

# ANIMATION GUILD

## 2009-2010 CSATTF SKILLS TRAINING GRANT APPLICATION - *Animation Mentor*

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These forms are to be used to apply for grants to take Animation Mentor classes. This grant is not available for any other schools or courses. *For the Studio Arts grant application, go to [tinyurl.com/taggrant2009v2](http://tinyurl.com/taggrant2009v2).*

These grants are for two-thirds reimbursement of class fees. You will have to pay Animation Mentor the full class fee in advance, and then you will be reimbursed by CSATTF upon successful completion. *You must complete a separate application for each class and each semester.*

1. Before you complete and submit these forms, go to the Animation Mentor website at <http://www.animationmentor.com/> to apply for their program. You must be accepted into the Animation Mentor program for the upcoming semester before you can apply for the reimbursement.
2. Grant funds are limited, and they will be given out on a first-come-first-served basis. Subsequent to the Spring 2009 semester, current and returning AM students will not be given priority over new students. If and when the 2009-2010 grant funds are exhausted, we will notify you via the [tag839] e-mail list and the *Peg-Board*.
3. Once you have been accepted into Animation Mentor for the upcoming semester, within ninety days of the semester start date you should apply for the CSATTF reimbursement using the attached forms. Effective with the Summer 2009 semester, you must be approved for reimbursement on or before the semester start date as listed below:

<b>Semester</b>	<b>Dates</b>	<b><i>Earliest date to apply for reimbursement</i></b>
<b>Spring 2009</b>	March 30, 2009-June 19, 2009	Immediately
<b>Summer 2009</b>	June 29, 2009-September 18, 2009	Immediately
<b>Fall 2009</b>	September 28, 2009-December 18, 2009	June 30, 2009
<b>Winter 2010</b>	January 4, 2010-March 26, 2010	October 6, 2009

The *entire* application must be completed and submitted to:

Kimberly Kemp, Skills Training Programs Administrator  
 Contract Services Administration Training Trust Fund (CSATTF)  
 15387 Oxnard Street, Suite 200 (between Sepulveda and the 405)  
 Van Nuys, CA 91411-2506  
 phone (818) 995-0900 ext. 158  
 fax (818) 382-1792  
 email: [skillstraining@csatf.org](mailto:skillstraining@csatf.org)

Ignore all references on the forms to the "IATSE Basic Agreement" or the "online roster". You will have to show proof of thirty days' employment in the last two years at an employer signed either to a TAG collective bargaining agreement or an IATSE collective bargaining agreement under TAG's jurisdiction. Non-Guild-shop employment does not count.

Do not return these forms to the Animation Guild or to Animation Mentor. Please contact Kimberly Kemp if you have any questions about these forms.

**Contract Services Administration Training Trust Fund (“CSATTF”)**

**2009/2010 Approved Skills Training**

**The Animation Guild and Affiliated Optical Electronic and Graphic Artists, Local #839**

**Course Selection Form** *(One selection per form)*

*(You MUST check one and only one selection)*

<b>Animation Mentor</b>		
<a href="http://www.animationmentor.com">http://www.animationmentor.com</a>		
<input type="checkbox"/>	Basic Foundations	\$ 2,875.00*
<input type="checkbox"/>	Psychology of Body Mechanics	\$ 2,875.00*
<input type="checkbox"/>	Advanced Body Mechanics	\$ 2,875.00*
<input type="checkbox"/>	Introduction to Acting	\$ 2,875.00*
<input type="checkbox"/>	Advanced Acting	\$ 2,875.00*
<input type="checkbox"/>	Advanced Polishing & Portfolio	\$ 2,875.00*

**In order to attend Skills Training courses, your Skills Training Application MUST be approved by CSATTF prior to taking the requested course. You are not approved until you have received written confirmation from CSATTF.**

**If you are currently enrolled in the Spring 2009 Term, please contact CSATTF Training Coordinator Kimberly Kemp at (818) 995-0900 Ext. 158.**

**The Skills Training application consists of three (3) forms. All forms MUST be completed, signed and returned to CSATTF.**

- **Course Pre Approval Form**
- **Course Selection Form**
- **Reimbursement Acknowledgement Form**

**For course descriptions, scheduling or additional information please contact Animation Mentor. [www.animationmentor.com](http://www.animationmentor.com).**

*\*Approved Tuition Cost.*

*As stated in the “Reimbursement Guidelines, Policy and Request Form”, upon receipt of proper documentation CSATTF will ONLY reimburse up to 2/3 of the agreed upon tuition cost paid by the applicant; ALL other fees are the responsibility of the applicant.*

**Contract Services Administration Training Trust Fund ("CSATTF")  
The Animation Guild and Affiliated Optical Electronic and Graphic Artists, Local #839  
Approved Skills Training for 2009/2010  
Vendor Provided Training**

**SKILLS TRAINING APPLICATION / COURSE PRE-APPROVAL FORM**

**Eligibility:** In order to attend Skills Training, you must be in good standing, showing on the Online Roster for the appropriate participating local union and classification. You may check at: [www.csatf.org](http://www.csatf.org), Online Roster, General Access. (Non-Roster Classification individuals, please see "Special Notes" located on the Reimbursement Acknowledgement Form).

In order to attend CSATTF Skills Training courses, your Skills Training Application **must** be approved by CSATTF **prior** to taking the requested course. You will receive written notification from CSATTF indicating approval. You are not approved until you have received this notification from CSATTF. All approved applications will have expiration dates. **Training must commence before the expiration date indicated on your notification of approval. NO EXCEPTIONS WILL BE MADE.**

**The Skills Training Application consists of the following three (3) forms (All forms MUST be completed, signed, and returned to CSATTF to the address listed below):**

- Course Pre-Approval Form
- Course Selection Form
- Reimbursement Acknowledgement Form

(PLEASE PRINT ALL INFORMATION CLEARLY)

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Local/Classification \_\_\_\_\_

Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Course Name (One course per application): \_\_\_\_\_ Course Number: \_\_\_\_\_

*I have read and understood the CSATTF Skills Training Application and reimbursement guidelines (where applicable), and I hereby agree to abide by all of the terms and conditions contained therein.*

\_\_\_\_\_  
Applicant Signature Date

You will be notified by email unless the box below is checked.

Please send my notification of approval VIA US Mail

Please return all three (3) forms to CSATTF via US Mail or FAX for pre-approval, or you may also scan and email them to [Kkemp@csatf.org](mailto:Kkemp@csatf.org):

CSATTF Attn: Skills Training  
15387 Oxnard Street, Suite 200  
Van Nuys, CA 91411

Phone Number: (818) 995-0900 Ext. 158  
Fax Number: (818)382-1792

Pre-Approval Application  
Rev. 2/09

**FOR OFFICE USE ONLY**

I-9 Date: \_\_\_\_\_ Safety: \_\_\_\_\_ Completed by: \_\_\_\_\_

Skills Training Application Expires: \_\_\_\_\_

Application Approved

Application Denied

**Contract Services Administration Training Trust Fund (“CSATTF”)  
The Animation Guild and Affiliated Optical Electronic and Graphic Artists, Local #839  
Approved Skills Training for 2009/2010  
Vendor Provided Training**

## **Skills Training Application/Reimbursement Acknowledgement Form**

In order to attend Skills Training, you must be in good standing, showing on Online Roster for the appropriate participating local union and classification ( please see “Special Notes” below). You may check at: [www.csatf.org](http://www.csatf.org), Online Roster, General Access.

**Skills Training Application consists of three (3) forms (One course per application)**

- **Course Pre-Approval Form**
- **Course Selection Form**
- **Reimbursement Acknowledgement Form**

**Skills Training Application questions: (818) 995-0900 Ext. 158.**

Training dates, course content, and scheduling questions please contact: The Animation Guild and Affiliated Optical Electronic and Graphic Artists at: (818) 766-7151

### **Special Notes:**

To be eligible for pre-approval and 2/3 reimbursement from CSATTF, you must provide proof of at least 30 Union workdays of relevant IATSE covered employment within the past two years. (YOU MUST INCLUDE along with your pre-approval application an employment verification letter from a payroll company or an employer showing your exact work dates, job classification & social security number OR copies of supporting pay stubs showing actual work time. (Sick, Vacation or Holiday time is not eligible). \*\*\*Please Note\*\*\* more than one form of employment verification may be needed for pre-approval. If no verification is submitted your application will be denied.

### **Reimbursement Guidelines:**

Request for reimbursements are subject to the “Reimbursement Policies”, as set forth on the attached Reimbursement Guidelines, Policy, and Requests Form. The specific training course must have been approved in advance, by CSATTF. Non-approved courses will not be reimbursed. The entire course must be successfully completed in order to receive reimbursement; non completed or unsuccessfully completed courses will not be reimbursed. One “Request for Reimbursement” form per course. “Request for Reimbursement” form must be completed and submitted with supporting documentation within 45 days after course completion.

### **2009/2010 Skills Training courses for The Animation Guild and Affiliated Optical Electronic and Graphic Artists, #839:**

See attached list of approved classes and vendors. Only approved classes on the attached list qualify for reimbursement.

I, \_\_\_\_\_ have read and understood the CSATTF Skills Training  
Application, special notes and reimbursement guidelines, and I hereby agree to abide by all of the  
terms and conditions contained therein.

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**Signature of Applicant**

**Date**

**Contract Services Administration Training Trust Fund (“CSATTF”)  
The Animation Guild and Affiliated Optical Electronic  
and Graphic Artists Local #839, Approved Skills Training for 2009/2010  
Vendor Provided Training**

**Reimbursement Guidelines, Policy, and Requests Form**

**Reimbursement Guidelines:**

- The specific training course must have been approved in advance, by CSATTF. Non-approved courses will **not** be reimbursed
- The entire course must be successfully completed in order to receive reimbursement; non completed or unsuccessfully completed courses will not be reimbursed
- One “Request for Reimbursement” form per course
- “Request for Reimbursement” form must be completed and submitted with supporting documentation within 45 days after course completion date
- Request for reimbursements are subject to the “Reimbursement Policies,” set forth below

**CSATTF Reimbursement Policy:**

This program, which is administered by Contract Services Administration Training Trust Fund (the “Fund”) on behalf of your employers, has been created to provide reimbursements to you (or payments to vendors) for certain eligible training expenses that you incur in connection with your employment. This program is an accountable plan as provided in Internal Revenue Code Section 62(a)(2)(A) and the Treasury Regulations promulgated thereunder. To ensure that you (or the vendors providing you with training) receive prompt reimbursement for your eligible employment related expenses you must meet several requirements.

You will need to provide the Fund with substantiation or proof that you, in fact, incurred the expenses for which you are receiving reimbursement (or for which the Fund is making payments to vendors). This substantiation must be submitted to the Fund within a reasonable time after the expense is incurred. For example, if you submit your substantiation within 45 days of incurring the expense or of completion of the training, whichever is later, that will be considered to be a reasonable time.

You will also need to return to the Fund any excess reimbursement that is made to you. In other words, if you discover that the Fund has paid you too much as a reimbursement, you must return the excess to the Fund within a reasonable time after you discover this error. If you have any questions, please call the Fund at (818) 995-0900, Ext. 158 and we will be happy to assist you.

**Request for Reimbursement Form:**

Please submit one completed “**Request for Reimbursement**” per course and return it with the following items:

- A signed Certificate of Completion issued by the vendor, that includes the course description and vendor’s name **or** submit a letter from the vendor indicating successful course completion.
- Proof of Payment: Either a copy of the applicant’s original credit card receipt/credit card statement, **or** a copy of the front & back of the canceled check. (Note: Receipts for cash payments are not eligible for reimbursement.)
- A copy of the vendor invoice **or** a copy of the attendance record.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Local: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Course Name: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

You may submit your Request for Reimbursement with documentation in one (1) of the following ways:

1. By mail to: CSATTF, Attn: Skills Training  
15387 Oxnard Street, Suite 200  
Van Nuys, CA 91411
2. Fax Number: (818) 382-1792
3. Scan and Email to [Kkemp@csatf.org](mailto:Kkemp@csatf.org)

*Please allow 2 to 4 weeks for processing of your reimbursement request.*

FOR OFFICE USE ONLY

Reimbursement Approved Date: \_\_\_\_\_ Course Cost: \$ \_\_\_\_\_

Reimbursement Amount (2/3rds): \$ \_\_\_\_\_ Approved by: \_\_\_\_\_ Code: \_\_\_\_\_