

Arts Essentials Purchasing Guide

Charter/Contract/Options Schools for School Year 2020-21



WHAT IS ARTS ESSENTIALS FUNDING?

Arts Essentials is a \$1,000 grant automatically given each Fall to schools that 1) completed the Creative Schools Survey for the previous school year and 2) have an active Arts Liaison. **Schools do not need to apply for Arts Essentials funding.**

Every school principal should re-nominate their Arts Liaison annually by visiting bit.ly/ArtsLiaisonNomination.

ARTS ESSENTIALS SPENDING GUIDELINES

- For SY21, Arts Essentials funding will be made available to schools on a rolling basis. The week after a Liaison completes the Creative Schools Survey, funds will be transferred into that school's budget.
- Similar to the prior school year, funding will be processed as a **reimbursement through Epicenter**. Please contact your network operations office to determine the "financial officer" or "compliance officer" who will submit those reimbursements on behalf of each school in 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 a maximum of \$1,000) through Epicenter.
- Reimbursements may be submitted at any time between the date that funds are released to your school and **February 5, 2021**. 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. **Taxes will not be reimbursed.**
- Educational software **will** be allowed for purchase using Arts Essentials in SY21. This software must be specifically designed to support or enhance arts teaching and learning.
- **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. This 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, watercolor 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 • Field trip tickets • Professional memberships and fees • Prizes, gifts, or toys • Food or drinks for consumption • Tax of any kind
Music	Classroom instruments (hand drums, recorders, rhythm sticks), student instruments, valve oil, 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	Arts-related texts or DVDs, LCD projector, ELMO camera, storage for arts activities (bins, boxes, cabinets, 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 replacements	

For more information or assistance on Arts Essentials spending:
Email: creativeschools@cps.edu | Website: tinyurl.com/ArtsEssentials