



Alberta Culture Days GATE Front Office user guide

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Grantium 7 Front Office User Guide | Arts, Culture and Status of Women
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Welcome to GATE

Strategic Stakeholder Outreach accepts applications for Alberta Culture Days funding opportunities through the Grant Administration Tracking and Evaluation (GATE) online application system. This guide will walk you through the steps to access GATE, complete and update your user profile, find funding opportunities, start, and submit your application, verify the status of your application using messages, and submitting your final report.

This user guide is intended to answer the basic questions around navigating Front Office and submitting your application and reporting. It is not intended to answer questions about program guidelines or content of your project grant.

For more assistance, please contact the Consultant responsible for your funding opportunity. Contact information is located on the Alberta Culture Days website.

Before you start

First Time GATE Username Registration

First-time applicants will require a GATE username and password. Email GATE Registration to get your GATE login information at least five business days prior to the application deadline.

Please include your legal name, funding to which you are applying, and your email address. If you are registering on behalf of an organization, please also include the Legal Name of the organization as registered with Alberta Corporate Registry.

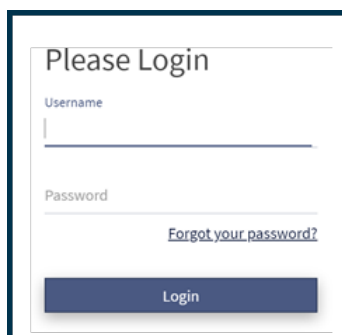
Your GATE user name and password will be sent to the email address provided.

Returning GATE Users

If you are a returning user, you do not need to request a new username. Use your previous login information to access Front Office. Should you have trouble accessing your account, email GATE Registration for a password re-set.

Please note, if your account goes for 6 months without login, you will be required to request a password re-set.

Welcome to Front Office



The image shows a screenshot of a web login form. At the top, it says "Please Login". Below that are two input fields: "Username" and "Password". Under the password field is a link that says "Forgot your password?". At the bottom of the form is a blue button labeled "Login".

Accessing GATE

Once you have received your username and password from GATE Registration you can access your applicant profile at [https:// gate.alberta.ca/gate/frontOffice.jsf](https://gate.alberta.ca/gate/frontOffice.jsf). Click the Login button in the top menu bar. This will open the login screen where you can enter your username and password.



My Work

The **My Work** page is your home page in Front Office.

Funding Opportunities

The **Funding Opportunities** page is where you will find a list of all current funding opportunities accessible on Front Office.

Applicants

The **Applicant's** page is where you can see your profile and update your information.

User and Contact

At the bottom of the tab, you will find buttons for **User** and **Contact**. Click on User to log out of your account. Click on Contact for assistance.

Navigating Front Office

Your **My Work** page is your home page. Clicking on **My Work** or the home button will return you to the main screen.

The most important feature of your **My Work** page is the **Recent Submissions** bar. Here you will find all recent **"In Progress"** or **"Complete"** applications and/or **"Final Reports."** If it is your first time applying for funding this bar will be empty. Once you start the application process your application will appear here.

We recommend you ignore the **Recent Projects** bar while navigating your **My Work** page. It functions the same as **Recent Submissions** but requires additional points and clicks.

Recent Submissions

Your most recent submissions. To see more submissions use the Applicants menu to view the all submissions for an applicant.

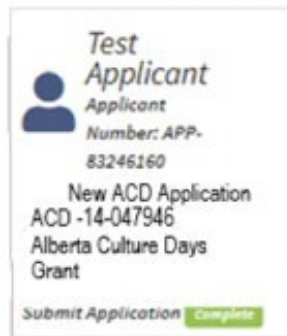


Application in Progress

Once you have started your application you will see a tile for each project in the **Recent Submissions** bar. Should you log out of your account before submitting your application, this tile will display an **"In Progress"** notification. To continue a previously started application, click on the tile. This will return you to the program overview tab of your application where you can continue working.

Application Complete

Once you have completed and submitted your application, you will see that the **"In Progress"** notification has updated to **"Complete."** This means your application has been successfully submitted. Should you need to update contact information on your application, you will be required to contact your program consultant.



Starting your Application

To start an application, click on **Funding Opportunities** in your side navigation panel. This will display a table with all current funding opportunities available. Navigate the table to locate the grant you would like to apply for. Make sure you select the correct grant.

Click on the program's tile to open the grant or scholarship information page. You will be able to access the current guidelines for each funding opportunity and directly apply from this page. Click on **"Apply Now."**

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



Funding Opportunities Page

Select a Profile

Click on the applicant profile to use for your application. Most applicants will only have one profile. However, some users may have multiple organization profiles. Click on the correct profile for your grant type and click **"Save & Next."**



Select a Project

Once you have selected your profile, you will be directed to the **"Select a Project"** page. Here you will have the choice to continue with an existing project you previously started or enter a new project name in the **"Applicant Project Name"** text box. Click **"Save & Next"** to proceed.

Select a Project

Select an existing project and continue where you left off. Or, start a new project and application.



Applicant Profile

If this is your first time applying, you will need to fill out your profile. If you are a returning applicant, review and update your profile information if necessary.

First time applicants must complete each page of their profile. When you reach your **“Submission Summary”** page, it will summarize all tabs. If you missed an item on a previous tab, you will see an **X** beside the item. Click on the underlined item beside the **X**, complete the page, and save. Repeat for every **X** until you see a check mark **✓** beside every item on your **“Submission Summary”** and then click on **“Complete.”** You will then be directed through your application.

Returning applicants may need to update their information, including their mailing address. You must first go to the **“Submission Summary”** page of your profile and click on the **“Complete.”** You will then be directed through your application.

IMPORTANT: Once you make and save your changes, you **must** return to your **“Submission Summary”** page and click on the **“Complete”** button to continue and proceed with your application

Completing your Application

Once you have successfully updated your profile, you will be directed to the **“Program Overview Page.”** This is where you will start your application. If required, you can open the program guidelines by clicking on the link provided.

IMPORTANT: Please note, your application will consist of multiple **“pages”** or **“forms.”** These will vary depending on the program you are applying to.

Each application will require unique information to your grant or funding opportunity. Make sure to read all information on the page thoroughly, checking that all mandatory fields (marked by an *****) are filled in. Once complete click **“Save & Next”** at the bottom of each page to proceed to the next tab.

Applicant Type ✓
Individual ✓
Address ✓
Contact List ✓
Submission Summary

Edit [Complete Profile](#)

Application Tips














IMPORTANT:

We recommend that you prepare all information and documents required for your application before starting. Keep these easily accessible while you are working through the forms.

Items you want to have on hand may include Project Description; Organization information; Project Budget, Expenses and Revenue; Marketing Plans; Banking Information; and any other applicable attachments.

Please see your program guidelines or contact the Program Consultant for your funding opportunity should you require assistance preparing for your application.

Sample Application Page

-  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

Project Grants – Project Budget Expenses

When submitting your expenses for project grants, choose the appropriate expense type from the drop-down menu. Input the Description, Number of Units and Unit cost. You will also have the option to add any additional comments to each section. Once you have completed the table with all expenses scroll to the bottom of the page and click **“Save.”** This will update all grey boxes, including your **“Total Costs”** column and your **“Total Proposed Expenses.”**

IMPORTANT: Each **“Description”** **MUST** include a **“Number of Units”** and a **“Unit Cost,”** otherwise you will not be able to submit your application.

* Expense Type 1:

Description	Number of Units	Unit Cost	Total Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00

* Expense Type 1:

Description	Number of Units	Unit Cost	Total Cost
Sample Artist Fees	1	2000.00	\$0.00

Application Tips

IMPORTANT:

Most project grants require a project budget—including detailed expenses and revenues.

IMPORTANT:

Data cannot be entered into greyed-out fields. These will auto-populate and update every time you click on **“Save”** at the bottom of each page.

Project Grants – Grant Revenues

You are asked to report any revenue contributing to your project. This could be funds you are receiving through personal contributions, grants from other funders, or other funding.

Fill in the table with the **“Description,”** **“Amount,”** and **“Funding Status.”** You can include any additional notes in the comments box. Click **“Save”** to update the **“Grant Amount Requested”** box at the bottom of the page. Once complete click **“Save & Next”** to proceed.

IMPORTANT: If your project expenses exceed the maximum grant allowable according to your program guidelines, you will not be able to submit your application. Your project revenues must

Non-ACD Revenue

Description	Amount	Funding Status
Non-ACD Revenue Sample 1	2000.00	Pending
Non-ACD Revenue Sample 2	1000.00	Confirmed
Non-ACD Revenue Sample 3	500.00	-- select --
		-- select --
		Pending
		Confirmed
		-- select --

Required Attachments

On the **“Attachments”** page, click on the underlined **“Document Type”** to upload the requested document. You must upload information for any lines listed **“Yes”** in order for the system to process your application. Your project may also require additional attachments or support material in addition to those listed as required in Front Office. Refer to your program guidelines for which attachments are required for your project type.

Once you have finished uploading all your attachment, click **“Next Page”** to proceed.

* Document Description:

* File Name: No file chosen

Document Type: 02. Detailed project description

Maximum Size: 4 MB

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

Instructions:

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Detailed project description	Yes		--	2024/01/29
	02. Listing of Culture Days activities and events	Yes		--	No Attachment
	03. Most recent annual return from Corporate Registry	Yes		--	No Attachment
	04. Letter of support	No		--	No Attachment
	05. Marketing plan	No		--	No Attachment
	06. Void cheque or Direct Deposit form	Yes		--	No Attachment
	07. Signed Applicant Agreement	Yes		--	No Attachment

Attachment Tips

IMPORTANT:

Applications and Final Reports require multiple attachments.

If an attachment is listed as **“Required,”** in **Front Office** it is a minimum system requirement to submit your application.

Your project type **may require additional mandatory attachments** or support material.

These attachments will vary according to the type of project you are proposing. For example, a marketing project requires a marketing plan.

Career/training projects require proof of acceptance and a program description.

Failure to upload any additional support material **as outlined in your program guidelines** may result in an incomplete application or final report and may be ineligible for consideration.

Submitting your Application

The final step of your application is your **“Submission Summary.”** This page summarizes all the previous pages you have completed. If all tabs and fields have been completed, you will be able to submit your application.

From the **“Submission Summary”** page, click on the **“Submit”** button, located in red text on the top right-hand corner of the page.

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

Submission Summary

Submit
Export to PDF

Your form is ready to be submitted.

Complete	Page
--	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

Sample
Submission Summary
showing complete

Submission Tips

IMPORTANT:

If your Submission Summary shows incomplete information pay attention to the Notes at the bottom of the table. This will help identify the issue and what information is missing from your tabs.

Click on the page description beside the **X** to go directly to the tab where mandatory information is incomplete.

Summary Errors

If, for some reason, you have missed an item on a previous page, you will see an **X** beside the page. 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 **X** until you see a check mark **✓** beside every page. When you have all check mark's **✓** you can click **“Submit”** at the top of the page.

Before you submit you can print out a paper copy of your submission if you wish. Just click on **“Export to PDF”** located in the upper right corner. Then go back and click **“Submit.”**

	Complete	Page	Last Updated
Program Overview	Complete	Page	Last Updated
Contact List	--	Program Overview	No Input Required
Applicant Contact Information	✓	Contact List	2024/01/30
Organization Information	✓	Applicant Contact Information	2024/01/30
Project Description	--	Organization Information	No Input Required
Project Revenues	X	Project Description	Please Complete
Project Expenses	✓	Project Revenues	2024/01/30
Applicant Agreement	✓	Project Expenses	2024/01/30
Attachments	--	Applicant Agreement	No Input Required
Submission Summary	X	Attachments	Please Complete

Successful Submission Page

After submitting, the screen reverts to a Summary page with the message, ***“You have successful completed your application.”*** Click ***“Finished”*** at the lower right and you will land on ***“Recent Submissions”*** where you will see a new tile has appeared with your project title, number, and **COMPLETE** now added.

On your ***“My Work”*** page you will see that the tile for your application updates to show progress as ***“Complete.”*** Your application is now in review.

 **Test Applicant**
Applicant Number: APP-83246160

New Applicant ACD
14-058045
Alberta Culture Days

Submit Application Complete

Submission Bar updates to show complete.

Submissions

Hide Filter (Clear Filter)

Date Submitted: On

Submission Version: Latest Version

Associate type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step	Start Date	End Date
	New ACD Application ACD-14-058045	Alberta Culture Days Submit Application	1-Dec-2014	31-Mar-2015

Navigation: [Previous] [1] [Next]

Submissions Page

Accessing your Final Reports

If you have received funding, you are required to submit a Final Report. Log into **Front Office** when you are ready to submit your report. In your **“Recent Submissions”** bar you will see titles for any outstanding reporting. These will appear as **“Ready”** or **“In Progress”** until they have been completed and submitted.

The screenshot shows a user profile for 'Test Applicant' with applicant number 'RP-05532'. Below this, it lists 'Test Scenario 1.22 - Interim Report 2' with project number '14-057898' and title 'Alberta Culture Days'. The status is 'Payment/Report Submission In Progress'. To the right, a larger view of the same report shows the title 'Test Scenario 1.22 - Interim Report 2' and a 'Payment/Report Submission Ready' button.

Click on the appropriate tile to start or continue your report. Make sure the project number correlates to the final report project number you need to submit, and ensure every mandatory field is completed (marked with an *). Complete all pages until the **“Submission Summary”** page, clicking on **“Save & Next”** as you go through your report.

The screenshot shows a vertical navigation menu with the following items: Reference Submissions, Individual Project Evaluation, Project Budget, Project Expenses, Project Revenue, Attachments, and Submission Summary. The 'Submission Summary' item is highlighted with a checkmark icon.

Sample Individual Final Report

Once you have reached the **“Submission Summary,”** verify that all information in the previous tabs is complete. If, for some reason, you have missed an item on a previous page, you will see an **X** beside the page. Click on the underlined page beside the **X**, complete the page, and save. Repeat for every **X** until you see a check mark **✓**, beside every page. When you have all check marks **✓**, you can click **“Submit.”**

Final Report Tips

IMPORTANT:

Your requirements for reporting vary depending on your project type. Final reports are required for all grants, but multi-year funding requires additional interim reporting.

It is recommended you have all your reporting requirements ready, including budget actuals (where applicable), description of project results, confirmation of attendance (where applicable), copies of promotional materials, etc.

If you received a project grant that included **Art Production**, you must also submit a copy of the work produced. Upload the completed work into your attachments, when possible (i.e., visual arts or literary arts), in PDF format. Forward media or audio files to your consultant as outlined in your program guidelines.

If it has been over 6 months since you last logged in, you may need to re-set your password.

Please email GATE Registration for a new password.

Sample Submission Summary with Error or Missing Information

You will not be able to "Submit" until these Issues are resolved.

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2024/01/00	Yes
✓	Applicant Contact Information	2024/01/00	Yes
--	Organization Information	No Input Required	No
✗	Project Description	Please Complete	Yes
✓	Project Revenues	2024/01/00	Yes
✓	Project Expenses	2024/01/00	Yes
--	Applicant Agreement	No Input Required	No
✗	Attachments	Please Complete	Yes

Message Tips

Your **Messages** bar will display a variety of notifications based on the funding opportunity you have applied to. This could be confirmation of successful application submission; status of your grant; final report notices; or delinquent report status.

IMPORTANT:

Please remember to also check your personal email for communication from the Consultant throughout the application process. Not all communications will appear in the Messages bar in GATE.

Messages

On the **My Work** page, you will see the bar for **Messages**. This is where you will find all recent communications regarding your application status. We recommend you log into **"Front Office"** and check this section frequently for any updates or notices that require your action. Click on the message subject line to view.

Messages

i Your most recent messages.

- Subject
- ✉ Your Report is Delinquent
- ✉ Final Report Overdue Project Name: Alberta Culture Days
- ✉ Your ACD Application has been received Project Name: Alberta Culture Days
- ✉ Your ACD Application has been received Project Name: Alberta Culture Days
- ✉ Final Report Due Project Name: New Test November 1

Notification Message ✕

Your ACD Application has been received Project Name: New Test May 31

New Test May 31

Applicant Project Name:New Test May 31 Project Name:New Test May 31 Project Number:ACD 14-055867 Your application to the Alberta Culture Days grant stream has been submitted successfully, thank you. Your application will now undergo review. While response times can vary, applicants generally receive the outcomes of their applications within two to three months. We appreciate your patience during the assessment process. Thank you again for your grant application.

Notification Message ✕

Final Report Due Project Name: New Test May 31

New Test May 31

Applicant Project Name: New Test May 31 Project Number:ACD 14-055867 This is a reminder that the final report for your Alberta Culture Days Project is due in 14 days. Reporting requirements are outlined in the grant stream guidelines, available at <https://www.alberta.ca/alberta-culture-days-grant>. Please submit a final report as soon as possible via the GATE online application system. <https://gate.external.alberta.ca/gate/frontOffice.jsf> If you have any questions, please contact us at 780-415-0281.

Notification Message ✕

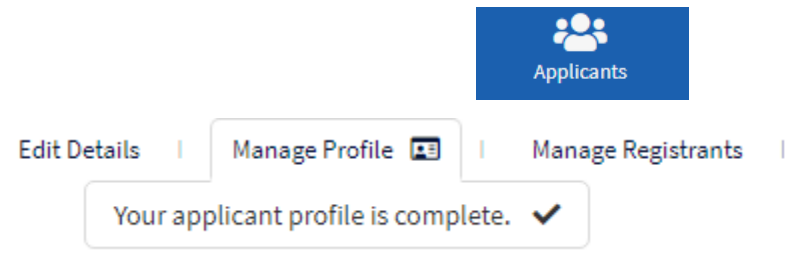
Final Report Submitted Project Name: New Test Mar 2018

New Test Mar 2018

Applicant Project Name: New Test Mar 2018 Project Name:New Test Mar 2018 Project Number: ACD 14-055751 Your final report has been submitted successfully. Thank you.

Updating User Profile

You may need to update your user profile after you have submitted an application. Update your profile directly in **Front Office** using the following steps.



When you log in to **“Front Office”** click on **“Applicants”** in your side navigation panel. This will open a page with your user profile. Click on the profile tile to open your user profile information page. In the top right corner, you will see a navigation bar which show the status of your profile. To update select **“Manage Profile”** and then select the **“Submission Summary”** tab. At the bottom of the page click **“Edit”** to open forms for editing. Select which tab you would like to update and **“Save”** to complete. Once you are done return to the **“Submission Summary”** page and click **“Complete”** to close forms and go back to your user profile page.

IMPORTANT: This **does not** update your application. If you have submitted your application already, please contact the Consultant directly to ensure we have the appropriate contact information on file and so your application can be amended by our office.