

ANIMATION GUILD

2009-2010 CSATTF SKILLS TRAINING GRANT APPLICATION

These forms are to be used to apply for grants to take the indicated Studio Arts classes only. This grant is not available for any other schools or courses. *This is not an application for training under the ETP program; contact Eric Huelsman (below) for information on the ETP program.*

These grants are for partial reimbursement of class fees. You will have to pay Studio Arts 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.*

1. Before you complete and submit these forms, contact Studio Arts to determine if the class you're interested in is really what you're looking for, if it will be available on a day and time when you can take it, and if you meet the prerequisites. Class descriptions are available on the Studio Arts website.

Eric Huelsman
Studio Arts
570 West Avenue 26 — Suite 425
Los Angeles, CA 90065
(323) 227-8776
email: eric@studioarts.tv
<http://studioarts.tv>

2. Once Studio Arts has confirmed that the classes you want are available to you, fill out the attached forms. The entire application must be completed and submitted. 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-union employment does not count. Your application will expire if the class is not taken within ninety days of its approval, so please do not apply for more classes than you can reasonably expect to take in that period.

Kimberly Kemp, Skills Training Programs Administrator
Contract Services Administration Training Trust Fund (CSATTF)
2800 Winona Avenue (between Hollywood Way & Buena Vista)
Burbank, CA 91504
phone (818) 847-0040 ext. 1260
fax (818) 847-0048
email: skillstraining@csatf.org

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

* or whatever portion of the class fee is not covered by the ETP program

Contract Services Administration Training Trust Fund ("CSATTF") 2009/2010 Approved Skills Training

Multi Locals 44, 705, 706, 729, 755, 800, 839, 871 and 892

Course Selection Form - Studio Arts

(One selection per form, you MUST check one and only one selection)

Studio Arts (323)227-8776 http://www.studioarts.tv		<input type="checkbox"/>	NU101 Nuke 101	\$ 1,000.00	<input type="checkbox"/>	VW110 Vectorworks 1	\$ 1,000.00	<input type="checkbox"/>	FA210 Flash 2	\$ 1,000.00	
<input type="checkbox"/>	PS105 Photoshop - Intro to CS4	\$ 333.33	<input type="checkbox"/>	NU201 Nuke 201	\$ 1,000.00	<input type="checkbox"/>	VW220 Vectorworks 2	\$ 1,000.00	<input type="checkbox"/>	TB175 Toon Boom Animate	\$ 1,000.00
<input type="checkbox"/>	PS110 Photoshop 1 - Basics	\$ 1,000.00	<input type="checkbox"/>	AMC101 Avid Media Composer 1	\$ 1,000.00	<input type="checkbox"/>	ZB250 - Conceptual Design	\$ 1,000.00	<input type="checkbox"/>	TB110 Toon Boom 1	\$ 1,000.00
<input type="checkbox"/>	PS120 Photoshop for Makeup and Hairstylists	\$ 1,000.00	<input type="checkbox"/>	AMC201 Avid Media Composer 2	\$ 500.00	<input type="checkbox"/>	MA340 Renderman Basics	\$ 1,000.00	<input type="checkbox"/>	TB210 Toon Boom 2	\$ 1,000.00
<input type="checkbox"/>	PS130 Photoshop for Costume Department	\$ 1,000.00	<input type="checkbox"/>	FCP101 Final Cut Pro 101	\$ 1,000.00	<input type="checkbox"/>	MA180 Dynamics, FX and Systems	\$ 1,000.00	<input type="checkbox"/>	TB310 Storyboard Pro	\$ 500.00
<input type="checkbox"/>	PS125 Photography Retouching with Photoshop	\$ 333.33	<input type="checkbox"/>	FCP201 Final Cut Pro 201	\$ 500.00	<input type="checkbox"/>	MA290 Fur, Hair and Cloth Techniques	\$ 1,000.00	<input type="checkbox"/>	TB150 Pencil Check Pro	\$ 333.33
<input type="checkbox"/>	PS150 Photoshop for Art Department	\$ 1,000.00	<input type="checkbox"/>	FCP350 Final Cut Pro 350 - Color	\$ 500.00	<input type="checkbox"/>	MA390 CG Scripting - Python/MEL	\$ 1,000.00	<input type="checkbox"/>	SK110 Sketchup Pro 1	\$ 1,000.00
<input type="checkbox"/>	PS205 Photoshop Upgrade	\$ 333.33	<input type="checkbox"/>	MA110 Character Animation	\$ 1,000.00	<input type="checkbox"/>	ZB105 Pixologic ZBrush	\$ 333.33	<input type="checkbox"/>	SK210 Sketchup Pro 2	\$ 1,000.00
<input type="checkbox"/>	PS210 Photoshop for Film & TV	\$ 1,000.00	<input type="checkbox"/>	MA215 Animation Mechanics	\$ 1,000.00	<input type="checkbox"/>	ZB101 ZBrush 101	\$ 1,000.00	<input type="checkbox"/>	SK275 Pre-Vis/Animatics	\$ 500.00
<input type="checkbox"/>	PS220 Painting with Photoshop	\$ 1,000.00	<input type="checkbox"/>	MA240 Rigging 1	\$ 1,000.00	<input type="checkbox"/>	ZB230 ZBrush to Maya - Character Pipeline	\$ 1,000.00	<input type="checkbox"/>	SK305 SketchUp Pro - Upgrade	\$ 333.33
<input type="checkbox"/>	PS235 Photoshop with Maya	\$ 333.33	<input type="checkbox"/>	MA105 Maya - Intro to CG	\$ 333.33	<input type="checkbox"/>	ZB350 ZBrush 350 - Digital Life Sculpting	\$ 1,000.00	<input type="checkbox"/>	CPP110 Costume Plot Pro 1	\$ 500.00
<input type="checkbox"/>	PS245 Digital Makeup	\$ 500.00	<input type="checkbox"/>	RV110 Autodesk Revit 1	\$ 1,000.00	<input type="checkbox"/>	ZB450 ZBrush 450 - DLS 2	\$ 1,000.00	<input type="checkbox"/>	CPP310 Costume Plot Pro Upgrade	\$ 333.33
<input type="checkbox"/>	PS310 Digital Mattes	\$ 1,000.00	<input type="checkbox"/>	RV210 Autodesk Revit 2	\$ 1,000.00	<input type="checkbox"/>	ZB525 ZBrush 525 - DLS 3	\$ 1,000.00	<input type="checkbox"/>	CPP101 Costume Plot Pro w/MT Pro	\$ 1,000.00
<input type="checkbox"/>	PS410 Photoshop for Compositing	\$ 1,000.00	<input type="checkbox"/>	C4D101 Cinema 4D - 101	\$ 1,000.00	<input type="checkbox"/>	MB110 Mudbox 1	\$ 500.00	<input type="checkbox"/>	FP110 Filemaker Pro 1	\$ 1,000.00
<input type="checkbox"/>	PS425 Photoshop Advanced Subjects	\$ 333.33	<input type="checkbox"/>	MA101 Maya 101	\$ 1,000.00	<input type="checkbox"/>	MB210 Mudbox 2	\$ 500.00	<input type="checkbox"/>	CPP210 Money Tracking Pro 1	\$ 500.00
<input type="checkbox"/>	PS450 Character Layout and Design	\$ 500.00	<input type="checkbox"/>	MA130 Maya for Art Direction	\$ 1,000.00	<input type="checkbox"/>	CD101 Concept Design 101	\$ 1,000.00	<input type="checkbox"/>	RC105 Red Camera - Introduction	\$ 333.33
<input type="checkbox"/>	CP101 Corel Painter 101	\$ 1,000.00	<input type="checkbox"/>	MA150 Modeling 1 - Basics	\$ 1,000.00	<input type="checkbox"/>	CD201 Concept Design 201	\$ 1,000.00	<input type="checkbox"/>	RC110 Red Camera 1	\$ 666.67
<input type="checkbox"/>	CP220 Painting with Corel Painter	\$ 1,000.00	<input type="checkbox"/>	MA250 Modeling 2 - Organic Characters	\$ 1,000.00	<input type="checkbox"/>	ART101 The Digital Art Department	\$ 333.33	<input type="checkbox"/>	RC210 Red Camera 2	\$ 666.67
<input type="checkbox"/>	IL105 Illustrator - Intro to CS4	\$ 333.33	<input type="checkbox"/>	MA305 Maya Upgrade	\$ 333.33	<input type="checkbox"/>	ART201 Previsualization	\$ 333.33	<input type="checkbox"/>	MA140 Lighting 1	\$ 1,000.00
<input type="checkbox"/>	IL110 Illustrator 1	\$ 1,000.00	<input type="checkbox"/>	RH110 Rhino 1	\$ 1,000.00	<input type="checkbox"/>	ART210 Pre-Vis - Basics	\$ 1,000.00	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.		
<input type="checkbox"/>	IL210 Illustrator 2	\$ 1,000.00	<input type="checkbox"/>	RH210 Rhino 2	\$ 1,000.00	<input type="checkbox"/>	ART310 Pre-Vis - Advanced Techniques	\$ 500.00			
<input type="checkbox"/>	IL250 Illustrator for Animators	\$ 1,000.00	<input type="checkbox"/>	MA270 Textures 1	\$ 1,000.00	<input type="checkbox"/>	FA110 Flash 1	\$ 1,000.00			
<input type="checkbox"/>	AE105 After Effects - Intro to CS4	\$ 333.33	<input type="checkbox"/>	AE210 After Effects 2	\$ 1,000.00	<input type="checkbox"/>	AM115 Motion 1	\$ 500.00			
<input type="checkbox"/>	AE110 After Effects 1	\$ 1,000.00	<input type="checkbox"/>	AE310 After Effects 3 (Advanced Plugins)	\$ 500.00	<input type="checkbox"/>	SH101 Shake 101	\$ 1,000.00			

NO EXCEPTIONS WILL BE MADE

**Contract Services Administration Training Trust Fund ("CSATTF")
2009/2010 Approved Skills Training
Multi Locals #44, 705, 706, 729, 755, 800, 839, 871 and 892**

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, 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:

CSATTF Attn: Skills Training
2800 Winona Avenue
Burbank, CA 91504

Phone Number: (818) 847-0040 Ext. 1260
Fax Number: (818) 847-0048

Pre-Approval Application
Rev. 4/09

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”)
Approved Skills Training for 2009/2010
Multi Locals #44, 705, 706, 729, 755, 800, 839, 871 and 892**

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, 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) 847-0040 ext. 1260.

For questions regarding training dates, course content, and scheduling, please contact your local union.

Special Notes:

Industry Experience Roster (IER) Classifications for Locals #44, 705, 706, 729, 800 and 871: To be eligible for pre-approval and 2/3 reimbursement from CSATTF, 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 , Online Roster, General Access.

Non IER Classifications for Locals #755, 800, 839, and 892: 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 Basic Agreement 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 Multi Locals #44, 705, 706, 729, 755, 800, 839, 871 and 892:

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.

Print Name

Signature of Applicant

Date

**Contract Services Administration Training Trust Fund (“CSATTF”)
Approved Skills Training for 2009/2010
Multi Locals #44, 705, 706, 729, 755, 800, 839, 871 and 892**

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
2800 Winona Avenue
Burbank, CA 91504
2. Fax Number: (818) 847-0048
3. Scan and Email to 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: _____