

ingenuity



CREATIVE SCHOOLS FUND

# CREATIVE SCHOOLS FUND Grant Guidelines 2021-2022



# CREATIVE SCHOOLS FUND OVERVIEW

The role of the Creative Schools Fund is to support **increased access to a high quality arts education for every student in every grade through teacher-designed arts programs** in Chicago Public Schools.

The Fund's competitive grants are supported through a public-private partnership, with contributions from the Mayor's Office of the City of Chicago, Chicago Public Schools, and the individual and institutional donors of Ingenuity.

The Fund has invested almost \$16M directly into schools since 2013.

School Year	Competitive Grants	Other Funds	Creative Schools Fund TOTAL
2013-14	\$ 449,854.00	\$ 217,000.00	\$ 666,854.00
2014-15	\$ 998,174.26	\$ 1,097,190.00	\$ 2,095,364.26
2015-16	\$ 1,590,404.00	\$ 937,000.00	\$ 2,527,404.00
2016-17	\$ 1,515,755.00	\$ 971,000.00	\$ 2,486,755.00
2017-18	\$ 1,106,675.00	\$ 735,000.00	\$ 1,841,675.00
2018-19	\$ 1,531,792.06	\$ 740,000.00	\$ 2,271,792.06
2019-20	\$ 1,112,852.55	\$ 798,000.00	\$ 1,910,852.55
2020-21	\$ 1,134,196.15	\$ 700,000.00	\$ 1,834,196.15
<b>Total</b>	<b>\$ 9,439,703.02</b>	<b>\$ 6,195,190.00</b>	<b>\$ 15,634,893.02</b>

# Creative Schools Support Strategies

Coordinated supports for schools to increase access to a high quality arts education for every student in every grade

# Creative Schools Certification Overview

Each year, schools participate in a Creative Schools Certification survey, which evaluates the extent to which they have met district benchmarks for access to high quality arts instruction for every student.

Results are used to build a map that offers a visual understanding of district-wide progress.

**artlook® Map**

[chicago.artlookmap.com](http://chicago.artlookmap.com)

The screenshot displays the 'artlook' interface for finding schools and partners in Chicago. At the top, it says 'ingenuity Powered by artlook'. The main heading is 'Find Schools & Partners in Chicago'. Below this are search filters: 'Schools' (dropdown), '2019-20' (dropdown), and a search bar with the placeholder 'Search artlook by school, organization, program, or instructor'. There is a 'Search' button. Below the search bar are 'Advanced Filters' including 'Network: 8', 'Creative Schools Category', 'Instructors Teaching: 1', 'School Type', 'Number of Organization Partners', 'Programs Offered', 'Discipline Interests', 'Resource/Program Interests', and 'Courses'. The main content area is split into a map on the left and a list of school profiles on the right. The map shows Chicago with orange pins indicating participating schools. The school profiles on the right include:

- George Washington Carver Military Academy HS**  
13100 S Doty Ave, Chicago, IL 60627 / mbalc1@cps.edu  
Instructors Teaching: Visual Arts, Theatre, Music  
Partner Disciplines: Dance, Music, Visual Arts, Literary Arts, Theatre, Other, Media Arts, None
- Benito Juarez Community Academy High School**  
2150 S Laflin St, Chicago, IL 60608 / mewinfield@cps.edu  
Instructors Teaching: Visual Arts, Theatre, Music  
Partner Disciplines: Dance, Music, Visual Arts, Literary Arts, Media Arts, Theatre, Other, None
- Jane Addams Elementary School**  
10810 S Avenue H, Chicago, IL 60617 / REMartini@cps.edu  
Instructors Teaching: Music, Visual Arts  
Partner Disciplines: Music, Other, Visual Arts, Literary Arts, Media Arts, Dance, Theatre, None
- Louis A Agassiz Elementary School**  
2851 N Seminary Ave, Chicago, IL 60657 / njhall@cps.edu

# Creative Schools Certification scores are comprised of 11 rubric elements representing arts access and quality benchmarks



Rubric Elements	Available Points		
	ES	HS	CS (K-12)
<b>ACCESS</b>			
Staffing	20	30	20
Minutes	24	-	15
Access	20	-	10
Disciplines & Depth	-	34	19
<b>QUALITY</b>			
Standards Alignment	8	8	8
Governance	8	8	8
Budget	8	8	8
Partnerships	4	4	4
Professional Development	4	4	4
Parent/Community Engagement	2	2	2
Instructional Approach	2	2	2
<b>Total Score</b>	<b>100</b>	<b>100</b>	<b>100</b>

Individual school performance within this point system is tabulated to create a custom arts road map.

This road map will guide where schools are strongest or have opportunities for growth across these 11 elements.



# Certification Scores Determine Eligibility for Supports

*Schools marked 'Incomplete' on their certification may not participate*

The Creative Schools Certification rating is the 'final' score schools receive after all the points in the rubric are tabulated.

Schools must participate in the survey for Certification in order to be eligible for Creative Schools Fund grants and associated supports..

A Creative Schools Certification rating ties to the number of points earned across categories on the Creative Schools Certification rubric.

CSC Rating	CSC Points
Excelling	90-100 Points
Strong	80-89 Points
Developing	70-79 Points
Emerging	Fewer than 70 Points
Incomplete Data	Did Not Complete Survey

# Three Types of Supports

Supports to engage in progress on Certification elements are offered in three ways:

**Creative Schools Funds** are accessed via a school-driven process to submit competitive grant applications for funding

**Arts Essentials** are funded and administered by the CPS Department of Arts Education - and loaded into the budgets of all schools that complete the Creative Schools Certification each year

**Creative Teachers Funds** are supported and administered by the CPS Department of Arts Education - and allocated to support teachers in curricular and skill building

*These guidelines refer only to the **Creative Schools Fund** and its competitive granting process.*

**Creative Schools Fund**  
Managed by Ingenuity,  
competitive granting  
process

Residencies/Student Experiences  
Dedicated Arts Spaces  
Minutes of Instruction  
Disciplines and Depth

**Creative Teachers Fund**  
Managed by CPS

Skyline Integration  
Foundational Professional Learning  
Instructional Coaching

**Arts Essentials Fund**  
Managed by CPS,  
automatically loaded into  
school budgets

\$1,000 per school to go towards arts  
materials and supplies

## Creative Schools Fund

# Creative Schools Fund Overview

The 2021-2022 School Year will include two grant cycles.

The winter application period will open on December 8.



# Creative Schools Fund Strategies

Each of the four Creative Schools Fund strategies is run through a competitive grant process.

*Residencies and Student Learning Experiences* grants are available to all schools that have completed their Certification survey.

*Dedicated Arts Spaces, Minutes of Instruction, and Disciplines & Depth* are invitation-only opportunities based on elements of the Certification road maps.

Title	Description
<b>Residencies &amp; Student Learning Experiences</b>	<ul style="list-style-type: none"> <li>Arts residencies and student learning experiences, including student programming, field trips, and teacher professional learning</li> <li>Requires partnership with an arts organization</li> </ul>
<b>Minutes of Instruction: Elementary Schools</b>	<ul style="list-style-type: none"> <li>Work to revise Master Schedules so Elementary Schools can come closer to 120 minutes of weekly arts instruction, current district benchmark</li> <li>Implemented with the support of a scheduling consultancy, managed and supported by CPS Department of Arts Ed</li> </ul>
<b>Dedicated Arts Spaces</b>	<ul style="list-style-type: none"> <li>Efforts to improve and expand arts spaces in the school, with a focus on increasing arts access</li> <li>Often capital projects</li> <li>Can include arts partner/vendor ex. support to leverage new spaces through training, PL</li> </ul>
<b>Disciplines &amp; Depth: High Schools</b>	<ul style="list-style-type: none"> <li>High School efforts to expand the number of disciplines in a school, or depth of those disciplines</li> <li>Can be curriculum consultancy, teacher skills development, planning, and supplies</li> <li>Can include arts partner/vendor for PL, curricula and skill building</li> </ul>

# Application and Implementation Timelines

This year, Creative Schools Fund grants will be offered over 2 application periods in the Fall and Winter.

Grant implementation has shifted from Jan-June of each year towards longer planning and implementation periods:

- Grants awarded in the Fall application period benefit from a longer implementation window than previous years
- Grants awarded in the Winter application period may begin in spring and extend into the next school year
- This enables schools to plan and implement across two school years
- It also enables partnerships to begin right away in the fall, and take place over the course of an entire school year

Fall Application Period August-October 2021	School Year 2021-2022	School Year 2022-2023
Residencies & Student Learning Experiences	<b>Conclude by June 2022</b>	
Minutes of Instruction <i>(invitation only)</i>	<b>Conclude by June 2022</b>	

Winter Application Period December 2021-February 2022	School Year 2021-2022	School Year 2022-2023
Residencies & Student Learning Experiences	<b>Optional planning and activities through June 2022</b>	<b>Activities conclude by December 2022 or June 2023</b>
Dedicated Arts Spaces <i>(invitation only)</i>	<b>Planning through June 2022</b>	<b>Implementation through September 2022 or June 2023</b>
Disciplines & Depth <i>(invitation only)</i>	<b>Optional planning and activities through June 2022</b>	<b>Planning and activities conclude by December 2022</b>

# Application and Spending Limits

## HOW MANY TIMES CAN I APPLY?

As the person in the school responsible for strategic planning for the arts, the Arts Liaison will determine when, and whether, to submit an application. Only proposals submitted by the Arts Liaison will be considered for funding.

There are restrictions on the *number* of times schools may apply for a grant in any one year:

- Each school may apply for a Creative Schools Fund grant *up to two times per year\*\**
- Applications must be submitted in separate periods (ex. once in the Fall and once in the Winter); schools may not submit two applications in a single application window
- Schools may submit a grant in the Winter application window **even if** their Fall grant application resulted in a grant award
- The Creative Schools Fund and the [Creative Teachers Fund](#) operate independently; teachers in the school may participate in the Teachers' Fund *regardless* of their Creative Schools Fund application status

## HOW MANY GRANTS CAN I RECEIVE?

Schools may be awarded up to 2 grants per year, if they submit successful proposals in each of the two application periods.

Schools are encouraged to monitor their time and effort to ensure programs are able to be implemented as proposed, even if running two grant programs at once.

# Expectations for Grant Applicants

## TO BE ELIGIBLE FOR A COMPETITIVE GRANT, A SCHOOL MUST:

- Have participated in the *most recent* Creative Schools Survey and received a Certification score
- Nominate an Arts Liaison; only the Arts Liaison may submit an application
  - Principals may submit nominations for Arts Liaisons in their school by clicking this link: [bit.ly/ArtsLiaisonNomination](https://bit.ly/ArtsLiaisonNomination)

Additional priority will be given to schools that demonstrate a commitment to existing or increased inclusion of the arts in the Governance structures in their school, through either:

- An arts-focused strategy on their Continuous Improvement Work Plan (CIWP)
- An arts educator on their Instructional Leadership Team
- An arts educator on their next CIWP writing team

## PREVIOUS RECIPIENTS OF CREATIVE SCHOOLS FUNDS MUST:

Meet compliance expectations *in the year prior* to their application in order to be eligible for a grant:

- Participate in a site visit upon request
- Submit grant report by June 30 of granting year
- Adhere to the policies established in the Implementation Guide, including compliance with CPS policies

# Timeline - Winter Application Period

WINTER APPLICATION TIMELINE	
12/8/21	Winter application period begins
12/8/21	Informational Session
12/17/21	Schools are notified of eligibility for “invitation only” grants (DAS, D&D)
12/16/21	Informational Session
1/6/22	Informational Session
1/18/22	Informational Session
2/1/22	Office Hours
2/3/22	Office Hours
2/4/22	Office Hours
2/7/22	Winter application period ends - grant deadline
mid/late March	Notification of award, funds transfer

## IMPLEMENTATION TIMELINE

For the winter application period, schools may propose activities all the way through **June of 2023** - in other words, they may plan, program, or implement during the spring of the current school year - and the entirety of the next school year.

For the purposes of planning timelines, schools may safely assume that grant funds will be loaded into school budgets, and they may open a Purchase Order by April 2022.

Some timeline elements are different by grant strategy, for example:

- contingencies around Year Two funding (ex. based on successful planning in Year One)
- expectations regarding site visits and/or reporting, as well as timing

# Residencies and Student Learning Experiences (RSLE)

Schools may apply for RSLE grants in the Fall *and/or* Winter Application Periods

This opportunity is open to all schools that have participated in the Creative Schools Certification survey

# RSLE: Grant Specifications

*Grants require a partnership with an active CPS vendor*

## **Strategy Description:**

Enables arts teachers to collaborate with arts partner organizations to fill gaps in arts instruction, build community through the arts, deepen arts quality, and/or advance justice through the arts .

**Grant Award:** up to \$10,000

**Eligible Schools:** All schools that have participated in Creative Schools Certification are eligible for this grant opportunity.

The proposal must include partnership with an active CPS vendor who will serve as the arts partner for this grant.

Priority will be given to schools with limited partnerships and arts staffing.

Grants will especially target schools whose Creative Schools Certification is Developing or Emerging.

**Eligible Spending:** Payments to arts partners for Residency, Field Trip, Professional Learning, and other relevant services; supplies; Teacher extended day pay

**LIMITS TO GRANT USES:** student instruction and programming may only take place during school hours. Grants may not support out of school time student programming.

Grants may not be used to replace instruction from a certified or endorsed arts teacher, or to reduce their hours.

# RSLE: Grant Goals

Schools must select one of these goals for their application; all projects must have a clear arts focus

Goal	Fill Gaps in Instruction	Build Community through Arts	Deepen Arts Quality	Advance Justice through the Arts
Definition	Identify a gap in discipline or a missing level of depth within a discipline; fill that gap through partnership and/or teacher PD	Leverage arts to connect, celebrate, and unite school communities	Build high quality artistic practice among teachers and/or students	Support student driven projects that use art as a medium to advance anti-racism and racial justice
Priority Areas	<ul style="list-style-type: none"> <li>Projects developed in response to student interest</li> <li>Programs that build on existing arts education approaches in the school/ scaffold learning</li> </ul>	<ul style="list-style-type: none"> <li>School-wide projects</li> <li>Projects focused on social-emotional learning</li> </ul>	<ul style="list-style-type: none"> <li>Programs that build on existing arts education approaches in the school/ scaffold learning</li> <li>Teacher PL, skill building, and communities of practice</li> </ul>	<ul style="list-style-type: none"> <li>Projects building from students' lived experiences</li> <li>Student designed and driven projects</li> <li>Projects with civic and community participation elements</li> </ul>



# RSLE: *Returning Grantees*

*Schools participating in Creative Schools Fund grants multiple years in a row have added considerations*

Schools may apply for, and be awarded, an RSLE grant multiple years in a row.

In cases where the grant represents a sustained partnership with a single vendor, we will ask which of the statements at right align with the proposed program.

We support the potential for sustained partnerships, funded by Creative Schools Fund grants, to enrich the school's arts education approaches in ways that may be more difficult to accomplish with single year partnerships.

As part of the grant application, schools that received a partnerships grant with the same vendor in the previous year will be asked to select one or more of the following statements:

1. We will work with the same group of students as last year, and will target arts progression and/or growth for these students, building from last year's program
2. We will not be working with the same students as last year, but have engaged in intentional program design to fill a gap in arts instruction through addition of a discipline new to the school, or deepening of an existing discipline
3. We will not be working with the same students as last year, but our program design has been informed by teacher feedback, student engagement and feedback, and experiences from last year's grant
4. As part of our program, we engage in a community of practice between Teaching Artist(s) and the teachers in the school, reflecting on teaching approaches, student engagement, and/or integration of what has been learned into the ongoing teaching practice in the school

# RSLE: Spending Guidelines

*In addition to overall spending guidelines, RSLE grants include additional spending guidance (below)*

The Creative Schools Fund will follow CPS and public health guidelines regarding field trips for 2021-2022.

Applicants seeking to include field trips in their proposal will be asked to include a contingency plan should health and safety guidance change.

## Eligible spending budget lines:

- In-school-time arts programming provided by an arts partner
- Teacher non-instructional extended day pay, including 1.45% added on for benefits
- Consulting support for professional development, curriculum development, and/or arts integration
- Materials and supplies for arts learning (e.g., art supplies, costumes)\*\*
- Supplies to support culminating school performances, exhibitions, and events\*\*
- Hardware and equipment valued at \$500 or more each (e.g., laptops, iPads, 3D printers)\*\*

## Spending limits:

- Grants may not be used to pay for arts teacher salary.
- Any arts partner software or technology platforms that include unique log-ins for teachers and/or students must be approved by CPS IT prior to being included in a grant budget.
- Any mosaics, murals, or other permanent modification to the school must be approved by CPS Facilities; while funding can support planning for an installation without approval, implementation funding will not be awarded until approval is in place. We strongly recommend that installations are requested within the Winter application period, to allow for a longer planning and implementation timeline.
- At least 70% of program budget should be dedicated to services provided by the arts partner.
- Up to 30% of program budget may be allocated to non-partner spending categories (ex. teacher non-instructional extended day pay, supplies)

**\*\* Supplies and materials must be purchased by the school unless proprietary to the vendor.**

# RSLE: *Expectations of Partners*

**NOTE:** The expectations below apply to vendors working with a school to support a grant partnership. We strongly recommend schools confirm their selected vendor meets eligibility expectations prior to developing a grant proposal.

## EXPECTATIONS FOR ELIGIBILITY

Vendors proposed for partnership in the application must:

- Review artlook records to ensure they have detailed and updated information on [chicago.artlookmap.com](http://chicago.artlookmap.com)
- Ensure an up to date profile in the CPS iSupplier Portal, including a primary contact to respond to procurement requests; provide an *active* CPS vendor number
- Hold the appropriate **tier status** for proposed activities if they will be conducted remotely

## APPLICATION LIMITS

The Creative Schools Fund will not support more than 15 applications associated with a single partner for each cycle. This reflects vendor spending limits for partners not on the strategic source vendor list.

Those partners that are approved as **CPS RFQ Strategic Source Vendors** for the activities proposed in the grant (ex. Residencies, Professional Learning) are not subject to this participation limit.

## EXPECTATIONS DURING THE GRANT

Follow the policies represented in the Implementation Guide, including:

1. Quoting the school for the services represented in the grant
2. Waiting for a school-issued Purchase Order *prior* to launching grant activities
3. Invoicing promptly for each period of service, with invoices representing only services that have been provided
4. Assigning Teaching Artist(s) with completed background checks
5. Conducting the activities proposed for the partnership in the grant application with fidelity and in full
6. Following procedures for CPS Facilities approval for any activities involving permanent modifications to the school (ex. murals and mosaics)
7. Ensuring CPS ITS approval for any software or computer based programs used by teachers or students
8. Complying with all other CPS vendor policies and protocols

# Lollapalooza Arts Education Fund

We will continue to administer the \$2.2 million commitment from Lollapalooza to the Creative Schools Fund through the Winter Application Period. The grants will be administered over 5 years to 220 schools, reaching 105,000 students.

Lollapalooza grants will be distributed through the CSF competitive granting process, in support of Residencies and Student Learning Experiences. Grants are targeted to schools that are Developing or Emerging in the arts.

If a school is selected for Lollapalooza funding as part of its Creative Schools Fund award, it will be notified of this fact through the grant approval letter. A school does not need to apply separately for a Lollapalooza Arts Education Fund grant.





## INFORMATION/QUESTIONS?

**OLA:** [csf@ingenuity-inc.org](mailto:csf@ingenuity-inc.org)

**TASHIA:** [tf@ingenuity-inc.org](mailto:tf@ingenuity-inc.org)

**ELI:** [egc@ingenuity-inc.org](mailto:egc@ingenuity-inc.org)

**JESS:**  
[creativeschools@cps.edu](mailto:creativeschools@cps.edu)

# Disciplines and Depth (D&D)

Schools may apply for Disciplines and Depth grants in the Winter Application Period

Eligible high schools will receive an invitation to participate in this grant by December 15, 2021

# DISCIPLINES & DEPTH

*D&D grants are offered to eligible High Schools that need an additional discipline in the school, or additional discipline depth, in order to improve their Certification scores.*

**Strategy Description:** Support for curriculum consultancy, teacher skills development, planning, and/or supplies that will enable expanded disciplines and depth at the high school level, including Dual Credit and Dual Enrollment opportunities.

**Grant Award:** up to \$10,000, \$5,000 cap on supplies

**Eligible Schools:** High schools rated Developing or Emerging on Disciplines and Depth on their Road Maps.

# D&D: *Spending Guidelines*

## Spending limits:

- Eligible spending includes:
  - Teacher non-instructional extended day pay; participating teachers may include arts and non-arts teachers, as needed
  - Curriculum consultancy costs
  - Arts teacher skill-building
  - Supplies and equipment
- Consultants may be used during the planning and/or implementation phase of granting
- Consultants may be curriculum consultants, arts organizations, or Teaching Artists, as needed

*All spending must be designated by semester, and concluded by June 2023*



# D&D: *Process Steps*

*D&D grants may be accessed through an invitation-only process. Invitations will be issued December 15th*

## Application Limits

- all invited schools may participate in the opportunity
- schools may apply for both a D&D grant AND a residencies grant in 2021-2022

## Notification of Eligibility:

- December 15, eligible schools will be notified of the grant opportunity
  - invitations will include timeline and process steps to participate
  - invitation will also include a link to apply through the Submittable platform
  - schools may opt in to the opportunity, or decline

## Eligibility Specifications:

- High schools invited to participate in this grant typically fit the following Creative Schools Certification profile:
  - a rating of **Developing** or **Emerging** on Disciplines and Depth on their Road Maps
  - staffed with at least one 0.5 certified or endorsed arts instructor

# Dedicated Arts Spaces (DAS)

Schools may apply for DAS grants in the Winter Application Period *only*

Eligible schools will receive a special invitation to participate in this grant by December 15, 2021

# DEDICATED ARTS SPACES

*DAS grants support work in the school, often through capital projects, to increase the access and quality of arts education for students.*

**Strategy Description:** Supports physical improvements to spaces in the school that can help schools expand disciplines, depth, minutes of instruction, or whole school access to arts.

**Grant Award:** Up to \$15,000 total, with a \$2,000 cap on consultancy costs

## **Eligible Schools:**

- Elementary schools rated Developing or Emerging on Minutes of Instruction and/or % Access on their Road Maps.
- High Schools rated Developing or Emerging on Disciplines and Depth on their Road Maps
- Legacy Fine and Performing Arts Schools in areas of historic underinvestment

*This grant is structured to span across two school years to support planning in spring semester 2022 and implementation during SY 2022-23*

# DAS: Spending Guidelines

## Spending limits:

Eligible spending is limited to:

- teacher non-instructional extended day pay
- capital costs
- schools may choose to include a partnership or consultancy to enhance their ability to use Dedicated Arts Spaces - this is also an eligible expense

***Spending must conclude at the end of each designated semester, as outlined in the application.***

## DAS grants are divided into two phases:

- **Planning Grant:** spring 2022, during which schools will engage in a collaborative planning process to secure approval for their projects.
  - we will conduct a site visit during this planning stage to confirm feasibility for the proposed project
- **Implementation Grant:** School Year 2022-2023 activities to implement the Dedicated Arts Spaces project
  - ***Implementation grants are conditional;*** they will be awarded only if a school has gained necessary CPS approvals to proceed, and verified implementation costs.

# DAS: Process Steps

*DAS grants may be accessed through an invitation-only process. Invitations will be issued December 15th*

## Application Limits

- all invited schools may participate in the opportunity
- schools may apply for both a DAS grant AND a residencies grant in 2021-2022

## Notification of Eligibility:

- December 15, eligible schools will be notified of the grant opportunity
  - invitations will include timeline and process steps to participate
  - invitation will also include a link to apply through the Submittable platform
  - schools may opt in to the opportunity, or decline

## Eligibility Specifications:

- High schools and elementary schools invited to participate in this grant typically fit the following Creative Schools Certification profile:
  - a rating of **Developing** or **Emerging** on Disciplines and Depth OR Minutes of Instruction on their Road Maps
  - is a Legacy Fine and Performing Arts School in an area of historic underinvestment.