



How to Access Your Individualized Grant Information Online

To access the status of Individual or Institutional Grant Applications online, login to the Members Only Section of the Alberta Museums Association (AMA) website (www.museums.ab.ca) and click the "Grant Information" button at the bottom of your Dashboard.

Please note the instructional screen shots included below were created for example purposes only and do not indicate typical grant results or the results of any specific member.

A screenshot of the "MEMBERS ONLY" dashboard. On the left is a navigation menu with items like "Advisory Services", "Grants Program", "INFOrm", "Recognized Museum Program", "Museum Visitor Experience Program", "Update Your Profile", and "Log Off". The main content area shows a "Member Name" header, a profile card with details (Member Name, Membership Type: Member, Member Number: 6477, Membership Expiry: April 03, 2016, Address: Suite 404 10408 124 Street, Edmonton, AB, Canada T5N 1R5), and buttons for "Edit Profile", "Register for an Event", "Change Password", "Donate", and "Grant Information". A red arrow points to the "Grant Information" button. On the right, there are sections for "Your Events" and "Outstanding Invoices" (Invoice #8358 \$50.00). A "My Cart" icon and "Checkout" button are in the top right.

The Grant Information tab shows Grant Applications, organized according to their status in the Grants Program.

Please note, all Grant information is secure and can only be viewed by individuals in possession of the member applicant's login credentials.

ABOUT US WHAT WE DO BECOME A MEMBER GET INVOLVED EVENTS DOCUMENT LIBRARY

Members Only

- ▶ Advisory Services
- ▶ Grants Program
- ▶ INFOrm
- ▶ Recognized Museum Program
- ▶ Museum Visitor Experience Program
- ▶ Update Your Profile
- ▶ Log Off

MEMBERS ONLY > GRANT LISTING

My Cart
Checkout

Detailed Grant Information

Member Name

Grants Being Processed

Grant Run	Grant Category	Project Title	Project Area	Total Project Budget	Funds Requested
Sep2015	Professional Development Grants	TestGrant	Formal Learning	\$1,500.00	\$500.00

Successful Grants

Grant Run	Grant Category	Project Title	Project Area	Total Project Budget	Funds Awarded
Feb2015	Institutional Grants	TestGrant	Collections	\$20,000.00	\$10,000.00

Unsuccessful Grants

Grant Run	Grant Category	Project Title	Project Area	Total Project Budget	Funds Awarded
Nov2014	Operations Grants	TestGrant	Operational Staffing	\$50,000.00	\$0.00

Closed Grants

Grant Run	Grant Category	Project Title	Project Area	Total Project Budget	Funds Awarded
Feb2015	Professional Development Grants	TestGrant	Formal Learning	\$2,000.00	\$1,000.00

[Secretariat Contact Information](#)

[Back to Dashboard](#)

Grants Being Processed will display Grant Applications that have been received in the AMA office but have not yet been adjudicated by the Grants Jury.

Successful Grants will display any Grant Applications that have been successful in the Grants Program and are still **open** (i.e., evaluations have not yet been received.)

Unsuccessful Grants will display any Grant Applications that were unsuccessful in the Grants Program. Unsuccessful Grant information will be displayed for a period of six months.

Closed Grants will display any previously successful Grant Applications whose evaluations have been received and files have been successfully closed. Retroactive Professional Development Grants are closed automatically upon becoming successful and will be displayed under Closed Grants. Closed Grant information will be displayed for a period of six months.

Applicants' complete grant histories are only available by request from the Grants Program Lead.

If you click on the Project Title of any of the grants listed on the screen, you will find more detailed information about that particular application.

The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with links: ABOUT US, WHAT WE DO, BECOME A MEMBER, GET INVOLVED, EVENTS, and DOCUMENT LIBRARY. Below this, a teal banner reads 'Members Only'. A breadcrumb trail indicates 'MEMBERS ONLY > GRANT LISTING'. A 'My Cart' icon with a shopping cart and a 'Checkout' button are visible in the top right. A modal window titled 'Grant Details' is open, displaying the following information:

Project Title	TestGrant
Grant Contact	Member Name
Grant Run	
Grant Category	Professional Development Grants
Project Area	Formal Learning
Total Project Budget	\$2,000.00
Funds Awarded	\$1,000.00
Grant Successful?	Yes
Evaluation Due Date	December 01, 2015
Evaluation Received Date	April 28, 2015
Grant Closed Date	April 28, 2015

Below the modal, there are links for 'Secretariat Contact Information' and 'Back to Dashboard'. The background shows a sidebar with a list of program options: Advisory Services, Grants Program, INFOrm, Recognized Museum, Museum Visitor Experience Program, Update Your Profile, and Log Off. On the right side of the background, there are tables for 'Funds Requested' and 'Funds Awarded' with numerical values.

Displayed fields will differ depending on the status of the Grant Application; You will be able to find information such as: Project Area, Total Project Budget, Amount Received, Application Score, Jury Comments, Application Due Date, Grant Closed Date, and more.

The AMA is now accepting digital submission of Grant Applications. This is an online application process only; faxed and hardcopy applications will not be accepted.

Should you have any questions or concerns regarding accessing your Grant Information online, please contact the Grants Program Lead at grants@museums.ab.ca or 780.424.2626 x. 241.