



Student Artistic Enrichment Fund Application Instructions

1. Pick up an application packet from the NESAS office, or PRINT the application forms from the NESAS website.
2. Complete the application form. Write your answers legibly (so that someone else can read the answer), especially the contact information such as email addresses. Use BLUE OR BLACK ink. Answers may also be typed on a separate page and attached to the application.
3. Gather information about your event (e.g., web page printouts, printed publicity materials, plane reservation confirmation, etc.) that includes dates, location, cost, and description of event. (Prepare a second set for the teacher in your major if seeking a recommendation.)
4. Take your application to NESAS and get all the required signatures.
5. (Optional) Give a blank Faculty Recommendation Form with an envelope with your name on the front, to the teacher in your major, complete with the event information materials for the teacher to evaluate. (The teacher will turn the form into the NESAS office once completed, or will give it to you to deliver.)
6. **Make a copy of your application with the signatures for your records.** (Applications have gone missing. No “new” applications will be accepted; only copies of the original with signatures.)
7. Place all application forms (retaining one copy for your records) and any event materials in an 8-1/2 x 11” envelope (available in NESAS office, or provide your own).
8. Submit to the NESAS secretary in the NESAS office NO LATER than 4:30 PM on the third Thursday in October (for the period covering events occurring December – May), and NO LATER than 4:30 PM on the third Thursday in April (for the period covering events occurring June – November). The secretary will time-stamp your application, and you must also sign a log in the NESAS office. Applications will not be accepted if not time stamped or logged in.

Questions? Contact the SAEF Liaison, Melanie Constantinides at
MelanieConstantinides@gmail.com
or (210) 497-5616



Student Artistic Enrichment Fund

Applicant Information

Name:	Major:	Class of:
Street Address:	City, State, Zip:	
Home Phone:	Student Cell Phone:	Parent Cell Phone:
Student E-mail:	Parent/Guardian E-mail:	
Amount Requested:	Event:	

Policies Regarding Student Artistic Enrichment Funds:

1. Award checks will be sent directly to the event or vendor on the student's behalf. Reimbursement checks to parents can be issued only after receipts are provided.
2. No student may receive more than \$500 during any two consecutive award periods.
3. Awards are determined through a "blind" evaluation of applications and are subject to the available funds in the Student Artistic Enrichment Fund. There is no guarantee that funds will be awarded to all applicants, or that any award will be for the full amount requested.
4. For events occurring December 2011 through May 2012, the application deadline is **Thursday, October 20th, 2011, at 4:30 PM**. For events occurring June 2012 through November 2012, the application deadline is **Thursday, April 19th, 2012 at 4:30 PM**. All other applications (i.e., "emergency" applications) will be evaluated on a case-by-case basis, and awards made subject to availability of funds.
5. All monies awarded by the SAEF Committee will be used strictly for the specified event. All unused funds will be returned to NESAs pARTners as soon as it is known that the student will not participate in the event for which funds have been requested. Failure to do so will result in disciplinary action and possible legal action.

I attest that this applicant is a NESAs student in good standing and that the specified event will provide artistic enrichment in the student's major.

(NESAs Department Representative signature)

(NESAs Co-Director signature)

I attest that all information on the attached application is true. I agree to abide by all policies pertaining to the fund.

(Student signature)

(Parent signature)

SAEF Assigned Number _____



Student Artistic Enrichment Fund Application for Funding

NESA Major: _____

Class of: _____

Describe the event you wish to attend:

**** REQUIRED* Please attach to this application a brochure, pamphlet, syllabus, blank registration form or other documentation which explains the event.***

Date(s) of event:

Total cost of the event *(may include travel & lodging expenses, but not meals):*

Total amount of SAEF award that you're applying for:

Respond to the following questions briefly and thoughtfully.

- 1. Why do you want to participate in this event and how will it benefit you in your NESA major?**

**To be filled in by pARTners Liaison to
Student Artistic Enrichment Fund committee only**

Assigned # _____

2. What role do you anticipate the arts will play in your future?

3. What are you doing to develop your art outside the NESAs curriculum?

4. What are some of your other personal goals?

5. How are you actively giving back to the community and/or the arts? Describe your volunteer activities.

6. What honors and awards have you received in your major or outside your major, including prior SAEF awards?

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Student Artistic Enrichment Fund committee only**

Assigned # _____