What should I prepare before I begin my Application?

Before you begin your application, it is recommended that you prepare all of your attachments
for upload to the system in advance. Each attachment line will only allow for 1 file to be uploaded per attachment type.

REFER TO THE PROGRAM GUIDELINES FOR MORE DETAILED INFORMATION ON YOUR ATTACHMENTS

Attachments
Save all attachments **in PDF format** for upload:

- **CV or Artistic Resume** (required)
- **Detailed Project Description** (required)
- **Images** (required)
- **Commission Contract** (when applicable)
- **Official invitations, itineraries, etc.** (when applicable)
- **Proof of acceptance and detailed program description for training program or course of study** (when applicable)
- **Alternate program choices for training program or course of study** (when applicable)
- **Letters of reference** (when applicable)
- **Marketing plan** (when applicable)
- **Resumes of principal artists** (when applicable)
- **Additional support material** (when applicable)

How to Prepare Your Images
Save your images as **1 single file in PDF format** for upload:

- Use software such as **PowerPoint** or **Keynote** to create your visual presentation, then **export or save as a PDF file** when complete.

- Your file should have **1 page per image** (total pages=total images)

- Label **each** image with **title, medium, size** and **date**

- Your file **MUST** be **under 4MB** in size. To help reduce your file size, ensure your images have been compressed into JPEGs (recommended at 1680x1050 pixels and 150dpi max) before importing into your software

Other Media:
You can also submit 1 media file, of no more than 5 minutes in length, if applicable to your project.

Media files can be submitted by email to vaAFA@gov.ab.ca with the subject line **"Final Report {LAST NAME} AFA-VIPG-{PROJECT NUMBER}".**

Links to online content are **NOT** an acceptable submission format – emails **MUST** contain a complete file or, in the case of large files, a link to a **file that can be directly downloaded** by Arts Branch staff.

How do I continue my Application or Final Report if I logged out before submitting?

1. Log back into **Front Office**. From the **Welcome** screen, click on the **Submissions** tab on the left-hand menu bar.

2. Click on the **Orange File Folder** 📁 icon to open your application or final report and continue filling it out.

If your project does **NOT** appear in the list below, click here to reset your window.

If your project has been successfully **SUBMITTED** for consideration, the date it was received will appear in this column.

Click here to open the **SUBMISSIONS** window.

All of your **OPEN** projects will be visible in this list. Clicking on the **ORANGE FILE FOLDER** beside a line item will open your application back up.
If you receive a grant, you will also find a line item for your **FINAL REPORT** on this page after your payment has been issued.