



Financial Assistance Policies & Application

Dear ENCORE Families:

We recognize that for all families, the decision to participate in a performing arts program means that sacrifices need to be made in other areas of the family budget, and that for some families, the Arts cannot fit into the budget at all. We are pleased and privileged to be able to offer Financial Assistance to those families who have a genuine financial need.

Here is what you need to know before submitting an application:

- It is not our intention to pry into your personal financial information, however we are mandated to ensure that all of the Financial Assistance funds that have been entrusted into our care are distributed to families with a genuine financial need, and the only way to fairly do that is to require very specific information and documentation.
- We know that it takes time to fill out our Financial Assistance application and gather all of the required documentation, so we have created a process so that **you only need to fill out ONE application per year**. Once you have submitted all of the requirements, you do not have to do so again until the same time the following year. Our Financial Assistance committee will keep your application on file and will use the information it contains to make subsequent Financial Assistance decisions within the same year.
- Financial Assistance applications, including all supplemental documentation are due a **minimum of 2 weeks prior to the initial audition date** for a given show. However, we do recommend turning in your application as early as possible, as we will have more funds available, and you are more likely to be awarded Financial Assistance. Once our Financial Assistance funds are depleted for a season, we will not be able to award further Financial Assistance until the beginning of the following season (Spring or Fall)
- Financial Assistance is generally only awarded for our Fall and Spring programming. There is no Financial Assistance funding allocated for Summer camps.
- Financial Assistance may be awarded for full tuition or partial tuition, but it will NOT cover Co-op fees or ticket sale requirements. EVERY family **is required** to sell an ad or contribute the co-op fee, and sell tickets to help contribute to the cost of the production.
- In cases where we are not able to offer full Financial Assistance, we will offer a payment plan to help families who may have difficulty paying any required tuition up front.
- A complete Financial Assistance application consists of
 - An application where all of the questions have been thoughtfully and thoroughly completed and signed by all required parties.
 - All supporting documentation including:
 - A copy of the most recent tax return for both parents (if applicable)
 - 2 recent pay stubs for both parents (if applicable)

- All Cast Members awarded either full- or partial- tuition Financial Assistance must sign the **Financial Assistance Contract**, which you will receive at the time of your acceptance. The cast member AND the parent(s) (if applicable) **MUST** sign the contract and turn it in before the Cast Member will be allowed to audition. Please read the contract before you accept the Financial Assistance so that you are aware of your responsibilities as Financial Assistance recipient.

- All Adult Cast Members and those in Middle School or High School will be required to complete Work Study hours to help defray the cost of their Financial Assistance. Failure to complete the required work-study hours will result in your not being allowed to perform, and will cause you to become ineligible for Financial Assistance for subsequent ENCORE shows. The Work Study Hours Log is part of the Financial Assistance contract and must be signed prior to auditions, and must be completed prior to opening night.
 - Work Study hours do NOT count toward your family's Volunteer Co-op commitment
 - Work Study hours are not eligible for volunteer service for the Presidential Volunteer Service Award or for your school's volunteer requirement.



Financial Assistance Application

**Deadline for submitting application is a minimum of 2 weeks prior to the first audition date.
Late or incomplete applications will not be accepted.**

Checklist: Before submitting your Application, make sure you have completed all the following requirements in their entirety:

- All fields on the application
- Signature of Cast Member and all responsible parents for cast members under age 18
- A copy of your most recent Tax Return
- Copies of 2 most recent Pay Stubs for all responsible parties
- Evidence of special circumstances (if applicable)
- Work Study Contract (Adult, Middle & High School Cast Members only)

Cast Member Name(s): _____

Parent(s) Name(s) (for Cast Members under age 18): _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Cast member email: _____

Parent email (for Cast Members under age 18): _____

Show for which you are applying: _____

FINANCIAL INFORMATION: (Please indicate all income. If one parent is deceased or is not legally obligated to contribute to the support of the Cast Member at all, please indicate)

Father's Employer: _____ Position _____

Mother's Employer: _____ Position _____

Cast Member's Employer _____ Position _____

Total family income: \$ _____ Number of household members: _____

Does your family receive governmental assistance such as Welfare, EBT, SSI, etc? _____

If yes, please indicate type and amount: _____

Financial Assistance Work Study Commitment

If you are awarded Financial Assistance as an adult cast member or a student in Middle or High School, you will be required to participate in our Work Study program.

Cast Members awarded Financial Assistance for Partial-tuition must complete 20 hours, and those awarded Full-tuition must complete 40 hours of Work Study.

You will be required to log your hours, and have an ENCORE staff member sign off for you at the end of each session. Once you have completed your full hourly requirement, you will turn in your Work Study Log to the ENCORE office.

Below are some ways in which Work Study hours can be completed:

- Working a Load In or Set Strike **for a show in which you are not cast**
- Teching a show **in which you are not cast**
- Helping to supervise, teach or tech at an ENCORE Performance Workshop
- Stay after or come in early to rehearsal to clean bathrooms, floors, mirrors, empty trash
- Work at a fundraising event
- Clean/organize the ENCORE offices
- Other options as requested by ENCORE staff.

Please keep in mind that your Work Study hours do **not** count towards volunteer hours for your family Co-op requirement or for college applications. Your Work Study hours are **not** volunteer hours; they are your way of paying your tuition in a non-monetary way.

Failure to complete your full Work Study hours will result in ineligibility for future Financial Assistance.

I hereby apply for financial assistance. I have read and understand the above requirements regarding Financial Assistance and Work Study Hours. If awarded Financial Assistance, if I am an adult cast member or if I am a student in Middle School or High School, I hereby commit to 20 Work Study hours as a Partial Financial Assistance Awardee or 40 Work Study hours as a Full Financial Assistance Awardee. I acknowledge and understand that failure to complete my full Work Study hours will result in becoming ineligible for future Financial Assistance. I recognize that financial assistance is not guaranteed and is subject to availability.

X _____ Date: _____
Cast Member Signature

X _____ Date: _____
Parent Signature (if under 18)

If you are awarded Financial Assistance, you will receive your Work Study Log and Contract along with additional instructions.