

# Arts Essentials Purchasing Guide

## District-Managed 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](http://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.
- Arts Essentials can be found in your budget through this sequence: **(unit number)-115-53405-113035-004123-2021**
- 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 will be restricted from transferring funds, and exceptions should be emailed to [creativeschools@cps.edu](mailto:creativeschools@cps.edu). 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 **February 5, 2021**. Unspent or unencumbered funds will be swept from schools' budgets after that date.
- 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.

### 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 <b>MAY</b> Be Spent On	Arts Essentials Funds <b>CANNOT</b> Be Spent On
<b>Visual Art</b>	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"> <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 organization 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>• Field trip tickets</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>
<b>Music</b>	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	
<b>Dance</b>	CDs/music, mats, props, fans, canes, ribbons, shoes, costumes, ballet barres, mirrors	
<b>Theatre</b>	Lighting, curtains, makeup kits, costumes, tools, basic furniture and cubes, paint, flats, fabrics, plywood, foam sheets, scripts, music, props	
<b>Shared Use Between Art Forms</b>	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](mailto:creativeschools@cps.edu) | Website: [tinyurl.com/ArtsEssentials](http://tinyurl.com/ArtsEssentials)