

Arts Essentials Purchasing Guide

Charter/Contract/Options Schools for School Year 2018-19



WHAT IS ARTS ESSENTIALS FUNDING?

Arts Essentials is \$1,000 automatically given each Fall to schools that 1) completed the Creative Schools Survey during the previous school year and 2) have an active Arts Liaison. **Schools do not need to apply for Arts Essentials funding.** Any principal who needs to re-nominate an Arts Liaison should visit bit.ly/ArtsLiaisonNomination.

ARTS ESSENTIALS SPENDING GUIDELINES

- Arts Essentials funding will be made available to schools the week of **October 15, 2018**.
- For the first time, this funding will be processed as a **reimbursement through Epicenter**.
- Schools must submit both the completed Reimbursement Template excel file AND upload the associated receipts/invoices through Epicenter. All receipts should be submitted all at once totaling \$1,000 through Epicenter.
- Reimbursements must be submitted through Epicenter by **April 12, 2019**. Reimbursements may be submitted at anytime between October 15, 2018 and April 12, 2019. Reimbursements will be processed monthly.
- Reimbursements will be paid to the SCHOOL, not an individual or teacher.**
- Arts Essentials funding can only be spent on materials and supplies for visual art, music, dance, theatre, or media arts programming or instruction DURING the school day (see chart below). Purchases made outside of the below specifications may not be eligible for reimbursement, and may jeopardize future Arts Essentials funding to the school.
- The Principal, Arts Liaison, and arts staff should work together to identify the area(s) of greatest need in the arts.**

SPENDING YOUR ARTS ESSENTIALS MONEY

The chart below provides Arts Essentials spending suggestions, 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, or instruments.

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, papier-mâché, ink, bowl/cups, water color boxes, print inks, brayers, 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 Substitute teachers Partner arts organizations fees (i.e., residencies, teaching artists, workshops, etc.) for in-school or out-of-school work Labor associated with art installation Festival registration fees Professional memberships and fees Prizes, gifts, or toys Food or drinks for consumption Tax of any kind
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 barres, mirrors	
Theatre	Lighting, curtains, makeup kits, costumes, tools, basic furniture and cubes, paint, flats, 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, ELMO 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	

For more information or assistance on Arts Essentials spending:
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