

The Arts Essentials Purchasing Guide for Charters



Locating, Spending, and Tracking Guidelines for the 2014-2015 School Year

WHAT IS THE ARTS ESSENTIALS PROGRAM?

The Arts Essentials Grant program provides \$750 - \$1,000 to all schools that have achieved Creative Schools Certification in Categories 1, 2, 3, and 4 and have a current CPS Arts Liaison. Schools do not need to apply for an Arts Essentials grant. This grant operates as a reimbursement for Charter/Contract schools.

ARTS ESSENTIALS SPENDING GUIDELINES – Charter/Contract Schools

Arts Essentials grants are administered through the CPS Department of Arts Education and must adhere to the following guidelines:

- Arts Essentials funding **can only be spent** on materials, supplies, and equipment for visual art, music, dance, and/or theatre programming or instruction DURING the school day.
- **The Principal, Arts Liaison, and arts staff should work together to identify the area(s) of greatest need in the arts.**
- Purchases made that are outside of the terms of the grant will be flagged and may jeopardize future Arts Essentials funding to the school.
- Arts Essentials funds must be spent or encumbered by May 1, 2015.
- Spending must follow CPS rules and guidelines.

ACCESSING YOUR ARTS ESSENTIALS MONEY – Charter/Contract Schools

In order to access Arts Essentials funds, Charter/Contract schools must follow the following steps:

1. After deciding upon the materials and equipment your school will purchase, place and order with the vendor(s).
2. Electronically submit all Arts Essentials invoices DIRECTLY TO THE CPS DEPARTMENT OF ARTS (e: creativeschools@cps.edu) in order to claim the grant award money.
3. Once CPS Arts receives the invoice(s) and approves the purchases, they will submit the information to the CPS Budget Office to process payment as a reimbursement.
4. Budget will then provide schools with the Purchase Order (notified through an automated message) when funds are transferred and the Payment Advice (receipt).

TIP: Plan ahead for what you will spend. Submit all invoices up to the full award amount *at one time* so the reimbursement can be more easily processed.

SPENDING YOUR ARTS ESSENTIALS MONEY – Charter/Contract Schools

The chart below suggests how Arts Essentials funds may be utilized. It is not an exhaustive list but should provide some planning guidance. Funds can be paired with other school-based funding to purchase larger items such as kilns, dance mirrors, instruments, etc. Please pay close attention to the orange box that lists how Arts Essentials funds may NOT be spent. Purchases made that are outside of the terms of the grant will be flagged and may jeopardize future Arts Essentials funding to the school.

Art Form	Arts Essentials Funds MAY Be Spent On	Arts Essentials Funds CANNOT Be Spent On
Visual Art	Brushes, paints, canvas and stretchers, paper, pencils, crayons, scissors, glue, needles, thread, poster board, yarn, markers, clay tools, pastels, oil pastels, paper clay, paper machet, ink, bowl/cups, water color boxes, print inks, bryers, smocks	<ul style="list-style-type: none"> • General office supplies for the school or main office (i.e.: ink, toner, file folders, bandages, hand sanitizer, pens, copy paper, rubber bands, post-its, etc.) • General materials, supplies, or books for non-arts based classrooms (i.e. math, literacy, science materials, calculators, and other non-arts items) • Bus transportation • Stipends/extended day pay for teachers • Substitutes teachers • Partner arts organizations fees (i.e. residencies, teaching artists, workshops, etc.) for in-school or out-of-school work • Labor associated with installation • Festival registration fees • Professional memberships and fees • Prizes, gifts, or toys
Music	General classroom instruments (hand drums, recorders, rhythm sticks, finger cymbals), valve oil, slide cream, reeds, folders, sanitizer, drum tuning keys, drumheads, glue, music stands and carts, sheet music	
Dance	CDs/music, mats, props, fans, canes, ribbons, shoes, costumes, ballet barre, mirrors	
Theatre/ Drama	Lighting, curtains, makeup kits, costumes, tools, basic furniture and cubes, paint, flats, burlap and music fabrics, plywood, foam sheets, scripts, music, props	
Shared Use Between Art Forms	Tickets/admission fees for arts-related field trips, printing of arts-related brochures or programs, arts-related texts or DVDs, LCD projector, ELLMO camera, silk-screen t-shirt services for arts clubs or shows, storage for arts activities (bins, boxes, bags, etc.), sound system, lighting system, tripods, video camera kit, boom mic, equipment for student accommodations in arts classrooms (engineered chairs, keyboards, large-print text, headphones), arts equipment maintenance	