

Artist & Education On-Line Grant Reporting

Completing the on-line Grant Report should be done in one uninterrupted continuous session to avoid being timed out and losing information. It may take up to one hour to complete the on-line report. **Follow the step by step, screen by screen instructions in this Guide.**

DO NOT START UNTIL:

Prior to commencing the on-line report on your arts residency project, schools MUST Have a digital copy of the following two documents and have them ready to attach to your on-line report:

1. Invoice from the artist or arts organization as proof of payment for the residency for the identical amount stated in your original proposal. GST (if applicable) must be shown separately on the invoice. **Reports missing the invoice from the artist will not be accepted and the school will be required to return the grant amount in full.**
2. If applicable - Residency promotional material such as a school newsletter, performance program, poster, photo(s) of mural, craft pieces, etc.

STEP 1:

In order to gain access to your school's online report, you will need the GATE user ID and password used when your school submitted the school's original application.

If you have forgotten or do not have a GATE user ID and password, send an e-mail request to registrationAFA@gov.ab.ca to obtain a GATE user ID and password.

The e-mail request must contain the following information:

1. The legal name of the school as listed by Alberta Education found at <http://education.alberta.ca/apps/schoolsdir/>
2. The contact name of the individual responsible for preparing the report on behalf of the school; and
3. The contact person's email address.

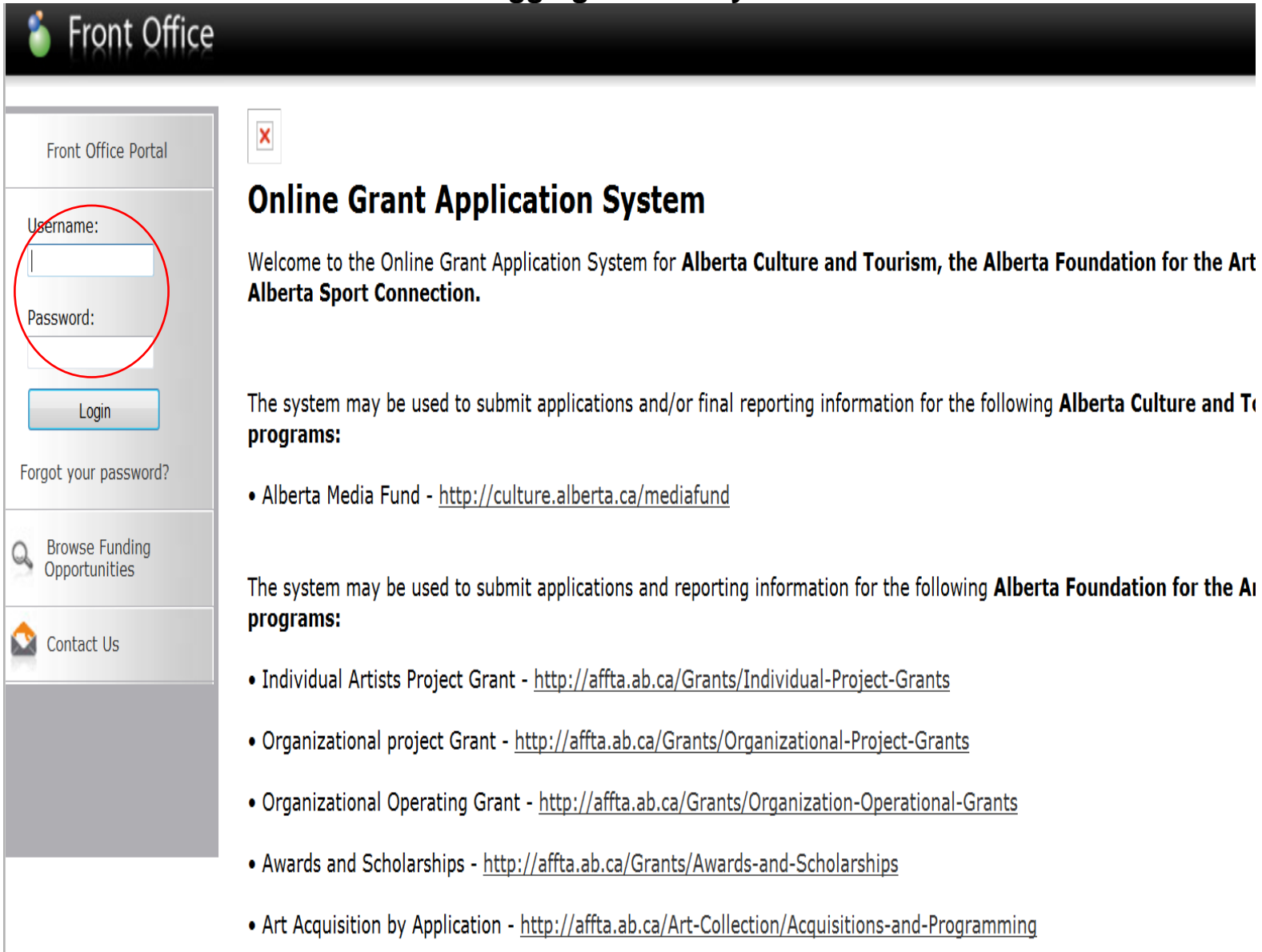
Note: It may take up to 3 days to receive your new GATE user ID and password.

Starting the School's On-Line Report

SCREEN 1

With the user ID and temporary password sent to you by the Alberta Foundation for the Arts (AFA), log into GATE at <https://gate.alberta.ca/gate/frontOffice.jsf>

Screen 1 – Logging into the system



The screenshot shows the 'Front Office Portal' interface. On the left is a navigation sidebar with links for 'Browse Funding Opportunities' and 'Contact Us'. The main content area features a login form with 'Username:' and 'Password:' fields, a 'Login' button, and a 'Forgot your password?' link. A red circle highlights the login fields. To the right of the login form is a red 'X' icon. The main heading is 'Online Grant Application System'. Below it is a welcome message: 'Welcome to the Online Grant Application System for **Alberta Culture and Tourism, the Alberta Foundation for the Art Alberta Sport Connection.**'

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

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

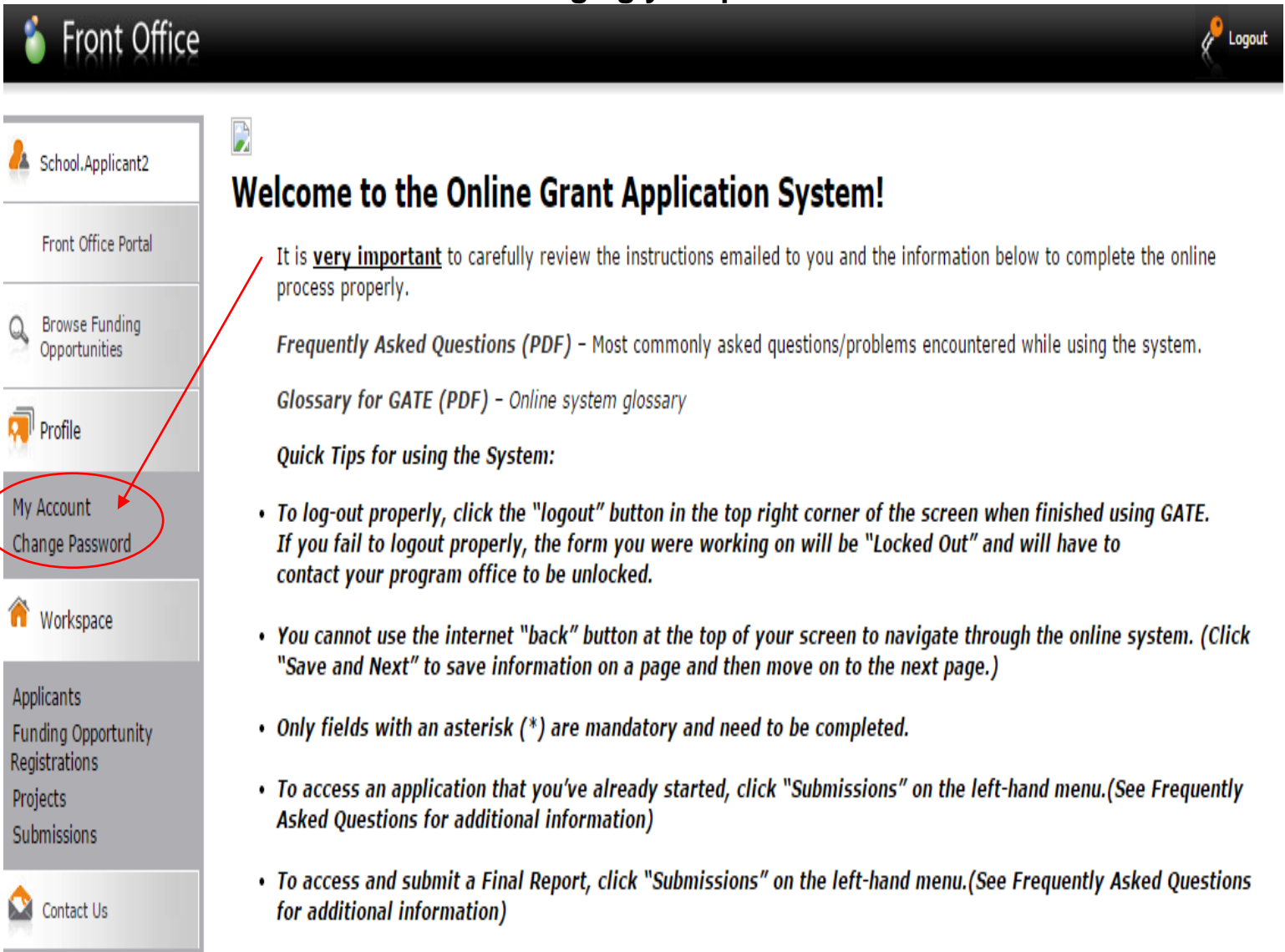
The system may be used to submit applications and reporting information for the following **Alberta Foundation for the A programs:**

- 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>

SCREEN 2

You **must** now change your password. Click on “**Change Password**” in the left hand menu.

Screen 2 — Changing your password



The screenshot shows the 'Front Office' portal interface. The top navigation bar includes the 'Front Office' logo on the left and a 'Logout' button on the right. The left-hand menu is expanded, showing options such as 'School.Applicant2', 'Front Office Portal', 'Browse Funding Opportunities', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applicants', 'Funding Opportunity Registrations', 'Projects', 'Submissions', and 'Contact Us'. The 'Change Password' option is circled in red, with a red arrow pointing to it from the text below. The main content area displays a welcome message and several links for frequently asked questions and glossaries.

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)*

NOTE: The on-line system may be faster or slower at different times of the day, so moving from one screen to the next may take as long as 30 seconds.

SCREEN 3

The old password is the password provided to you by the AFA. Complete the remaining boxes and press “**Save**”. Use your personal email address throughout.

Screen 3 — Changing Your Password

Front Office

School.Applicant2

Front Office Portal

Profile

My Account

Change Password

Workspace

Applicants

Change Password

* Old Password:

* New Password:

* Confirm Password:

* Personal Confirmation Question: Your email

* Personal Confirmation Answer: paul.reich@gov.ab.ca

Save Cancel

SCREEN 4

You will see the message “your password has been changed successfully”. Click on “**Submissions**” in the left hand menu.

Screen 4 — Your Password has been Changed

Front Office

School.Applicant2

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Contact Us

Help Logout

Change Password

* Old Password:

* New Password:

* Confirm Password:

* Personal Confirmation Question: Your email

* Personal Confirmation Answer: kelsie.tetreau@gov.ab.ca


Save

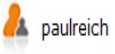
• Your password has been changed successfully.

SCREEN 5

Click the **orange icon** on bottom left side of the page located on the same line as "Submit Final Report".

Screen 5 — Opening Report

HelpLogout



Front Office Portal

Browse Funding Opportunities

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions


Contact Us

Applicant: School Name (APP-59836114)

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
	Name of Artist or Arts Organization AFA-AE-14-036891	AFA - Artists and Education Submit Application	1-Dec- 2014	12-Apr- 2050	Primary Applicant	1	17-Nov-2015 10:48:35 AM
	Name of Artist or Arts Organization AFA-AE-14-036891	AFA - Artists and Education Submit Final Report	1-Dec- 2014	12-Apr- 2050	Primary Applicant	1	

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SCREEN 6

Click "Next".

Screen 6 — Opening Report

e.Forms Logout

paulreich

AFA - Artists and Education

Applicant Name:
School Name
Applicant Number:
APP-59836114
Project Name:
Name of Artist or Arts
Organization
Project Number:
AFA-AE-14-036891

AFA Final Report

Reference Submissions
Program Overview
Project Information
Participation and Project
Outcomes
Experience Learned
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Reference Submissions

View Step

Submit Application

Back Next

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SCREEN 7

Click "Next".

Screen 7 — Opening Report

e.Forms Logout

paulreich

AFA - Artists and Education

Applicant Name:
School Name
Applicant Number:
APP-59836114
Project Name:
Name of Artist or Arts
Organization
Project Number:
AFA-AE-14-036891

AFA Final Report

Reference Submissions
Program Overview
Project Information
Participation and Project
Outcomes
Experience Learned
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Program Overview

For delivery requirements for the Artist and Education Grant please [click here](#) for program guidelines and information.

Back Next

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SCREEN 8

1. Complete all fields. Fields with an ***** asterisk must be completed in order for the report to be accepted by the online system.
2. Click **“Save & Next”**.

SCREEN 8 – Report Information On Residency

Project Information

Artist Name: Artist or Arts Organization Name

Length of Residency (days): 5

Total Amount Paid to Artist (excluding GST): \$2,000.00

AFA Contribution: \$1,000.00

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

Complete Required Field - How did the residency meet the school's expectations and goals. Provide any other relevant project results such as information about the student's experience and residency outcomes.

*** Enhancement of Curriculum. Please describe how the arts were used to enhance the curriculum on your Artist & Education project.**

Complete Required Field


Save & Back Save **Save & Next** Back Next Check Spelling

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SCREEN 9

1. Complete all fields. Fields with an ***** asterisk must be completed in order for the report to be accepted by the online system.
2. Click “**Save & Next**”.

SCREEN 9 – Report Information On Residency - Cont'd

 paulreich

AFA - Artists and Education

Applicant Name:
School Name

Applicant Number:
APP-59836114

Project Name:
Name of Artist or Arts
Organization

Project Number:
AFA-AE-14-036891

AFA Final Report

Reference Submissions
Program Overview
Project Information
**Participation and
Project Outcomes**
Experience Learned
Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Participation and Project Outcomes

*** Number of Students involved in the Project:**

*** Number of Volunteers involved in the Project:**

*** Number of Volunteer Hours:**

*** Description of Volunteer involvement**

Complete Required Field - Volunteers describe non-staff members that helped out in a hands-on way during the residency.If there were no volunteers record 0 in the field above.

*** Number of Community members involved in the project:**

*** Description of Community member involvement:**

Complete Required Field - Community members describe community or family members that came out to visit the residency during or at the end of the project, ie. residency performance or work in progress. If this does not apply then record 0 in field above.

Project Outcomes

*** Success / High Points - What were the high points? Is there a specific "Success Story" from your project?**

Complete Required Field

SCREEN 10

1. Complete all fields. Fields with an ***** asterisk must be completed in order for the report to be accepted by the online system.
2. Click on the drop down menu to select; “Agree”, “Disagree”, “Does Not Apply”.

SCREEN 10 – Report Details On Residency - Cont'd

Experience Learned

Please describe the arts skills learned by participating students:

Complete Field as applicable

Please select the answer that best describes the experience of students who participated in the artist residency project. As a result of this project, students:

* **Demonstrated increased appreciation for the art form** **students participated in.**

Comments:

Complete Field as applicable

* **Learned new arts vocabulary.**

Comments:

Complete Field as applicable

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SCREEN 10 – Report Details On Residency - Cont'd

[Back to Submissions List](#)

* Learned new ways to express ideas through the arts. -- select --

Comments:

Complete Field as applicable

* Gained confidence using new arts skills. -- select --

Comments:

Complete Field as applicable

* Demonstrated improved teamwork. -- select --

Comments:

Complete Field as applicable

* Demonstrated creativity. -- select --

Comments:

Complete Field as applicable



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SCREEN 10 – Report Details On Residency - Cont'd

* Expressed a sense of accomplishment about their involvement in the project. -- select --

Comments:

Complete Field as applicable

Teachers

Please select the answer that best describes the experience of Teachers who participated in the artist residency project. As a result of this project, Teachers:

* Learned new arts skills. -- select --

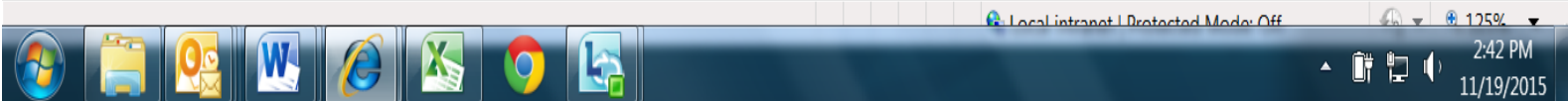
Comments:

Complete Field as applicable

* Learned techniques for integrating arts activities into their teaching practice. -- select --

Comments:

Complete Field as applicable



SCREEN 10 – Report Details On Residency - Cont'd

* Experienced increased confidence with art. -- select --

Comments:

Complete Field as applicable

* Were able to demonstrate personal creativity. Agree

Comments:

Complete Field as applicable

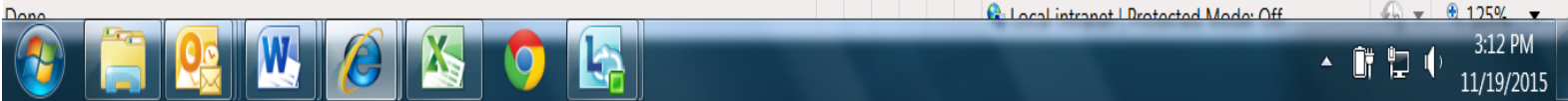
Schools

Please select the answer that best describes the experience of the school who participated in the artist residency project. As a result of this project, school:

* Our school was able to increase to access to arts. -- select --

Comments:

Complete Field as applicable - What arts access existed in the school prior to the residency project and what, if any, changes to arts access has taken place during and/or since the residency project?



SCREEN 10 (Cont'd)

Complete remaining fields and Click **“Save & Next”**.

SCREEN 10 – Report Details On Residency - Cont'd

* Experienced an enhanced sense of community as a school. -- select --

Comments:
Complete Field as applicable

* Experienced greater connections with the community in which our school is located. -- select --

Comments:
Complete Field as applicable

Save & Back Save **Save & Next**

Back Next

Check Spelling

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



SCREEN 11 a.

To attach the documents, locate the “Document Type”.

Not Required:

01. Click – “Copies of promotional and publicity material” - Follow instructions on **Screen 11 b.**

Is Required:

02. Click – “Proof of payment to artist” (invoice from artist) - Follow instructions on **Screen 11b.**

SCREEN 11 a. – Attachments

Document Type	Required?	Download	Document Description	Date Attached
01. Copies of promotional and publicity material	Yes		Promo material, i...	2015/11/17
02. Proof of payment to artist	Yes		Artist Paid Invoice	2015/11/17

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

This e.Form has been submitted

SCREEN 11 b.

Screen 11 b. - Enter the name of the document you are attaching (eg: promotional material or a note) in the Document Description box.

Screen 11 b. - Click the “**Choose File**” button and select the file you wish to attach from your computer documents. **Not all schools may have promotional material on their residency project and, as such, are not required to attach and submit any promotional material.**

Screen 11 b. - Click “Save and Back to List”. **Repeat for next required document** (Invoice from artist)

SCREEN 11 b. – Attachments

Attachment Details

* **Document Description:** Promo material, ie. Newsletter, Program, poster

File Name: Promo Material.docx

Document Type: 01. Copies of promotional and publicity material

Maximum Size: 4 MB

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

Instructions:

Save

Save & Back to List Back to List

This e.Form has been submitted

Left Sidebar:

- paulreich
- AFA - Artists and Education
- Applicant Name: School Name
- Applicant Number: APP-59836114
- Project Name: Name of Artist or Arts Organization
- Project Number: AFA-AE-14-036891
- AFA Final Report
- Reference Submissions
- Program Overview
- Project Information
- Participation and Project Outcomes
- Experience Learned
- Attachments**
- Submission Summary
- View Applicant Profile
- Export to PDF
- Get PDF Viewer
- Back to Submissions List

SCREEN 12

1. Once files are attached, you will see the following.
2. Click “Next”.

Screen 12 - Attached Files

e.Forms Logout

paulreich

AFA - Artists and Education

Applicant Name:
School Name

Applicant Number:
APP-59836114

Project Name:
Name of Artist or Arts
Organization

Project Number:
AFA-AE-14-036891

AFA Final Report

Reference Submissions
Program Overview
Project Information
Participation and Project
Outcomes
Experience Learned

Attachments
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Attachments

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Copies of promotional and publicity material	Yes		Promo material, i...	2015/11/17
	02. Proof of payment to artist	Yes		Artist Paid Invoice	2015/11/17

Back Next

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SCREEN 13

1. The Submission Summary page will show that you have completed all reporting requirements, indicated by the green check marks.
2. If you see a red **X** beside any item on the list, click on that item to return to the appropriate page and complete as required.
3. If your report is complete, click "**Submit**".

Screen 13 — Submission Summary

The screenshot displays the 'Submission Summary' page. On the left is a sidebar with the user's name 'paulreich' and a list of navigation options: AFA - Artists and Education, Applicant Name: School Name, Applicant Number: APP-59836114, Project Name: Name of Artist or Arts Organization, Project Number: AFA-AE-14-036891, AFA Final Report, Reference Submissions, Program Overview, Project Information, Participation and Project Outcomes, Experience Learned, Attachments, Submission Summary, View Applicant Profile, Export to PDF, Get PDF Viewer, and Back to Submissions List. The main content area features a table with the following data:

Complete	Page	Last Updated	Mandatory
--	Reference Submissions	No Input Required	No
--	Program Overview	No Input Required	No
✓	Project Information	2015/11/18	Yes
✓	Participation and Project Outcomes	2015/11/17	Yes
✓	Experience Learned	2015/11/19	Yes
✓	Attachments	2015/11/17	Yes
--	Submission Summary	No Input Required	No

Below the table are buttons for 'Back', 'Next', 'Export to PDF', 'Get PDF Viewer', and 'Submit'. A red arrow points to the 'Submit' button. The Windows taskbar at the bottom shows the time as 3:15 PM on 11/19/2015.

SCREEN 14

Once submitted you will, again, see the first page. You have successfully submitted your report!

A confirmation notice will be sent to the email address provided in your application

Screen 14 — Completed Submissions Page

- paulreich
- Front Office Portal
- Browse Funding Opportunities
- Profile
- My Account
 - Change Password
- Workspace
- Applicants
- Funding Opportunity Registrations
- Projects
- Submissions**
- Contact Us

Applicant: School Name (APP-59836114)

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
	Name of Artist or Arts Organization AFA-AE-14-036891	AFA - Artists and Education Submit Application	1-Dec-2014	12-Apr-2050	Primary Applicant	1	17-Nov-2015 10:48:35 AM
	Name of Artist or Arts Organization AFA-AE-14-036891	AFA - Artists and Education Submit Final Report	1-Dec-2014	12-Apr-2050	Primary Applicant	1	19-Nov-2015 3:16:25 PM

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