

ANIMATION GUILD
2014-2015 CSATTF SKILLS TRAINING
GRANT APPLICATION
ART CENTER AT NIGHT

These forms are to be used to apply for grants to take the indicated classes at Art Center at Night and Gnomon School of Visual Effects only. This grant is only for classes that begin between February 1, 2015 and January 31, 2016. Other grant applications are available on the Guild's website at <http://animationguild.org/about-the-guild/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 Art Center At Night website.

Art Center At Night
Art Center College of Design
950 S Raymond Ave
Pasadena, CA 91105
<http://www.artcenter.edu/acn/>

2. Once Art Center At Night 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) 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 Art Center At Night. Please contact Kimberly Cruz if you have any questions about these forms.

**Kimberly Cruz, 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: kcruz@csatf.org**



2800 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org

**Approved Skills Training for 2015/2016
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, 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 Kcruz@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**

2800 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org



**Approved Skills Training for 2015/2016
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, 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, 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, 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.

2015/2016 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")

2015/2016 Approved Skills Training - Local #800 & 839

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

Art Center at Night (626)396-2319 www.artcenter.edu/acn/

ACN-068	Digital Painting Entertainment	\$ 830.00	ACN-062	Environment for Entertainment	\$ 830.00
ACN-193	Intro to Character Design	\$ 830.00	ACN-030	Intro to Graphic Design	\$ 830.00
ACN-192	Maya to Zbrush: 3D Character	\$ 955.00	ACN-106	Perspective	\$ 960.00
ACN-069W	Quick Sketch for Entertainment	\$ 415.00			

Gnomon (323)466-6663 www.gnomonschool.com

ONLINE

N/A	Anatomy	\$ 900.00	N/A	Art of Compositing	\$ 1,050.00
N/A	Character Design	\$ 1,050.00	N/A	Character Modeling and Sculpting	\$ 1,200.00
N/A	Creature Modeling and Sculpting	\$ 1,200.00	N/A	Digital Painting	\$ 1,050.00
N/A	Digital Sculpting	\$ 1,200.00	N/A	Environment Modeling Sculpting	\$ 1,350.00
N/A	Facial Rigging	\$ 1,869.00	N/A	Hard Surface Modeling 1	\$ 1,200.00
N/A	Hard Surface Modeling 2	\$ 1,350.00	N/A	Imaginative Landscapes	\$ 1,200.00
N/A	Introduction to 3D with Maya	\$ 1,200.00	N/A	Material Indication 101	\$ 1,050.00
N/A	Photoshop for Concept Design	\$ 1,050.00	N/A	Photoshop for Digital Production	\$ 1,050.00
N/A	Texturing and Shading 1	\$ 1,350.00	N/A	Texturing and Shading 2	\$ 1,350.00
N/A	Visual Development	\$ 1,200.00			

CLASSROOM

N/A	Acting for Animators	\$ 633.00	N/A	Advanced Character Design	\$ 1,140.00
N/A	Advanced Compositing	\$ 1,869.00	N/A	Advanced Digital Painting	\$ 1,140.00
N/A	Advanced Figure Drawing	\$ 633.00	N/A	Advanced Techniques in Houdini	\$ 1,869.00
N/A	Anatomy	\$ 633.00	N/A	Anatomy in Zbrush	\$ 1,869.00
N/A	Animation and Visual Effects	\$ 1,869.00	N/A	Animation for Games	\$ 1,869.00
N/A	Art History 1	\$ 633.00	N/A	Art History 2	\$ 633.00
N/A	Art of Compositing	\$ 1,869.00	N/A	Character Animation 1	\$ 1,869.00
N/A	Character Animation 2	\$ 1,869.00	N/A	Character Animation 3	\$ 1,869.00
N/A	Character Animation 4	\$ 1,869.00	N/A	Character Creation for Games	\$ 1,869.00
N/A	Character Design	\$ 633.00	N/A	Character Development and Design for Entertainment	\$ 633.00
N/A	Character Modeling and Sculpting	\$ 1,869.00	N/A	Character Rigging for Production	\$ 1,869.00
N/A	Character Rigging Fundamentals	\$ 1,869.00	N/A	Character Sculpture 1	\$ 744.00
N/A	Character Sculpture 2	\$ 744.00	N/A	Character Sculpture 3	\$ 744.00
N/A	Character Texturing and Shading	\$ 1,869.00	N/A	Cinematography for Visual Effects	\$ 744.00
N/A	Cloth, Hair and Fur	\$ 1,020.00	N/A	Color Theory and Light	\$ 633.00
N/A	Commercial Production Techniques	\$ 1,869.00	N/A	Costumed Figure Drawing	\$ 633.00
N/A	Creature Animation 1	\$ 1,869.00	N/A	Creature Animation 2	\$ 1,869.00
N/A	Creature Design	\$ 744.00	N/A	Creature Modeling and Sculpting	\$ 1,869.00
N/A	Design History	\$ 633.00	N/A	Digital Matte Painting	\$ 1,869.00
N/A	Digital Painting	\$ 1,140.00	N/A	Digital Photography	\$ 1,869.00
N/A	Digital Sculpting	\$ 1,869.00	N/A	Digital Sets	\$ 1,935.00
N/A	Dynamic Effects 1	\$ 1,869.00	N/A	Dynamic Effects 2	\$ 1,869.00
N/A	Dynamic Effects 3	\$ 1,869.00	N/A	Dynamic Effects 4	\$ 1,869.00
N/A	Environment Creation for Games	\$ 1,869.00	N/A	Environment Design	\$ 1,140.00
N/A	Expressions and Scripting	\$ 1,869.00	N/A	Figure Drawing	\$ 633.00

Contract Services Administration Training Trust Fund ("CSATTF")

2015/2016 Approved Skills Training - Local #800 & 839

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

Gnomon ~ Continued ~

N/A	Film History	\$ 633.00	N/A	Gesture Drawing	\$ 633.00
N/A	Graphic Design	\$ 1,521.00	N/A	Hard Surface Modeling 1	\$ 1,869.00
N/A	Hard Surface Modeling 2	\$ 1,869.00	N/A	Hard Surface Texturing and Shading	\$ 1,869.00
N/A	HD Digital Filmmaking for VFX	\$ 1,935.00	N/A	History and Principles of Animation	\$ 633.00
N/A	History of Visual Effects	\$ 633.00	N/A	Houdini Effects	\$ 1,869.00
N/A	Improvisational Acting	\$ 633.00	N/A	Introduction to 3D with Maya	\$ 1,521.00
N/A	Introduction to Compositing	\$ 1,869.00	N/A	Introduction to Houdini	\$ 1,869.00
N/A	Lighting and Rendering with Arnold	\$ 1,869.00	N/A	Lighting and Rendering with Mental Ray	\$ 1,869.00
N/A	Lighting and Rendering with V-Ray	\$ 1,869.00	N/A	Look Development	\$ 1,869.00
N/A	Matchmoving and Integration	\$ 1,935.00	N/A	Motion Capture with Motion Builder	\$ 1,869.00
N/A	Motion Graphics 1	\$ 1,869.00	N/A	Natural Environments with Maya	\$ 1,869.00
N/A	Overview of Visual Effects and Games	\$ 972.00	N/A	Painting with Color, Light and Composition	\$ 633.00
N/A	Perspective	\$ 633.00	N/A	Photoshop for Digital Production	\$ 1,869.00
N/A	Previsualization an Animatics	\$ 1,869.00	N/A	Product Design	\$ 1,140.00
N/A	Realfow	\$ 1,869.00	N/A	Rotoscoping	\$ 1,020.00
N/A	Scripting for Production	\$ 1,869.00	N/A	Shave and a Haircut	\$ 1,020.00
N/A	Story Development	\$ 633.00	N/A	Storyboarding	\$ 633.00
N/A	Surface Modeling	\$ 1,869.00	N/A	Texture Painting with Mari	\$ 1,869.00
N/A	Texturing and Shading 1	\$ 1,869.00	N/A	Texturing and Shading 2	\$ 1,869.00
N/A	Timing for Animation	\$ 633.00	N/A	Vehicle Design	\$ 1,140.00
N/A	Visual Communications 1	\$ 633.00	N/A	Visual Communications 2	\$ 633.00
N/A	Visual Effects Design	\$ 1,869.00	N/A	Visual Structure	\$ 633.00
N/A	Zoological Drawing	\$ 906.00			

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

2800 WINONA AVENUE
BURBANK, CA 91504

T 818.847.0040
F 818.847.0048
www.csatf.org



**Approved Skills Training for 2015/2016
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 Kcruz@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: _____