

ingenuity



CREATIVE SCHOOLS FUND

# CREATIVE SCHOOLS FUND Grant Guidelines 2020-2021

# CREATIVE SCHOOLS FUND 2020 GOALS

## THE ROLE OF THE CSF HOLDS STEADY:

to support increased arts education access for every student in every grade through teacher-designed arts education programs in Chicago Public Schools. The Fund has invested \$14M in public and private resources towards these efforts since 2012.

However, this is a unique year in Chicago Public Schools:

- Strong, arts-supportive policies, administration, and CPS arts department, and near full participation in Creative Schools Certification survey among schools
- Remote start to school year due to COVID-19 pandemic
- Likely evolution in instructional models and policies as year progresses
- Shifts in art practices due to COVID-19 mitigation
- New structures for partnerships within remote learning

## NEW STRATEGIES

To guide Creative Schools Fund strategies in a changing landscape, Ingenuity has gathered feedback and data through the [ArtsEd Response Collective](#) and student and teacher focus groups. Key themes:

- **District-wide** focus on community building and connectivity within schools, as well as art supplies and materials
- **Arts education community** focus on the need for healing through arts learning, trauma-informed practice, and progressive, sustained partnerships
- **Arts educator** concerns around adapting arts ed to safety protocols and remote learning
- **Student-identified** needs for deeper arts engagement and avenues to continue high quality artistic practices in the remote environment
- **Community-wide** mobilization in protest of racial inequities exacerbated by COVID-19 and sparked by police brutality

# Planning Principles for Creative Schools Fund

Ensure maximum flexibility for schools to implement programs in a way that makes sense for their arts education priorities.

Allow for unexpected interruptions to timeline.

Respond directly to the themes expressed by stakeholders.

Continue to prioritize partnerships with arts organizations even within the new instructional landscape.

1. Grant approaches take the least restrictive approach possible to support spending across many types of programming, projects, and arts supportive efforts
2. Applications will be accepted on a rolling basis from September-February, with rapid decision-making & notification
3. Fund has adopted 3 new goals that respond to themes from stakeholders & outline flexible partnership models

# CREATIVE SCHOOLS FUND 2020

## GOALS

Schools will be asked to select one goal and one sub-goal to describe the purpose of their grant.

### COMMUNITY BUILDING THROUGH THE ARTS

*leverage arts to connect,  
celebrate, and reunite school  
communities*

- a) Connectivity through Arts
- b) Reunite through Arts

### DEEPENING ARTS QUALITY

*build artistic practice among  
teachers and/or students*

- a) Artistic Supplies
- b) Artistic Practice support

### JUSTICE THROUGH THE ARTS

*student-driven projects that use  
art as a medium to advance  
anti-racism and racial justice*

- a) Lived Arts
- b) Arts-Civics Integration



# GOAL 1: COMMUNITY-BUILDING THROUGH THE ARTS

Leverage arts to connect, celebrate, and reunite school communities

**A) CONNECTIVITY THROUGH THE ARTS:** use arts to bring school communities together across any model of instruction

- Examples: virtual or physically distant performances, artmaking, and exhibitions; conceptual art pieces; school-wide residencies
- Application Questions:
  - *Please describe how your program will build community by connecting people across the school?*
  - *If occurring in person, how will the program balance health and safety protocols with connection, celebration, and reunion of school communities? If occurring remotely, how will the program work across virtual environments to build an atmosphere of celebration and connectivity?*

**B) REUNITE THROUGH THE ARTS:** build social-emotional capabilities of students, teachers and admin through the arts

- Examples: projects that explore how arts can play a role in relationship building, adult capacity building, and building safe, supportive and equitable learning environments\*; projects that integrate arts and social-emotional learning
- Application Questions:
  - *Please describe how your program will integrate social-emotional and arts learning?*
  - *How will the program inspire connection, celebration, and reunion across members of the school community?*

\*Source: CASEL Reunite, Renew and Thrive: [SEL Roadmap for Reopening School](#)

*\*Partnerships with arts organizations are strongly encouraged for Goal 1*



# Goal 2: DEEPENING ARTS QUALITY

Build artistic practice among teachers and/or students

**A) ARTISTIC SUPPLIES:** arts materials and supplies that can support high quality arts learning through remote formats and in scenarios that require reduced sharing.

- Examples: art kits for students to scaffold arts learning at home during a remote learning period; increased supplies to continue high quality artistic practice during in-person learning, when students cannot share materials
- Application Questions:
  - *Please describe how your program will leverage arts materials and supplies to build artist practice?*
  - *How will an investment in artistic supplies make a difference in arts quality (i.e. more than access) for students?*

**B) ARTISTIC PRACTICE:** support high quality artistic practice among students and teachers; support professional development for teachers to develop their own artistic practice and/or create innovative and responsive programs for students

- Examples: residencies that are specifically focused on high quality artistic instruction in remote or in-person formats; PD for teachers to develop their own community of practice, to deepen or expand a discipline, or to balance tactile learning with remote instruction
- Application Questions:
  - *Please describe how your program will support high quality artistic practice among teachers and/or students?*
  - *What change to artistic practice in the school will occur as the result of this program?*

*\*Goal 2 applicants are strongly encouraged to illuminate how their project will support high quality artistic practice*

# GOAL 3: JUSTICE THROUGH THE ARTS

Support student-driven projects that use art as a medium to advance anti-racism and racial justice

**A) LIVED ARTS:** projects that work with students to capture and express their lived experiences

- Examples: photo essays in which students capture their relationships to their home environment during COVID19; projects that invite reflection on anti-racism and racial justice through artistic practice
- Application Questions:
  - *Please describe how students will capture and express their lived experiences to advance antiracism and racial justice goals?*
  - *How are students driving implementation of this program?*

**B) ARTS-CIVICS INTEGRATION:** programs that leverage the arts as a tool for civic and community participation, agency, and driving change

- Examples: poetry project that explores the evolution of black-led movements as a launchpad for student artistic expression; coordinated projects between social science and arts teaching teams; projects that use the CPS [‘Say Their Names’](#) toolkit as a starting point for artistic exploration
- Application Questions:
  - *Please describe how the arts will be used as a tool for civic and community participation, agency, and driving change to advance anti-racism and racial justice?*
  - *How are students driving implementation of this program?*

*\*Student engagement in project design and in crafting the grant proposal is strongly recommended for Goal 3*

# 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 for the 2019-20 school year\*
- A Principal-nominated Arts Liaison who fills out the application for the grant
  - Nominate your Arts Liaison at this site: [bit.ly/ArtsLiaisonNomination](https://bit.ly/ArtsLiaisonNomination)
- Staffing in the arts:
  - At least one full or part time certified or endorsed arts instructor in the school; 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 or remote setting.
- All participating arts organizations must have current partner profiles on [chicago.artlookmap.com](https://chicago.artlookmap.com) and an active CPS vendor number at the time of submission.

*\*The 2019-2020 Creative Schools Survey deadline is running concurrently with the application for Creative Schools Fund grants. Schools must complete their survey prior to being eligible for a grant, even if they have not learned their certification score yet.*



Eligible for  
Creative Schools Grants

Not Eligible for Arts  
Essentials or CSF Funding

*All schools who want to apply for a grant must complete the Creative Schools Survey, though they may not receive their certification score before the application deadline*



\*The Chicago Public Schools (CPS) Arts Education Plan recommends that elementary schools provide students with 120 minutes of arts instruction per week, high schools provide at least three of the five arts disciplines, and both have an arts instructor to student ratio of 1:350. The Arts Education Plan also encourages schools to prioritize additional arts assets to support high-quality arts education, including a dedicated arts budget, arts partnerships, arts integration strategies, parent and community engagement, and arts-specific professional development for teachers.





# WHAT CAN GRANTS SUPPORT?

## ELIGIBLE ACTIVITIES

- Arts programming provided by an arts partner
  - All programming must take place during school hours
  - Programming can include tools for remote arts programming that is then conducted by a teacher
- Out-of-school-time teacher planning and/or peer-to-peer learning/teacher non-instructional day pay
- 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
- Additional materials, supplies and technology for arts learning, arts projects
- Applicants may apply for up to \$10,000



**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.



# FLEXIBILITY & PREPAREDNESS

## PREPARATION IS KEY

*In the application process, privilege will be given to applications that can articulate a flexible implementation model, i.e. one that:*

- Demonstrates how it can adapt to remote or in person formats
- Accounts for potential interruption in timeline
- Is responsive to and anticipates CPS policies governing partnerships, arts instruction, and health and safety protocols
- Has pre-approvals where required (ex. facilities, ITS) for implementation

## APPLICATION QUESTIONS & VETTING

- Application Question: How do the program timeline and activities account for potential interruption or changes to instructional models during the course of the program (ex. does program timeline accommodate a shift from remote learning to in-person/hybrid, or vice versa)?
- For budget items requiring ITS, facilities (ex. murals), and other approvals, CPS Department of Arts Education will verify that those approvals are in place prior to grant acceptance. Please find the School Artwork Approval Form [here](#). We strongly recommend submitting the approval form prior to submitting a grant application.

# ADDITIONAL PROCESS CHANGES

The following process changes may impact how schools plan programs.

PROCESS CHANGE	IMPLICATIONS FOR SCHOOLS
Rolling application cycle	Schools may apply at any time in the September – February timeframe Schools may apply once (if successful) or twice (if not successful the first time) Schools are encouraged to apply EARLY for programs that tie to intensive student instruction so they can demonstrate preparedness for changes in timeline
Rapid decision making and response	Schools can expect notification of their grant decision within 6-8 weeks of applying Funds may be dispensed on a slightly longer timeline in some cases, depending on specific factors related to the grant (ex. any required approvals from other departments)
Monitoring	Site visits will be virtual interviews with Arts Liaisons and may take place after programming has concluded Grant reports will open in February and be due in June

# USING ***SUBMITTABLE*** PLATFORM

CLICK THIS LINK TO APPLY

<https://ingenuity.submittable.com/submit/60ba2697-34cc-4883-a322-9f9ece58b918/creative-schools-fund-2020-21-application>



# Follow link to sign up



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# Begin your application...

## Creative Schools Fund 2020-21 Application

Ends on February 5, 2021

IMPORTANT: you must select the correct school ID for your school in order for the application to be valid. Schools may apply more than once if their first submission was not awarded. Only the principal-nominated Arts Liaison may complete the Creative Schools Fund application. To nominate an Arts Liaison, go to the [nomination form](#).

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. 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."

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.

For questions and technical assistance using our Grants Management Platform, Submittable, please visit: <https://www.submittable.com/help/submitter/>.



# Select your school ID from drop down menu

**CPS School ID # (search by school name) \***

School ID, School



Your CPS School ID must link to a CPS School with a completed Creative Schools Certification Survey.

**School Name \***

**Principal First Name \***

# Answer eligibility requirements

## ELIGIBILITY REQUIREMENTS

Please confirm that you are the Principal-nominated Arts Liaison for this school. \*

- ☒ Yes
- ☐ No

Does your school have at least one full or part time certified or endorsed arts instructor? \*

- ☒ Yes
- ☐ No

If you are working with an arts organization, do they have a CPS vendor number? \*

- ☒ Yes
- ☐ No
- ☐ N/A

Yes - our arts organization has a vendor number

No - our arts organization does not have a vendor number





# 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.

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**Submit**

**Save Draft**



# ESTIMATED TIMELINE FOR 2020-21

LATE SEPTEMBER 2020 THROUGH EARLY FEBRUARY 2021

The application portal is open for SY21.

We aim to respond to grants on a rapid timeline or within 6-8 weeks of submission.

For technical assistance throughout 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)

For 2020-21, schools will set their own grant periods within the school year.

All grant activities must conclude by the end of the 2020-21 school year.





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)