

ANIMATION GUILD  
2014-2015 CSATTF SKILLS TRAINING  
GRANT APPLICATION  
Gnomon School of Visual Effects

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These forms are to be used to apply for grants to take the indicated classes at Gnomon School of Visual Effects 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 Gnomon 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 Gnomon 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 Gnomon website.

Gnomon School of Visual Effects  
1015 N Cahuenga Blvd  
Hollywood, CA 90038  
<http://www.gnomonschool.com/>

2. Once Gnomon 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 Gnomon. 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  
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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**Approved Skills Training for 2014/2015  
Local #800 & 839  
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:** 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 or 839 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:**

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**

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

**Gnomon (323)466-6663 [www.gnomonschool.com](http://www.gnomonschool.com)**

AANM ACTA	Acting for Animators	\$ 603.00	ADES ENDV	Environment Design	\$ 1,086.00
ADES ACHD	Advanced Character Design	\$ 1,086.00	DPRG EXSC	Expressions and Scripting	\$ 1,779.00
DCMP SHK2	Advanced Compositing	\$ 1,779.00	ADRW FIGR	Figure Drawing	\$ 603.00
ADRW ADPT	Advanced Digital Painting	\$ 1,086.00	ADRW FGPT	Figure Painting	\$ 603.00
ADRW ANAT	Anatomy	\$ 603.00	AGEN FILM	Film History	\$ 603.00
DVFX VFX1	Animation and Visual Effects	\$ 1,779.00	DVFX FUME	FumeFX	\$ 1,779.00
DGAM ANIM	Animation for Games	\$ 1,779.00	ADRW GEST	Gesture Drawing	\$ 603.00
AGEN ART1	Art History 1	\$ 603.00	DGEN GDES	Graphic Design	\$ 1,449.00
AGEN ART2	Art History 2	\$ 603.00	DMOD HSM1	Hard Surface Modeling 1	\$ 1,779.00
DCMP SHK1	Art of Compositing	\$ 1,779.00	DMOD HSM2	Hard Surface Modeling 2	\$ 1,779.00
APRD PRDC	Business of Production	\$ 354.00	DTEX HSTS	Hard Surface Texturing and Shading	\$ 1,779.00
DANM CHA1	Character Animation 1	\$ 1,779.00	DVFX DVID	HD Digital Filmmaking for Visual Effects	\$ 1,842.00
DANM CHA2	Character Animation 2	\$ 1,779.00	AANM PRIN	History and Principles of Animation	\$ 603.00
DANM CHA3	Character Animation 3	\$ 1,779.00	APRD HIST	History of Visual Effects	\$ 603.00
DANM CHA4	Character Animation 4	\$ 1,779.00	DVFX HDFX	Houdini Effects	\$ 1,779.00
DGAM CHGM	Character Creation for Games	\$ 1,779.00	AANM IMAC	Improvisational Acting	\$ 603.00
ADES CHDS	Character Design	\$ 603.00	DGEN INTR	Introduction to 3D with Maya	\$ 1,449.00
ADES CDDE	Character Development and Design for Entertainment	\$ 603.00	DCMP COMP	Introduction to Compositing	\$ 1,779.00
DRIG KINE	Character Kinematics	\$ 1,779.00	DVFX HDNI	Introduction to Houdini	\$ 1,779.00
DMOD CMS1	Character Modeling and Sculpting	\$ 1,779.00	DLIT LTR1	Lighting and Rendering with Mental Ray	\$ 1,779.00
DRIG CHRP	Character Rigging for Production	\$ 1,779.00	DLIT LTR2	Lighting and Rendering with Vray	\$ 1,779.00
DRIG CHRFB	Character Rigging Fundamentals	\$ 1,779.00	DLIT LOOK	Look Development	\$ 1,779.00
APRA MAQT	Character Sculpture 1	\$ 708.00	DVFX MMIN	Matchmoving and Integration	\$ 1,842.00
APRA MAQ2	Character Sculpture 2	\$ 708.00	DCMP MGPH	Motion Graphics	\$ 1,779.00
APRA MAQ3	Character Sculpture 3	\$ 708.00	DGEN NELM	Natural Elements	\$ 1,799.00
DRIG SKIN	Character Skinning	\$ 1,779.00	APRD OVER	Overview of Film and Game Production	\$ 927.00
DTEX CHTS	Character Texturing and Shading	\$ 1,779.00	ADRW PCLC	Painting with Color, Light and Composition	\$ 603.00
AVFX CINE	Cinematography for Visual Effects	\$ 708.00	ADES PERS	Perspective	\$ 603.00
DVFX HAIR	Cloth Hair and Fur	\$ 972.00	DGEN PHOT	Photoshop for Digital Production	\$ 1,779.00
AGEN COLR	Color Theory and Light	\$ 603.00	DDST PVIZ	Previsualization and Animatics	\$ 1,779.00
DLIT CPRT	Commercial Production techniques	\$ 1,779.00	AANM PRIN	Principles of Animation	\$ 603.00
ADRW CSTF	Costumed Figure Drawing	\$ 603.00	ADES PRDT	Product Design	\$ 1,086.00
DANM CHAN	Creature Animation 1	\$ 1,779.00	DVFX RFLW	RealFlow	\$ 1,779.00
DANM CRA2	Creature Animation 2	\$ 1,779.00	DCMP ROTO	Rotoscoping	\$ 972.00
ADES CRET	Creature Design	\$ 708.00	DPRG DCPR	Scripting for Production	\$ 1,779.00
DMOD CRET	Creature Modeling and Sculpting	\$ 1,779.00	DVFX SHAV	Shave and a Haircut	\$ 972.00
DDES CHCR	Demo Reel: Character Construction and Design	\$ 3,558.00	APRA STDV	Story Development	\$ 1,779.00
DVFX DVFX	Demo Reel: Effects	\$ 3,558.00	APRA STRY	Storyboarding	\$ 603.00
AGEN DESH	Design History	\$ 603.00	DMOD SURF	Surface Modeling	\$ 1,779.00
DCMP MATT	Digital Matte Painting	\$ 1,779.00	DTEX TXMI	Texture and Shading 1	\$ 1,779.00
ADRW DGPT	Digital Painting	\$ 1,086.00	DTEX INTP	Texture and Shading 2	\$ 1,779.00
DGEN DPHO	Digital Photography	\$ 1,779.00	AANM TIME	Timing for Animation	\$ 603.00

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

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

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

Gnomon ~ Continued ~							
	DMOD PZBR	Digital Sculpting	\$ 1,779.00		DGAM UREL	Unreal	\$ 1,779.00
	DDSET SETS	Digital Sets	\$ 1,779.00		ADES VEHC	Vehicle Design	\$ 1,086.00
	SVFX DYN1	Dynamic Effects 1	\$ 1,779.00		ADRW VISC	Visual Communications 1	\$ 603.00
	SVFX DYN2	Dynamic Effects 2	\$ 1,779.00		ADRW VIS2	Visual Communications 2	\$ 603.00
	SVFX DYN3	Dynamic Effects 3	\$ 1,779.00		DVFX VDES	Visual Effects Design	\$ 1,779.00
	SVFX DYN4	Dynamic Effects 4	\$ 1,779.00		APRD VIST	Visual Structure	\$ 603.00
	DGAM ENVG	Environment Creation for Games	\$ 1,779.00		ADRW ZOOD	Zoological Drawing	\$ 864.00

<p><b>The Skills Training Application consists of three (3) forms. All forms listed below MUST be completed, signed and returned to CSATTF.</b></p> <p><b>1. Course Pre-Approval Form</b>  <b>2. Course Selection Form</b>  <b>3. Reimbursement Acknowledgement Form</b></p> <p><b>Please allow 1-2 weeks for processing.</b></p>	<p><i>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.</i></p> <p><b>NO EXCEPTIONS WILL BE MADE</b></p>
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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  
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.

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**

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

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