

APPLICATION: **USI ART DEPT ELIZABETH ZUTT ENRICHMENT SCHOLARSHIP** (draft 1/2023)

Full Name _____ ID# _____ SS# _____

Permanent Address _____ City _____ Zip _____

E-mail _____ Phone #(s) _____

Destination/Trip Name _____

Dates you will be traveling _____ Application Date _____

Must be a USI Art major during the academic year 2022-23. Do you certify that you are? Yes ___ No ___

Must be a Full Time student at USI during the academic year 2022-2023. This means 12ch 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.)

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. Completed W-9 form

Do NOT turn into the Art Dept.; take it with you when you go to pick up your check. If you are a student worker in 2022-23, you should already have one on file.

III. 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 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 his/her 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 [www.//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 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 a reimbursement 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 Office website for guidelines.

<http://www.usi.edu/busoff/travel/milechrt.asp>

Mileage Chart for Personal Vehicles

<http://www.usi.edu/busoff/travel/PerDiem.asp>

Per Diem for In-State and Out-of-State Travel

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.