

Student Enrichment Grant Application Check List

Advisory Board of Booker T Washington HSPVA

- I have attached my resume.
- I have uploaded my current transcript. (Freshmen should upload schedule.)
- I have uploaded a parent letter explaining financial need that includes our annual household income.
- I have uploaded a detailed budget form. (An example form is available on www.artsmagnet.org/grants-scholarships if you need one.)
- I have written a 300+ word essay explaining my grant request.
- I have asked at least one teacher to fill out a recommendation and sent them the request, ideally at least a week before the deadline. For an intensive request please have a conservatory teacher complete the recommendation.
- I have had my parent/guardian sign the parent consent form and uploaded it to my application.

Helpful Hints

You will only need to fill out the general information portion of the application once this year, but you should review it each time you make a grant request to ensure all information is current. Second semester requests should include an updated resume.

Submit separate applications for unrelated requests. For example: fill out one application for all expenses related to an intensive (travel, tuition, housing, etc.), but fill out a second application if you are also requesting a computer.

For private lessons or classes, you should include the name of teacher/facility, dates for duration of lessons, and cost per lesson. Funds cannot be awarded for lessons prior to award date.

For technology requests list every item you are requesting on your budget sheet, i.e. computer, software, printer, camera, lens, etc.

Attaching additional information about your request such as photos, links to websites as applicable, etc. helps the committee make an informed decision.

The Advisory Board will not reimburse you for previous purchases. If a grant is awarded, vendors will be paid directly by the Advisory Board.