
Alberta Citizenship Awards:

- Premier's Citizenship
- Queen's Platinum Jubilee
- Alberta Centennial

GATE Front Office User Guide



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Grantium 7 Front Office User Guide | Arts, Culture and Status of Women
© 2025 Government of Alberta | January 10, 2025

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Welcome to GATE

Alberta Arts, Culture and Status of Women accepts applications for Alberta Citizenship Awards (Premier's Citizenship Award, Queen's Platinum Jubilee Award and Albert Centennial) through the Grant Administration Tracking and Evaluation (GATE) online application system. This User Guide will walk you through the steps to access GATE, complete and update your user profile, find funding opportunities, start, and submit your application and verify the status of your application.

This User Guide is intended to answer the basic questions around navigating Front Office and submitting your application.

For more assistance, please contact at: ACSW.ABCitizenship@gov.ab.ca

Before you start

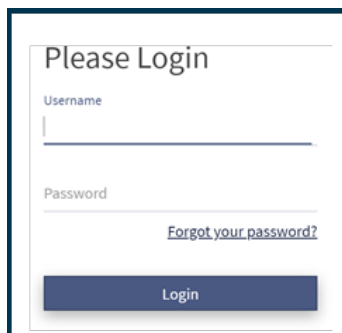
First Time GATE Username Registration

First-time applicants will require a **GATE username and password**. Email GATE Registration at goa.registrationpcs@gov.ab.ca 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.

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

Welcome to Front Office



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 the program consultant.

 Jason Bourne
Applicant Number: APP-72388333
Premier's Citizenship Award SSO-PCS-14-00059133
SSO - Premier's Citizenship Scholarship Program (PCS)
Submit Application In Progress

 Jason Bourne
Applicant Number: APP-72388333
Premier's Citizenship Award SSO-PCS-14-00059133
SSO - Premier's Citizenship Scholarship Program (PCS)
Submit Application Complete

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 **SSO – Premier's Citizenship Scholarship Program (PCS)**.

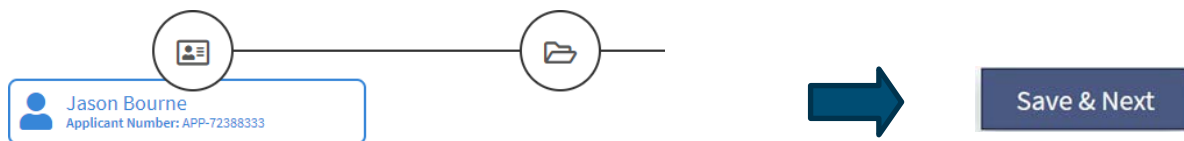
Click on the program's tile to open the grant or scholarship information page. You will be able to access the current guidelines for each funding opportunity and directly apply from this page. Click on **"Apply Now."**

AMF - Alberta Made Production Grant (AMPG) Registration Period 1-Nov-2019 12:00:00 AM to 31-Dec-2050 11:59:00 PM	Community Grants - Community Initiatives Program (CIP) Operating Grant Registration Period 30-Oct-2023 12:01:00 AM to 31-Jan-2024 8:15:00 AM
Project/Script Development Grant Registration Period 1-Jan-2018 12:00:00 AM to 31-Mar-2050 11:59:00 PM	SOW - Persons Case Scholarship Registration Period 1-Feb-2016 12:01:00 AM to 1-May-2024 11:59:00 PM
SSO - Alberta Culture Days (ACD) Registration Period 1-Jun-2015 12:01:00 AM to 1-Sep-2030 11:59:00 PM	SSO - Premier's Citizenship Scholarship Program (PCS) Registration Period 1-Nov-2023 12:01:00 AM to 1-Sep-2030 11:59:00 PM



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.

Premier's Citizenship Award sso-PCS-14-00059133	In Progress	* Applicant Project Name: <input type="text"/>
OR		

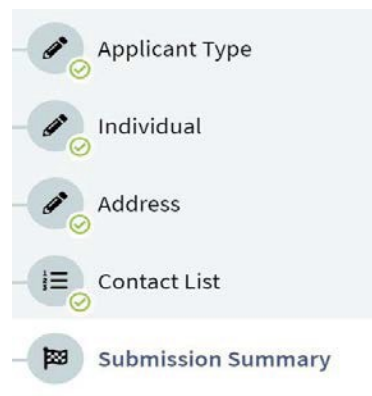
Applicant Profile

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.



A vertical navigation menu for the Applicant Profile. It contains five items, each with a pencil icon and a green checkmark: 'Applicant Type', 'Individual', 'Address', 'Contact List', and 'Submission Summary'. The 'Submission Summary' item is highlighted with a blue background.

Edit 

Complete Profile

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.

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

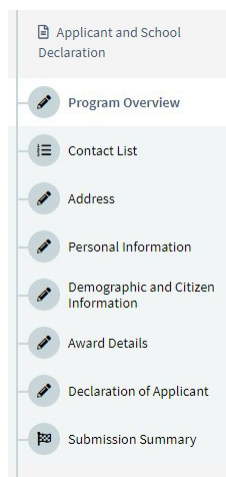
Make sure to read all information on the page thoroughly, checking that all mandatory fields (marked by an *****) are filled in. Once complete click **“Save & Next”** at the bottom of each page to proceed to the next tab.

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: your Alberta Student ID number, your Social Insurance number, letters of reference (if applicable), record of accomplishment (if applicable) and your signed Declaration document.



A vertical navigation menu for the Program Overview page. It contains ten items, each with a pencil icon: 'Applicant and School Declaration', 'Program Overview', 'Contact List', 'Address', 'Personal Information', 'Demographic and Citizen Information', 'Award Details', 'Declaration of Applicant', and 'Submission Summary'. The 'Program Overview' item is highlighted with a blue background.

Program Overview

The Government of Alberta offers three Citizenship Awards to recognize students who have contributed to their communities through public service and volunteering.

Eligible students can submit applications for recognition for the following under this application.

Premier's Citizenship Awards

Students must complete the application form for the Premier's Citizenship Award.

Applicants must download the [School and Applicant Declaration](#) form for completion by the school's principal and to be included in the Attachments section of their application.

Alberta Centennial Award and Queen's Platinum Jubilee Citizenship Medallion

Recipients of these two awards are selected from the pool of eligible Premier's Citizenship Award applications.

The award for each of the three Alberta Citizenship Awards is as follows:

- Premier Citizenship Award: Letter of Commendation
- Queen's Platinum Jubilee Citizenship Medallion: 8 awards of \$7,000 and a medallion
Please [click here](#) for "Queen's Platinum Jubilee Citizenship Award" guidelines and information.
- Alberta Centennial Award - 25 awards of \$2005.
Please [click here](#) for "Alberta Centennial Award" guidelines and information.

Award Details

If you are applying for the Premier's Citizenship Award only, please select "Yes" from the menu for the Premier's Citizenship Award and "No" from the menu for the Queen's Jubilee and Alberta Centennial Awards. Once complete click **"Save & Next"** at the bottom of each page to proceed to the next tab.

Award Details

* I am applying for the Premier's Citizenship Award:

* High School Name:

2000 characters remaining.

I am applying for the Alberta Centennial Award and the Queen's Platinum Jubilee
Citizenship with Medallion Award:

If you are also applying for the Queen's Platinum and Alberta Centennial Awards, please select "Yes" from the menu for the Queen's Jubilee and Alberta Centennial Awards. Once complete click **"Save & Next"** at the bottom of each page to proceed to the next tab and follow prompts from GATE.

IMPORTANT: Applicants must download the **School and Applicant Declaration** form for completion by the school's principal and to be included in the Attachments section of their application. Please note, digital signatures will not be accepted. Once you have downloaded the agreement, please complete the required fields, sign and date, and upload to your application attachments on the next screen.

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.

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

Attachment Details

* Document Description:

* File Name:

Choose File

 No file chosen

Document Type: 02. Reference Letter 1

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. Applicant and School Declaration	Yes		Declaration	2024/02/05
	02. Reference Letter 1	Yes		--	No Attachment
	03. Reference Letter 2	No		--	No Attachment

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.

100%

PCS-Premier's Citizenship Scholarship Program

SSO - Premier's Citizenship Scholarship Program (PCS)

Applicant Name: Jason Bourne

Applicant Number: APP-72388333

Project Name: Premier's Citizenship Award

Project Number: SSO-PCS-14-00059138

Submit

Export to PDF

Your form is ready to be submitted.

Applicant and School Declaration

Program Overview

Contact List

Address

Personal Information

Demographic and Citizen Information

Award Details

Record of Accomplishment

Declaration of Applicant

Attachments

Submission Summary

Submission Summary

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
✓	Contact List	2024/02/05	Yes
✓	Address	2024/02/05	Yes
✓	Personal Information	2024/02/05	Yes
✓	Demographic and Citizen Information	2024/02/05	Yes
✓	Award Details	2024/02/05	Yes
--	Record of Accomplishment	No Input Required	No
--	Declaration of Applicant	No Input Required	No
✓	Attachments	2024/02/05	Yes

Next Page

9 | Page

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.”**

Submission Summary	
Complete	Page
--	Program Overview
✓	Contact List
✓	Address
✓	Personal Information
✓	Demographic and Citizen Information
✗	Award Details
--	Record of Accomplishment:
--	Declaration of Applicant
✗	Attachments

Applicant and School Declaration

Program Overview

Contact List

Address

Personal Information

Demographic and Citizen Information

Award Details

Record of Accomplishment:

Declaration of Applicant

Attachments


Submission Summary

Next Page

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.



Jason Bourne

Applicant Number: APP-72388333

Premier's Citizenship Award SSO-PCS-14-00059133

SSO - Premier's Citizenship Scholarship Program (PCS)

Submit Application Complete

Summary

You have successfully completed your application.

- You have finished the Application for this Grant
- This text is configurable using HTML S in the Funding Opportunity Details page.
- This message can be used let your Applicants know the next steps in the granting process, or what messages t
- This message could also be used for informing the Applicant about anyother information that they might nee
- Since this text is associated with the Funding Opportunity, it can be different for each grant.

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 application; additional inquiries etc.

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

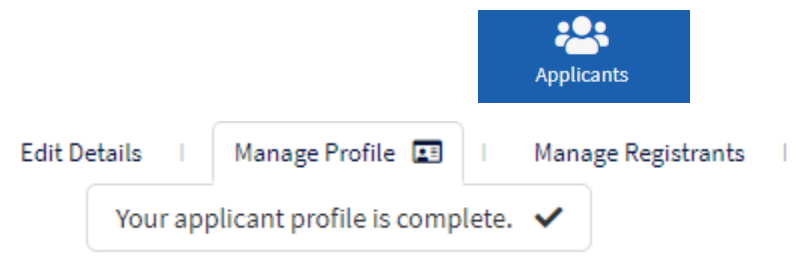
On the **My Work** page, you will see the bar for **Messages**. This is where you will find all recent communications regarding your application status. We recommend you log into **“Front Office”** and check this section frequently for any updates or notices that require your action. Click on the message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

Messages

 Your most recent messages.

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.