

APPLICATION: USI ART DEPT ELIZABETH ZUTT ENRICHMENT SCHOLARSHIP

Full Name _____ ID# _____

E-mail _____ Phone # _____

Destination/Trip Name _____

Dates you will be traveling _____ **Application Date** _____

Must be a USI Art major at the time of application. **Do you certify that you are?** Yes ___ No ___

Must be a Full-Time student at USI at the time of application.

This means 12 credit hours or more.

Do you certify that you are? Yes ___ No ___

Person(s) accompanying you (if not part of an official tour/trip) _____

- **Is this trip/virtual experience connected with a registered class?** Yes ___ No ___
 - **If so, which?** _____
- **Faculty sponsor(s)** _____

Budget: (If this is part of an organized tour or trip, see Faculty Sponsor/Advisor for this info.) <i>Please round requests to increments of \$50</i>		
	Transportation* (total for air, bus, car, or rail)	
	Registration fees (e.g., conference or workshop or virtual experience)	
	Housing (hotel, etc.)	
	Food*	
	Supplies/Materials/Other (film, photocopying, mus. entry fees, etc.)	
A. Total Estimated Travel Costs:		
Finances:		
	Student contribution (this should be more than \$0.00)	
	Parental support	
	Other USI scholarships (e.g., SGA, Endeavor Grant)	
	Outside support (e.g., employer, Rotary Club, etc.)	
B. Total Finances (w/o any USI Art Travel Scholarship):		
	Line A Total	
	- Line B Total	
= Request for funding from the USI Zutt Art Travel Fund		

If you are awarded money and do NOT go on the tour/trip, you MUST return the funds.

Committee Use Only: Approved ___ (Amount _____) **Not Approved** ___ **Date** _____

Basic Requirements for ALL Zutt Travel Scholarship Applications:

I. Completed application form

II. 2-4 page, typed, double-spaced essay explaining your request

(Be aware that individual faculty members may have more extended requirements for participation in their trips.)

A. For Requesting Money BEFORE the Travel or Virtual Event Has Occurred

1. For Tours and Trips:

- a) Give name of tour or trip, if applicable. (Give list of destinations if this is not an official tour.)
- b) Choose 3 art-related things (sites—museums, churches, etc.; specific works of art; and/or particular artists) that you really want to see and study. In 2-4 pages, explain why they are of particular interest to you, and why you want to go on this tour or trip. (Please indicate what research you have done on these topics; we just want to know that you are serious about taking advantage of this opportunity.)

2. For Workshops and Conferences:

- a) Give name of the conference or workshop.
- b) Provide a photocopy or printout of the official brochure or webpage with a short description of the event, and a copy of the agenda (schedule of events) with the sessions you plan to attend indicated. (You may truncate if agendas are especially lengthy—e.g., CAA's.)
- c) In 2-4 pages, explain why you wish to attend those particular sessions and how they might be relevant to your course of study and/or career goals. E.g., if the speaker or workshop leader is a well-known artist or art historian, explain why their specialty or abilities are relevant to your interests; if the session is about a particular technique, explain why you want to know more about it; etc. (This does not have to be extensive; we just want to know that you are serious about taking advantage of this opportunity.)

3. For Virtual Experiences:

- a) Give name and url of the event, workshop, or demonstration.
- b) Provide a photocopy or printout of the official brochure or webpage with a short description of the event, and a copy of the agenda (schedule of events) with the sessions you plan to attend indicated. (You may truncate if agendas are especially lengthy—e.g., CAA's.)
- c) In 2-4 pages, explain why you wish to attend this particular session and how it might be relevant to your course of study and/or career goals.

E.g., if the speaker or workshop leader is a well-known artist or art historian, explain why their specialty or abilities are relevant to your interests; if the session is about a particular technique, explain why you want to know more about it; etc. (This does not have to be extensive; we just want to know that you are serious about taking advantage of this opportunity.)

B. For Requesting Money AFTER the Travel or Virtual Event Has Occurred

If you are unable to complete an application before you travel, or attend the virtual event you may apply for coverage of some of your travel or registration costs, as long as you do so within the same academic year. (Preferably, you would apply shortly after you returned or completed the seminar.)

1. For Tours and Trips:

As above, except that you should discuss 3 art-related things that you actually DID see, study, and/or experience. How has this tour or trip benefited you, particularly as an art student?

2. For Workshops and Conferences:

As above, except that you should discuss the sessions that you actually attended. How has this experience benefited you, particularly as an art student? In place of a 2-4 page essay, you may write a summary page and do a short presentation/demonstration, if your faculty sponsor deems it appropriate.

3. For Virtual Experiences

As above, except that you should discuss what new techniques, information, or inspiration that you derived from the seminar. Indicate how the experience was delivered, how effective the online platform was, and how you feel your artwork or research will benefit from the experience. (2-4 pages)

* For estimates of travel and food costs (per diem), see the USI Travel Procurement web page for guidelines: www.usi.edu/travel-procurement

IV. If you are awarded money, you will receive an emailed announcement.**V. Change of plans?**

If you do not actually end up going on the trip or attending the seminar, you must return any Zutt monies disbursed to you. If you realize that you will NOT be able to go, please let the Travel Committee know AS SOON AS POSSIBLE so that the funds may be disbursed for other student travel or enrichment.