

GTF Online User Guide

April 2018

GTF Online User Guide

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1. The Gas Tax Fund (GTF) Online System

As part of the New Building Canada Plan, the renewed federal GTF program provides predictable, long-term, stable funding for Canadian municipalities to help them build and revitalize their local public infrastructure while creating jobs and long term prosperity. To enhance service to municipalities and to transition from Alberta Transportation’s legacy Municipal Grant Management Application (MGMA), the Gas Tax Fund Online (GTF Online) system was developed to make it easier for municipalities to manage their project applications and reporting for the GTF.

Through GTF Online, users can:

- Create, edit, submit and track project applications online.
- Create, edit and submit statement of funding expenditures reporting forms for GTF funded projects.
- View project reporting and payment status information.

Access to GTF Online is through [MAConnect](#), the Municipal Affairs web portal.

Municipalities who are not yet registered for MAConnect can find more information about how to register at <http://municipalaffairs.alberta.ca/materials-and-resources>.

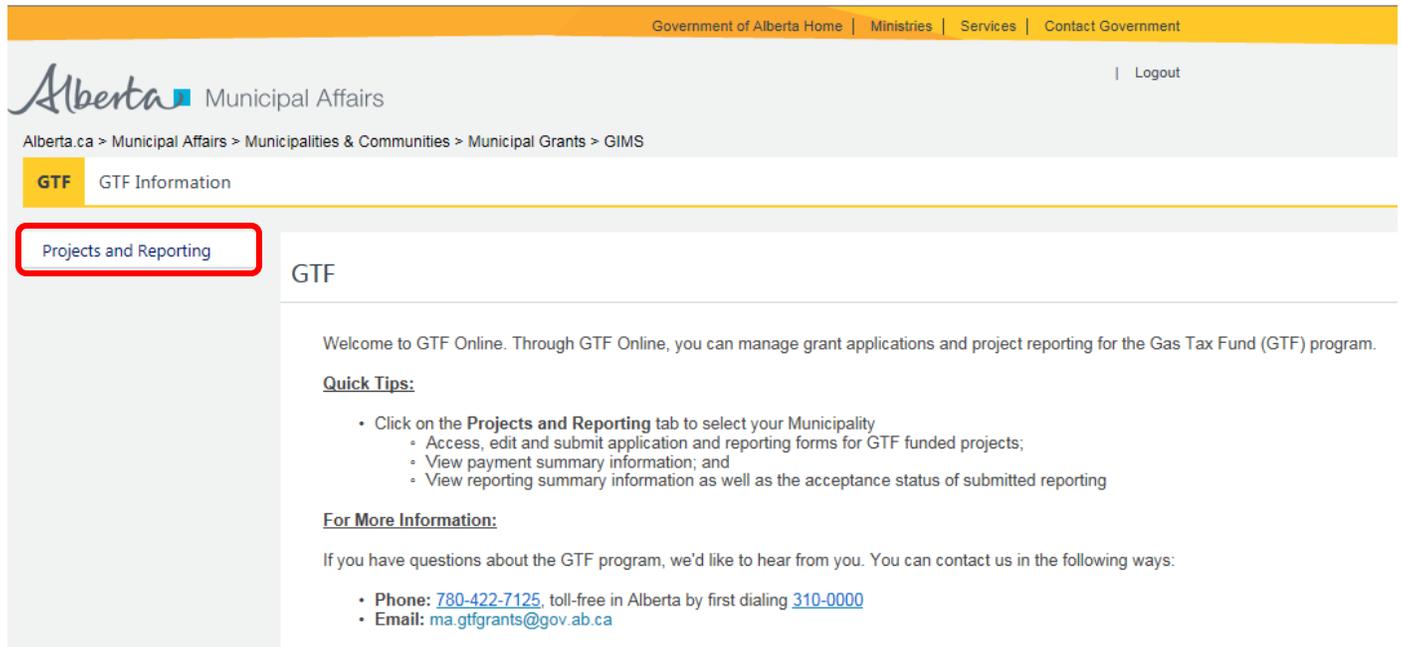
From MAConnect, clicking on the GTF Online launch icon will take a user into GTF Online.



A GTF Online User Agreement will appear the first time an authorized user signs into GTF Online. Checking the GTF Online User Agreement box to indicate acceptance of the terms will allow the new user to proceed into GTF Online.

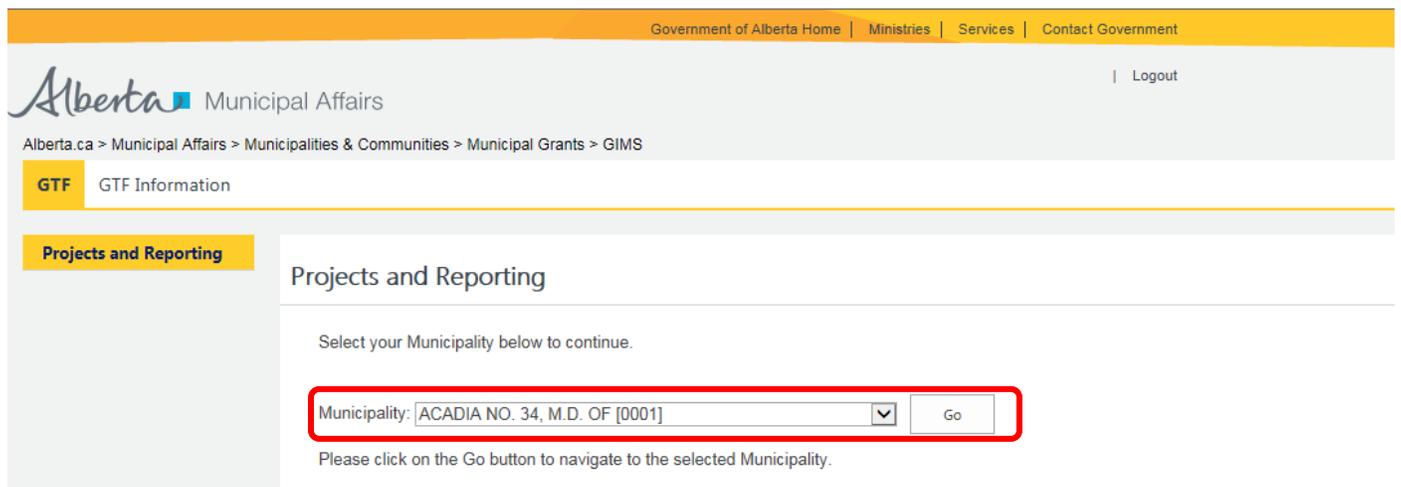
2. The GTF Online Home Page

The Home Page of GTF Online features general information about the program and the different available program components. For users managing multiple municipalities, click on the Projects and Reporting link on the left hand side to return to the municipal selection list.



The screenshot shows the GTF Online Home Page. At the top, there is a navigation bar with links for "Government of Alberta Home", "Ministries", "Services", and "Contact Government". Below this is the "Alberta Municipal Affairs" logo and a "Logout" link. The breadcrumb trail reads "Alberta.ca > Municipal Affairs > Municipalities & Communities > Municipal Grants > GIMS". A yellow tab labeled "GTF" is active, with "GTF Information" as a sub-tab. On the left sidebar, the "Projects and Reporting" link is highlighted with a red box. The main content area is titled "GTF" and contains a welcome message: "Welcome to GTF Online. Through GTF Online, you can manage grant applications and project reporting for the Gas Tax Fund (GTF) program." Below this is a "Quick Tips" section with three bullet points: "Click on the Projects and Reporting tab to select your Municipality", "Access, edit and submit application and reporting forms for GTF funded projects;", "View payment summary information; and", "View reporting summary information as well as the acceptance status of submitted reporting". A "For More Information:" section follows, stating "If you have questions about the GTF program, we'd like to hear from you. You can contact us in the following ways:" and listing "Phone: 780-422-7125, toll-free in Alberta by first dialing 310-0000" and "Email: ma.gtfgrants@gov.ab.ca".

If you manage multiple municipalities, you will be required to select the desired municipality on the screen below.



The screenshot shows the "Projects and Reporting" page. The navigation bar and breadcrumb trail are identical to the previous screenshot. The left sidebar now has "Projects and Reporting" highlighted with a yellow background. The main content area is titled "Projects and Reporting" and contains the instruction "Select your Municipality below to continue." Below this is a form with a dropdown menu labeled "Municipality:" containing the text "ACADIA NO. 34, M.D. OF [0001]" and a "Go" button. The entire form is highlighted with a red box. Below the form, it says "Please click on the Go button to navigate to the selected Municipality."

The following screens display all pertinent information for your municipality. There are two main sections:

1. GTF Summary

A. Applications/Projects

GTF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified GTF Expenditure
\$479,485	\$479,485	\$0	\$462,685

Applications/Projects

[Create new application](#)

[Draft](#)
[Submitted](#)
[Accepted](#)
[Completed/Fully Funded](#)
[Withdrawn/Cancelled](#)
[Amendments in progress](#)

You have no subprojects applications.

[Allocations and Payments](#)

[Statement of Funding and Expenditure Reporting](#)

Agreement Summary

B. Allocations and Payments

GTF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified GTF Expenditure
\$479,485	\$479,485	\$0	\$462,685

Applications/Projects

Allocations and Payments

Search:

Year	Allocation	Payments	Status	Payment Criteria Status
FY2005	\$9,533	\$9,533	Paid (Reconciled)	Payment criteria has been met
FY2006	\$9,533	\$9,533	Paid (Reconciled)	Payment criteria has been met

C. Statement of Funding and Expenditure Reporting

GTF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified GTF Expenditure
\$479,485	\$479,485	\$0	\$462,685

Applications/Projects

Allocations and Payments

Statement of Funding and Expenditure Reporting

Available Grant Funding Report

Search:

Due Date	Year	Status	Carry Forward from Previous Year	Allocation	Credit Items Earned	Total GTF Expenditures	Total Carry Forward to Next Year	
May 01 2006	FY2005	Certified - Complete	\$0	\$0	\$0	\$0	\$9,533	Certified SFE
May 01 2007	FY2006	Certified - Complete	\$9,533	\$0	\$0	\$0	\$19,066	Certified SFE

2. Agreement Summary

Type	Agreement Term	Status	Date Executed
MOA	Jun 30 2005 to Mar 31 2010	Executed	15-Jul-2005
MOA	Apr 01 2014 to Mar 31 2024	Executed	10-Sep-2014
AMOA	Mar 31 2010 to Mar 31 2014	Executed	01-Mar-2010

Showing 1 to 3 of 3 entries

The GTF Information tab (top menu bar/page 3) will redirect you to the GTF grant homepage on the Municipal Affairs website.

3. Creating a New GTF Project Application

GTF application forms for a new project are accessed from the Projects and Reporting tab on the left hand side under the Applications/Project tab.

Click on the **Create New Application** located on the right hand side and it will open up a new application form.

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified GTF Expenditure
\$479,485	\$479,485	\$0	\$462,685

Applications/Projects

[Create new application](#)

Draft Submitted Accepted Completed/Fully Funded Withdrawn/Cancelled Amendments in progress

You have no subprojects applications.

4. Completing, Saving, and Submitting a Project Application

The objective of the project application is to provide sufficient and relevant information regarding the project. It includes a project name, project description, project location, expected outcomes, estimated total project cost and projected cash flow, and the anticipated project start and end dates. All sections of the GTF application form must be completed. As a reminder, ensure that the selected project category matches the project being submitted.

Saving an Application - An applicant, who wishes to save a completed application prior to submitting it, or save an incomplete form for later use, can do so by using the Save button. The Project Name must be specified in order to save the application form. The Save button appears at both the top and bottom of the online application form.

Questions 1 to 5: General Project Information

Save

Submit

Close

MUNICIPALITY INFORMATION

Municipality Name

Municipality X

Mailing Address

Address:

PO Box 30

City:

Municipality X

Postal Code:

T4X 8X4

Province:

AB

Country:

Canada

Contact

First Name:

Maria

Last Name:

Smithy

Email Address:

m.smithy@municipalityx.com

Phone Number:

780-555-2387

PROJECT INFORMATION

Refer to the latest Federal Gas Tax Fund Guidelines (available on the FGTF website) for information to assist you in completing this application.

1. Project Name: 

A Project Name is required before you can save this form.

2. Project Description: 

Please provide sufficient detail to determine project eligibility, including the proposed asset(s), activities, and partnerships/contributing parties where applicable.

3. Project location (be specific): 

4. Estimated/Actual Project Start Dates

Start Date:  
(DD-MMM-YY)

End Date:  
(DD-MMM-YY)

5. Estimated/Actual Project Construction Dates

Start Date:  
(DD-MMM-YY)

End Date:  
(DD-MMM-YY)

Question 6: Project Categories

The applicant must select each project category appropriate for the activities proposed in the application, and identify the percentage of total project costs that relate to each chosen category. If more than one project category is identified the total percentage of project costs, when added together, must equal 100%. Additionally, for each project category selected the applicant must identify at least one associated capital asset including the quantity of the asset to be constructed or purchased.

Circled in **ORANGE** are two project categories selected whose total percentage of total costs, when added together, equal 100%.

Circled in **BLUE** are capital asset examples including the quantity of the asset to be constructed as a result of the project.

6. Specify the appropriate category or categories that apply to the project, including:

- The percentage of overall project cost that applies to each category; and,
- The associated capital asset(s) that relates to each selected category.

Highways % of project cost

Select at least one capital asset as a result of the project

Highway Infrastructure Km.

- Other ancillary works such as lighting, traffic control signals, pedestrian signals
- Railway roadway crossings

Local Roads and Bridges % of project cost

Select at least one capital asset as a result of the project

Bridges

Other ancillary works such as, lighting, traffic control signals, pedestrian signals

Pedestrian Trail Systems, sidewalks, commuter bikeways Km.

- Railway or Light Rail Transit (LRT) grade separations and roadway crossings
- Roads

Only a completed application can be submitted through GTF Online for Municipal Affairs review. However, an incomplete application can be created and saved for completion and submission at a later date.

Questions 7 and 8: Asset Ownership and Municipal Forces Information

7. The asset resulting from the project will be owned by:

- The Municipality 
- A non-Profit Organization 
- Another Municipality or group of municipalities 
- Other 

*

8a. Will the project involve the use of municipal forces? 

Yes No

8b. I certify that the use of municipal forces will result in a more efficient, timely, and cost-effective project. 

The applicant must indicate who will own the infrastructure constructed or purchased as a result of the project. If the applicant has determined that is not feasible to tender the project, or that it is more cost effective to construct the project using municipal forces, the applicant must indicate that the project costs will include expenses related to municipal staff engaged in completing the project.

NOTE – Only employee expenses for services that would otherwise be provided by a third party contractor are considered eligible project costs. As stated in Schedule 3 of the GTF Program Guidelines (Ineligible Costs), the cost of leasing of equipment by the municipality, any overhead costs, including salaries and other employment benefits of any employees of the municipality, direct or indirect operating

or administrative costs of the municipality, and more specifically costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with eligible expenditures above, are not eligible costs under the GTF program.

Question 9: Financial information

9. Provide project financial information below by year of budgeted expenditure. 

If a Statement of Funding and Expenditures (SFE) has been submitted for any calendar year the financial data for those years cannot be modified in any new application or amendment. If financial data changes are necessary, please contact Alberta Municipal Affairs and request the SFE be changed for the affected year(s).

Budget Year	Total Project Cost	Funding Source			Municipal Sources
		GTF	Provincial Grants	Other Federal Grants	
2005	\$0	\$0	\$0	\$0	\$0
2006	\$0	\$0	\$0	\$0	\$0
2007	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0

Total Project Cost must be greater than zero

Total GTF must be greater than zero

The applicant must identify the total estimated project cost and how much of the total project cost will be funded by GTF and other funding sources. Applicants also need to provide project financial information by year of budgeted expenditure to align with anticipated start date and project completed date (as noted in Question 4).

Any calendar year that has an associated SFE submitted will be highlighted in **green**; any financial data entered in a highlighted year will require a SFE reset prior to submission.

The total of the value in each category must add up to the Total Project Cost in Question 9.

When the Total Project Costs are initially entered in the financial grid, 100% of the costs will be allocated to Municipal Sources. The applicant must then assign the appropriate costs to each of the identified funding sources (GTF, provincial grants and federal grants).

When completed, the column totals for the financial grid (**Question 9**) should match the total project cost (**Question 10**) and how the cost is expected to be financed by each identified funding source.

Question 10: Total Project Cost

10. Report the Total Project Cost applied to each of the following Project Expenditure Categories: 

Category	Amount of Total Project Cost (\$)	% of Total Project Cost	GTF Funding (\$)
Design/Engineering	\$0	0.00	0.00
Construction	\$0	0.00	0.00
Purchase	\$0	0.00	0.00
Debt Financing	\$0	0.00	0.00
Total	\$0		

Please identify the portion of the total project cost for each of the four Project Expenditure Categories.

There are four eligible expenditure categories for the GTF program:

- Design/Engineering;
- Construction;
- Purchase; and
- Debt Financing.

For example, a project with a total estimated cost of \$125,000, could include \$90,000 in construction costs, \$10,000 in related engineering and design costs, and \$25,000 for the purchase of a required piece of hardware necessary for the project. The applicant does not expect to incur interest charges as they have chosen not to claim any debt interest costs against the project. This project costs would be represented as follows:

- A \$10,000 value would be assigned to the Design/Engineering category;
- A \$90,000 value would be assigned to the Construction category; and
- A \$25,000 value would be assigned to the Purchase category.

Note: Only indicate a value against the categories that are applicable to the project.

Question 11: Land Purchase

11a. Does this project involve the purchase of land? 

Yes No

11b. If **yes**, has the entire cost of the land purchase been identified under the Provincial Grants or Municipal Sources portion of the financial grid? The purchase of land and land related costs are not eligible under federal funding programs. 

Yes No

The applicant is required to identify if the total project cost includes any expenses related to the purchase of land or any land related costs, including any legal fees related to the establishment of a right of way, and confirm that all such costs are identified under the Municipal Sources section of the project financial grid. As stated in Schedule 3 of the GTF Program Guidelines (Ineligible Costs), the purchase of land or any interest therein, any related costs, and legal fees are not eligible costs under the GTF program.

Questions 12 and 13: Signage and Celebratory Event

12. Will a Federal sign be installed for this project? 

Yes No

13a. Is the municipality planning on holding a project-related celebratory event? 

Yes No

13b. If **yes**, please indicate (select at least one):

Groundbreaking event  Grand opening event 

The applicant is required to identify if they intend to install project signage to the specifications provided by the federal government or if any milestone events are planned for the project. Signage guidelines can be found at <http://municipalaffairs.alberta.ca/documents/LGS/Federal%20Signage%20Guidelines.pdf>.

Certification

CERTIFICATION

Certification Type:
 Chief Administrative Officer Representative

As a representative of **Municipality X**, I, **Maria Smithy** have been authorized to submit this project application on behalf of the CAO and have certified that all information contained within this project application is correct, that all GTF funds will be used in accordance with GTF program Guidelines and the GTF Memorandums of Agreement, that these expenses have not been deemed eligible on a prior project application, and that the allocated grant amount will be applied in the year and manner described above once this project application has been accepted by the Minister.

By clicking on "submit", I certify the statements selected above to be true.

Maria Smithy | 06-Apr-18 | 780-555-2387

ATTACHMENTS

Attachment Name	File Name
Additional Documents	<input type="button" value="Click here to attach a file"/>

Insert item

Saving an Application - An applicant, who wishes to save a completed application prior to submitting it, or save an incomplete form for later use, can do so by using the Save button. The Project Name must be specified in order to save the application form. The Save button appears at both the top and bottom of the online application form.

Attaching Supporting Documentation - Any supporting documentation can be added to the application by using the attachment function at the end of the application form. Documents must be attached prior to submission of the application.

Certifying an Application - The GTF Online user will be asked to identify their municipal role of either Chief Administrative Officer or authorized municipal representative and will be required to acknowledge a corresponding certification statement of the information about to be submitted by checking the certification box. The user and municipality name inserted into the certification will be informed by the municipal user's login credentials.

Submitting an Application - Once the application form has been completed, press the Submit button to forward the application to Municipal Affairs for eligibility review. The Submit button appears at both the top and bottom of the online application form.

An error message will be generated and the form will not submit successfully if any information is missing.

Any fields missing required information will be flagged with a red asterisk (*) or encircled in a red-dashed box (). Please complete any missing information, re-save the form, and again use 'Submit' to forward the application to Municipal Affairs for review.

A confirmation message will appear once the application form has been successfully submitted and a GTF Project Number will be assigned.

Note: Project information cannot be edited once an application form has been submitted to Municipal Affairs. For any questions or assistance, please email ma.gtfrants@gov.ab.ca.

5. Retrieving a Saved or Submitted Project Application

Click on the Draft tab under the Applications/Projects to retrieve a list of saved applications for editing. To continue editing a specific saved application form, click on the corresponding project # hyperlink.

GTF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified GTF Expenditure
\$479,485	\$479,485	\$2,499	\$462,685

Applications/Projects

Create new application

Draft Submitted Accepted Completed/Fully Funded Withdrawn/Cancelled Amendments in progress

Search:

Project #	Project Title	Total Project Cost	Total GTF Funding	Modified On/By
Saved	Alberta	\$0	\$0	Apr-06-2018 12:40 PM carmen.noel@macprod.local

Showing 1 to 1 of 1 entries

6. Printing a Project Profile

If you wish to produce a hard copy of the project in submitted, accepted or completed status, click on the Project Profile hyperlink under the appropriate tab.

GTF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified GTF Expenditure
\$479,485	\$479,485	\$2,499	\$462,685

Applications/Projects

Create new application

Draft Submitted Accepted **Completed/Fully Funded** Withdrawn/Cancelled Amendments in progress

Search:

Project #	Project Title	Total Accepted Project Cost	Total Certified Project Cost	Total Accepted GTF Funding	Total Certified GTF Expenditures	As Current
GTF-702927	Hamlet water & sewer expansion	\$462,685	\$462,685	\$462,685	\$462,685	Project Profile

Showing 1 to 1 of 1 entries

The application will then need to be exported into PDF, Excel or Word. The exported document can then be printed for your records.

Project Profile

Back | Download: [PDF](#) | [Excel](#) | [Word](#)

GTF Project Profile

MUNICIPALITY INFORMATION

Municipality Name

Municipality X

Mailing Address

PO Box 30

Municipality X AB T0J 0A0

Canada

Municipal Affairs

Project Application No.

GTF-702927

7. Amending an Accepted Project

Click on the Accepted tab under Applications/Projects bar to view all accepted projects. The project amendment option can be utilized to amend certain project and financial information sections of an accepted project application. These include:

- estimated/actual project and construction start and end dates;
- the involvement of municipal forces;
- the financial information;
- the purchase of land;
- federal sign installation; and
- the applicant holding a celebratory event (Ground breaking or Grand Opening).

Click on the Amend checkbox of the project you would like to amend.

The screenshot shows the 'GTF Summary' page with a table of 'Applications/Projects'. The 'Accepted' tab is selected. A dialog box is open over the table, asking 'Are you sure you want to amend this project?' with 'OK' and 'Cancel' buttons. The table has columns for Project #, Amend, Project Title, Total Accepted Project Cost, Total Accepted GTF Funding, Total Certified GTF Expenditures to Date, and As Current/Original. The first row shows 'GTF-711295' with an 'Amend' checkbox checked.

Project #	Amend	Project Title	Total Accepted Project Cost	Total Accepted GTF Funding	Total Certified GTF Expenditures to Date	As Current	Original
GTF-711295	<input checked="" type="checkbox"/>	Municipality X Community Hall Construction	\$319,299	\$319,299	\$0	Project Profile	

The project amendment form includes all current project information, including updates to the financial data for any years in which an SFE has already been certified (the original estimates for each calendar year already reported on will be updated to reflect the expenditures as submitted on the related SFEs).

The amendment form can be saved for submission at a later date, however an amendment title must be entered in **Question P1** in order to enable the save feature. The amendment title is required so the municipality can differentiate the current amendment from other past or future project amendments, and can be as simple as 'Amendment 2018'. The municipality is also required to provide a brief but concise summary of the information that will be changed as a result of the amendment in **Question P1b**, including the conditions that have necessitated the need to update the project information.

Any changes the applicant makes to the data in the amendment form will be highlighted in yellow.

CHANGE SUMMARY

P1. Enter an amendment title.

An Amendment Title is required before you can save the form.

P1a. Is this application an amendment to a previously accepted project?

Yes No

P1b. Please provide details on the reason(s) for the amendment.

PROJECT INFORMATION

Refer to the latest Federal Gas Tax Fund Guidelines (available on the FGTF website) for information to assist you in completing this application.

1. Project Name:

Municipality X Community Hall Construction

2. Project Description: Please provide sufficient detail to determine project eligibility, including the proposed asset(s), activities, and partnerships/contributing parties where applicable.

This project will support the replacement of the Municipality X Community Hall, the only community center in the municipality. The current hall was built in 1947 and has outlived its useful life with its current structural issues making rehabilitation unre

3. Project Location (be specific):

8 1st Avenue Municipality X, Alberta

4. Estimated/Actual Project Start Dates

Start Date: 01-Jan-21 
(DD-MMM-YY)

End Date: 31-Dec-22 
(DD-MMM-YY)

5. Estimated/Actual Project Construction Dates

Start Date: 01-Jan-21 
(DD-MMM-YY)

End Date: 31-Dec-22 
(DD-MMM-YY)

6. Specify the primary project category, any secondary categories, as well as the associated project outcomes.

7. The asset resulting from the project will be owned by:

- The Municipality
- A non-Profit Organization
- Another Municipality or group of municipalities
- Other

8a. Will the project involve the use of municipal forces?

Yes No

8b. I certify that the use of municipal forces will result in a more efficient, timely, and cost-effective project.

Question 9: Amended Financial Information

The grid below contains both project expenditures as reported on a Statement of Funding and Expenditures (SFE) as well as estimated project expenditures for future years; years for which an SFE has been submitted to Alberta Municipal Affairs are highlighted in green. An applicant can alter and submit changes to the financial information in years for which no SFE exists, however any changes to the financial information in a highlighted year will require that a SFE reset be requested prior to being able to submit.

FINANCIAL INFORMATION

9. For reference purposes, the grid below contains both project expenditures as reported on a Statement of Funding and Expenditures (SFE) as well as estimated project expenditures for future years; years for which an SFE has been submitted to Alberta Municipal Affairs are highlighted in green. A municipality can alter and submit changes to the financial information in years for which no SFE exists, however any changes to the financial information in a highlighted year will require a SFE reset be requested prior to being able to submit. The amendment with the suggested changes to the financial information can be saved prior to submission.

AMENDED FINANCIAL INFORMATION

Budget Year	Total Project Cost	Funding Source			
		GTF	Provincial Grants	Other Federal Grants	Municipal Sources
2005	\$0	\$0	\$0	\$0	\$0
2006	\$0	\$0	\$0	\$0	\$0
2007	\$0	\$0	\$0	\$0	\$0
2008	\$0	\$0	\$0	\$0	\$0
2009	\$0	\$0	\$0	\$0	\$0
2010	\$0	\$0	\$0	\$0	\$0
2011	\$0	\$0	\$0	\$0	\$0
2012	\$0	\$0	\$0	\$0	\$0
2013	\$45,523	\$45,523	\$0	\$0	\$0
2014	\$4,445 ×	\$4,445	\$0	\$0	\$0

10. For reference purposes, the grid below displays the Total Project Cost applied to each Project Expenditure Category information from the last accepted project application. Use the "Amended Project Category Financial Information" grid to provide amended Total Project Costs applied to each Project Expenditure Category.

AMENDED PROJECT CATEGORY FINANCIAL INFORMATION

Category	Amount of Total Project Cost	% of Total Project Cost	GTF Funding
Construction	\$49,968 ×	100.00	49,968.00
Debt Financing	\$0	0.00	0.00
Design/Engineering	\$0	0.00	0.00
Purchase	\$0	0.00	0.00
Total	\$49,968	100.00	\$49,968

- 11a. Does this project involve the purchase of land?
 Yes No
- 11b. If yes, has the entire cost of the land purchase been identified under the Provincial Grants or Municipal Sources portion of the financial grid? The purchase of land and land related costs are not eligible under federal funding programs.
 Yes No
12. Will a Federal sign be installed for this project?
 Yes No
- 13a. Is the municipality planning on holding a project-related celebratory event?
 Yes No
- 13b. If yes, please indicate (select at least one):
 Groundbreaking event Grand opening event

CERTIFICATION

Certification Type:

Chief Administrative Officer Representative

ATTACHMENTS

Attachment Name	File Name
Additional Documents	<input type="button" value="Click here to attach a file"/>

Once all of the amendment information has been updated in the amended application, the user can submit the amended application to Municipal Affairs by clicking on the submit button. Alternatively, the amended application can be saved and submitted at a later date if required.

8. Allocations and Payment details

Access the Allocation and Payment details by clicking on the Allocations and Payments section under the GTF Summary section.

GTF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified GTF Expenditure
\$479,485	\$479,485	\$2,499	\$462,685

[Applications/Projects](#)

[Allocations and Payments](#)

Search:

It will display the annual allocations, payments and payment status for the applicant for each of the fiscal years.

Year	Allocation	Payments	Status	Payment Criteria Status
FY2016	\$50,000	\$50,000	Paid (Reconciled)	Payment criteria has been met
FY2017	\$50,000	\$50,000	Paid (Reconciled)	Payment criteria has been met

9. Completing and submitting a Statement of Funding and Expenditure (SFE) Form

The SFE details are accessed by clicking on the Statement of Funding and Expenditure Reporting bar found under the GTF Summary page.

GTF Summary

Total Allocation 2005 to Current	Total Payments	Total Certified Income Earned	Total Certified GTF Expenditure
\$479,485	\$479,485	\$2,499	\$462,685

[Applications/Projects](#)
[Allocations and Payments](#)
[Statement of Funding and Expenditure Reporting](#)

The SFE captures a summary of:

- the carried-forward amounts of the prior year SFE;
- current year allocations;
- credit items (income earned) in the reporting year; and
- total GTF funds available for the current year.

Credit items on the GTF grant funding becomes part of the funding available to apply to project costs.

Applicants are expected to report on any accepted projects' total expenditures against the project in the specified year and how the expenditures are funded through the GTF, other federal and provincial grant programs and the applicant.

All required information, as denoted by the red asterisks, and the certification section must be filled out in order to successfully submit the SFE.

MUNICIPALITY

Municipality Name: **Municipality X** Municipal Code: **867** Program Year: **FY2017**

- The due date for submitting the FY2017 SFE to Municipal Affairs is May 1, 2018
- All projects listed on this statement must first be accepted on previously submitted and approved project applications or amendments.
- The FY2018 GTF Funding Allocation will not be released until the FY2017 SFE is certified and sufficient FY2018 project applications submitted.

GTF FUNDING AVAILABLE

Total Funding Carry-Forward from Previous Year:	-30,701 (A)
Funding Allocation in Reporting Year:	50,000 (B)
Credit Items Earned in Reporting Year:	<input type="text" value="0"/> (C)
Total GTF Funding Available in Reporting Year:	19,299 (D)

PROJECT COSTS AND GTF FUNDING APPLIED

(1) Project No. (2) Project Name (3) Status	(4) Minister's Accepted Amount	(5) Accepted Amount Remaining	(6) Total Actual Qualifying Project Costs in Reporting Year	(7) Project Costs to be Funded by Provincial Grant Programs	(8) Project Costs to be Funded by Other Federal Programs	(9) Project Costs to be Funded by Municipal Sources	(10) Reporting Year Qualifying Costs to be Funded by GTF (6-(7+8+9))
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Municipality X Community Hall Construction	319,299	319,299	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
GTF-711295	<input type="text" value="Select..."/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Insert item

Total Applied Amount in Reporting Year	0 (E)
Total Funding Available for Future Years (D-E)	19,299 (F)

Are all projects with FY2017 GTF expenditures reported on the SFE?

Yes No

List any unreported projects in the comment box below and/or provide other additional information which may assist Municipal Affairs in processing the SFE.

CERTIFICATION

Certification Type:

Chief Administrative Officer Representative

By clicking "submit" I certify the statements selected above to be true.

Maria Smithy

06-Apr-18

780-555-2387

SFEs can be saved to be completed at a later date. Once an SFE is submitted the SFE data cannot be modified.

10. Printing a SFE

If you wish to produce a hard copy of a submitted or certified SFE click on the Project Profile hyperlink.

Statement of Funding and Expenditure Reporting								
Available Grant Funding Report								
Due Date	Year	Status	Carry Forward from Previous Year	Allocation	Credit Items Earned	Total GTF Expenditures	Total Carry Forward to Next Year	Search: <input type="text"/>
May 01 2006	FY2005	Certified - Complete	\$0	\$0	\$0	\$0	\$9,533	Certified SFE
May 01 2007	FY2006	Certified - Complete	\$9,533	\$0	\$0	\$0	\$19,066	Certified SFE

The SFE can then be exported into PDF, Excel or Word and be printed for your records.

Certified SFE

Back | Download [PDF](#) | [Excel](#) | [Word](#)

Certified SFE

MUNICIPALITY

Municipality Name: **Municipality X** Municipal Code: **867** Program Year: **FY2005**

GTF FUNDING AVAILABLE

Total Funding Carry-Forward from Previous Year: **\$0 (A)**
Funding Allocation in Reporting Year: **\$9,533 (B)**
Credit Items Earned in Reporting Year: **\$0 (C)**
Total GTF Funding Available in Reporting Year: **\$9,533 (D)**

11. Contact Us

For assistance with using GTF Online, email ma.gtfgrants@gov.ab.ca or call 780-427-2225 (dial 310-0000 first for toll-free calling) to speak with a GTF Grant Advisor.

