

Art Acquisition by Application (AAA) Application Guide

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Section 1 – Preparing your Application

Art Acquisition by Application (AAA) is an annual program, which provides support for individual Alberta artists or an ensemble of artists through the purchase of their artwork as a permanent part of the Alberta Foundation for the Arts Collection.

Program Information & Contact

For more information

 [Check out the AAA web page:](https://www.afta.ab.ca/)
<https://www.afta.ab.ca/>

 Call our main line at **780-427-9968** to get in contact with one of our team members

Eligibility Checklist

- ✓ Alberta is the artist's primary place of residence for at least the last full calendar year
- ✓ Artwork submitted was not created as part of a formal training program
- ✓ The artist has completed formal training at least 1 calendar year before the application deadline
- ✓ The artwork submitted was completed within 5 calendar years of the application deadline
- ✓ The artist is in good standing with the AFA
- ✓ The artist is legally entitled to work in Canada
- ✓ The artist is legally entitled to be or remain in Canada

Preparation Checklist

To help you prepare your application, please refer to this checklist of content and details required for your application:

- GATE Username and Password (See [For New GATE Users : Completing a GATE Profile](#) section on page 5 for more details)
- Artwork details for each work you are submitting:
 - Title
 - Completion Date
 - Edition# (if applicable)
 - Medium
 - Dimensions
 - Artist Statement
 - List of exhibitions (if applicable)

Note: this information is to be typed directly to the GATE system and cannot be in attachment form. You can prepare the information ahead of time but will have to copy & paste it into the window when you arrive at the "add an artwork" step in the application.

- Artwork Images (.jpeg or .pdf formats preferred up to 4 MB each)
See [Technical FAQ](#) section on page 49 for more detail



- Artist CV (.pdf, .doc or .docx formats preferred, up to 4 MB)

For organizations, you will also need to complete:

- Artist Designation for Submission by a Commercial Gallery, Organization or Artist Agent Form
Linked in the **Helpful Resources** section of the [AAA web page](#)

Section 2 – GATE User Guide

[GATE](#) is the system by which AAA applicants must submit their applications. This system is also used for almost all grants delivered by the Government of Alberta and Alberta Foundation for the Arts.

- **Are you a first-time GATE user?**

[For New GATE Users : Completing a GATE Profile](#)

Pages 5-10

- **Do you already have a GATE profile?**

[Starting a new AAA Application-INDIVIDUALS](#)

Pages 11-23

[Starting a new AAA Application-ORGANIZATIONS](#)

Pages 24-39

[How to resume where you left off working in your application in GATE](#)

Page 40

[Updating or Editing Your Profile in GATE](#)

Pages 41-43

For New GATE Users: Completing a GATE Profile:

Once you have access to GATE, you will be able to apply for any eligible funding opportunities or future AAA cycles through this profile. Successfully using GATE can take some patience and attention to detail, but in this guide, you will find detailed instructions to complete the process.

1. To access GATE, you will need to request a username and password by emailing registrationafa@gov.ab.ca. Make sure you complete this step early as requests can take up to 5 days to process.

For Individuals, include:

- Your legal name
- Your email address
- That you are applying for Art Acquisition by Application (AAA)

For organizations, include:

- Legal name of your organization

NOTE: This means the name listed in your Corporate Registries. If you operate under a different name, please include that as well.

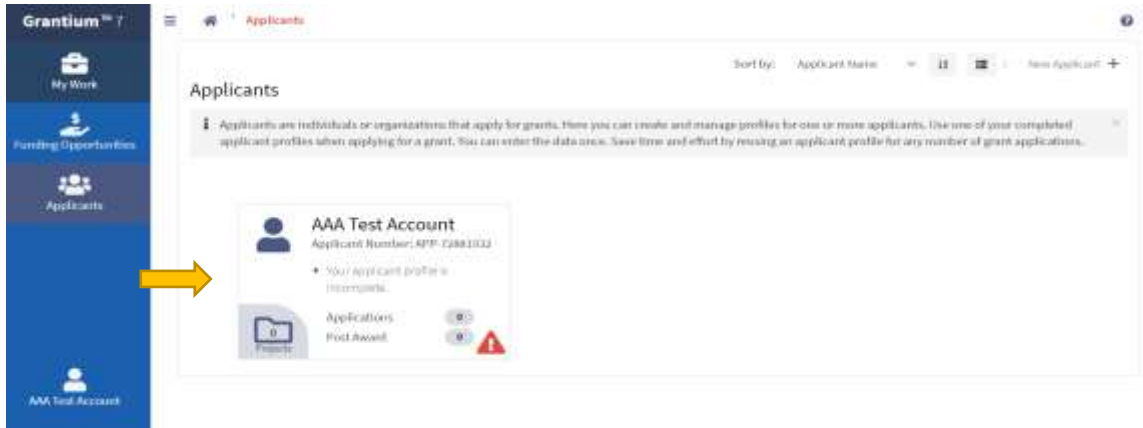
- Contact name of the person preparing applications
- Contact person's email address
- That you will be submitting applications for Art Acquisition by Application (AAA)

Once you have received your username and password, you will need to complete your Applicant Profile. To do so:

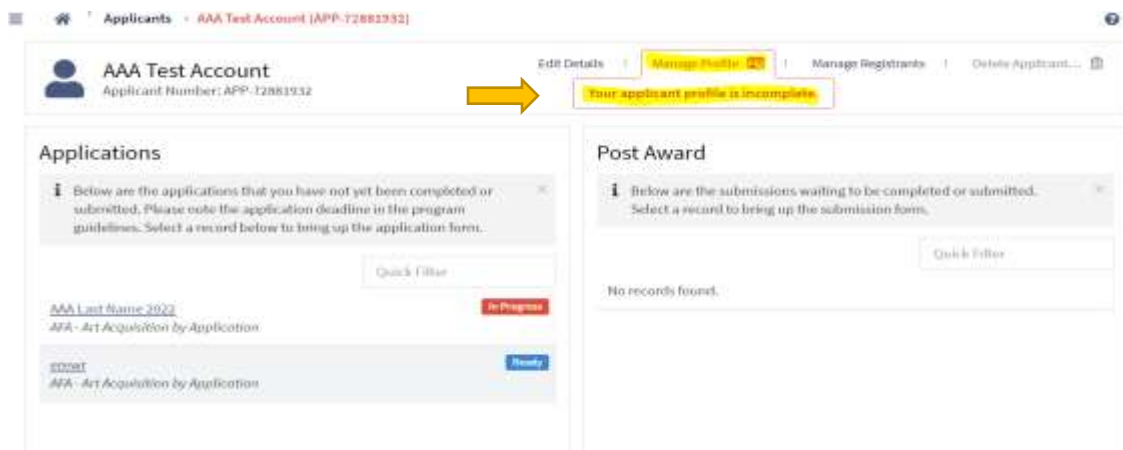
1. Log onto GATE and click **Applicants** in the left-hand menu bar.



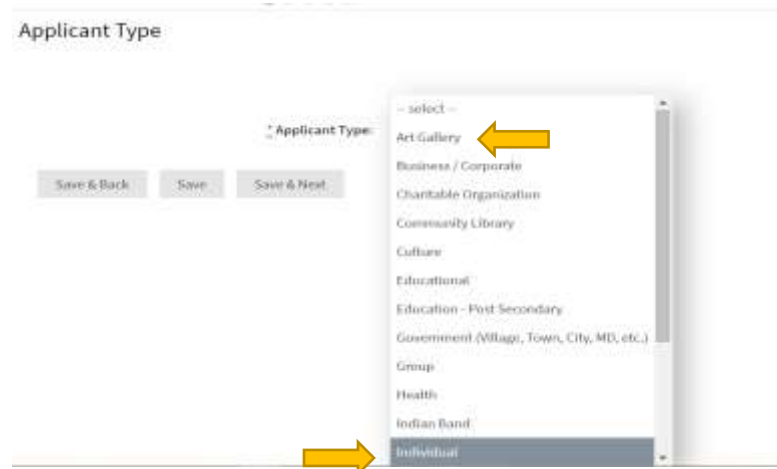
- You should see a box/tile with your applicant name at the lower left. Click on the tile to open your Applicant Profile.



- When the window opens, click on **Manage Profile** to open your profile.



- Select the appropriate **Applicant Type** from the drop-down menu. For example, artists will select **Individual**. Galleries submitting on behalf of artists will choose **Art Gallery**.

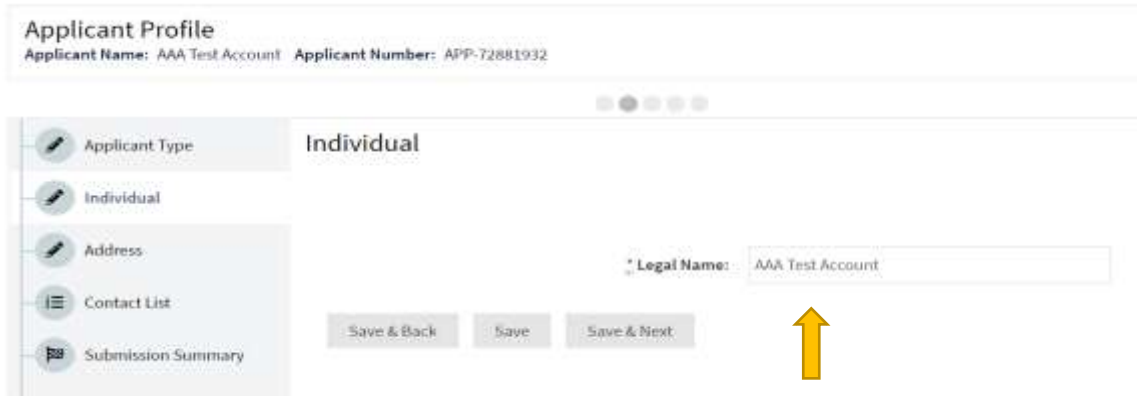


5. Click **Save & Next**.
6. Type your name into the **Legal Name** field.

Note: This must be your legal name, meaning:

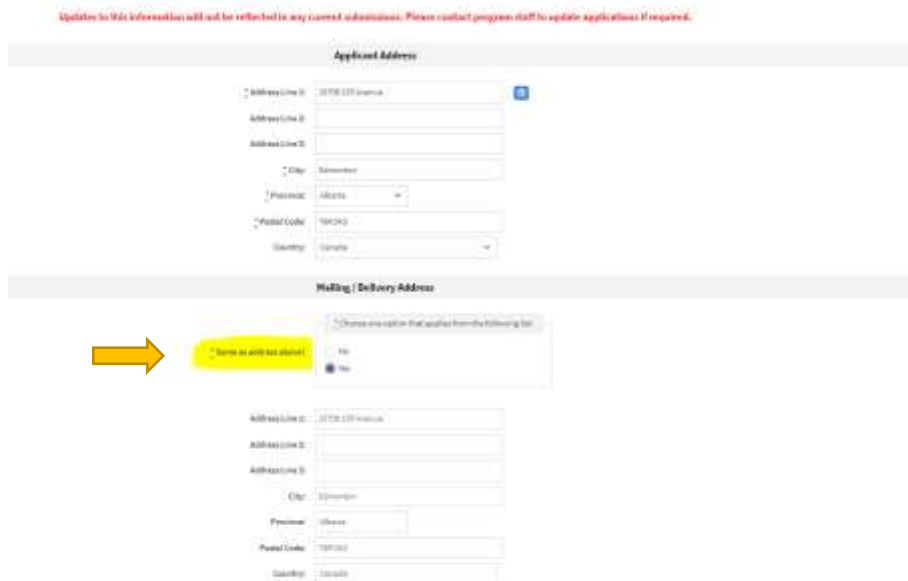
For Individuals: this should match your identification or that you could use to cash a cheque.

For Organizations: this name should reflect your name as filed with Corporate Registries.



The screenshot shows the 'Applicant Profile' page for 'AAA Test Account' (Applicant Number: APP-72881932). The 'Applicant Type' is set to 'Individual'. The 'Legal Name' field contains 'AAA Test Account'. Below the field are three buttons: 'Save & Back', 'Save', and 'Save & Next'. A yellow arrow points to the 'Save & Next' button.

7. Click **Save & Next**.
8. Fill in your address. Here, we have used the Alberta Foundation for the Arts address as an example. If your mailing address is different from this address, select **No** in the box and fill in your mailing address.



The screenshot shows the 'Applicant Address' and 'Mailing / Delivery Address' sections. The 'Applicant Address' section includes fields for Address Line 1, 2, and 3, City, Province (Alberta), Postal Code (T6C 2G3), and Country (Canada). The 'Mailing / Delivery Address' section includes a question: 'Does this address differ from the following?' with 'Yes' and 'No' radio buttons. A yellow arrow points to the 'No' button. Below this are fields for Address Line 1, 2, and 3, City, Province (Alberta), Postal Code (T6C 2G3), and Country (Canada).

9. Click **Save & Next**.

10. You are now at the Contact List section where you will fill in contact information and details.

For Organizations – you will need to add a contact list entry for each of the following contacts for your organization:

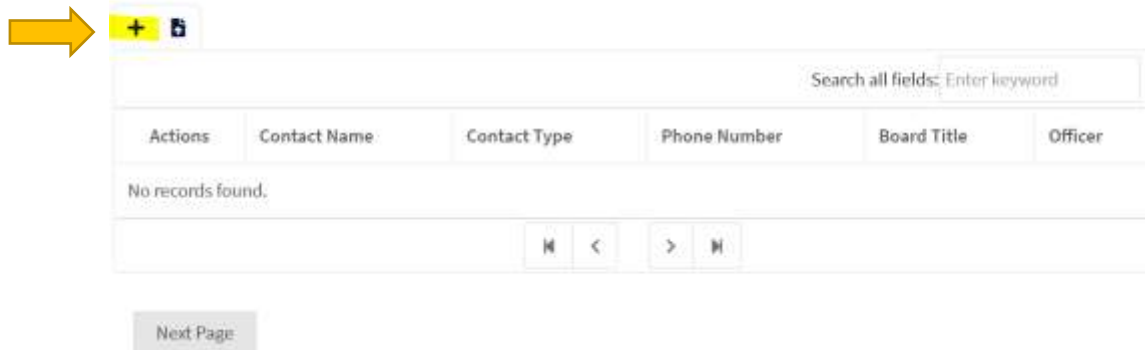
- Primary contact
- Secondary contact
- Signing authority

Note: it may be the case that some (or all) of these are filled by the same person, in which case only add them 1 time to the Contact List.

For Individuals - You can add a secondary contact as an alternate way to reach you but generally, you will be the primary, secondary and signing authority contact.

11. To add a contact to your contact list, click on the plus sign. A new contact form will open.

To add a new contact click on the "plus" icon below.



The screenshot shows a web interface for a contact list. At the top, there is a search bar with the text "Search all fields: Enter keyword". Below the search bar is a table with the following columns: "Actions", "Contact Name", "Contact Type", "Phone Number", "Board Title", and "Officer". The table currently displays "No records found." Below the table are navigation controls, including a "Next Page" button and a set of arrows for navigating between pages. A yellow arrow points to a plus sign icon in the top left corner of the interface.

12. Fill in the contact details in all of the mandatory fields, which are marked with an asterisk (*).

Contact Type: Primary Contact

*** Salutation:** Mrs.

*** First Name:** AAA

Middle Name:

*** Last Name:** Test

Title:

*** Phone Number:** 780-587-4898

Extension:

Alternate Phone Number:

Extension:

Fax Number:

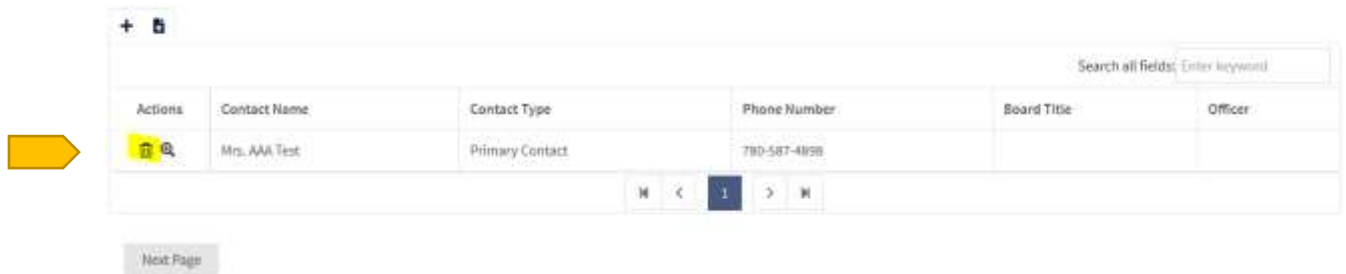
Email Address: happy@yahoo.ca

Alternate Email Address:

13. Click **Save & Add Another** to add additional contacts or **Save & Back to List** if you have no additional contacts to add.

14. This will bring you back to the **Contact List** page where you can see any contacts you have added. If you would like to remove any of the contacts you have added, click on the garbage can icon under “Actions”.

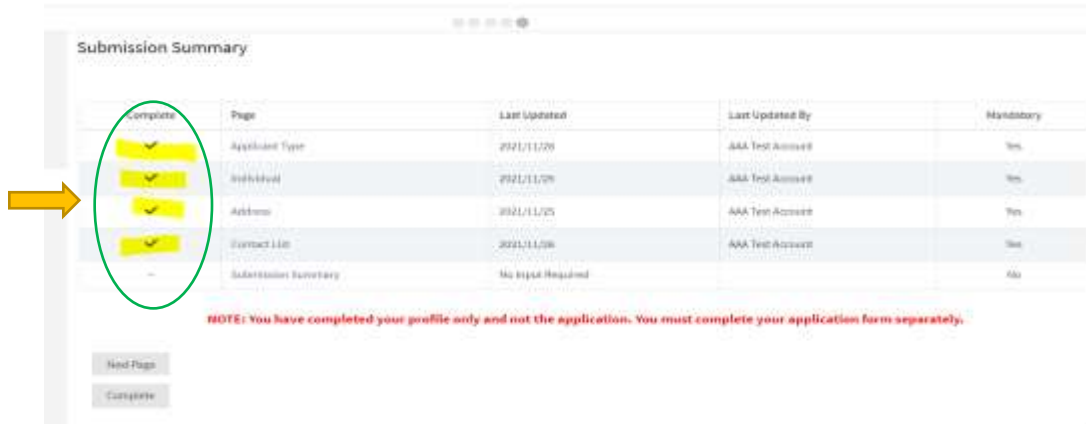
To add a new contact click on the "plus" icon below.



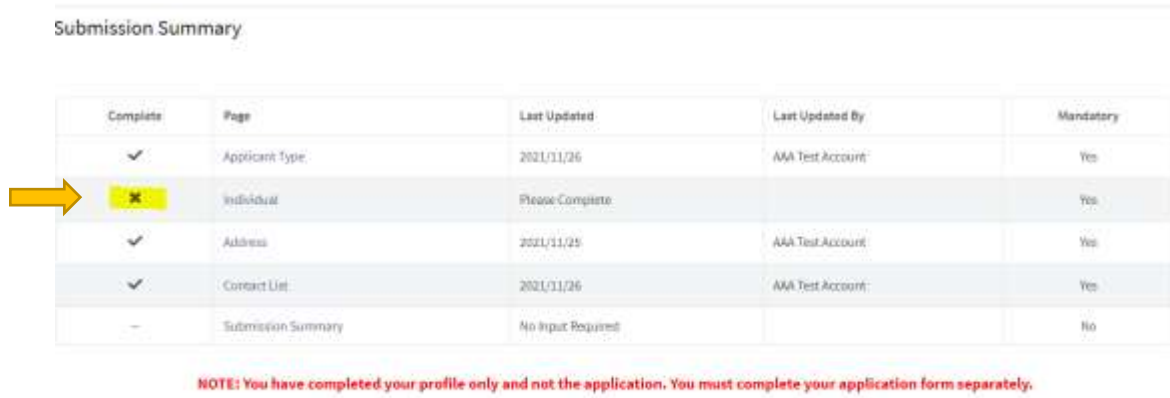
+					
Search all fields: <input type="text"/>					
Actions	Contact Name	Contact Type	Phone Number	Board Title	Officer
	Mrs. AAA Test	Primary Contact	780-587-4898		

15. Once your **Contact List** is complete, click **Next Page**.

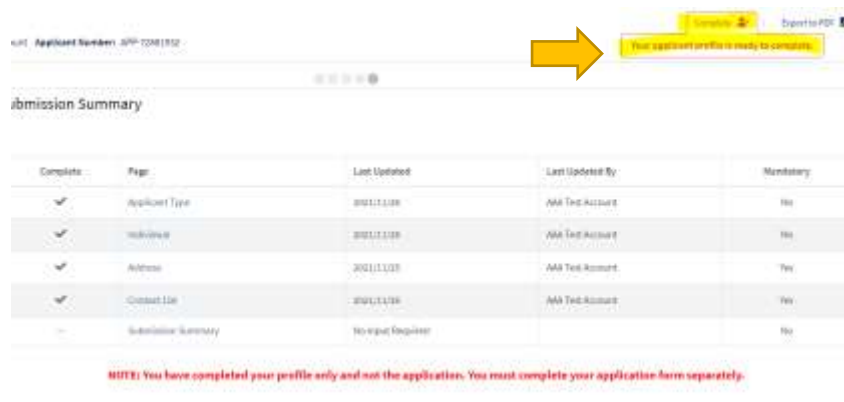
16. On the **Submission Summary** page, you see an overview of all of the sections you have completed. If all of the information is complete and correct, you should see a checkmark beside each page.



If you have missed any mandatory fields, you will see an X in place of the checkmark. If this occurs, you can click directly on the **Page** name to return to the page in question and verify the information.

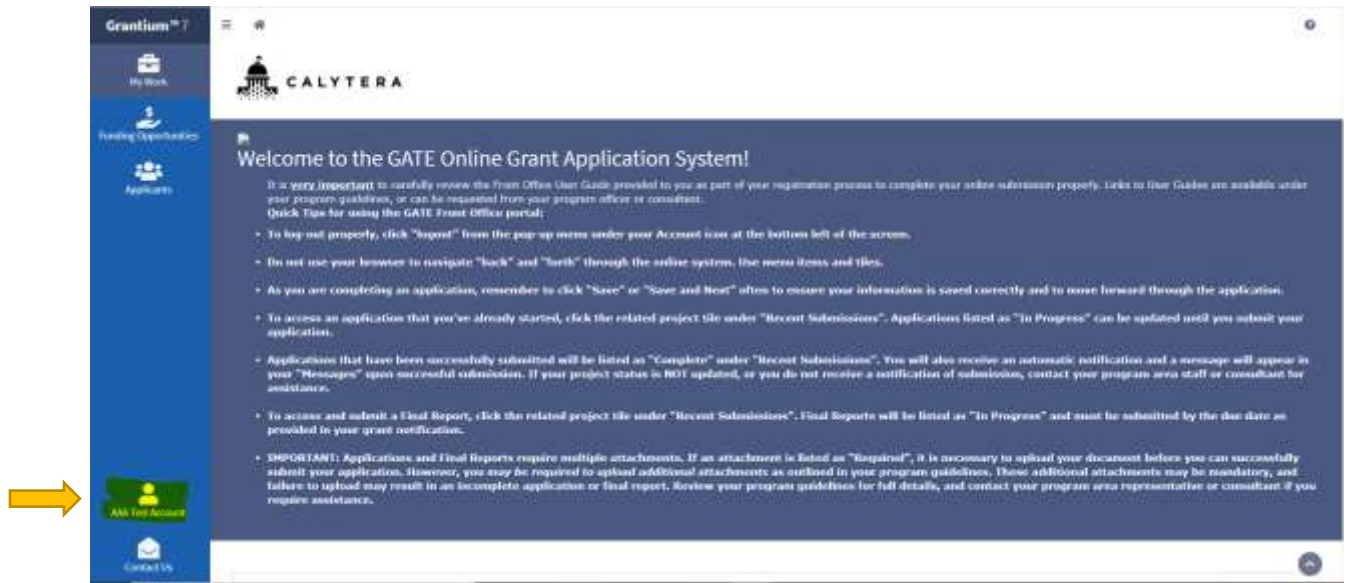


17. Once all pages are marked as complete with a checkmark, click **Complete** at the top of the page to finish your **Applicant Profile**. Your applicant profile is now complete and you are ready to register and apply for AAA!

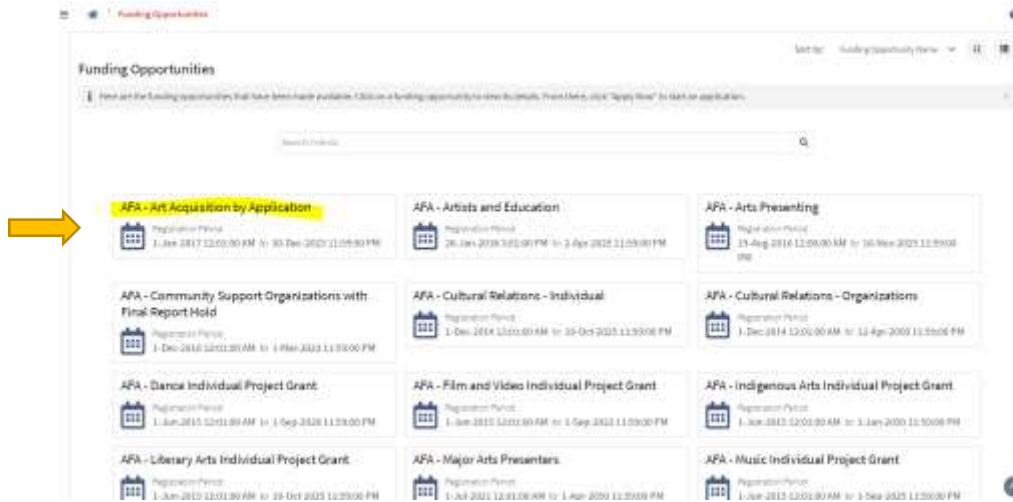


Starting a New AAA Application-INDIVIDUALS:

1. When logging in to GATE, you should see a window resembling the below with your username in place of **AAA Test Account**, our mock username for this guide. If you are missing menu options, refer to the [Technical FAQ in Section 3](#) of this guide for some troubleshooting tips.



2. Click **Funding Opportunity Registrations** in the left hand menu. A window will open showing all available funding opportunities. Click on **Art Acquisition by Application**.



3. A new window will open. Hit **Apply Now** to start your submission.

Apply for Funding

AFA - Art Acquisition by Application

Art Acquisition by Application

The Art Acquisition by Application Program provides support for individual artists through the purchase of art produced by Albertan artists and offers an opportunity for Albertans to experience the legacy of Alberta's visual arts community.

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



Apply Now

Export to PDF

4. You will be asked to confirm the profile to use for the application. Choose the profile you just created by clicking on it. Press **Save and Next** at the bottom the page.



New Registration
AFA - Art Acquisition by Application

Step 1: Select a Profile Step 2: Select a Project Step 3: Review Profile Step 4: Complete application Step 5: Summary

Select a Profile

Select an existing profile to use for this application. Alternatively, you can create a new profile that will be saved and used for future applications.

AAA Test Account
Applicant Number: 1011-1041101

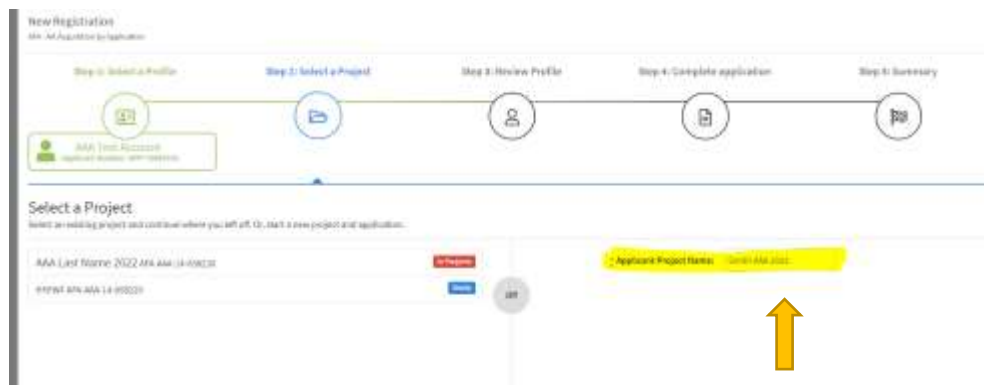
For Office Use Only - DO NOT USE!

Applicant Type:

5. Next, create a new project by typing the name of your new project into the box that says **Application Project Name**.

Please title your project as Your Last Name AAA and the Year (ex. Smith AAA 2022).

If there are multiple artists in an application, use the last name of the first artist in the collective.



New Registration
AFA - Art Acquisition by Application

Step 1: Select a Profile Step 2: Select a Project Step 3: Review Profile Step 4: Complete application Step 5: Summary

AAA Test Account
Applicant Number: 1011-1041101

Select a Project

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

AAA Last Name: 2022 AFA AAA 14-1041101 **Application Project Name:** Smith AAA 2022

1011-1041101 **Save** **Next**

- Click **Save and Next**. You have now started your application in GATE. You will be asked in step 3 to review your profile as a reminder. Hit **Save and Next** at the bottom of the page to bypass this step if your profile contact information is up to date.



- You are now in the application page. You will be asked to select your **Applicant Classification**. Choose **Artist** if you are an individual. Click **Save and Next**.



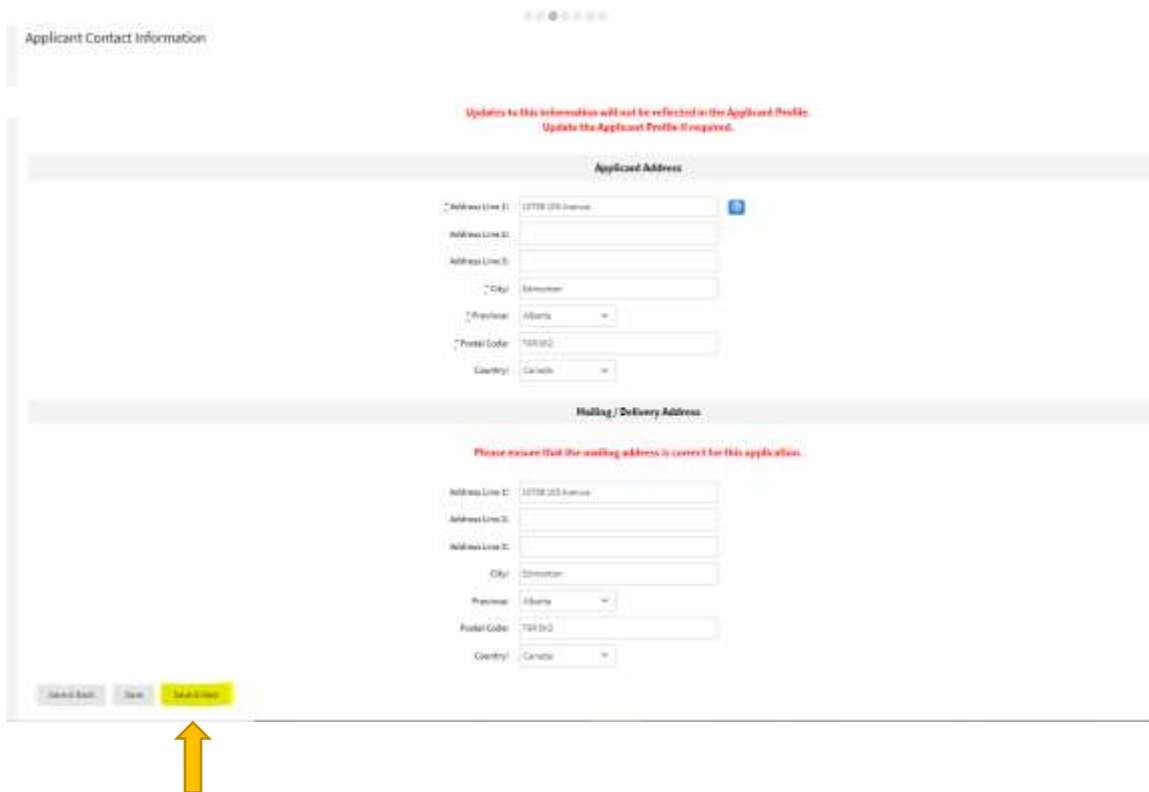
8. Select your primary, secondary and signing authority from the list.

Note: it may be the case that some (or all) of these are filled by the same person, in which case choose the same contact for each drop down list item:

- Primary contact
- Secondary contact
- Signing authority



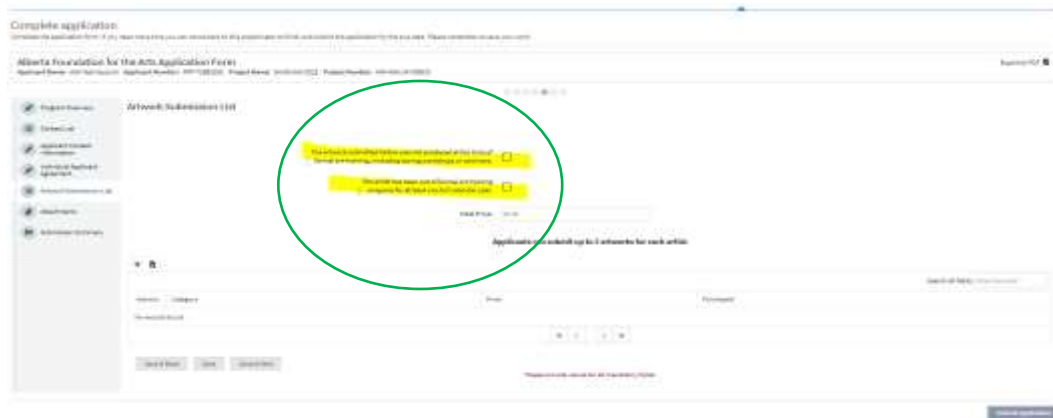
9. You will be asked to confirm your address. Press **Save and Next** if its correct. If you need to make changes to your contact information, you will need to leave the application and edit your Applicant Profile.



10. Read the Individual Applicant Agreement statements and **click yes** to agree. **Press Save and Next.**



11. Click **Save and Next** to move onto the **Artwork Submission List** page. You will be asked to confirm statements from the guidelines. Read the statements and **click in each box to agree.**



NOTE :

- ✓ You do not have to enter a total price; this will be automatically calculated when you complete all of your artwork submissions.
- ✓ You may submit up to five pieces by each individual artist for consideration.

12. Now you can start your **Artwork Submission List**. Click on the **+** (plus sign) icon at the left hand bottom of the page to open your first **Artwork Submission Details** form.



13. When the form opens, enter your artwork details such as:

- Artist Name
- Title
- Date of Completion
- Framing (Framed or Unframed (Preferred))
- Price
- Size
- Category
- Medium
- Varnish (Yes or No)
- Artistic statement about this piece.



NOTE:

- ✓ Items marked with an asterisk [*] are mandatory and the form will not be marked as complete on the final submission summary page if they are not filled in.
- ✓ In order to be eligible, an artwork must have been completed within the last five years.
- ✓ If your artwork has varnish or a protective finish on the artwork, please choose “Yes” in the “Varnish/Protective Finish” drop down menu. If this is not applicable, please choose “No”.
- ✓ If you have problems saving your form, it may be because you said yes to varnish but have not filled in the application date and materials/process form.
- ✓ There is an option to list all exhibitions in which the artwork has been exhibited, if applicable.

14. Click **Save and Next** to finish the form. If you have more than one artwork to submit, click **Save & Add Another**. Repeat the process as many times as necessary.







Here is an example of an **Artwork Submission List** with **three artworks** included in the application :

The artwork submitted below was not produced at the time of formal art-training, including during workshops or seminars.


The artist has been out of formal art training program for at least one full calendar year.

Total Price: \$2,300.00

Applicants can submit up to 5 artworks for each artist.

Actions	Category	Price	Purchased
 	Painting	\$500.00	No
 	Ceramics	\$900.00	No
 	Drawing	\$900.00	No

Search all fields:



15. When have entered up to five artworks, you can press **Save and Next**.

16. In the Attachments page, you will need to attach :

- An artist resume (CV)
- Up to five images of each artwork

NOTE :

- ✓ If you are an individual, you don't need an Artist Designation for Submission by Gallery/Agent form.
- ✓ Uploading a Void Cheque or Direct Deposit form is optional.




Attachments

Please download the required template(s) from the Helpful Resources section of the [program guidelines](#).

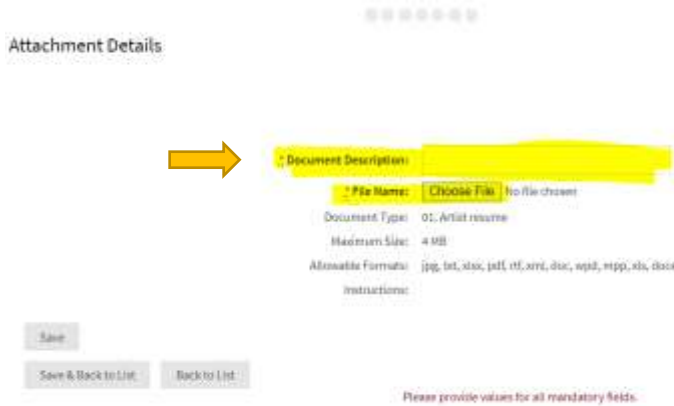
Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		—	No Attachment
	02. Artist Designation for Submission by Gallery/Agent form	No		—	No Attachment
	03. Void Cheque or Direct Deposit Form	No		—	No Attachment
	04. Images	Yes		—	No Attachment
	05. Images	No		—	No Attachment
	06. Images	No		—	No Attachment
	07. Images	No		—	No Attachment
	08. Images	No		—	No Attachment
	09. Images	No		—	No Attachment
	10. Images	No		—	No Attachment

17. Click on 01. Artist Resume to upload your resume or CV.

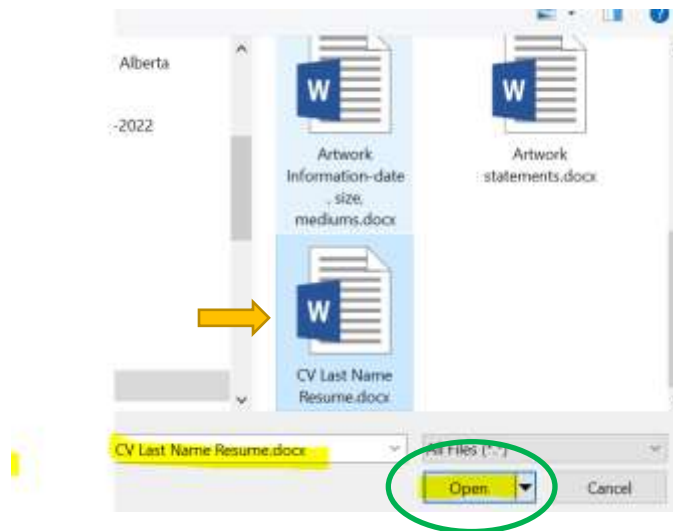
Please download the required template(s) from the Helpful Resources section of the [program guidelines](#).

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		—	No Attachment
	02. Artist Designation for Submission by Gallery/Agent form	No		—	No Attachment
	03. Void Cheque or Direct Deposit Form	No		—	No Attachment
	04. Images	Yes		—	No Attachment
	05. Images	No		—	No Attachment
	06. Images	No		—	No Attachment
	07. Images	No		—	No Attachment
	08. Images	No		—	No Attachment
	09. Images	No		—	No Attachment

18. In Document Description, type **Artist Last Name CV**. Click **Choose File** to locate the file on your computer.



19. Select the location on your computer where you have your AAA documents and images stored and select **Open** to upload the document to GATE.



20. Click **Save & Back to List**. You will now see your CV/Resume successfully uploaded in the Attachments list.

Please download the required template(s) from the Helpful Resources section of the [program guidelines](#).

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		AAA Test CV	2023/11/26
	02. Artist Designation Application Form	No			No Attachment
	03. Void Cheque or Direct Deposit Form	No			No Attachment
	04. Images	Yes			No Attachment
	05. Images	No			No Attachment
	06. Images	No			No Attachment
	07. Images	No			No Attachment

21. Click 04.Images to upload your first image. Click **Choose File** to locate the file on your computer and upload it. Click **Save and Back to List**.

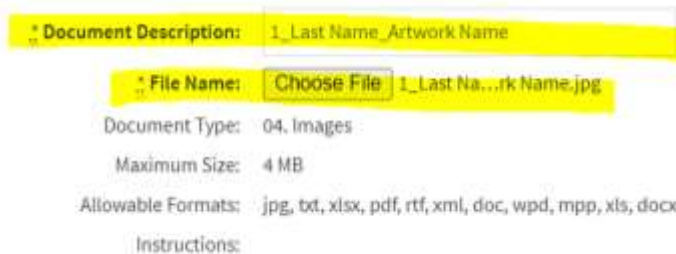


Before uploading, please ensure your artwork files are named with the following conventions and that you use the SAME convention to name the artworks under Document Description:

For example, the image file should be titled:

- 1_LastName_ArtworkTitle
- 2_LastName_Artwork Title, etc.

EXAMPLE:



(If you are including image details, please title the works:

- 1a_Lastname_Artwork Title
- 1b_Lastname_Artwork Title, etc.)

And your document description should be:

- 1_LastName_ArtworkTitle
- 2_LastName_Artwork Title, etc.

(If you are including image details, please title the works:

- 1a_Lastname_Artwork Title
- 1b_Lastname_Artwork Title, etc.)

22. Repeat step 20 as often as necessary to upload all the images for all the five artworks submitted.

Please download the required template(s) from the Helpful Resources section of the program website.

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		AAA Form CE	2021/11/26
	02. Artist Designation for Submission by Gallery/Agent Form	No			No Attachment
	03. Void Cheque or Direct Deposit Form	No			No Attachment
	04. Images	Yes		1_Last Name_Artwo...	2021/11/26
	05. Images	Yes		12_Last Name_Artwo...	2021/11/26
	06. Images	Yes		2_Last Name_Artwo...	2021/11/26
	07. Images	Yes		04_Last Name_Artwo...	2021/11/26
	08. Images	No			No Attachment
	09. Images	No			No Attachment

23. When you have uploaded all the images you wish to, click **Next Page** at the bottom of the window.

11. Images	No	—
22. Images	No	—
22. Images	No	—
24. Images	No	—
25. Images	No	—
26. Images	No	—
27. Images	No	—
28. Images	No	—



Next Page

24. **Submission Summary:** You are on the final stage of the application!

- ✓ If you have entered everything correctly, you will see a row of checkmarks under the “Complete” column.

Submission Summary

Complete	Page	Last Updated	Mandatory
✓	Program Overview	2021/11/26	Yes
✓	Contact List	2021/11/26	Yes
✓	Applicant Contact Information	2021/11/26	Yes
✓	Individual Applicant Agreement	2021/11/26	Yes
✓	Artwork Submission List	2021/11/26	Yes
✓	Attachments	2021/11/26	Yes

Next Page

- ✓ If you have missed entering any information, you will see an X by the stage that still needs to be completed.
- ✓ You can navigate to the incomplete item by clicking on its name either under the “Page” column.

25. When everything is complete in your application, the **Submit** button will become visible.

✓	Applicant Contact Information	2021/11/26	Yes
✓	Individual Applicant Agreement	2021/11/26	Yes
✓	Artwork Submission List	2021/11/26	Yes
✓	Attachments	2021/11/26	Yes

Next Page

Submit Application

- ✓ If you wish to save a pdf version of your application, click Export to PDF at the top right hand of the screen.

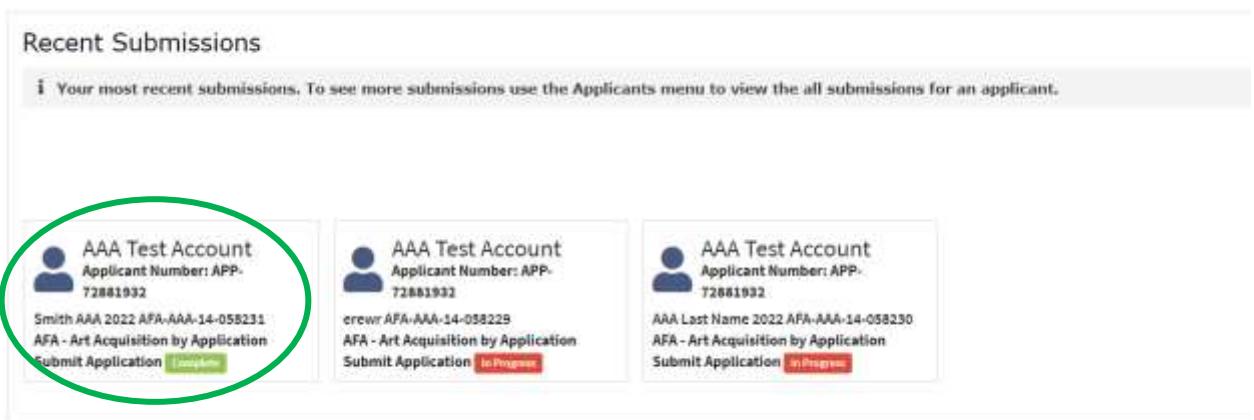
26. To submit your application, click “Submit.”

You will not be able to edit, alter, amend, or correct your application yourself once you submit your project.

27. You will receive a message telling you that your application is complete!



28. You can verify that your application has been successfully submitted by clicking “Finish”. You will be brought to the home page where you can see your recent submissions.

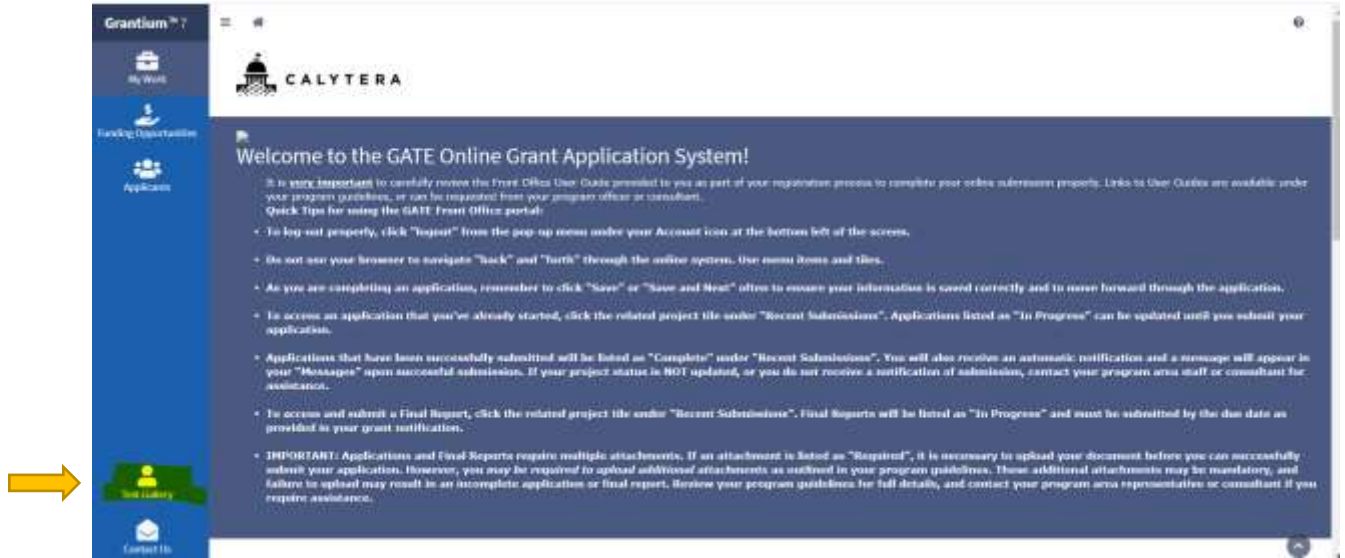


29. The GATE system will e-mail you a notification that your application has been submitted (via the e-mail used in your GATE profile).

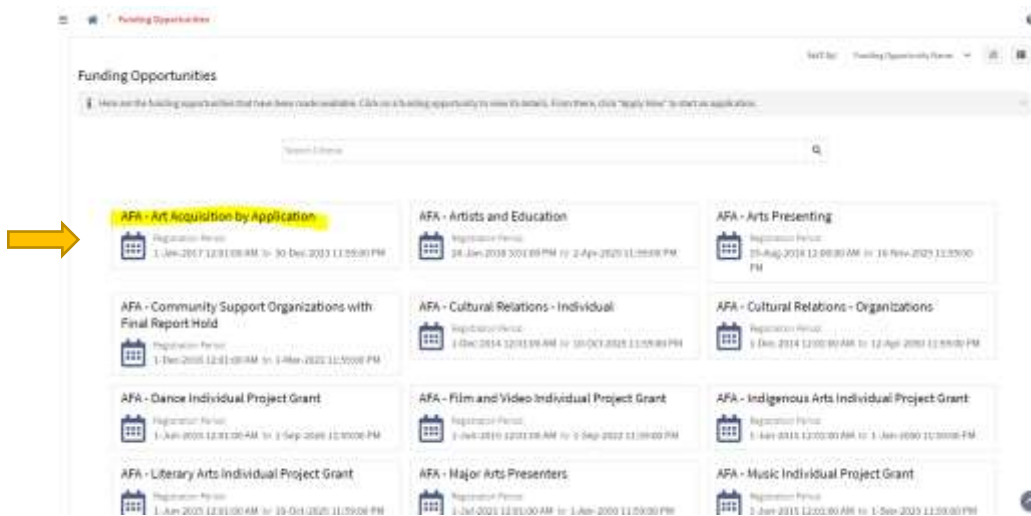
Your application is now complete!

Starting a New AAA Application-ORGANIZATIONS:

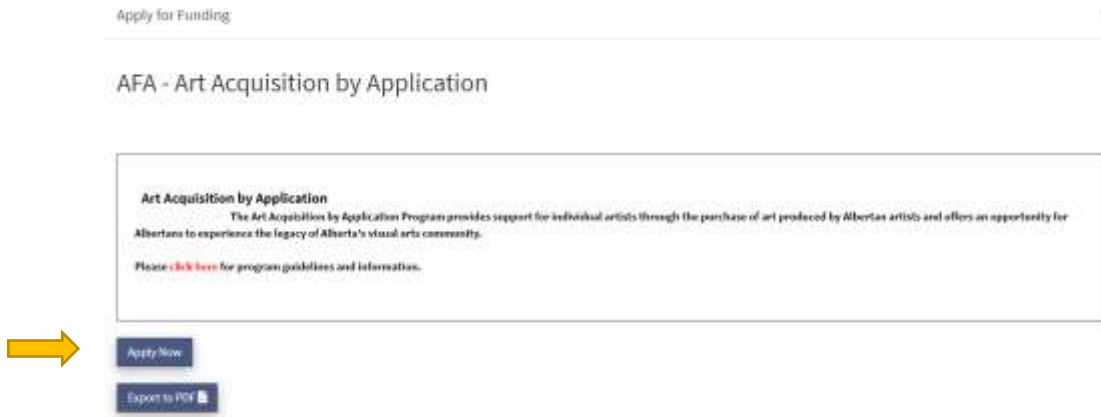
1. When logging in to GATE, you should see a window resembling the below with your username in place of **Test.Gallery**, our mock username for this guide. If you are missing menu options, refer to the [Technical FAQ in Section 3](#) of this guide for some troubleshooting tips.



2. Under **Workspace** on your left-hand menu, click **Funding Opportunity Registrations**. A window will open showing all available funding opportunities. Click on “Art Acquisition by Application”.



3. A new window will open. Hit **Apply Now** to start your submission.



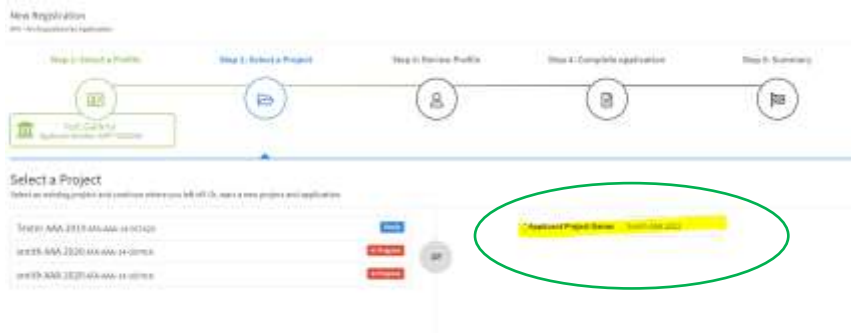
4. You will be asked to confirm the profile to use for the application. Choose the profile for the Gallery or Organization that you set up then press **Save and Next** at the bottom the page.



5. Next, create a new project by typing the name of your new project into the box that says **Application Project Name**.

Please title your project as the Artist's Name AAA and the Year (ex. Smith AAA 2022). If there are multiple artists in an application, use the last name of the first artist in the collective.

If you are submitting applications for more than one artist represented by your Gallery or Agent, you will have to create a separate GATE project for each artist by following steps 4-6.

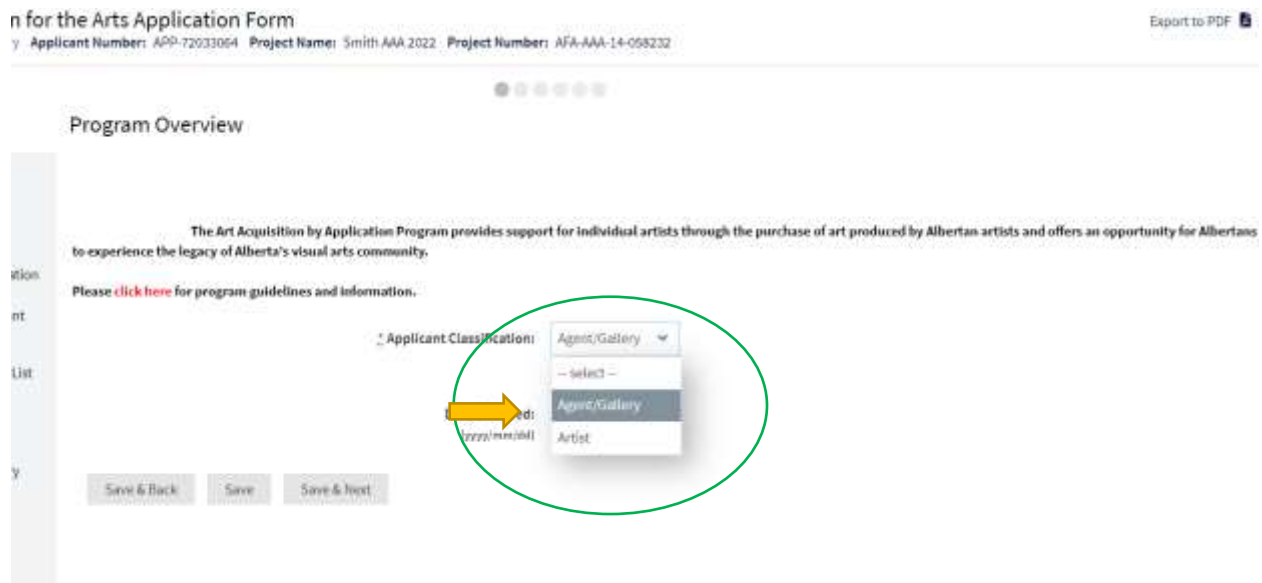


6. Click **Save and Next**. You have now started your application in GATE.

You will be asked in step 3 to review your profile as a reminder. Hit **Save and Next** at the bottom of the page to bypass this step if your profile contact information is up to date.



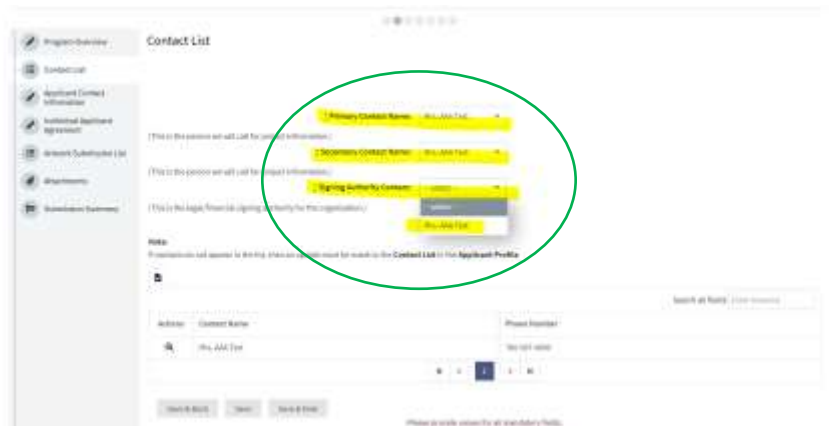
7. You are now in the application page. You will be asked to select your **Applicant Classification**. Choose **Agent/Gallery**. Click **Save and Next**.



8. Select your primary, secondary and signing authority from the list.

Note: it may be the case that some (or all) of these are filled by the same person, in which case choose the same contact for each drop down list item:

- Primary contact
- Secondary contact
- Signing authority



9. You will be asked to confirm your address. Press **Save and Next** if its correct. If you need to make changes to your contact information, you will need to leave the application and edit your Applicant Profile.



- Confirm the Organization's registration information and click **Yes** to confirm that the **Artist Submitted has been an Alberta Resident for One Year** as per the program guidelines. Press **save and next**.

Organization's Registered Name:

Note: Must match Provincial Registration name. If this is not correct, you must update the Applicant Profile (if applicable).

Common Name:

(If Different from Legal Entity Name)

Alberta Registration Number:

Alberta Registration Date:

(yyyy/mm/dd)

CRA Registration Date:

(yyyy/mm/dd)

CADAC Number:

(applicable only for PPRD, PNC, PASG, MAP)

Artist submitted has been an Alberta resident for at least one year as per program guidelines?

←

- You will be asked to confirm statements from the program guidelines. Read the statements, indicate your **Position Held** within the Organization and **click in the agreement box**. Hit **Save and Next** to continue.

uhlyluuury
COMMERCIAL GALLERY, ORGANIZATION OR ARTIST AGENT DECLARATION

I/We acknowledge that the Art Acquisition by Application Guidelines as identified on the Alberta Foundation for the Arts ("AFA") website form part of this Agreement, and agree to be bound by the requirements set out in them.

I/We acknowledge that the documents requested in the application requirements form part of the application being submitted.

I/We have reviewed the application and accompanying documents being submitted and, to the best of my/our ability, confirm that the information contained therein is true and complete in every respect.

I/We declare that I/We will not hold the AFA or its employees or agents responsible should the application or supporting information be lost or damaged for any reason.

I/We indemnify and hold harmless the AFA, its employees and agents from and all claims, demands, actions and costs (including legal costs on a solicitor-client basis) for which I/We are/are legally responsible, including those arising out of negligence or willful acts by myself/ourselves, my/our employees or agents. Such indemnification shall survive the termination of this Agreement.

I/We consent to the disclosure of the personal information contained in the application being submitted to individuals and organizations involved in researching the arts, to individuals and organizations involved in the promotion of the arts and for uses which are necessary to those two purposes.

This person signing this declaration is duly authorized by the Artist to make the application and to bind the Commercial Gallery, Organization or Artist Agent to this declaration.

Incorporated (Legal) Name of Applicant Organization ("Organization"):

Title Name of Authorized Official (Legal Signing Authority):

Position Held:

Date:

The Organization agrees to/with all the statements above.

12. Click **Save and Next** to move onto the **Artwork Submission List** page. You will be asked to confirm statements from the guidelines. Read the statements and **click in each box to agree**.



NOTE :

- ✓ You do not have to enter a total price; this will be automatically calculated when you complete all of your artwork submissions.

- ✓ You may submit up to five pieces by each individual artist for consideration.

13. Now you can start your Artwork Submission List. Click on the **plus sign** icon at the left hand bottom of the page to open your first **Artwork Submission Details** form.



14. When the form opens, **enter your artwork details** such as:

- Artist Name
- Title
- Date of Completion
- Framing (Framed or Unframed (Preferred))
- Price
- Size
- Category
- Medium
- Varnish (Yes or No)
- Artistic statement about this piece.



NOTE:

- ✓ Items marked with an asterisk [*] are mandatory and the form will not be marked as complete on the final submission summary page if they are not filled in.
- ✓ In order to be eligible, an artwork must have been completed within the last five years.
- ✓ If your artwork has varnish or a protective finish on the artwork, please choose “Yes” in the “Varnish/Protective Finish” drop down menu. If this is not applicable, please choose “No”.
- ✓ If you have problems saving your form, it may be because you said yes to varnish but have not filled in the application date and materials/process form.
- ✓ There is an option to list all exhibitions in which the artwork has been exhibited, if applicable.

15. **Click Save and Next** to finish the form. If you have more than one artwork to submit, **click Save & Add Another**. Repeat the process as many times as necessary.







Here is an example of an **Artwork Submission List** with **three artworks** included in the application :

The artwork submitted below was not produced at the time of formal art-training, including during workshops or seminars.


The artist has been out of formal art training program for at least one full calendar year.

Total Price: \$2,300.00

Applicants can submit up to 5 artworks for each artist.

Actions	Category	Price	Purchased
 	Painting	\$500.00	No
 	Ceramics	\$900.00	No
 	Drawing	\$900.00	No

Search all fields:



16. When have entered up to five artworks, you can press **Save and Next**.

17. In the Attachments page, you will need to attach :

- An artist resume (CV)
- An Artist Designation for Submission by Gallery/Agent form signed by the Artist
- Up to five images of each artwork

NOTE :

- ✓ **Please include the artist’s Albertan address at the top of the resume or CV as an indication of Albertan residency.**
- ✓ The Artist Designation for Submission by Gallery/Agent form can be found on the AFA Website in the funding opportunity under “Helpful Resources” or you can e-mail the program consultant to request the form.
- ✓ Uploading a Void Cheque or Direct Deposit form is optional.

Attachments

Please download the required template(s) from the Helpful Resources section of the [program guidelines](#).

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		–	No Attachment
	02. Artist Designation for Submission by Gallery/Agent form	No		–	No Attachment
	03. Void Cheque or Direct Deposit Form	No		–	No Attachment
	04. Images	Yes		–	No Attachment
	05. Images	No		–	No Attachment
	06. Images	No		–	No Attachment
	07. Images	No		–	No Attachment
	08. Images	No		–	No Attachment
	09. Images	No		–	No Attachment

18. To upload your first document (Artist Resume) **Click on 01. Artist Resume.**

Please download the required template(s) from the Helpful Resources section of the [program guidelines](#).

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes	—	—	No Attachment
	02. Artist Designation for Submission by Gallery/Agent form	No	—	—	No Attachment
	03. Void Cheque or Direct Deposit Form	No	—	—	No Attachment
	04. Images	Yes	—	—	No Attachment
	05. Images	No	—	—	No Attachment
	06. Images	No	—	—	No Attachment
	07. Images	No	—	—	No Attachment
	08. Images	No	—	—	No Attachment
	09. Images	No	—	—	No Attachment

19. A new window will open. In Document Description, type **Artist Last Name CV** and click “Choose File” to locate the file on your computer.



Attachment Details

Document Description: [Redacted]

File Name: **Choose File** | No file chosen

Document Type: 01. Artist resume

Maximum Size: 4 MB

Allowable Formats: jpg, tiff, doc, pdf, xls, docx, epub, mpp, xls, docx

Instructions:

Save

Save & Back to List | Back to List


Please provide values for all mandatory fields.

20. Once you have selected the file for upload, click **Save & Back to List.**



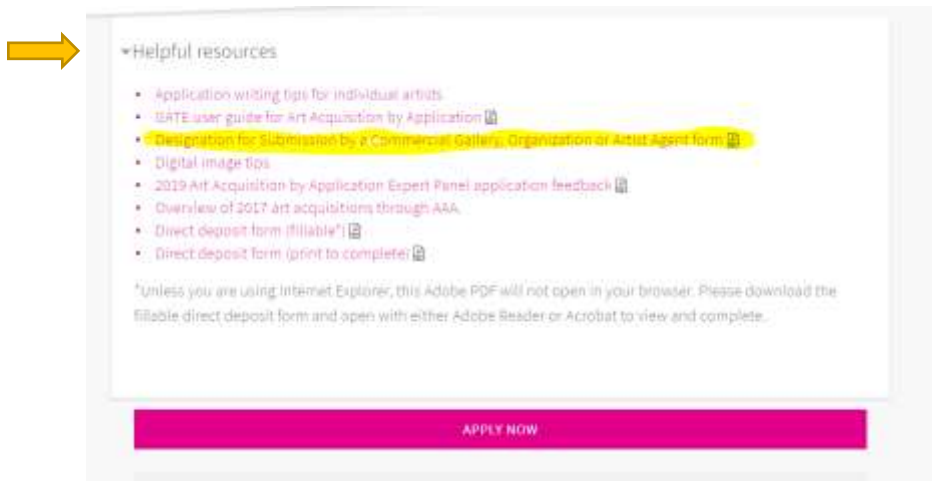
21. You will now see your CV/Resume successfully uploaded in the Attachments list.

Please download the required template(s) from the Helpful Resources section of the [program guidelines](#).

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		AAA Test CV	2021/11/26
	02. Artist Designation for Submission by Gallery/Agent form	No		—	No Attachment
	03. Void Cheque or Direct Deposit Form	No		—	No Attachment
	04. Images	Yes		—	No Attachment
	05. Images	No		—	No Attachment
	06. Images	No		—	No Attachment
	07. Images	No		—	No Attachment

22. Now you need to upload your Artist Designation for Submission by Gallery/Agent form.

The form can be found on the AFA website at the bottom of the *Art Acquisitions By Application* page, under **Helpful Resources** at <https://www.affta.ab.ca/funding/find-funding/art-acquisitions-application>



or you can e-mail AFA.artacquisition@gov.ab.ca for it to be sent to you.

23. To upload the Designation for Submission by a Commercial Gallery, Organization or Artist Agent form, **Click on 02. Artist Designation for Submission by Gallery/Agent form** in the menu.

Please download the required template(s) from the Helpful Resources section of the [program guidelines](#).

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		—	No Attachment
	02. Artist Designation for Submission by Gallery/Agent form	No		—	No Attachment
	03. Void Cheque or Direct Deposit Form	No		—	No Attachment
	04. Images	Yes		—	No Attachment
	05. Images	No		—	No Attachment
	06. Images	No		—	No Attachment
	07. Images	No		—	No Attachment
	08. Images	No		—	No Attachment

24. A new window will open. In Document Description, type **Artist Last Name Designation Form** and click “Choose File” to locate the file on your computer.



25. Click **Save & Back to List**. You will now see the **Artist Designation form** uploaded in the Attachments list.



26. Click **04.Images** to upload your first image.

Before uploading, please ensure your artwork files are named with the following conventions and that you use the SAME convention to name the artworks under Document Description:

For example, the image file should be titled:

- 1_LastName_ArtworkTitle
- 2_LastName_Artwork Title, etc.

EXAMPLE:



(If you are including image details, please title the works:

1a_Lastname_Artwork Title
 1b_Lastname_Artwork Title, etc.)

And your document description should be:

1_LastName_ArtworkTitle
2_LastName_Artwork Title, etc.

(If you are including image details, please title the works:

1a_Lastname_Artwork Title
 1b_Lastname_Artwork Title, etc.)

27. Click “Choose File” to locate the file on your computer and upload it. **Click Save and Back to List.**



28. You will now see your first image successfully uploaded in the Attachments list.

Please download the required template(s) from the [Helpful Resources](#) section of the [application guidelines](#).

Delete	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	No		name CV	2021/12/07
	02. Artist Designation for Submitters by Gallery/Agent form	No		Name Designation ...	2021/12/07
	03. Void Cheque or Direct Deposit form	No		—	No Attachment
	04. Image	Yes		1_Last Name_Artwo...	2021/12/07
	05. Image	No		—	No Attachment
	06. Image	No		—	No Attachment
	07. Image	No		—	No Attachment

29. Repeat step 25 as often as necessary to upload all the images for all the five artworks submitted.

Please download the required template(s) from the Helpful Resources section of the program website:

Docs	Document Type	Required?	Download	Document Description	Date Attached
	01. Artist resume	Yes		001_Tier 01	2021/11/26
	02. Artist Designation for Submission by Gallery/Agent Form	No			No Attachment
	03. Inuit Consent or Inlet Deposit Form	No			No Attachment
	04. Images	Yes		04_1st Name_Artwo...	2021/11/26
	05. Images	Yes		05_1st Name_Artwo...	2021/11/26
	06. Images	Yes		06_1st Name_Artwo...	2021/11/26
	07. Images	Yes		07_1st Name_Artwo...	2021/11/26
	08. Images	No			No Attachment
	09. Images	No			No Attachment

30. When you have uploaded all the images of your works, click **Next Page** at the bottom of the window.

21. Images	No	—
22. Images	No	—
23. Images	No	—
24. Images	No	—
25. Images	No	—
26. Images	No	—
27. Images	No	—
28. Images	No	—



31. **Submission Summary: You are on the final stage of the application!**

- ✓ If you have entered everything correctly, you will see a row of checkmarks under the “Complete” column.

Submission Summary

Complete	Page	Last Updated	Mandatory
✓	Program Overview	2021/11/26	Yes
✓	Contact List	2021/11/26	Yes
✓	Applicant Contact Information	2021/11/26	Yes
✓	Individual Applicant Agreement	2021/11/26	Yes
✓	Artwork Submission List	2021/11/26	Yes
✓	Attachments	2021/11/26	Yes


Next Page

- ✓ If you have missed entering any information, you will see an X by the stage that still needs to be completed.
- ✓ You can navigate to the incomplete item by clicking on its name either under the “Page” column.

32. When everything is complete in your application, the **Submit** button will become visible.

✓	Applicant Contact Information	2021/11/26	Yes
✓	Individual Applicant Agreement	2021/11/26	Yes
✓	Artwork Submission List	2021/11/26	Yes
✓	Attachments	2021/11/26	Yes

Next Page



Submit Application

- ✓ If you wish to save a pdf version of your application, click Export to PDF at the top right hand of the screen.

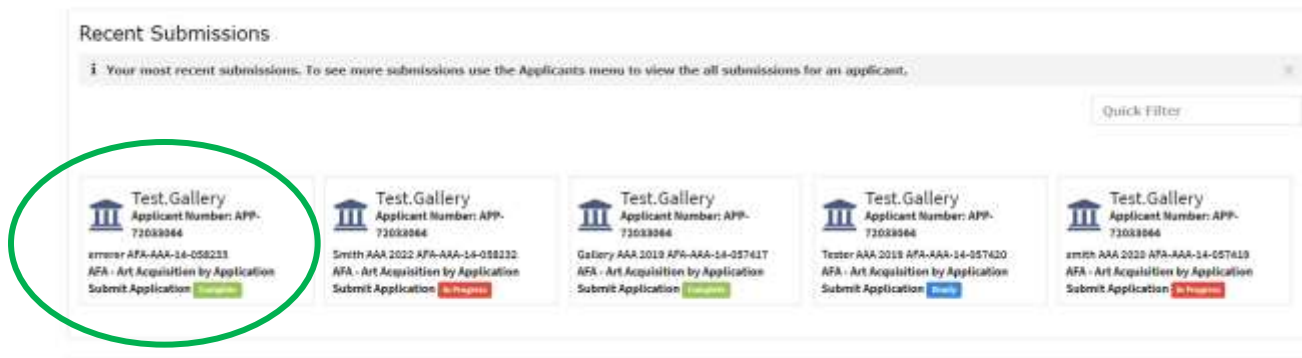
33. To submit your application, click “Submit.”

You will not be able to edit, alter, amend, or correct your application yourself once you submit your project.

34. You should now see a screen telling you that your application is complete!



35. You can verify that your application has been successfully submitted by clicking “Finish”. You will be brought to the home page where you can see your recent submissions.



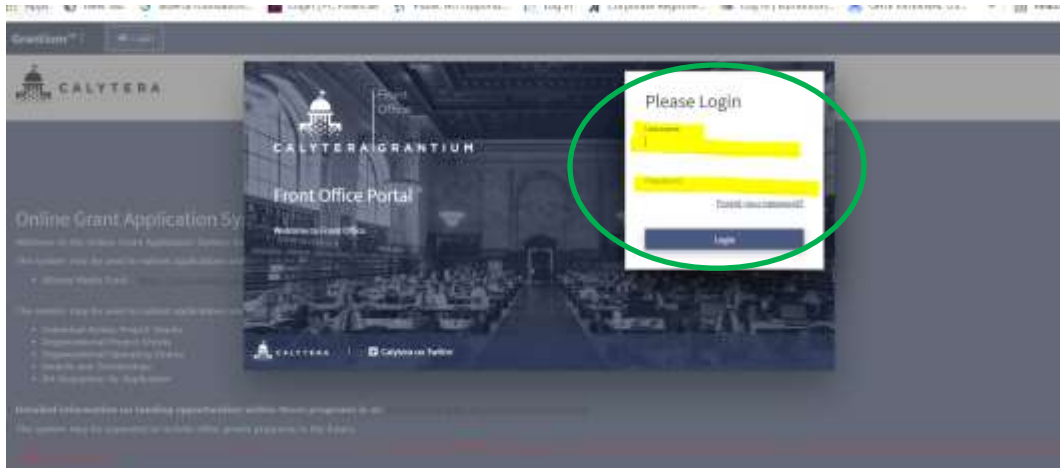
36. The GATE system will e-mail you a notification that your application has been submitted (via the e-mail used in your GATE profile).

Your application is now complete!

If you would like to add another submission by a different artist represented by your organization, begin the application process over again starting on page 26.

How to resume where you left off working on your application in GATE:

1. Log on to GATE <https://gate.alberta.ca/gate/frontOffice.jsf>. If you are prompted to change your password, please complete the steps outlined, and save your new password in a safe place.






2. To access an application that you've already started, scroll to the bottom of the page and click on the project you want under "Recent Submissions". Applications listed as "In Progress" can be updated until you hit the "submit" button in your application. You will now be able to continue working on your application.

• **IMPORTANT:** Applications and Final Reports require multiple attachments. If an attachment is listed as "Required", it is necessary to upload your application. However, you may be required to upload additional attachments as outlined in your program guidelines. These failure to upload may result in an incomplete application or final report. Review your program guidelines for full details, and contact your require assistance.

Recent Submissions

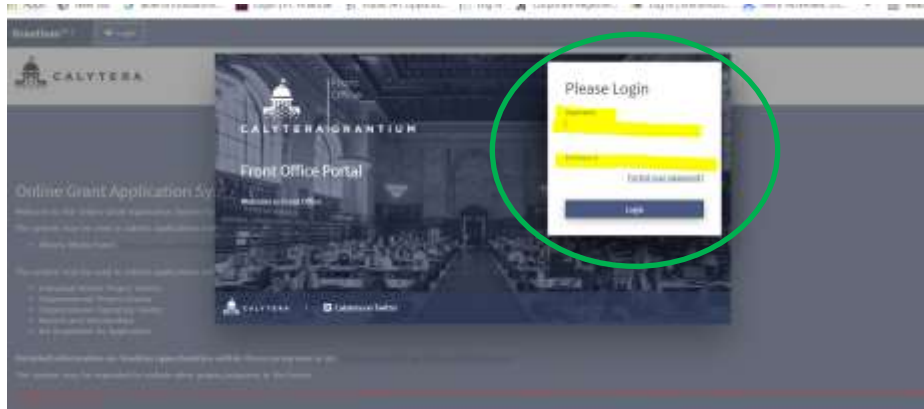
i Your most recent submissions. To see more submissions use the Applicants menu to view the all submissions for an applicant.

 <p>AAA Test Account Applicant Number: APP-72881932</p> <p>Smith AAA 2022 AFA-AAA-14-058231 AFA - Art Acquisition by Application Submit Application Complete</p>	 <p>AAA Test Account Applicant Number: APP-72881932</p> <p>erevr AFA-AAA-14-058225 AFA - Art Acquisition by Application Submit Application In Progress</p>	 <p>AAA Test Account Applicant Number: APP-72881932</p> <p>AAA Last Name 2022 AFA-AAA-14-058230 AFA - Art Acquisition by Application Submit Application In Progress</p>
--	--	---

Recent Projects

Updating or Editing Your Profile in GATE:

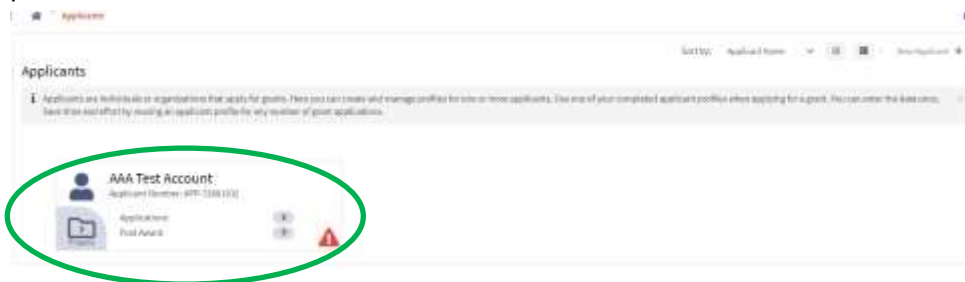
1. Log on to GATE <https://gate.alberta.ca/gate/frontOffice.jsf>. If you are prompted to **change your password**, please do so and save your new password in a safe place.



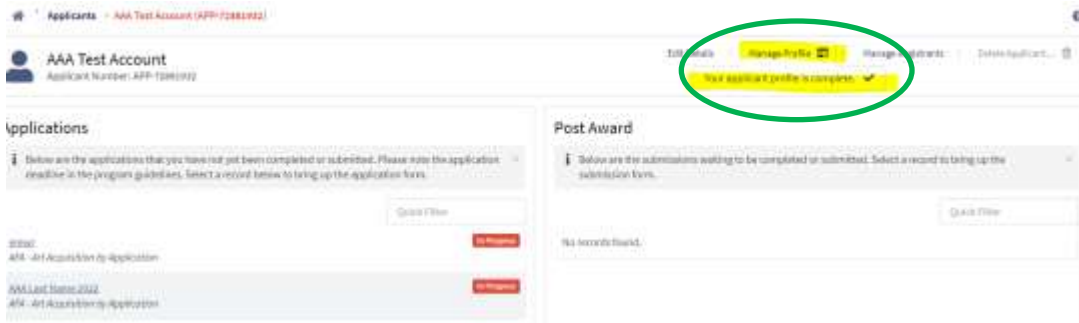
2. Click on **Applicants** in the left menu.



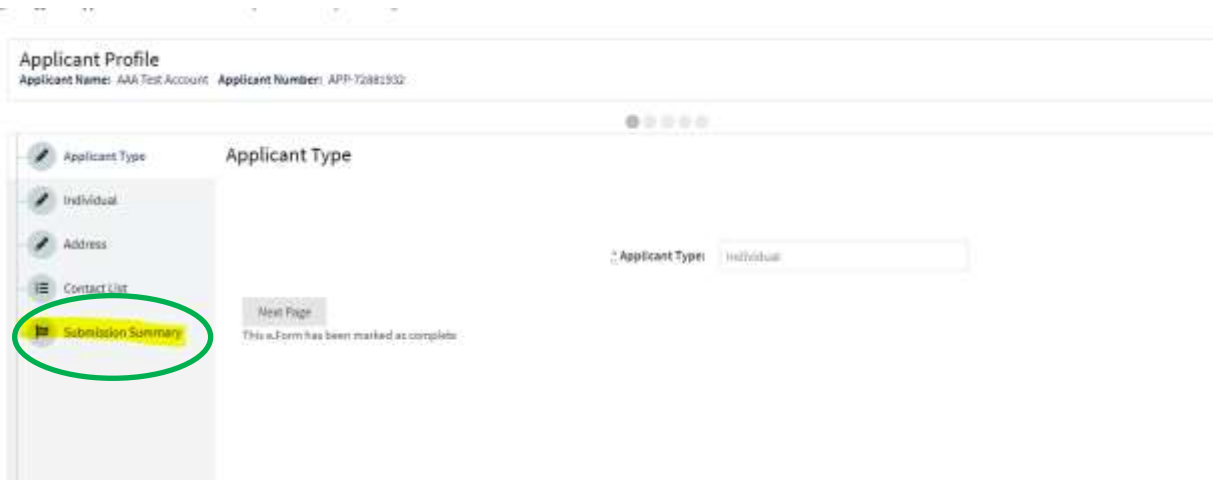
3. Click on the applicant tile you want to update. Generally, there will only be one applicant profile.



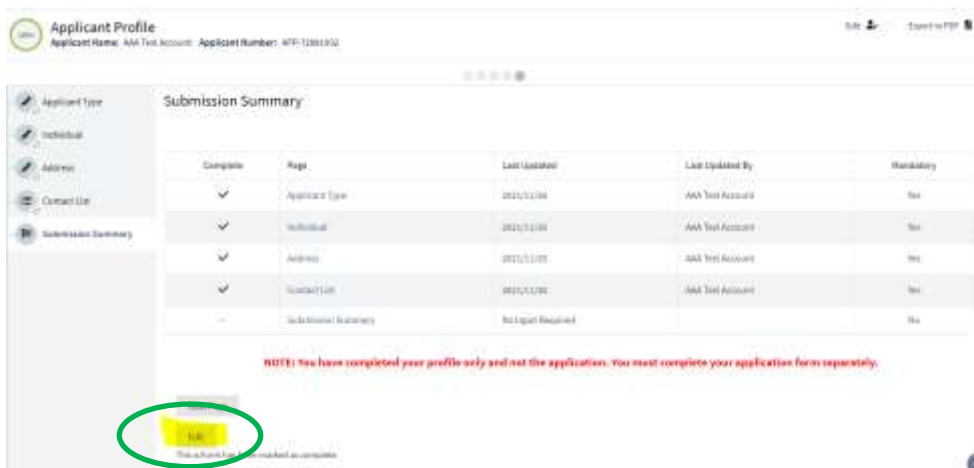
4. To open your profile for editing, hit the “Manage Profile” button at the top right of the page.



5. A new window will open. To open your profile for editing, click on the “Submission Summary” tab in the left hand menu.



6. An new window will open with an “Edit” button in the middle of the page bottom. Hit the button. You can now click on any page in your profile that you want to edit.

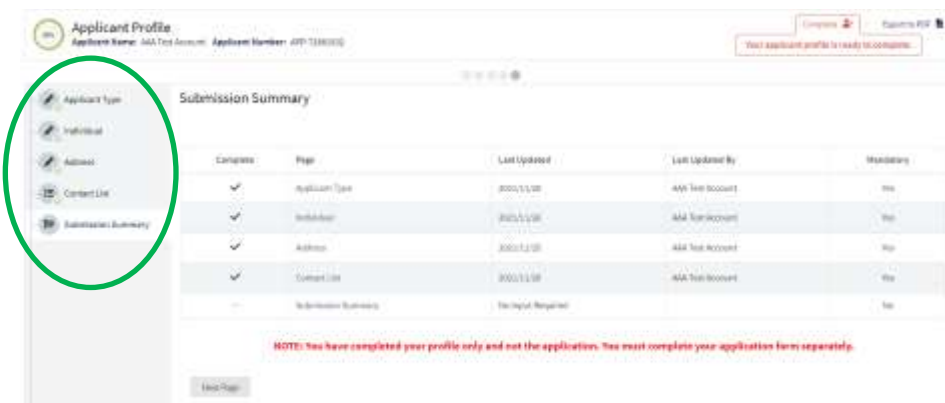


For example, if you want to make a change to the **Contact List** page, click on contact list in the menu and a new window will open. You can add a new contact by clicking on the “plus” icon or you can edit your existing contact by clicking on the magnifying glass under “Actions.”

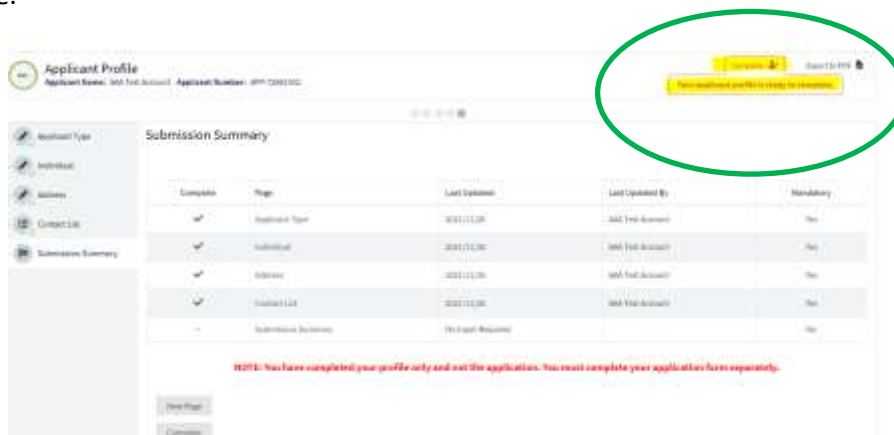


7. Make sure you always **save** your changes by clicking **Save and Next**.

Make any other changes needed in your profile by clicking any item in the applicant profile menu.



8. When you have finished making all the updates to your profile, click on “Submission Summary” in the left hand menu. A button will appear at the top right in red. Hit “Complete” to close your profile.



9. Your profile is now complete and you can access or start an application as needed.



Section 3 – FAQ about AAA

General Program FAQ

How can I find out about the AAA deadlines?

All AFA Funding opportunities and deadlines are posted on the AFA website under **Funding, Find funding**: <https://www.affta.ab.ca/funding/find-funding>

You can also subscribe to the AFA mailing list by going to the **News** tab of the AFA website and scrolling to the bottom.

The Alberta Foundation for the Arts
10708-105 Ave,
Edmonton, AB, Canada, T5H 0A1
780-427-9968
(toll-free within Alberta by first dialing 310-0000)

afacontact@gov.ab.ca

Twitter | Facebook | Instagram

Subscribe to our mailing list

Am I eligible? – Grant Recipients/Applicants

The Art Acquisition by Application Program is an art purchase program, not a grant program. Current applicants to AFA grant programs and recipients of past AFA grants and awards are eligible to apply to the Art Acquisition by Application Program each deadline providing they are in good standing with the AFA and meet the program eligibility requirements.

Am I eligible? – Residency

Applicants to the Art Acquisition by Application Program must have their primary residence in Alberta. Applicants who have left the province temporarily are eligible to apply if they can provide proof of Alberta residency (proof of income tax filing in Alberta, Alberta driver's license or utilities bill with address).

Am I eligible? – Formal Art-Training

Artists who have recently graduated from a formal art training program (at a University, College or other institute) must wait one full calendar year after graduation to apply to the Art Acquisition by Application Program. Artists undertaking residencies and PHD programs are eligible to apply if the opportunities are self-directed and do not have a formal art training component.

Can you help me determine the pricing of my work?

The AFA does not help artists determine the pricing of their work. Artwork should be priced according to fair market value established through a record of past sales of artworks, and/or comparable artworks by other artists who are peers working in similar media.

If a record of recent sales is not available to verify fair market value, and the price of the artwork is in question, the AFA may undertake an appraisal made in writing by an independent qualified appraiser. The appraiser must not be in a position to realize any financial gain resulting from the purchase of the artwork. Artwork values may also be determined by examining commission contracts and insurance values for exhibiting the work.

Which date do I list if I completed my artwork over various periods or years?

Artworks must have been produced within the last five years from the AFA deadline. Please use the most recent completion date and include a note about the length of time needed to produce the work in the *Artistic statement about this piece* section of the *Artwork Submission Details* page. If there are discrepancies noted in production dates of the works, the artist may be contacted by Arts Branch staff.

Should I submit my work framed or unframed?

The AFA requests that artists submit works unframed, unless the frame is integral to the work. Due to the programming and conservation requirements of the AFA, artworks are often reframed after purchase and the original frame is discarded.

If an artist would like to show their work in a temporary frame, they should indicate in the Artistic Statement about the work that the frame is temporary and should be returned. If the work has been professionally framed and cannot be unframed easily, the artist should include the cost of the frame in the overall price of the work.

Can I submit a paper copy instead of submitting online?

The AFA only accepts applications through the Grant Administration Tracking and Evaluation (GATE) online application system. We must receive your online application through GATE no later than 11:59 pm Mountain Time on the deadline date, unless the deadline falls on a statutory holiday or a weekend when it will be extended until the next working day. Please give the system time to process your application so that the AFA receives notification of your submission before the deadline falls.

Can my gallery/representation apply on my behalf?

Yes, a gallery or representative can apply on behalf of an artist, providing that the artist meets all eligibility requirements and has signed a *Designation for Submission by a Commercial Gallery, Organization or Artist Agent form*.

An Albertan address must be included on the Artist's CV as an indication of Albertan Residency.

For new media and time-based media work, incorporated production companies are not eligible to apply and sole proprietorships must apply as a gallery/agent classification. The sole owner must complete the *Designation for Submission by a Commercial Gallery, Organization or Artist Agent form*.

Applicant organizations may be asked for additional information to determine eligibility, or any other program requirements when applicable.

How does the process work after the application deadline?

Arts Branch Staff will convene an expert panel to assess all applications according to artistic merit and make recommendations to the AFA Board. The expert panel process involves a three-stage process:

Stage 1

The expert panel reviews all eligible artworks and selects artworks to be viewed in person at the Stage 2 & 3 adjudication.

Assessment of artworks are based on the following criteria:

- strong elements of principals and design
- strong idea/concept
- excellent technique/craftsmanship
- represents a medium, practice or concept that is cutting edge, new, and/or emerging
- challenges and extends the medium
- importance in terms of the artist's overall exhibition record/achievement
- importance in terms of the artist's overall career
- whether the artwork has been created in celebration of, or to mark important events or anniversaries within the visual arts community and/or the province
- whether the artwork forms an integral piece in a series or composite work
- whether the work is a strong example of the artist's work from a particular period
- whether the work reflects the pinnacle of a transition or paradigm shift in an artist's practice
- in relation to artworks already held in the AFA collection

Department staff notify successful applicants for second stage expert panel adjudication. Artists must arrange for their artworks to be delivered to one of two depot locations (in Edmonton or Calgary), from where Arts Branch staff will collect them. Artworks are reviewed in Edmonton. Artists and Galleries are responsible for ensuring artworks are adequately wrapped for transport to depot to ensure artworks' safety.

Stage 2

Department staff review the shortlisted artworks to ensure works are in accord with the Collections Development Plan, including;

- assessment for potential conservation, structural, and/or maintenance issues
- evaluation of the work's importance in the Alberta artist's oeuvre
- consideration of whether the artwork fills a gap of the artist's works already included in the AFA Art Collection
- consideration of whether the artwork fills a gap in medium and would broaden the representation of that medium in the AFA Collection
- consideration of whether the artwork fills a gap in genre and would broaden the representation of that genre in the AFA Collection

Stage 3

The expert panel members view and review the shortlisted artwork in a gallery setting. Artworks are assessed again and selected artworks are prioritized for purchase, based on the criteria from Stage 1.

Proof of fair market value may be required from artists selected for the Stage 3 expert panel. Artworks not selected for purchase are returned to artists at a second depot in Edmonton and Calgary. All expert panel recommendations are reviewed by the AFA and all decisions are final.

[What do I do if the artworks I submitted are booked for an exhibition?](#)

Artworks must be available for in-person viewing during the second stage adjudication to be considered for purchase. The second stage adjudication generally takes place in June of the deadline year.

If artworks called in to the second stage adjudication are booked for an exhibition after July of the deadline year, please let the Art Collections Consultant - Acquisitions know as soon as possible. An exhibition loan between the AFA and the borrower will need to be arranged if the artwork is purchased by the AFA.

[What do I do if my artwork sells before the adjudication?](#)

If the artwork sells before the deadline, contact the AFA and a replacement artwork can be added to the application. If the application sells after the deadline has passed, notify the AFA and it will be removed from the adjudication.

How does the image submission work?

Artwork images must be named according to the conventions outlined on page 20 (for Individuals) or page 35 (for Organizations) of this guide and uploaded into the **Attachments** page of the GATE application.

Uploaded images must be 4 MB or less.

The AFA will not accept visual representations of artworks that do not match the artwork title, medium, size, and date associated with the submission.

For new media or video artworks, image stills can be used to represent the work.

For tips on creating digital images of artworks, please visit <https://www.affta.ab.ca/funding/help-and-resources/digital-image-tips>

Can I submit Video/New Media/Time-Based Media work?

Yes, the AFA collects new media and time-based media work under the category of new media (time-based media, electronic arts, audio art). Time based media artworks should be independently produced where the artist maintains ownership and creative control of the artwork. Artworks should be intended for a non-commercial, non-industry audience.

For new media or time-based media artworks, a Vimeo or other web link to the complete work (with password provided) should be included with the artist statement.

If your support material is too large to submit, please mail a hard copy CD or USB to 10708 – 105 Ave, Edmonton, AB, T5H 0A1. Please include your first name, last name and project number on the CD or USB.

Supplementary material sent by mail must be postmarked no later than 11:59 p.m. Mountain Time of the deadline date, unless the deadline falls on a statutory holiday or a weekend when it will be extended until the next working day.

How do I reset my password?

If you have forgotten your password, click on “forgot your password” at the Front Office Portal in GATE. An e-mail with re-set links will be sent to the e-mail address used to set up your GATE profile. If you don’t have access to the e-mail account linked to your GATE profile, e-mail AFA.artacquisition@gov.ab.ca at least five business days prior to the deadline to have your e-mail re-set.



When I log in, I have incomplete menu options. How can I fix it?

If you log onto GATE and you don't see all the menu options in the left hand menu, you will need to re-set your password. If you have problems re-setting your password manually, please email AFA.artacquisition@gov.ab.ca to have your password re-set. You can also try clearing the cache in your browser by clicking the keys [Ctrl], [Shift] and [del] on your Keyboard.

Can I save as I go? How do I re-access an application I have already started?

At each page there is a **Save or a Save and Next** button. Make sure to save often.

If you leave the Project after saving each step, and want to return to it later see page 41 of this guide, ***How to resume where you left off working on your application in GATE.***

Can I make changes to my application once it is submitted?

You cannot make changes yourself to your application once it is submitted in GATE. If you need to make emergency changes before the program deadline, please contact AFA.artacquisition@gov.ab.ca. Changes to the application will not be made after the deadline has passed. Change requests must be completed by AFA staff and are not guaranteed.