

# STATE OF THE ARTS IN CHICAGO PUBLIC SCHOOLS

**Creative Schools Fund  
Grant Guidelines 2019-2020**

CREATIVE SCHOOLS FUND

**ingenuity**





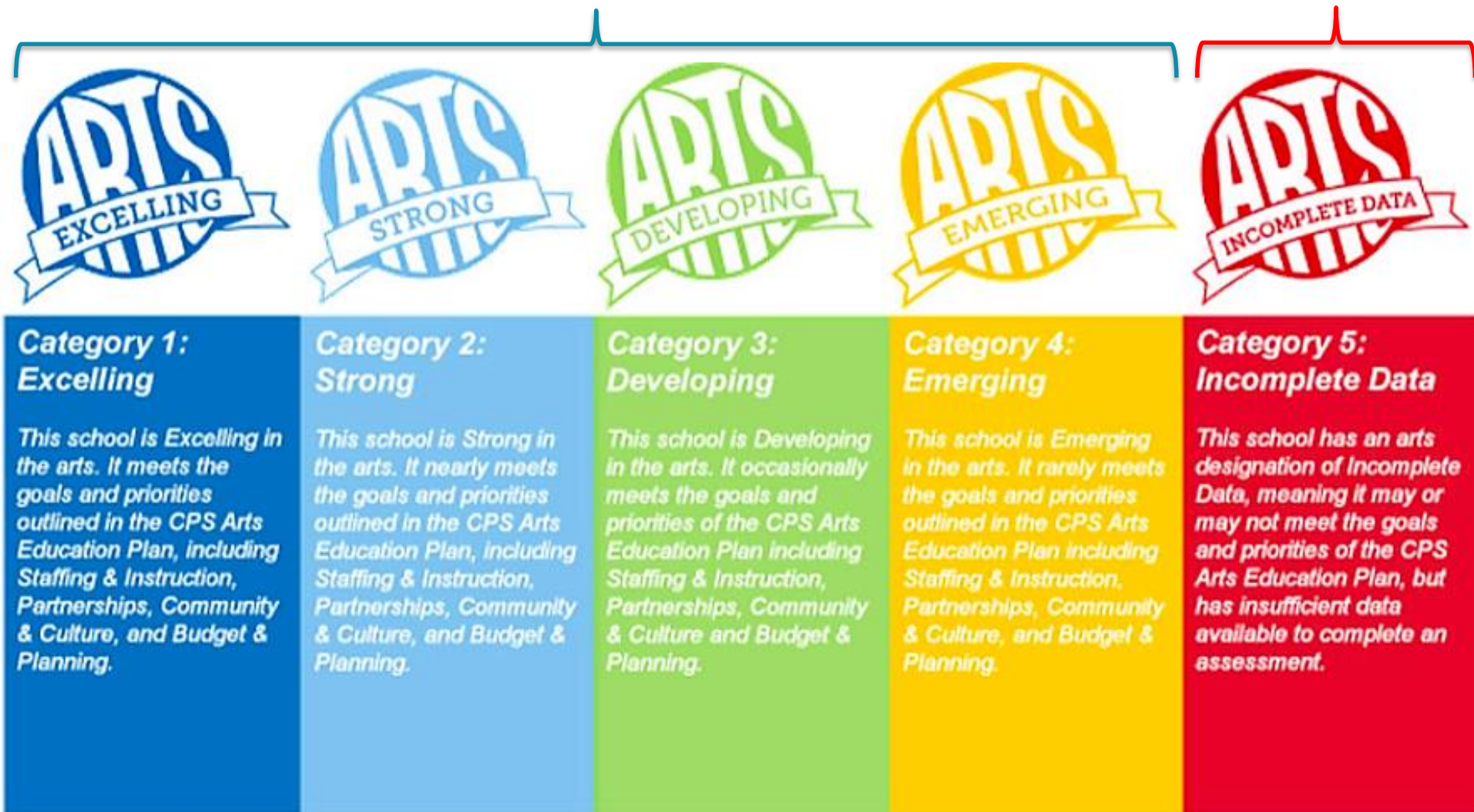
Ingenuity believes Chicago has a once in a generation opportunity to make change within the arts *on a scale that matters*.

Our mission is to ensure that every CPS student, in every grade, in every school has access to the arts as part of a well-rounded education.

# The Creative Schools Certification survey results determine whether schools are eligible for grants

Eligible for  
Creative Schools Grants

Not Eligible for Arts  
Essentials or CSF Funding



# Creative Schools Grants

Up to \$10,000

Grants must forward one of three distinct goals:



**1. *Fill a gap in arts instruction via partnership with an arts organization:***

- Arts education need & plan to address
- Effective, collaborative, creative use of partner org.

**2. *Make the arts more sustainable in the school:***

- Inspire lasting benefits, with an emphasis on professional development, curriculum-building
- Increase access to the arts for students; progress along Certification continuum or maintain progress already achieved
- Sustainability = arts program maintains its value and scope even in the face of changes in school staffing and/or funding – i.e., the arts are woven into the fabric of the school

**3. *Develop innovative models that can be replicated in the district:***

- Comprehensive and cohesive strategy for arts ed.
- Degree of innovation or evidence base

# Who Can Apply?

## Eligibility

The Creative Schools Fund supports schools that have made initial and essential investments in the arts. To apply for a grant from the Creative Schools Fund, a school must have the following:

- Participation in the Creative Schools Survey in the 2018-19 school year
- A Principal-nominated Arts Liaison
  - nominate your AL at this site: [bit.ly/ArtsLiaisonNomination](https://bit.ly/ArtsLiaisonNomination)
- Staffing in keeping with recommended ratios:
  - For schools with more than 350 students, a minimum of one full-time certified or endorsed arts instructor; an additional certified or endorsed arts instructor per every 350 additional students
  - For schools with less than 350 students, a minimum of a part-time certified or endorsed arts instructor
  - Schools without any arts staffing may not apply
- Schools must adhere to CPS policies related to working with arts organizations and ensure the presence of a certified instructor in the classroom.
- All participating arts organizations must have current partner profiles on [www.artlookPartners.com](http://www.artlookPartners.com) and an active CPS vendor number at the time of submission.



# What Can Grants Support?

## Eligible Activities

- In-school-time arts programming provided by an arts partner
- Out-of-school-time teacher planning and/or peer-to-peer learning
- Consulting support and teacher non-instructional extended day pay to:
  - engage in teacher professional development and skills-building
  - build new or enhance existing arts curricula
  - Plan and implement arts integration efforts
- Field trips and experiential arts learning
- School performances, exhibitions and events
- Additional materials, supplies and technology for arts learning
- In rare cases, capital improvements - but these must have facilities sign-off to be eligible



**Funds may not be used** to support projects that replace arts instruction provided by a certified or endorsed classroom teacher or arts specialist, out-of-school time arts programs (ex. after-school), or CPS teacher salaries.

# Changes Since the 2018-2019 Grant Cycle

## Policies and Practices

- ❖ Beginning in 2020-2021, schools must maintain or improve their certification score in order to receive another grant after 2+ consecutive years.
- ❖ Arts Partners must have an active vendor number in order for the applying school to be eligible for a grant.
- ❖ Leadership Awards will not be offered this year.

## Budget & Spending

Increased vetting for capital expenditures – facilities sign-off.

Budget categories are now aligned with CPS Chart of Accounts - and funds will be loaded into the relevant budget lines, rather than transferred by clerks from a single budget line. Spending guidelines for you to share with your clerk will be issued with the grant.

### Working with Arts Organizations:

- Purchase Orders MUST be opened before services may be offered in the school.
- We encourage schools to buy supplies rather than have them purchased by arts partners – unless the supplies are unique to the program (ex. Mosaic tiles for a mosaic program).

# New System: *Submittable* replaces Wizehive

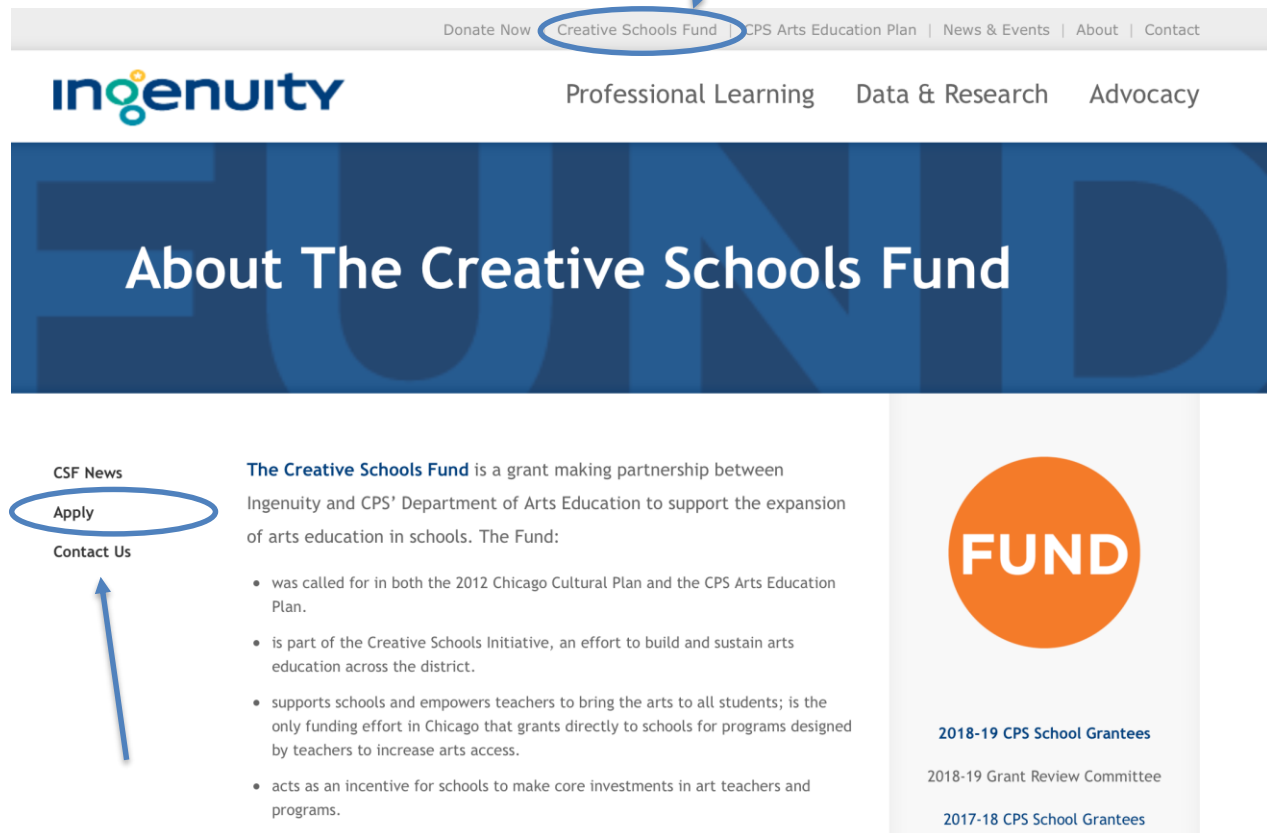
## Direct Link

Click on this link to apply:

<https://ingenuity.submittable.com/submit/b8867629-007b-4683-9df7-f427ec7f9583/creative-schools-fund-application>

The link can also be found on the Ingenuity web site by going to the Creative Schools Fund home page and clicking 'apply'

## Link through Ingenuity Site



The screenshot shows the Ingenuity website. At the top, a navigation bar includes links for "Donate Now", "Creative Schools Fund" (circled in blue with an arrow pointing to it), "CPS Arts Education Plan", "News & Events", "About", and "Contact". Below this, the Ingenuity logo is displayed, followed by links for "Professional Learning", "Data & Research", and "Advocacy". A large blue banner reads "About The Creative Schools Fund". Below the banner, on the left, are links for "CSF News", "Apply" (circled in blue with an arrow pointing to it), and "Contact Us". To the right of these links is a text block titled "The Creative Schools Fund" which describes the grant making partnership between Ingenuity and CPS' Department of Arts Education. Below this text is a bulleted list of details about the fund. On the far right, there is a vertical sidebar with an orange circle containing the word "FUND", and a list of grantees for the 2018-19 and 2017-18 school years.

Donate Now | **Creative Schools Fund** | CPS Arts Education Plan | News & Events | About | Contact

ingenuity Professional Learning Data & Research Advocacy

## About The Creative Schools Fund

CSF News  
**Apply**  
Contact Us

**The Creative Schools Fund** is a grant making partnership between Ingenuity and CPS' Department of Arts Education to support the expansion of arts education in schools. The Fund:

- was called for in both the 2012 Chicago Cultural Plan and the CPS Arts Education Plan.
- is part of the Creative Schools Initiative, an effort to build and sustain arts education across the district.
- supports schools and empowers teachers to bring the arts to all students; is the only funding effort in Chicago that grants directly to schools for programs designed by teachers to increase arts access.
- acts as an incentive for schools to make core investments in art teachers and programs.

**FUND**

2018-19 CPS School Grantees  
2018-19 Grant Review Committee  
2017-18 CPS School Grantees

Follow Link to Sign Up

# ingenuity

**Sign Up**

Sign In

Email

Password

First name

Last name

**Sign Up**

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Get occasional emails from Submittable with featured submission opportunities, promotions, and product news. We send email sparingly and never sell your data. We don't like spam either.

☐ **Yes, send me email updates.**

**Continue**

# Check your Email to Validate It

## ☆ Submittable Notifications

Inbox - Exchange 9:49 AM

SN

Please confirm your email address

To: Eli Cole,

Reply-To: notifications@email.submittable.com

### Validate Your Email

Submittable 

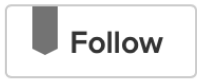
Thanks for using Submittable. Our records show you've created a Submittable account for [eli@aimandarrowgroup.com](mailto:eli@aimandarrowgroup.com). Please click the following link to validate your email address:

<https://ingenuity.submittable.com/account/validateemail?code=ae7bbf75-ed9d-467e-804b-408997ccaedb>

Thanks,  
Submittable

**Do not reply to this email.** This address is used for notifications only. If you need technical help, contact Submittable Support: [support@submittable.com](mailto:support@submittable.com)

# Begin your Application...



## Creative Schools Fund Application

Ends on October 11, 2019

The application deadline is 11:59pm on Friday, October 11, 2019.

**IMPORTANT:** you must select the correct school ID for your school in order for the application to be valid. Only one submission is permitted per school. Any submissions associated with an incorrect school ID or not associated with the Arts Liaison in the school will be deleted.

You may partially complete your application and return to complete and submit it at a later date - simply log back in to the application site. Updates are auto-saved frequently as you work, and you may also choose to save your draft application as you work. Changes may be made throughout the application period, at any time, prior to submission.

The same log in information must be used to submit the application AND submit a final report at the end of the grant period. Please write down the username and password and share with the team that will oversee grant implementation.

Once you have submitted your application, it can no longer be edited or revised. Please ensure all your information is correct before you click "Submit."

For questions and technical assistance using our new Grants Management Platform, Submittable, please contact [support@submittable.com](mailto:support@submittable.com).

# Select Your School ID from Drop Down Menu

School Name \*

CPS School ID #: \*

0 - New school this year ^

0 - New school this year

610592

100115

100121

400009

400011

400013

400017

Your CPS school ID must link to a CPS school with a Creative Schools Certification of 1,2,3 or 4. If you do not know your School ID or your certification category, you can check with your principal or clerk, or write us at [csf@ingenuity-inc.org](mailto:csf@ingenuity-inc.org). Only one submission is permitted for each school. Each submission must be associated with the email address of the Arts Liaison. Any submissions that are associated with other email addresses or not linked to the CPS school ID will be deleted.

Network: \*

# Explain Whether Your School Meets Arts Staffing Ratios

## IMPORTANT: ARTS STAFF

Schools receiving grants are expected to strive to adhere to staffing recommendations outlined in the 2012 CPS Arts Education Plan. For schools with more than 350 students, there should be a minimum of one full-time certified or endorsed dance, music, theater, or visual arts instructor. For schools with less than 350 students, there should be a minimum of a part-time certified or endorsed dance, music, theater, or visual arts instructor.

Schools that do not meet this ratio are still eligible to apply, but must provide detail about how they are working to come into compliance.

### Arts staffing levels explanation

If your school does not currently meet the recommended ratios for arts staffing, please provide context for the situation and explain how you are working to come into compliance with these ratios.

# After Completing Narrative, Submit!

If your school receives a grant from the Creative Schools Fund, you will need to sign a grant agreement that will require the school:

1. To repay any amount not used for the purposes of the grant;
2. To submit full and complete annual reports to the Creative Schools Fund on the manner in which the funds are spent and the progress made in accomplishing the purposes of the grant;
3. To keep records of receipts and expenditures and to make its books and records available to the grantor at reasonable times;
4. Not to use any of the funds to influence legislation, to influence the outcome of elections, to carry on voter registration drives, to make grants to individuals or other organizations or to undertake any nonexempt activity, when such use of the funds would be a taxable expenditure if made directly by the foundation.

☐ I agree with [Terms of Use](#) \*

You must check this box before you can submit.

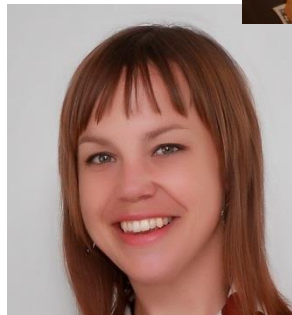
Submit

Save Draft



Arts and education experts review applications and make recommendations to the Ingenuity Board. The review committee strives to award grants to:

- the strongest applications that meet the criteria for each type of grant
- schools in all CPS Networks, with some priority to Networks that are under-resourced in the arts
- schools at all Creative Schools Certification Categories (1-4) and of every type (elementary and high schools; neighborhood, Contract, Charter, Options, ISP, etc.)
- proposals representing all artistic disciplines, with some priority on those disciplines that are under-represented in the district at large
- applicants with demonstrable school-based arts leadership



# Deadlines for 2019-20 Application

Important dates to remember:

July 29, 2019

Application portal opens

October 11, 2019

Grant application due

December 16, 2019 – Jan 2, 2020

Grant recipients and arts partners notified

The grant period for the 2019-20 cycle is  
January 2 – June 30, 2020.

All grant activities must conclude by the end  
of the 2019-20 school year.

*For technical assistance through the grant cycle, the best way to contact us is over email:*

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

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

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



## Information/Questions?

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

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

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

[www.ingenuity-inc.org](http://www.ingenuity-inc.org)