

## APPLICATION TIPS

Open mentoring sessions will be available to help students with their applications during both lunch periods on Thursdays

The following guidelines have been established for all fund awards:

**INSTRUMENTS, TOOLS & SUPPLIES:** A broad array of products will be considered to support the student's need.

- ✓ Students may request musical instruments, dance supplies, or other tools to aid their 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. We will not substitute the requested MAC for a standard laptop.

**Tuition-Based Events:** Support for internships, summer intensive, etc. is considered based on:

- ✓ A complete application that also 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

- ✓ Tuition-based requests will have a rigorous approval process – preference is given to students attending a summer program for the first time and for programs in the DFW community
- ✓ Partial funding may be granted and is contingent on student securing full funding

### **Travel:**

- ✓ Include travel request in the application – include travel dates and event dates that apply (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.
- ✓ The student may request up to \$1500 for travel per application, which can include up to \$500 for an accompanying parent or guardian.
- ✓ 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
- ✓ AB agent will book all approved travel
- ✓ Priority is given to college visits that influence acceptance (interviews, auditions, etc.)



## Student Enrichment Funds

2013-14 SCHOOL YEAR

**STUDENT ENRICHMENT IS AN INTEGRAL SERVICE PROVIDED BY THE ADVISORY BOARD FOR BOOKER STUDENTS BASED ON THE GENEROUS SUPPORT OF MANY DONORS.**

**THE FUNDSHELP TO ENRICH THE STUDENT'S LEARNING EXPERIENCE BY SUPPORTING ACADEMIC AND ARTISTIC DEVELOPMENT. THEY PROVIDE:**

- ✓ **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**
- ✓ **College Scholarships**

**The BTW Advisory Board (AB) Student Enrichment Committee is responsible for administering the fund according to donor guidelines.**

## APPLICATION PROCESS

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

- ✓ **The application deadline is the 15th of each month for all funds** (Note: The deadline will be extended to the next school day when it falls on a school closure)
- ✓ HUT applications for <\$500 can be submitted at any time; a decision will be communicated within two weeks

### THE APPLICATION:

- ✓ There is a single application to apply for all student enrichment funds located on SCHOLAR SELECT at:  
[www.artsmagnet.org/grants-scholarships](http://www.artsmagnet.org/grants-scholarships)
- ✓ Paper applications are no longer available
- ✓ All components of the application must be complete in order to SUBMIT the application
- ✓ Submit one application for each purpose (i.e. You may not combine a computer request with a voice lesson request; however, computer request with software is acceptable)
- ✓ Notifications are provided via email of certifications and recommendation requested, recommendations received and reminders of incomplete applications before deadlines
- ✓ Be sure to complete your application by pressing SUBMIT when complete
- ✓ Student's 300-500 word essay should specifically address the reason for the request and how it will help them succeed

- ✓ Templates are available for resumes on Naviance or at the Arts Magnet website
- ✓ A dedicated scanner is available to students in the counselor's office to upload documents
- ✓ The Profile replaces the MAPs form. Once created in the application system, it is saved and may be updated
- ✓ The need-based certification is required (if applicable) and is saved with your profile. It is only required once per year via one (1) of two methods:
  - Counselor confirmation of Free or Reduced Lunch, or
  - Parental/guardian Letter of Circumstance explaining financial need (such as a change in family structure, income or employment) – letter must include total House Hold Income
- ✓ One faculty recommendation is required that specifically addresses the request and any exception requested
- ✓ Primary letter of recommendation may not be from a staff member or anyone who benefits financially from the request (private lesson teachers)
- ✓ Optional recommendations may be included if they strengthen the request.
- ✓ Additional recommendations are required for some funds (see fund restrictions and requirements section)

## POST AWARD REQUIREMENTS

- ✓ An award letter will be issued with details of student's responsibilities
- ✓ All students awarded must complete a Thank You letter – **students will not be considered for future awards if incomplete**

## FUND RESTRICTIONS & REQUIREMENTS

The Student Enrichment committee will do its best to maximize student's opportunity for funding through available funds. However, the student is responsible to ensure submission of all information necessary for an award.

Please review the Fund Summary and requirements notated in the application for completeness when submitting your application.

Some restrictions and requirements are listed below:

- ✓ HUT: Students may be awarded a total of two grants per semester not to exceed a maximum of \$4000 per academic year.
- ✓ The following funds require two (2) Recommendation Letters: Rees Jones, xxxxxx
- ✓ The following funds require a portfolio submission (art, music, dramatization, video): Hutch, Macy's, TKLaw, xxxxxxxx
- ✓ Senior Awards
  - Seniors may not be considered for computer or equipment awards in final HUT cycle (April)
  - Seniors may not be considered for summer intensives
- ✓ No requests for retroactive payments will be considered
- ✓ No Funds Awarded after May 30th