

# Post-Production, Visual Effects and Digital Animation Grant

## GUIDE TO APPLICATION SUBMISSION

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### Introduction

This guide will assist Post-Production, Visual Effects and Digital Animation Grant (PPG) 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](mailto: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*


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- 1.1. Send an email to [RegistrationAMF@gov.ab.ca](mailto: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.



## 2. Complete the Applicant Profile

 To complete the applicant profile you will require:

- Certificate of Incorporation or Trade Name 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: 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
✓	<a href="#">Applicant Type</a>	2016/07/14	jacklyn.wu2	Yes
✓	<a href="#">Organization</a>	2016/07/14	jacklyn.wu2	Yes
✓	<a href="#">Address</a>	2016/07/14	jacklyn.wu2	Yes
✓	<a href="#">Contact List</a>	2016/07/14	jacklyn.wu2	Yes
--	<a href="#">Delinquency History</a>	No Input Required		No
--	<a href="#">IMAGIS Details</a>	No Input Required		No
--	<a href="#">Submission Summary</a>	No Input Required		No

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

Back
Next

Export to PDF

Get PDF Viewer

Complete

- 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

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#### 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 first application, you will require:


(only include these items in subsequent applications if documents are updated)

- proof of general business liability insurance;
- most recent income statement and balance sheet for corporations or a copy of the Canada Revenue Agency T2125 for the previous tax year for sole proprietors;
- individual residency declarations for all eligible Alberta employees and contractors; and
- company profile or curriculum vitae.



To complete all applications, you will require:


- copy of invoices and/or deal memo;
- copy of project estimate or quote, if applicable; and
- residency confirmations for any eligible Alberta employees not previously provided.

- 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. Within the **Applicant Information** page pay particular attention to the Organization Information and Eligible Alberta Employee sections.
  - All of the fields within Organization Information are mandatory fields. Please ensure that the dates and numbers being entered are accurate.
  - The Eligible Alberta Employees section is where you enter the names of each eligible Albertan providing labour on the projects being submitted within the application. Note that 1 application can include multiple projects. Only enter the employees name and information once.
  - To add employees click on the  icon to the bottom left hand side of the screen. Please ensure that information is updated as required and that the information provided matches the attached Alberta Residency Declaration for each Albertan listed.

Eligible Employees	
* First Name	<input style="width: 90%;" type="text"/>
* Last Name	<input style="width: 90%;" type="text"/>
* Year of Previous Alberta Income Tax Return	<input style="width: 90%;" type="text"/>
* Signature Date on Alberta Residency Confirmation	<input style="width: 90%;" type="text"/> 

- To add additional employees click Save & Add Another below Eligible Employees.
- 3.11. The **Projects Claimed** section contains a summary of all of the projects that have been added and questions specific to the project(s) for which you are applying.

- To add a project click on the  icon and a Project Information page will appear. Fill in your detailed project information and complete the Eligible Albertans Performing Work section. Each project will require a new project information page.

**Project Information**

\* Name of Client

\* Client's Country -- select --

\* Client's City

\* Name of Project

Production Type

Genre

\* Post Production Start Date

\* Post Production End Date

\* Total Invoice Value of Project (less GST)

\* Description of Project

\* Description of Eligible Work Performed

\* Total Non-Alberta Costs (less GST)

\* Description of Non-Alberta Costs  
Enter n/a if none

\* Total Non-Eligible Costs (less GST)

\* Description of Non-Eligible Costs  
Enter n/a if none

**\* Eligible Albertans Performing Work**

Total Eligible Invoice Value

Possible Eligible Grant Amount

- To add additional projects scroll to the bottom of the page and click Save & Add Another.

3.12. 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 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.*

- 3.13. 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:**

- 3.14. 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.*