

in^ogenuity



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
Total	\$ 9,439,703.02	\$ 6,195,190.00	\$ 15,634,893.02

Creative Schools Support Strategies

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

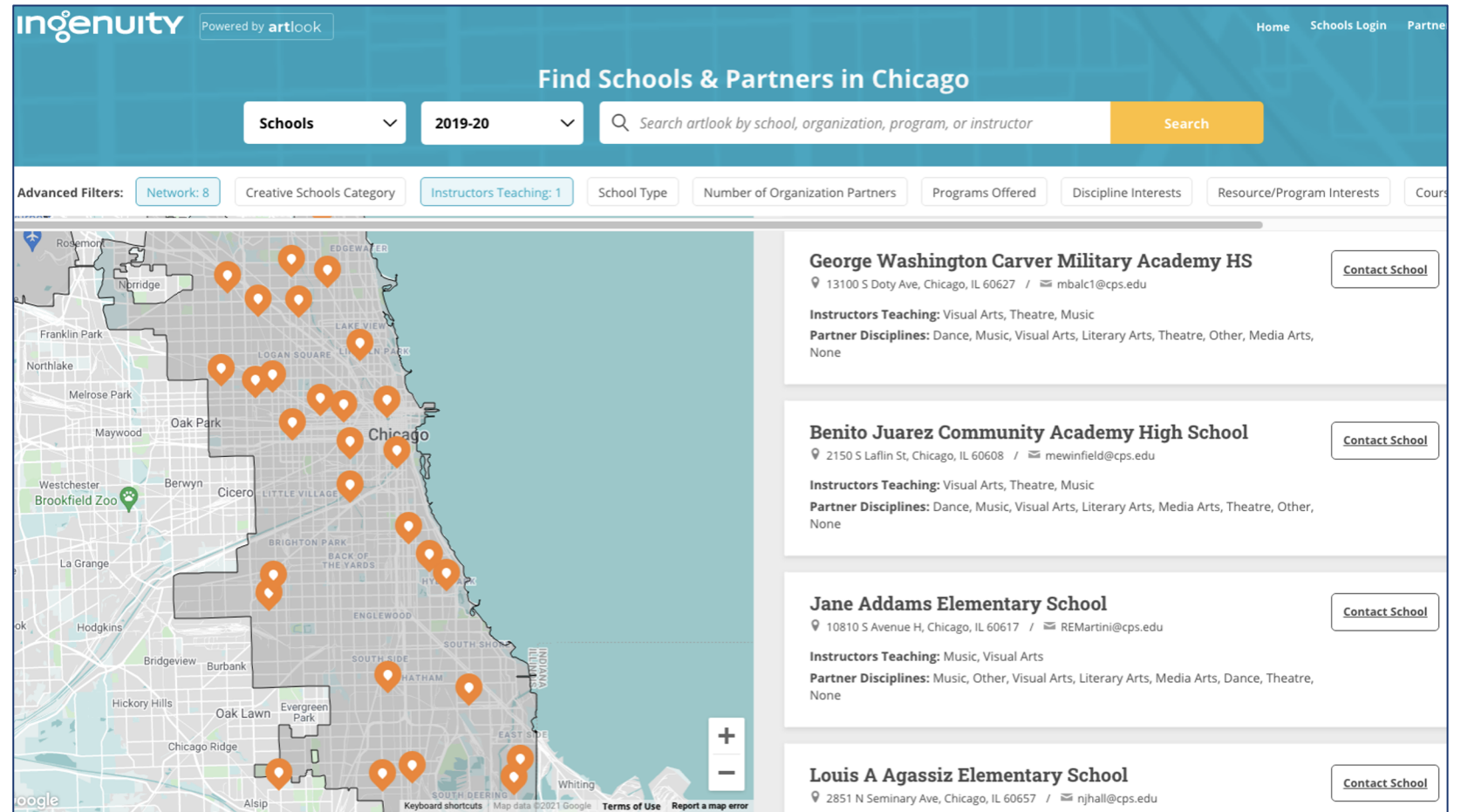
Creative Schools Certification Overview

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



The screenshot displays the 'ingenuity' powered by 'artlook' interface for finding schools and partners in Chicago. The top navigation bar includes links for Home, Schools Login, and Partners. A search bar is prominently displayed with the text 'Find Schools & Partners in Chicago'. Below the search bar, there are filters for 'Schools' (dropdown), '2019-20' (dropdown), and a search input field with the placeholder 'Search artlook by school, organization, program, or instructor'. A 'Search' button is located to the right of the search input. Below the search bar, there 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 divided into two sections. On the left is a map of Chicago with orange pins indicating the locations of schools. On the right is a list of schools with details for each, including the school name, address, email, and a 'Contact School' button. The schools listed are: George Washington Carver Military Academy HS, Benito Juarez Community Academy High School, Jane Addams Elementary School, and Louis A Agassiz Elementary School. Each school entry includes its address, email, and a list of disciplines it offers.

George Washington Carver Military Academy HS
13100 S Doty Ave, Chicago, IL 60627 / mbalcl@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)
ACCESS			
Staffing	20	30	20
Minutes	24	-	15
Access	20	-	10
Disciplines & Depth	-	34	19
QUALITY			
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
Total Score	100	100	100

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 first of these will launch **August 30th**.

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

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	Conclude by June 2022	
Minutes of Instruction (invitation only)	Conclude by June 2022	

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

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.

An example of how a school might run two grant programs at the same time is as follows:

Implementation Timeline	Fall SY21-22	Spring SY21-22	Fall SY22-23	Spring SY22-23
Fall Application: Residencies	\$5,000	\$5,000	NA	NA
Winter Application: Dedicated Arts Spaces	NA	\$5,000 (planning)	\$10,000 (implementation)	\$5,000 (implementation)

** In 2021-2022, Minutes of Instruction grants are offered to eligible schools as an 'add on' - and do not count as a submission. Minutes applications may be submitted WITH a Residencies application in a single application period.



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

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 for the Fall Application Period

APPLICATION TIMELINE	
7/30/21	Guidelines released
8/11/21	Informational Session
8/30/21	Fall application period begins
9/13/21	Informational Session
9/28/21	Informational Session
9/30/21	Office Hours
10/5/21	Office Hours
10/7/21	Office Hours
10/8/21	Fall application period ends - grant deadline
mid-November	Notification of award, funds transfer

IMPLEMENTATION TIMELINE

For the fall application period, schools may propose activities occurring between award notification/creation of a Purchase Order, and June of 2022. For the purposes of planning, schools may safely assume that grant funds will be loaded into school budgets and they may open a Purchase Order by December 2021.

Site visits will be conducted **April - June 2022**

Grant reports will be due by **June 30th 2022**



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 at least 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">• Projects developed in response to student interest• Programs that build on existing arts education approaches in the school/ scaffold learning	<ul style="list-style-type: none">• School-wide projects• Projects focused on social-emotional learning	<ul style="list-style-type: none">• Programs that build on existing arts education approaches in the school/ scaffold learning• Teacher PL, skill building, and communities of practice	<ul style="list-style-type: none">• Projects building from students' lived experiences• Student designed and driven projects• Projects with civic and community participation elements

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
- 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

Lollapalooza recently announced a \$2.2 million commitment to the Creative Schools Fund, 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.



Minutes of Instruction (“Minutes”)

Schools may apply for Minutes grants in the Fall Application Period *only*

Eligible schools will receive an invitation to participate in this grant by August 30th, 2021.

MINUTES OF INSTRUCTION (*Minutes*)

Minutes grants are offered to elementary schools whose minutes are short of the benchmark, but whose arts staffing suggests the potential to come closer to 120 minutes weekly arts instruction for every student in every grade

Strategy Description: A scheduling consultancy with an external partner to focus on revisions to the Master Schedule.

Expectation is for elementary schools to move closer to 120 minutes weekly of arts instruction.

Grant Award: up to \$5,000

Eligible Schools: Elementary schools rated *Developing or Emerging* on Minutes of Instruction on their Road Maps, whose staffing suggests the capabilities to increase their minutes of instruction, but who have not yet met the 120 minutes weekly benchmark.

Eligible Spending: Teacher extended day pay and supplies related to increased minutes

Grant Goal: to support positive arts change within elementary schools whose minutes of instruction are less than the recommended 120 minutes of weekly arts instruction, but whose staffing ratios suggest the potential for increased minutes.

Grant Implementation Steps:

1. participate in planning with the support of the CPS Department of Arts Education Scheduling Consultant
2. engage teachers in planning for increased arts minutes
3. submit a Master Schedule for the following year that reflects increased arts minutes



Minutes: *Spending Guidelines*

Of the total grant, at least 50% must be spent on teacher participation in scheduling revisions through teacher non-instructional extended day pay.

The remaining grant may be allocated towards teacher non-instructional day pay - or towards materials and supplies to implement new or expanded arts education programs.

Eligible spending budget lines:

- Teacher non-instructional extended day pay, including 1.45% added on for benefits (at least 50% of grant)
- Materials and supplies for arts learning, e.g., art supplies, costumes (up to 50% of grant)

Spending limits:

- Grants may not be used to pay for arts teacher salary.
- Teacher non-instructional extended day pay may be used to support participation from arts teachers and non-arts teachers
- Fees for the Scheduling Consultancy are supported by the CPS Department of Arts Education. and are not included in the grant, nor paid for by the school

All spending must conclude by June 2022

Minutes: *Process Steps*

Minutes Grants may be accessed through an invitation-only process. Invitations will be issued Aug. 30th.

Application Limits

- all invited schools may participate in the opportunity
- an application for a Minutes grant will not count towards a school's total Creative Schools Fund applications
- schools may apply for both a minutes grant AND a residencies grant in 2021-2022

Notification of Eligibility:

- August 30th, 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
- School eligibility to participate is determined based on 2019-2020 Certification data. Schools will be asked to verify their minutes of arts instruction for the 2021-2022 school year as part of their application

Eligibility Specifications:

- Schools invited to participate in this grant typically fit the following Creative Schools Certification profile:
 - arts staffing that suggests 120 minutes of weekly arts instruction is feasible
 - arts minutes that are short of the 120 minutes weekly goal
 - potential to improve Certification score by increasing minutes

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

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 \$5,000 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.

Eligible Spending: Teacher extended day pay, capital costs, and accompanying partnership or consultancy costs

Disciplines and Depth (D&D)

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

Eligible schools will receive a special invitation to participate in this grant

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.

Eligible Spending: Teacher extended day pay; curriculum consultancy costs; arts teacher skill building; and supplies and equipment.



INFORMATION/QUESTIONS?

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