding Opportunities

Funding Opportunity Registration

Login or Create Profile

Create Applicant

Step 1 : Complete Applicant Profile

Step 2 : Create a project

Step 3 : Complete application

Contact Us

Create a Project

Funding Opportunity Name: AFA - Theatre Individual Project Grant

* Applicant Project Name: Produce Original Play - The Play

Cancel Save & Next

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

Program Overview

The Theatre Individual Project grant stream supports the development of individual artists, arts administrators, or an ensemble of artists by providing a grant for a specific theatre and/or performance art project in a specific time period.

Please [click here](#) for program guidelines and information.

Back Next

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

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

Applicant Information

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

Legal Name of Applicant: Perform Applicant

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.

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
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- Project Description
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 - Project Expenses
 - Project Revenue
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- Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer
Exit Registration

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

Contact Information

Primary Contact Name: Prof. Perform Applicant

(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
		Prof. Perform Applicant	000-000-0000

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: 10708 - 105 Avenue

Address Line 2:

Address Line 3:

* City: Edmonton

* Province: Alberta

* Postal Code: T5H 0A1

Country: Canada

Mailing / Delivery Address

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

Address Line 1: 10708 - 105 Avenue

Address Line 2:

Address Line 3:

City: Edmonton

Province: Alberta

Postal Code: T5H 0A1

Country: Canada

Save & Back Save **Save & Next**

Back 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*.

General Information

* Category of this application: Art Production

* Application Classification: Ensemble/Group of Artists

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

- First Nation
- Inuit
- Metis
- Non-Status

Save & Back Save Save & Next

Back Next

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

Step 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*.

Project Description

* Project Description Brief:
To Produce a new Play "The Play" an independent production with an ensemble

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

* Project Start Date: 2019/09/15 (yyyy/mm/dd)

* Project Completion Date: 2019/11/30 (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.

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*.

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

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

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.

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,

PerformApplicant

Applicant Name: Applicant, Perform
 Applicant Number: APP-10159348
 Project Name: Produce Original Play - The Play
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Alberta Foundation for the Arts Application Form

Program Overview
 Applicant Information
 Contact Information
 Applicant Contact Information
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View Applicant Profile

Export to PDF
 Get PDF Viewer

Exit Registration

Project Expenses

* Expense Type 1: Artist Fees

Description	Number of Units	Unit Cost	Total Cost
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
			\$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

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*.

The screenshot shows the lower portion of the Project Expenses page. It features a table with multiple rows for entering expenses. Below the table is a 'Subtotal' field. A 'Comments:' text area is present. A 'Total Proposed Expenses: \$10,000.00' field is highlighted with a green arrow. Below this is a larger 'Proposed Expenses Comments:' text area containing the text 'Write any further explanations for clarification of budget' in green. At the bottom, there are several buttons: 'Save & Back', 'Save', 'Save & Next' (circled in green), 'Back', 'Next', and 'Check Spelling'.

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.

The screenshot shows the Project Revenue page. On the left is a sidebar with navigation options like 'PerformApplicant', 'Applicant Name', 'Project Name', and 'Project Revenue'. The main content area is titled 'Project Revenue' and contains a table for 'Non-AFA Revenue'. The table has three columns: 'Description', 'Amount', and 'Funding Status'. It lists 'Sponsorship' for \$3,000.00 and 'Box office' for \$2,000.00. The 'Total Non-AFA Revenue' is \$5,000.00. Below the table is a 'Grant Amount Requested: \$5,000.00' field. A 'Comments:' text area is provided. At the bottom, buttons for 'Save & Back', 'Save', 'Save & Next' (circled in green), 'Back', 'Next', and 'Check Spelling' are visible.

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.

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

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Attachments

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

For THEATRE SELECTION audio-visual, email files as attachments or downloadable links to theatreAFA@gov.ab.ca. Links to streaming files are not accepted.

All links must be downloadable - no youtube

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes	--		No Attachment
	02. Detailed project description	Yes	--		No Attachment
	03. Two contrasting monologues (see note above)	No	--		No Attachment
	04. Writing sample	No	--		No Attachment
	05. Complete scores and recordings	No	--		No Attachment
	06. Images	No	--		No Attachment
	07. Commission contract	No	--		No Attachment
	08. Proof of acceptance and detailed description, schedule, and budget for the training program	No	--		No Attachment
	09. Alternate training choices with detailed description, schedule and budget for each	No	--		No Attachment
	10. Official invitations, confirmations, or itineraries	No	--		No Attachment
	11. Marketing plan	No	--		No Attachment
	12. Letter of reference	No	--		No Attachment
	13. Resumes for other principal artists	No	--		No Attachment
	14. Support materials	No	--		No Attachment

This must be checked against the guidelines. The "no" you see here only indicates whether GATE will let you go on without it. Many of these are required by the program guidelines

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.

PerformApplicant

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

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Attachment Details

Make sure you type in a name



Document Description:

* File Name: No file selected. from your computer

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

Instructions:

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

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

PerformApplicant

Applicant Name: Applicant, Perform
 Applicant Number: APP-10159348
 Project Name: Produce Original Play - The Play
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Attachments

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

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01_Artist resume	Yes		Artist Resume	2019/02/01
	02_Detailed project description	Yes		The Play Project	2019/02/01
	03_Two contrasting monologues (see note above)	No	---		No Attachment
	04_Writing sample	No	---		No Attachment
	05_Complete scores and recordings	No	---		No Attachment
	06_Images	No	---		No Attachment
	07_Commission contract	No	---		No Attachment
	08_Proof of acceptance and detailed description, schedule, and budget for the training program	No	---		No Attachment
	09_Alternate training choices with detailed description, schedule and budget for each	No	---		No Attachment
	10_Official invitations, confirmations, or itineraries	No	---		No Attachment
	11_Marketing plan	No	---		No Attachment
	12_Letter of reference	No	---		No Attachment
	13_Resumes for other principal artists	No	---		No Attachment
	14_Support materials	No	---		No Attachment

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

PerformApplicant

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

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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
X	Project Description	Please Complete	Yes
✓	Principal Artists	2019/02/01	Yes
✓	Individual Applicant Agreement	2019/02/01	Yes
--	Project Budget	No Input Required	No
✓	Project Expenses	2019/02/01	Yes
--	Project Revenue	No Input Required	No
✓	Attachments	2019/02/01	Yes

Step 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

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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

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

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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

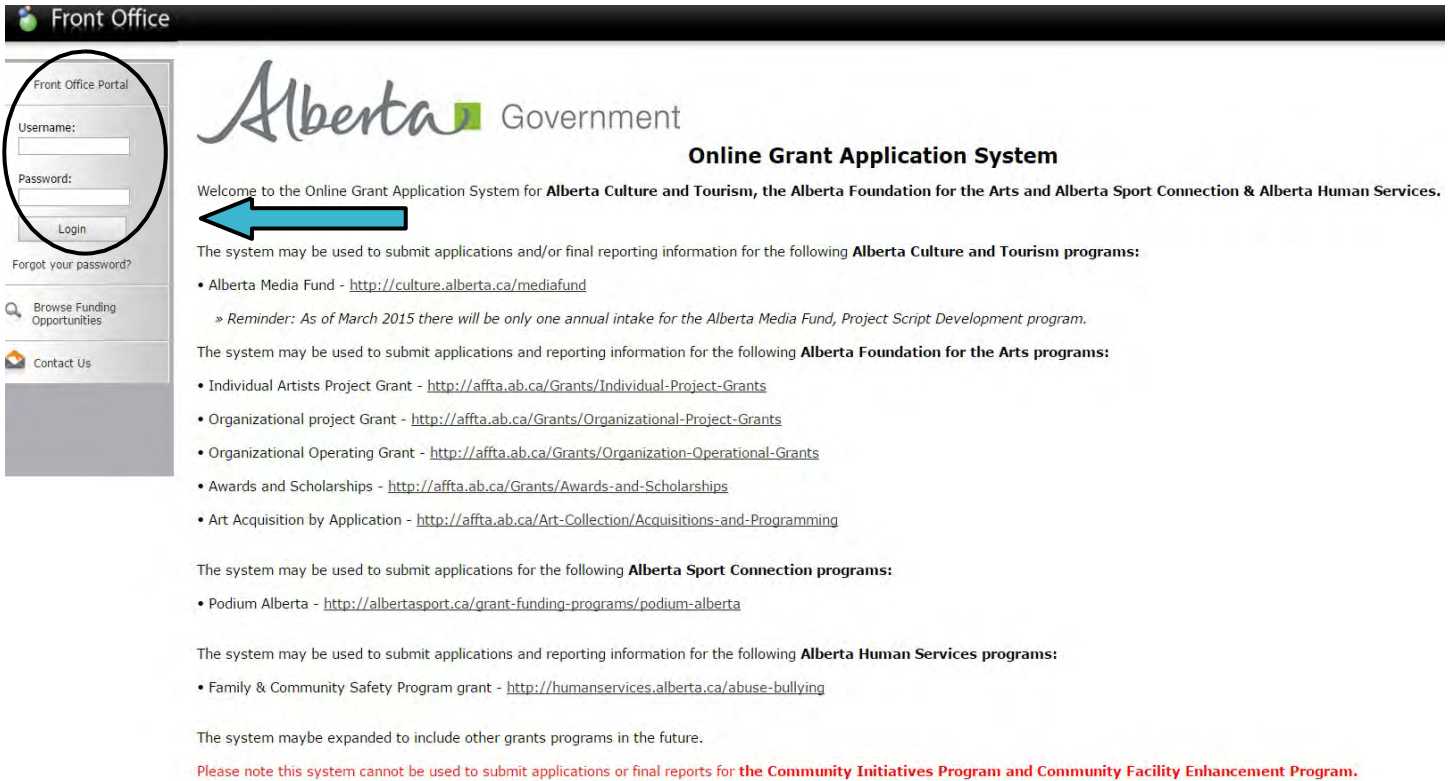
Submission Version: Latest Version

Associate Type: All

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							

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

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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>

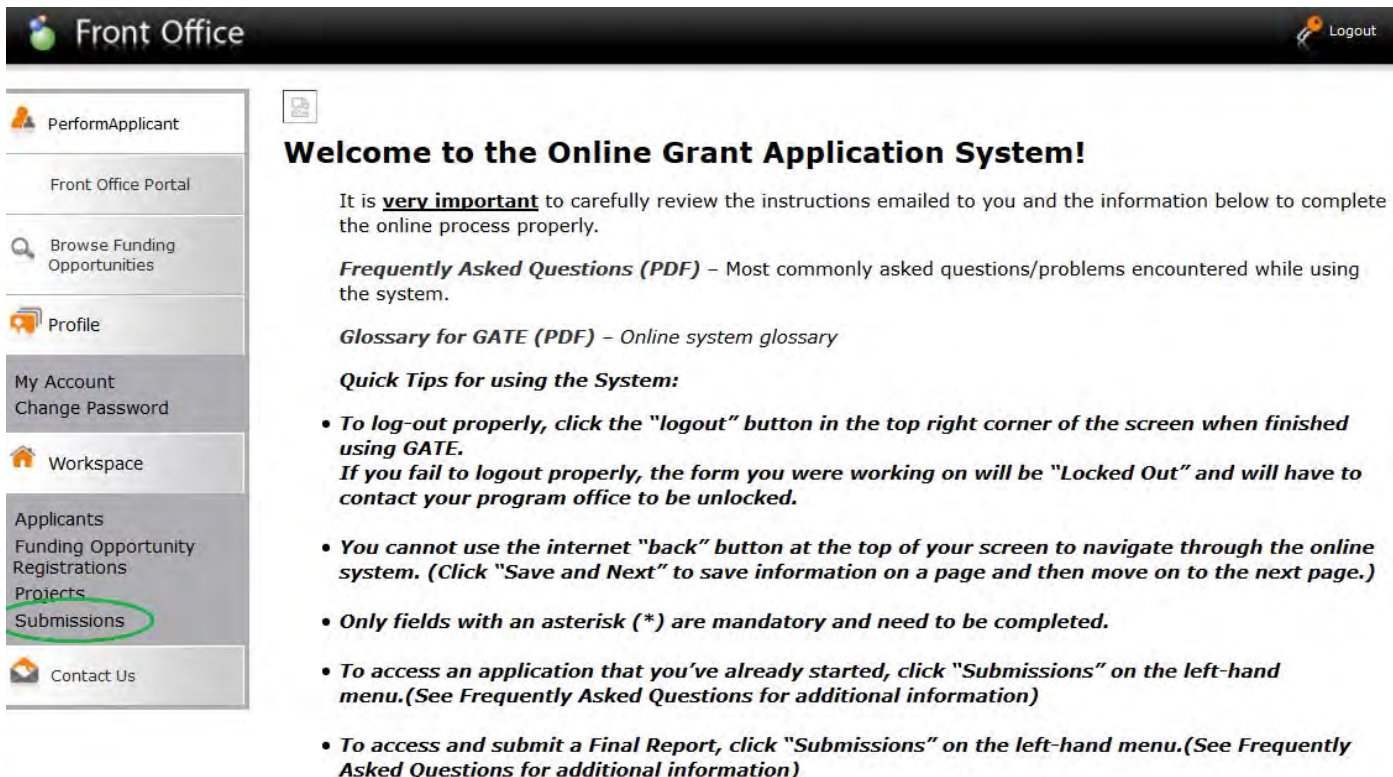
The system may be used to submit applications and reporting information for the following **Alberta Human Services** programs:

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

The system 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 left menu.



Front Office

Logout

Perform Applicant

Front Office Portal

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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.

Front Office

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

Page Generation Time: 4.363s

CSDC

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.

e.Forms

Perform Applicant

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

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Export to PDF
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Program Overview

The Theatre Individual Project grant stream supports the development of individual artists, arts administrators, or an ensemble of artists by providing a grant for a specific theatre and/or performance art project in a specific time period.

Please [click here](#) for program guidelines and information.

Back Next

This e.Form has been submitted

Click any page on this side menu to edit or resume work on your grant application

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*.

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
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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 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!

PerformApplicant

Front Office Portal

Browse Funding Opportunities

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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

↓

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