



# Arts Essentials Purchasing Guide

## District-Managed 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](http://bit.ly/ArtsLiaisonNomination).

### ARTS ESSENTIALS SPENDING GUIDELINES

- The Arts Essentials can be found in your budget through this sequence:  

**(unit number)-115-53405-113035-000901-2019**
- Arts Essentials funding will be made available to schools the week of **October 15, 2018**.
- 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).
- Schools may only transfer these funds to an equipment budget line for large cost items. Transfers or purchases made outside of the below specifications 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.**
- Purchase Orders utilizing Arts Essentials funds must be opened by **April 12, 2019**. Unspent or unencumbered funds will be swept from schools' budgets after that date.
- Opened purchase orders must be receipted, invoiced, and closed by **May 15, 2019**.

### 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"> <li>● 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.)</li> <li>● General materials, supplies, or books for non-arts based classrooms (i.e., math, literacy, science materials, calculators, and other non-arts items)</li> <li>● Bus transportation</li> <li>● Stipends/extended day pay for teachers</li> <li>● Substitute teachers</li> <li>● Partner arts organizations fees (i.e., residencies, teaching artists, workshops, etc.) for in-school or out-of-school work</li> <li>● Labor associated with art installation</li> <li>● Festival registration fees</li> <li>● Professional memberships and fees</li> <li>● Prizes, gifts, or toys</li> <li>● Food or drinks for consumption</li> <li>● Tax of any kind</li> </ul>
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:  
 Email: [creativeschools@cps.edu](mailto:creativeschools@cps.edu) | Phone: (773) 553-2170 | Website: [www.cpsarts.org](http://www.cpsarts.org)