

# ADVISORY BOARD STUDENT ENRICHMENT GRANT APPLICATION PROCESS

## 2017-2018 SCHOOL YEAR

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STUDENT ENRICHMENT FUNDS, PROVIDED BY THE ADVISORY BOARD, FOR BOOKER T STUDENTS, ARE MADE POSSIBLE BY THE GENEROUS SUPPORT OF MANY DONORS.

FUNDS ARE INTENDED TO ENRICH STUDENTS' LEARNING EXPERIENCES BY SUPPORTING ACADEMIC AND ARTISTIC DEVELOPMENT SUCH AS:

- Art and academic tools (e.g. instruments, computers, supplies, etc.)
- Travel and tuition support for summer intensives
- College-related admissions support (e.g. visits, auditions, etc.)
- Performance supplies and private lessons

THE BTW ADVISORY BOARD (AB) STUDENT ENRICHMENT COMMITTEE IS RESPONSIBLE FOR ADMINISTERING THE FUNDS ACCORDING TO DONOR GUIDELINES.

### APPLICATION PROCESS

Student Enrichment selection committee members review each application in advance of a committee meeting where decisions are finalized.

#### THE GRANT APPLICATION:

- The application system will be available beginning September 1st
- **The application deadlines are the Oct 1, Jan 16 and Apr 1.**  
(Note: The deadline will be extended to the next school day when it falls on a weekend or school holiday)
- Decisions will be communicated by month end
- In addition to Oct, Jan and Apr deadlines requests for grants of **\$500 or less** will be accepted the 1<sup>st</sup> of Nov, Dec, Feb, March and May
- Applications will be accepted through May 1<sup>st</sup> or until funds are exhausted, whichever occurs first. No grants will be awarded after May 15th
- There is a single application for all grants located at [www.artsmagnet.org/grants-scholarships](http://www.artsmagnet.org/grants-scholarships)
- Submit one application for each requested purpose (e.g. you may not combine a computer request with a voice lesson request; however, computer request with software is acceptable)
- The Student Profile must be completed in the application; once created, it is saved and may be updated for future use

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- The need-based certification is required and is saved with the Student Profile. It is required once per year via a parent/guardian Letter of Circumstance explaining financial need (such as a change in family structure, income or employment) and **MUST include Annual Household Income**. Grant applications without submitted Annual Household income WILL NOT be considered
- Student's essay should specifically address the reason for the request and how it will help him or her succeed
- One faculty recommendation is required with each application and must specifically address the funding request (ideally from a cluster teacher)
- Letter of recommendation may not be from a staff member or anyone who benefits financially from the request (e.g. private lesson teachers)
- Additional recommendations may be included if they strengthen the request
- Resume templates are available on Naviance and at [www.artsmagnet.org/grants-scholarships](http://www.artsmagnet.org/grants-scholarships)
- All components of each application **must** be complete in order to SUBMIT the application
- Complete your application by pressing SUBMIT when complete. You will receive an email stating your application has been successfully submitted. If you do not your application has not been received

### POST AWARD REQUIREMENTS

- An award letter will be issued via email and mail detailing the student's responsibilities
- All students awarded must submit a Thank You letter upon completion of grant to the funding Organization and the AB
- Sample Thank You letter is provided at [www.artsmagnet.org/grants-scholarships](http://www.artsmagnet.org/grants-scholarships)

### FUND RESTRICTIONS AND REQUIREMENTS

The Student Enrichment committee will do its best to maximize each student's opportunity for funding through all available donor funds. Funds are need based, may limit number of applications per semester and/or have a cap on dollars awarded. Others may require a 80+ GPA or a portfolio. The Fund Summary and Requirements are available at [www.artsmagnet.org/grants-scholarships](http://www.artsmagnet.org/grants-scholarships) should you want to review them. Some restrictions and requirements are listed below:

- All grants must be used as specified in the award letter. Any changes must be approved by the awards committee or the grant will be cancelled
- Grants awarded are typically paid directly to the supplier or purchased directly for the student
- No requests for retroactive payments will be considered

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➔ No funds will be awarded after May 15th or disbursed after July 31<sup>st</sup>

➔ **Additional Senior Restrictions:**

- Seniors will not be considered for computer, equipment or instrument awards in the second semester cycles
- Seniors will not be considered for summer intensives

### APPLICATION TIPS

Student Assistance is available to help students with their applications during lunch on Thursdays in the Library includes, but is not limited to:

- ➔ Guidance/advice/clarification of application and process
- ➔ Help with the application
- ➔ Review of application before submission
- ➔ Read and critique essay
- ➔ Help with expense report and thank you notes

**The following guidelines have been established for all fund awards**

#### INSTRUMENTS, TOOLS & SUPPLIES:

- ➔ Students may request musical instruments, dance supplies, or other tools to aid their artistic growth or skill development
- ➔ A standard laptop package includes a PC with the most recent versions of Windows and Microsoft Office and a printer– exceptions, such as special software, printer or different computer, require a concise and specific explanation to support how the request is necessary for the student to succeed while at BTW
- ➔ Apple computers will only be awarded where rationale is provided for academic or artistic achievement that is exclusively available on a MAC system. If applying for a Mac you must have a recommendation from a **cluster** teacher, and it must explain the specific reasons a Mac is required instead of a PC. We will NOT substitute a standard laptop package for the requested MAC

TUITION-BASED EVENTS: Support for internships, summer intensives, etc. is considered based on:

- ➔ A complete application that includes program information and an essay stating how this event will enrich the student's learning experience
- ➔ A specific endorsement of the event from a cluster teacher

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- Acceptance to the program is required and funding decisions may be postponed until closer to notification date if submitted early. Student must submit proof of acceptance with their application. Partial funding may be granted and is contingent on student securing full funding

### TRAVEL:

- Application must include travel dates and applicable event dates (i.e. interview or audition times)
- All travel requests should be made as far in advance of first travel day as possible, allowing for application review and decision time
- Students may request up to \$2,500 for travel per application. Up to \$500 may be requested for an accompanying parent or guardian for a college visit/audition. Parent/guardian travel will not be awarded for summer intensives
- A student is limited to one trip per travel request; request may include round trip airfare to one final destination, hotel accommodations, and local travel assistance for related itinerary (bus/taxi/shuttle)
- Student/guardian is responsible for meals during travel
- All travel requests must be accompanied by completed budget form (available on website). Form must be updated with actual expenses and submitted with receipts post travel. Receipts must be submitted within one week of returning from a trip
- AB SE Coordinator will book all approved travel; priority is given to college visits that influence acceptance (interviews, auditions, etc.)
- No funding will be awarded for School trips