



Student Artistic Enrichment Fund Application Instructions

1. Open application form file.
 - a. If you open in Word, you can type in your answers.
 - b. If you open as a PDF you will need to print it out and then type or write in your answers, legibly, with BLUE OR BLACK ink. Legible means that someone else can read the answer.
2. Complete the application form. If you are using Word, remember to save the document with "SAEF application" as part of the title.
3. *If using Word*, print a copy so you can review your answers.
4. **Review and make your changes on the hard copy you have printed.**
5. If you need to, go back in to the *electronic* application form *file* and revise your answers on the application form. If using a pdf, reprint and then rewrite or type your corrected answers on the new form.
6. *If using Word*, SAVE and PRINT your revised copy.
7. Take your final application and get all the required signatures.
8. Make a copy of your application with the signatures.
9. Place all application forms (retaining one copy for your records) and any event materials in the proper envelope.
10. Submit to the NESA office NO LATER than 4 PM on Thursday, April 15, 2010.

Questions: please contact Pam Kittrell at pamkittrell@yahoo.com or
Melanie Constantinides at melaniec@mailhaven.com



Student Artistic Enrichment Fund

SAEF Application Check List

- Application information sheet
 - Have you included these things?
 - Demographics
 - Name
 - Address-including Zip Code
 - phone number-including Area Code
 - email-yours and your parents/guardian
 - Signatures
 - Student
 - Parent
 - NESA Department Rep
 - NESA Program Director (Dr. York)
 - Legible (can someone else read it?)
 - In Pen (Black or Blue) or Typed

- Application for Funding
 - Have you included these things?
 - Major
 - Class of
 - Dates of event
 - TOTAL** Cost of the event—should be somewhere on the brochure
 - Amount of money your applying for
 - All questions answered
 - Legible (can someone else read it?)
 - In Pen (Black or Blue) or Typed

- Brochure/Webpage/application/Cost estimate from Hotel/airlines etc.
- Teacher Recommendation attached (not mandatory)



NESA pARTners

Student Artistic Enrichment Fund

Applicant Information

Name: _____ Major: _____

Address: _____ City, St Zip _____

Phone Number: _____ Cell Phone: _____

Student E- Mail: _____ Class of: _____

Amount Applied for: _____ 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 if receipts are provided.
2. No more than \$500.00 may be awarded to any one student during the course of a school year.
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.
4. Deadline for application for the **June through November SAEF awards will be April 15, 2010**. All other applications (i.e. "emergency" applications) will be evaluated on a case-by-case basis and awards are subject to available 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. The family should notify the SAEF representative if the award will not be use. 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 Program Director signature)

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

_____ (Student signature) _____
 _____ (Parent signature)

<p>Student Artistic Enrichment Fund committee</p> <p>Assigned # _____</p>
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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?

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?

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

Assigned # _____

