

Screen-Based Production Grant GUIDE TO APPLICATION SUBMISSION

Introduction

This guide will assist Screen-Based Production Grant (SPG) applicants in navigating the Alberta Media Fund online application portal, GATE in order to set up a user account and submit an application.

NEW USER STEPS:

1. Contact RegistrationAMF@gov.ab.ca to set up a new user account.
2. Login to GATE Front Office portal.
3. Complete the applicant profile prior to beginning an application.
4. Create a new application and submit.

EXISTING USER STEPS:

1. Log onto GATE using your existing logon information.
2. Create a new application and submit.


1. Register for a User Account

- 1.1. Send an email to RegistrationAMF@gov.ab.ca with the following information:
 - First and Last Name
 - Job Title
 - Preferred Email Address
 - Incorporated Company Name
- 1.2. AMF program staff will create your applicant user account and provide the following by email:
 - Login name
 - Temporary Password
 - Temporary Security Question
 - Temporary Security Answer
- 1.3. Using the login name and temporary password, login to GATE Front Office portal, <https://gate.alberta.ca/gate/frontOffice.jsf>.
- 1.4. Create a new password and change the security question and answer.



2. Complete the Applicant Profile

 To complete the applicant profile you will require:

- Certificate of incorporation including registration number and date
- Applicant address information
- Contact name(s) with contact information

- 2.1. Login to GATE Front Office Portal.
- 2.2. Select “Applicants” from the left hand menu.
- 2.3. Select the orange icon  beside the Applicant Name in the list.

Applicant: APG Test (APP-77901929)

Children Registrants	Parent Open	Applicant Name	Applicant Number
		APG Test	APP-77901929

- 2.4. Select “Cultural Industry (AMF Only)” as the Applicant Type for any Alberta Media Fund grant stream. Click Next to proceed.

Applicant Type

* Applicant Type: Cultural Industry (AMF Only)

- 2.5. Complete the Applicant Profile as directed, filling in any mandatory fields. Click Next to move to the next screen.
- 2.6. If you have completed all the mandatory information you will be able to select “Complete” in the Submission Summary. If you have not, there will be a red “X” beside the field missing information along with a note advising of the error. To navigate to the required section select the page title from either the navigation bar or the Submission Summary. You will not be able to complete the profile if any errors appear.

Submission Summary				
Complete	Page	Last Updated	Last Updated By	Mandatory
✓	Applicant Type	2016/07/14	jacklyn.wu2	Yes
✓	Organization	2016/07/14	jacklyn.wu2	Yes
✓	Address	2016/07/14	jacklyn.wu2	Yes
✓	Contact List	2016/07/14	jacklyn.wu2	Yes
--	Delinquency History	No Input Required		No
--	IMAGIS Details	No Input Required		No
--	Submission Summary	No Input Required		No

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

- 2.7. Once you have clicked the Complete button a message will appear at the bottom of the submission summary that says “This e-form has been marked as complete”.

You have successfully created a new Applicant Profile.



To make changes if the applicant profile has been completed you will need click Edit on the Submission Summary page of the applicant profile first. You can then navigate and make the changes. Click complete on the submission summary page again once finished.


3. Start a New Application

 Submission Tips

- You can only submit an application once you have completed your Applicant Profile.
- The Application draws contact information from your completed Applicant Profile, please ensure the information entered is accurate and up to date.
- Review the guidelines before submitting an application for detailed information.

 To complete the application, you will require:

- Certification of Incorporation
- Proof of Filing (annual return with the Corporate Registries Office)
- Detailed Head of Department Listing
- Number of production shoot days, or digital production hours
- Number of cast and crew, and Albertan cast and crew
- Co-Production Agreement (if applicable)
- Chain of Title Documentation
- Commercial License Agreement
- Evidence of Confirmed Financing
- Production Insurance with a minimum of \$2 million General Liability Insurance in the name of the Applicant Company
- Eligible Cost Worksheet
- Detailed Production Schedule with dates and shooting locations
- Related party transaction declaration form (if applicable)
- Any other relevant attachments to support the maximum Economic and Cultural Benefit score

- 3.1. Click on Funding Opportunity Registration from the left hand menu.
- 3.2. Click the Magnifying Glass icon  beside the desired funding opportunity to bring you to a brief explanation about the funding opportunity.
- 3.3. Click the Apply Now button to start your application.

- 3.4. Select the applicant company from the dropdown menu and click Save and Next to continue.
- 3.5. **IMPORTANT** - You will be routed back to your applicant profile. To avoid reviewing this select Return to Registration Wizard on the left hand side of the screen. It will then ask if you would like to review the Applicant Profile. You can press Next to skip this and proceed to the Application Form.
- 3.6. Enter the Project (Production) Name and hit Save and Next to continue.

 *Tips*


Please note that if you do not click Save after entering data into a form all data will be lost once you navigate away from the form.

The first page of the application is the program overview. The navigation tab on the left hand side of the screen will list the different sections of the form and the current step will be indicated in bold text. You can use this tab to move back and forth within the application form as needed.

- 3.7. Click Next to move from the Program Overview page.
- 3.8. Select the contact name, and primary signing authority name and click Next.
- 3.9. The Applicant Information page of the application form will populate with information entered in your applicant profile.

 *Tip*

If your address has changed be sure to update it in the applicant profile before submitting your application.

- 3.10. Pay particular attention to Parent Company Information, Co-Production and Shareholder Information fields.
 - If you are completing the application on behalf of a subsidiary or single-purpose company, select “yes” for the “Are you a Parent Company” field. A text box will appear for you to fill in the legal name of the Parent Company.
 - Indicate whether or not the project for which you are applying is a co-production. If “yes” is selected, you will be asked to complete the co-producer information and ownership percentage (ownership of the project) on the next page of the Application Form.
 - Select the icon in the bottom left corner of the page to add the Applicant Company shareholder information
- 3.11. The Project Information page contains questions specific to the project for which you are applying. Fill in your project information and click Save & Next.
- 3.12. The Head of Department page is where you will enter all Albertans in Head of Department positions. To add Head of Department positions, click on the  symbol.
- 3.13. Fill in one Head of Department Positions formlet for each Albertan. Click Save & Back to List to return to the main Head of Department page. Click Next once completed.
- 3.14. When you reach the Budget section of the Application Form, you will need to enter data from your Eligible Alberta Cost Worksheet.



Each budget line item in the Application Form corresponds to a total of certain sections in the Alberta Cost Worksheet. The corresponding sections of the Alberta Costs Worksheet are labelled as "A", "B", "C", etc. to make things easier.

3.15. Once you have entered your budget information you will select the Funding Envelope for which you are applying. This is based on the grant amount you are applying for.

* **Funding Envelope:** Choose one option that applies from the following list:

- Cultural Grant Envelope
- Commercial Grant Envelope

3.16. Select the grant funding level.

* **Funding Level:** Choose one option that applies from the following list:

- Tier One - Albertan - 29%
- Tier Two - Non Albertan - 25%

3.17. Select whether or not the Diversity Incentive is met. Click Save and the projected grant amount will auto calculate. Click Save and Next.

Eligible Amount:

3.18. Enter all sources of financing for the production including the projected SPG amount. Click Save and Next.

Financing Structure

* **Total Budget:**

Please include projected AMF Grant Amount:

Funding Source	Funding Amount	% Percentage of Funding
<input type="text"/>	<input type="text"/>	0.00%
<input type="text"/>	<input type="text"/>	0.00%
<input type="text"/>	<input type="text"/>	0.00%
<input type="text"/>	<input type="text"/>	0.00%
<input type="text"/>	<input type="text"/>	0.00%
<input type="text"/>	<input type="text"/>	0.00%
<input type="text"/>	<input type="text"/>	0.00%
<input type="text"/>	<input type="text"/>	0.00%
<input type="text"/>	<input type="text"/>	0.00%
<input type="text"/>	<input type="text"/>	0.00%
Totals:	\$0.00	0.00%

Save & Back

Save

Save & Next

Back

Next

 **Tip**

While much of the required information will have been captured in the Application Form, you will still be required to submit supporting documentation for your application by way of attachments. You will do this in the Attachments section within the Application Form. Required attachments are identified but are not inclusive of all the documents you may need to submit to support your application. You will not be able to submit your application if you have not uploaded supporting documentation into a required line item.

- 3.19. Enter the Document Description and browse your computer for the correct file to attach. Once done, click save and back to list to add additional attachments or to move on to the next step.

Attachment Details

*** Document Description:**

*** File Name:**

Document Type: 01. Certificate of Incorporation

Maximum Size: 4 MB

Allowable Formats: jpg, xls, pdf, doc, docx

Instructions:

- 3.20. Complete the Applicant Declaration. Click Save and Next.
- 3.21. Click Submit to complete the application. Once submitted you should see the note below “This eform has been submitted”. A notification will be sent to the AMF team advising your application is ready for review.

You have successfully created a new Application.

 **Tip**

If you have completed all the mandatory information you will be able to select Submit in the Submission Summary. If you have not, there will be a red “X” beside the field missing information along with a note advising of the error. To navigate to the required section select the page title from either the navigation bar or the Submission Summary. You will not be able to complete the application if any errors appear.