

Alberta Project/Script Development Grant

GUIDE TO APPLICATION SUBMISSION

Introduction

This guide will assist Project/Script Development Grant applicants in navigating the Alberta Media Fund online application portal, GATE in order to set up a user account, submit an application and submit your reporting.

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 login 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 or Company Trade 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. Note that passwords cannot be longer than 10 characters.



2. Complete the Applicant Profile

 To complete the applicant profile you will require:

- Certificate of Incorporation 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: Ambero (APP-12016224) To open your applicant profile for viewing or editing, click on the orange file folder. Follow the instructions for editing your profile [here](#)

Applicants							
Children	Registrants	Parent	Open	Applicant Name	Applicant Number	Number of Projects	Last Submission
				Ambero	APP-12016224	0	

- 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.



Tip

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 all applications, you will require:

- Company Profile** (with Parent Company Profile and History) - This is your company description and history, or curriculum vitae. Start-up companies should also include a business plan that can be attached with the company profile or as a separate attachment. A company that has been in operation for less than one year must provide a detailed business plan. This should include information such as an executive summary, company overview, film summary, industry information and a marketing plan;
- Detailed Project Description** - The detailed project description should include the project concept, which development phase you are applying for, a detailed work plan including who the writer is and key dates as well as a completion schedule;
- Contact information** - For both the producer and writer. If the writer is different from the producer a writer’s bio must be provided. Applicants may wish to provide a sample of writing if the writer’s bio does not demonstrate sufficient experience in script writing.
- Financing Structure** - This should detail all funding revenue (including the amount requested from the Department) and all expenditures. Total funding revenue and expenditures should balance;
- Confirmed Financing Evidence** - Any revenue sources indicated in your financing structure must be 100% confirmed. Written evidence from funding sources including the project name is required. Grants may be awarded conditionally if you have not received confirmation of funding from a third party, however confirmation of application submission to a third party is required;
- Co-production Agreement** - This attachment is not required, however if you have a co-production agreement it can be attached; and
- Option or License Agreement** - This attachment is not required, however if you have an option or license agreement it can be attached.

- 3.1. Click on Browse Funding Opportunities 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 Name and hit Save and Next to continue. If your application contains more than one project we recommend using the date of application as your project name.

 *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.

Also note that if your page times out or if you need to continue with an application that has not been submitted click on "Submissions" in the navigation tab on the left hand side of the screen and select the orange icon  beside the Project Name you would like to continue with.

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 Save & 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. Complete all required fields within the following sections:
 - Applicant Information;
 - Writer's Names;
 - Project Budget;
 - Funding Sources other than AMF Funding; and
 - Project Information.
- 3.11. Complete the Applicant Declaration. Click Save and 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 **PDF** 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.

- 3.12. 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:

- 3.13. 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.

Complete	Page	Last Updated	Mandatory
--	Program Overview	No Input Required	No
--	Contact List	No Input Required	No
✗	Applicant Information	Please Complete	Yes
--	Project Budget	No Input Required	No
✗	Funding Sources other than AMF Funding	Please Complete	Yes
✗	Project Information	Please Complete	Yes
✗	Attachments	Please Complete	Yes
✗	Declaration Formlet	Please Complete	Yes
--	For Office Use Only	No Input Required	No

Notes:

- Funding Sources other than AMF Funding list must include at least 1 item(s).



Tips

You can complete your application at a later date; however make sure to click Save before logging out. Also, remember that the application is not complete and submitted until you click the Submit button on the Submission Summary page.

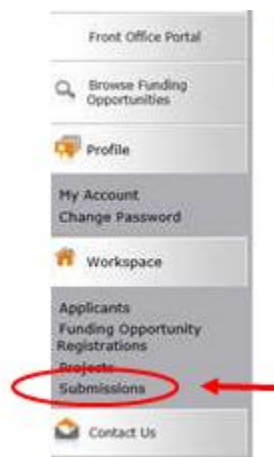
To make changes to your contact list you need to amend your Applicant Profile. This can be done by opening your Applicant Profile and clicking on the Submission Summary Page. There you will click on the Edit button. Make any changes by navigating between the menu on the left hand side, and make sure to save. Once complete click Complete on the Submission Summary page.

4. Submit your Reporting

 To complete the reporting step you will require:

- Finalized budget
- Copy of finalized deliverables. Depending on which stage was funded this would include: pre-development deliverables and/or a copy of the first draft and/or a copy of the final draft

- 4.1. Login to GATE Front Office Portal.
- 4.2. Click on the Submissions link at the bottom of the left hand menu



- 4.3. Click on the orange folder next to the Project Name you wish to report on.
- 4.4. Click next to get to the Financial Report. Here you will enter your Actuals to date. Click Save & Next.
- 4.5. Click on 01. Copy of Work Produced to add your deliverable in attachments. Make sure you add a document description and upload the document before clicking Save & Back to List.
- 4.6. Add any other attachments you wish to provide.
- 4.7. Click Next.
- 4.8. Click Submit.
- 4.9. If there is an X beside a mandatory field, you are missing information. Click on the Page description beside the X and you will be taken to the page with the error. Once corrected you can submit.

Please note that the reporting due date is determined by what is entered as the Project Completion Date in the application; following the completion of the project, as indicated by the Project Completion date,

applicants will have 60 days to submit reporting. If an applicant needs an extension to the reporting due date an email request must be submitted to the program area prior to the reporting due date.