

ANIMATION GUILD  
2014-2015 CSATTF SKILLS TRAINING  
GRANT APPLICATION  
Concept Design Academy

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These forms are to be used to apply for grants to take the indicated classes at the Los Angeles Academy of Figurative Art (LAAFA), Concept Design Academy (CDA), Computer Graphics Master Academy (CGMA) and 3 Kicks Art Studio only. This grant is only for classes that begin between February 1, 2014 and January 31, 2015. Other grant applications are available on the Guild's website at <http://animationguild.org/grant-classes/>

These grants are for partial reimbursement of class fees. You will have to pay Concept Design Academy 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 Concept Design Academy 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 Concept Design Academy website.

Concept Design Academy  
55 Waverly Drive, Suite 104  
Pasadena, CA 91105  
(818) 669-4657  
<http://www.conceptdesignacad.com>

2. Once Concept Design Academy has confirmed that the classes you want are available to you, fill out the attached forms. The entire application must be completed and submitted. 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-union employment does not count. This typically takes the form of paycheck stubs that indicate the 30 days of union employment. If you are unsure about this step, contact Steve Kaplan ([skaplan@animationguild.org](mailto:skaplan@animationguild.org)) and ask for clarification **BEFORE** sending your application to CSATTF.

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.

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

**Kimberly Kemp, Training Programs Administrator  
Contract Services Administration Training Trust Fund (CSATTF)  
2800 Winona Avenue  
Burbank, CA 91504  
phone (818) 847-0040 ext. 1260  
fax (818) 847-0048  
email: [skillstraining@csatf.org](mailto:skillstraining@csatf.org)**



2800 WINONA AVENUE  
BURBANK, CA 91504

T 818.847.0040  
F 818.847.0048  
www.csatf.org

**Approved Skills Training for 2014/2015  
Local #800, 839 & 892  
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 your standing at: [www.csatf.org](http://www.csatf.org), left navigation under Online Roster, click on 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, via e-mail, from CSATTF indicating approval or denial. You are not eligible until you have received pre-approval 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 (one application packet per course) consists of the following three (3) forms:**

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

**All forms MUST be completed, signed, and returned as instructed below. Please allow 1-2 weeks for processing.**

(PLEASE PRINT ALL INFORMATION CLEARLY)

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

**Mailing Address:** \_\_\_\_\_

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

**Contact Number:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Course Name (one application packet per course):** \_\_\_\_\_ **Course #:** \_\_\_\_\_

*At the completion of the Skills Training course, you will be asked to complete an anonymous electronic survey of your experience in the program. We request that you complete the survey and appreciate your cooperation.*

*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:** \_\_\_\_\_

**For pre-approval determination, please return all forms to CSATTF via e-mail to [Kkemp@csatf.org](mailto:Kkemp@csatf.org), or fax or U.S. Mail.**

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

**Phone Number: 818.847.0040 extension 1260  
Fax Number: 818.847.0048**

**FOR OFFICE USE ONLY**

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

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

Application Approved

Application Denied

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BURBANK, CA 91504

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www.csatf.org



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Vendor Provided Training**

**SKILLS TRAINING APPLICATION/REIMBURSEMENT ACKNOWLEDGEMENT FORM**

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 (please see "Special Notes" below). You may check your standing at: [www.csatf.org](http://www.csatf.org), left navigation under Online Roster, click on General Access.

**The Skills Training Application (one application packet per course) consists of three (3) forms:**

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

**Skills Training Application questions: 818.847.0040 extension 1260.**

For training dates, course content and scheduling questions, please contact the vendors on the attached list.

**Special Notes:**

**Industry Experience Roster (IER) Classifications for Local #800:** 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 your standing at: [www.csatf.org](http://www.csatf.org), left navigation under Online Roster, click on General Access.

**Non IER Classifications for Local # 800, 839 & 892:** 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 your standing at: [www.csatf.org](http://www.csatf.org), left navigation under Online Roster, click on General Access. If your name is not reflected on the Online Roster, please provide proof of at least 30 Union workdays of applicable IATSE Local #800, 839 or 892 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 and social security number OR copies of supporting pay stubs showing actual work time (sick or vacation time is not eligible). **\*\*\*Please Note\*\*\*** More than one form of employment verification may be needed for pre-approval. Your application will be denied if no employment verification is submitted.

**Reimbursement Guidelines:**

Requests for reimbursement are subject to the "Reimbursement Policy", 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. Incomplete or unsuccessfully completed courses will not be reimbursed. One "Request for Reimbursement Form" is required per course. The "Request for Reimbursement Form" must be completed and submitted with supporting documentation within 45 days after the course completion date in order to be eligible for reimbursement.

**2014/2015 Skills Training courses for Local #800, 839 & 892:**

See the attached list(s) of approved classes and vendors that qualify for reimbursement.

I, \_\_\_\_\_, have read and understood the CSATTF Skills Training Application,  
Print Name

Special Notes and Reimbursement Guidelines, and I hereby agree to abide by all of the terms and conditions contained therein.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contract Services Administration Training Trust Fund ("CSATTF")**

**2014/2015 Approved Skills Training - Local #800, 839 & 892**

**Course Selection Form (One selection per form, you MUST check one and only one selection)**

**Los Angeles Academy of Figurative Art (LAAFA) (818)708-9232 www.laafa.org**

1303 AG	2D Anatomy	\$ 579.00	1179 AG	Figure Construction	\$ 449.00
500 OLANG	2D Anatomy	\$ 495.00	1099 AG	Figure Drawing	\$ 579.00
5009 AG	3D Anatomy/Ecorché	\$ 579.00	1176 AG	Figure Drawing: Rhythm and Structure	\$ 449.00
301 OLAG	3D Anatomy/Ecorché	\$ 495.00	1119 AG	Figure Long Pose Drawing	\$ 449.00
4020 AG	Advanced Perspective	\$ 529.00	2119 AG	Figure Long Pose Painting	\$ 449.00
2098 AG	Alla Prima Figure Painting	\$ 449.00	2097 AG	Figure Painting	\$ 449.00
1250 AG	Analytical Figure Drawing	\$ 449.00	3098 AG	Figure Quick Sculpt	\$ 529.00
1001 AG	Basic Drawing Fundamentals	\$ 449.00	1429 AG	Gesture Drawing	\$ 449.00
2002 AG	Basic Painting Fundamentals	\$ 449.00	1305 AG	Head Drawing	\$ 529.00
2010 AG	Beginning Head/Figure Painting	\$ 449.00	103 ONAG	Head Drawing	\$ 495.00
1010 AG	Beginning Head/Figure Drawing	\$ 449.00	1427 AG	Head, Hands and Costume Drawing	\$ 449.00
4836 AG	Character Design	\$ 449.00	4127 AG	Life Drawing for Animation	\$ 529.00
204 ONAG	Color and Composition	\$ 495.00	202 ONAG	Life Painting (with Drapery & Folds)	\$ 495.00
2636 AG	Color and Light Theory	\$ 529.00	4019 AG	Perspective 1	\$ 529.00
4912 AG	Composition for Film and Animation	\$ 529.00	1498 AG	Portrait Drawing	\$ 579.00
1831 AG	Constructing Dynamic Poses	\$ 449.00	1499 AG	Portrait Drawing	\$ 529.00
2251 AG	Contemporary Portraiture Painting	\$ 529.00	2299 AG	Portrait Painting	\$ 529.00
5237 AG	Creature Design	\$ 529.00	2500 AG	Portrait/Head Painting	\$ 529.00
104 ONAG	Drawing from Imagination	\$ 495.00	1700 AG	Tonal Figure Drawing	\$ 449.00

**Concept Design Academy (CDA) (818)669-4657 www.conceptdesignacad.com**

W-001	1 Day Workshop Event	\$ 120.00	X-003	History of Illustration	\$ 580.00
W-002	2 Day Workshop Event	\$ 240.00	I-021	Intro to Animation	\$ 590.00
W-002A	2 Day Workshop Event	\$ 250.00	I-027	Intro to Book Design	\$ 590.00
W-003	3 Day Workshop Event	\$ 360.00	I-006	Intro to Character Design	\$ 590.00
W-004	3 Day Workshop Event	\$ 380.00	I-004	Intro to Digital Painting	\$ 590.00
W-005	5 Day Workshop Event	\$ 450.00	D-007	Intro to Digital Printing	\$ 800.00
W-006	5 Day Workshop Event	\$ 600.00	I-017	Intro to Entertainment Design	\$ 590.00
A-005	Advanced Digital Illustration	\$ 590.00	I-002	Intro to Environment Design	\$ 590.00
A-003	Advanced Entertainment Design	\$ 590.00	D-004	Intro to Flash Animation	\$ 590.00
F-017	Advanced Life Drawing for Illustration	\$ 620.00	I-015	Intro to Form Language	\$ 590.00
A-004C	Advanced Storyboard	\$ 620.00	I-018	Intro to Matte Painting	\$ 590.00
A-001	Advanced Visual Communication	\$ 590.00	D-003	Intro to Maya	\$ 800.00
F-003	Analytical Figure Drawing	\$ 580.00	I-028	Intro to Motion Graphics	\$ 590.00
F-005	Animal Anatomy	\$ 580.00	F-002	Intro to Perspective	\$ 580.00
A-006	Animation Projects	\$ 2,000.00	I-025	Intro to Product Design	\$ 590.00
I-010	Character Design 2	\$ 590.00	D-006	Intro to Sound Design	\$ 590.00
I-027A	Children's Book Illustration	\$ 590.00	I-024	Intro to Toy Design	\$ 590.00
I-013	Cinematic Storyboard	\$ 620.00	I-011	Intro to Vehicle Design	\$ 590.00
F-009	Color & Light	\$ 580.00	D-005	Intro to Video Editing	\$ 590.00

**Contract Services Administration Training Trust Fund ("CSATTF")**

**2014/2015 Approved Skills Training - Local #800, 839 & 892**

**Course Selection Form (One selection per form, you MUST check one and only one selection)**

**Concept Design Academy (CDA) ~ Continued ~**

I-022	Color Key Design for Production	\$ 590.00	I-026	Intro to Web Design	\$ 590.00
F-018	Comparative Anatomy	\$ 580.00	I-007	Key Frame Illustration for Animation	\$ 590.00
I-001	Composition & Cinematography	\$ 590.00	F-010	Landscape Painting	\$ 620.00
F-015	Costume & Drapery Drawing	\$ 580.00	F-016	Long Pose Figure Drawing	\$ 580.00
I-009	Creature Design	\$ 590.00	I-023A	Making Comics	\$ 590.00
I-020	Creature Design 2	\$ 590.00	I-023	Making Web Comics	\$ 590.00
I-008	Digital Illustration	\$ 590.00	I-019	Matte Paining 2	\$ 590.00
F-011	Digital Landscape Painting	\$ 620.00	D-002	Modo for Concept Design	\$ 800.00
X-002	Entertainment Copyright 101	\$ 580.00	F-019	Sculptural Anatomy	\$ 580.00
I-003	Environment Design	\$ 590.00	F-007	Sketching for Character Design	\$ 580.00
I-005	Figure Invention for Animation	\$ 590.00	F-006	Sketching for Environment	\$ 580.00
F-008	Figure Painting	\$ 580.00	I-014	Story Development for Animation	\$ 620.00
F-012	Figure Quick Sketch	\$ 580.00	A-004A	Story Development, The Sequel	\$ 620.00
I-016	Film Costume Design	\$ 590.00	A-004B	Story Development, The Sequel	\$ 700.00
A-007	Game Design Projects	\$ 2,000.00	I-012	Vehicle and Mechs	\$ 590.00
F-004	Head and Figure Drawing	\$ 580.00	F-001	Visual Communication 1 Dynamic Sketching	\$ 620.00
F-013	Head and Hand Drawing	\$ 580.00	F-021	Visual Communication 2	\$ 620.00
F-014	Head Drawing	\$ 580.00	A-002	Visual Development for Animation	\$ 590.00
F-020	Head Painting	\$ 580.00	D-001	ZBrush Character Creation	\$ 800.00
X-004	History of Film	\$ 580.00			

**Computer Graphics Master Academy (CGMA) [www.2dcmasteracademy.com](http://www.2dcmasteracademy.com)**

CA308	Advanced Character Design for Production	\$ 699.00	FI107	Environment Sketching	\$ 699.00
EA210	Advanced Entertainment Design	\$ 699.00	EI203	Environment Sketching for Production	\$ 699.00
FB104	Analytical Figure Drawing	\$ 699.00	EI202	Fundamentals for Creative Environment Design	\$ 699.00
CI301	Analytical Figure Drawing: Hands/Feet/Head Composition	\$ 699.00	EI201	Fundamentals of Architecture Design	\$ 699.00
FI108	Animal Drawing	\$ 699.00	FI109	Fundamentals of Character Design	\$ 699.00
CI302	Character Design for Animation	\$ 699.00	EI205	Intro to 3D Environment Design (Maya and SketchUp)	\$ 399.00
CI306	Character Design for Production	\$ 699.00	CI304	Intro to Character and Creature Design	\$ 699.00
CA307	Character Illustration for Entertainment	\$ 699.00	FB101	Intro to Perspective	\$ 699.00
CA309	Character Sculpting with ZBrush	\$ 799.00	EA211	Matte Painting	\$ 699.00
CI303	Costume Design	\$ 349.00	FB112	Portfolio Development	\$ 699.00
FI106	Digital Painting	\$ 699.00	FB105	Principles of Design Process	\$ 699.00
FI111	Digital Rendering Techniques	\$ 349.00	CI305	Storyboarding for Animation	\$ 699.00
FB102	Dynamic Sketching 1	\$ 699.00	FI110	The Art of Color and Light	\$ 699.00
FB103	Dynamic Sketching 2	\$ 699.00	EA206	The Art of Color and Light for Production	\$ 699.00
EA207	Environment Design 1	\$ 699.00	EI209	Visual Development for Animation	\$ 699.00
EA208	Environment Design 2	\$ 699.00			

**Contract Services Administration Training Trust Fund ("CSATTF")**

**2014/2015 Approved Skills Training - Local #800, 839 & 892**

**Course Selection Form (One selection per form, you MUST check one and only one selection)**

**3 Kicks Art Studio [www.3kickstudio.com](http://www.3kickstudio.com)**

3KS18	Creative Sketching	\$ 565.00	3KS09	Imaginative Figure Drawing	\$ 565.00
3KS01	Drawing and Anatomy	\$ 565.00	3KS10	Painting	\$ 625.00
3KS02	Figure Painting 1	\$ 565.00	3KS11	Painting Objects and Environments	\$ 565.00
3KS03	Figure Painting 2	\$ 625.00	3KS12	Painting with an Emphasis on Colors	\$ 565.00
3KS04	Gesture Drawing	\$ 565.00	3KS13	Perspective 1	\$ 565.00
3KS07	Head & Figure Painting	\$ 565.00	3KS14	Perspective 2	\$ 565.00
3KS05	Head Drawing	\$ 565.00	3KS15	Plein Air Painting Class	\$ 565.00
3KS06	Head Painting	\$ 565.00	3KS16	Portraiture Drawing	\$ 565.00
3KS08	Illustrative Picture Making	\$ 625.00	3KS17	Still Life & Landscape Painting	\$ 565.00

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

- 1. Course Pre-Approval Form**
- 2. Course Selection Form**
- 3. Reimbursement Acknowledgement Form**

**Please allow 1-2 weeks for processing.**

*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 verification, via email, from CSATTF.*

**NO EXCEPTIONS WILL BE MADE**



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**Approved Skills Training for 2014/2015  
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Vendor Provided Training**

**REIMBURSEMENT GUIDELINES, POLICY, AND REQUESTS FORM**

**Reimbursement Guidelines:**

- The specific training course must have been pre-approved in advance, by CSATTF. Non-approved courses will **not** be reimbursed.
- The entire course must be successfully completed in order to receive reimbursement; incomplete or unsuccessfully completed courses will not be reimbursed.
- Complete one "Request for Reimbursement Form" per course.
- The "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 Policy," 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 there under. 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 818.847.0040, extension 1260 and we will be happy to assist you.

**Request for Reimbursement Form:** Please allow 2 to 4 weeks for processing your reimbursement request.

Please submit one completed "**Request for Reimbursement Form**" 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, a copy of the front & back of the canceled check or additional information if requested. 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: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

You may submit your "Request for Reimbursement Form" with documentation via e-mail to [Kkemp@csatf.org](mailto:Kkemp@csatf.org), or fax or U.S. Mail.

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Burbank, CA 91504

Phone Number: 818.847.0040 extension 1260  
Fax Number: 818.847.0048

**FOR OFFICE USE ONLY**

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

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