

Creative Schools Fund (CSF)

Grant Program Guidelines

SY 25/26

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CSF General Overview

Creative Schools Fund: Overview

The Creative Schools Fund competitive grants go directly to schools to support residencies designed by CPS teachers in collaboration with arts partners.

Grants prioritize schools with the least systemic arts access and projects bring immediate arts programs to students – supporting Ingenuity’s mission to ensure that every student, in every grade, in every Chicago Public School, has access to high quality arts as part of a well-rounded education.

Grants are allocated through a competitive annual application process.

Creative Schools Fund

The Creative Schools Fund operates within a system of supports meant to further advance arts quality and access in schools.



Arts
Essentials

\$1000/school for Arts Materials & Supplies

Funded and administered by the **CPS Department of Arts Education** - and loaded into the budgets of all schools that complete the Creative Schools Survey each year



Creative
Schools
Fund
(Competitive
Grants)

Partnership Residencies & School Learning Experiences

Managed by Ingenuity & accessed via a school-driven process to submit competitive grant applications for funding

CSF Key Points

- We will accept requests up to **\$10,000**.
- **Grants go directly to schools.**
- Grants support multi-week arts partner **in-school residencies** taking place during the school day.
- Residencies are **co-designed** by school staff and arts partners.
- Schools can only submit one application per cycle.
- There is no limit to the number of applications for arts partners, but we anticipate making no more than three grants per arts partner this cycle. We anticipate making no more than one additional grant to arts partners that already have three or more multi-semester partnerships.
- Based on prior year statistics, we anticipate making approximately 70 grants this cycle and funding 40% - 50% of applications.
- Grants seek to address goals in the Chicago Public Schools Arts Education Plan 2.0 by increasing arts access and quality for Chicago Public School students.

Application Assistance

- Contact csf@ingenuity-inc.org with any questions.
- [Sign up here](#) to schedule a one on one consultation about your 2025-26 Creative Schools Fund application, or to receive feedback on your 2024-25 application(s).

CSF 2025-26 Timeline

CSF SY 2025 -26 CSF Timeline

August 19, 2025	Application opens
August 26, 2025, 4 - 5:30p	CSF Information Session #1 (zoom) This session will be recorded.
September 4, 2025, 4 - 5:30pm	CSF Information Session #2 (zoom)
September 8, 2025, 4 - 5:30pm	CSF Information Session #3 (zoom)
September 17, 2025,	Ingenuity Fall Summit
September 19, 2025	Creative Schools Survey deadline
September 30, 2025	School application deadline
October 2, 2025	Deadline to apply to the CPS Professional Artists Pool for public art installations, for any vendors executing mural projects
October 7, 2025	Partner application deadline
Late December 2025	Grant Decisions Communicated
February 2026	Funds transfer
March 2026 - June 2026	Program Implementation
June 5, 2026	Grant Report Due

CSF SY 2025 -2026 CSF Timeline

IMPLEMENTATION TIMELINE

Programs can take place during Q3 and Q4 of the 2025-26 School Year.

For the purposes of planning timelines, schools implementing grant activities during Q3 and Q4 may assume that grant funds will be loaded into school budgets, by **February 2026**, and that schools can open purchase orders and begin programs in **March 2026**.

Do not anticipate having funds available to begin programs earlier than March 2026.

CSF Program Requirements

CSF Eligibility Requirements

To be eligible to apply for a Creative Schools Fund grant, schools and arts partners must meet the following criteria:

Schools:

- [Creative Schools Survey](#) must be completed by a school's arts liaison.
- Schools cannot be receiving funds through a CSF multi-year grant during the 2025-26 school year.
- Schools must act as the lead applicant and there must be a principal nominated Arts Liaison at the school to lead the application process.
- Schools must complete all reporting requirements for prior Creative Schools Fund grants.

Arts Partners:

- If working with a CPS **district managed** school(s), arts partners must have an active vendor ID number and be in good standing with CPS Procurement.
- Arts Partner must complete [supplier attestation](#) when asked by CPS Procurement.
- [artlook®](#) profiles must be up-to-date and complete.
- Arts Partner must complete all requirements for prior Creative Schools Fund grants.



Creative Schools Survey: Overview for Schools

This annual survey on artlook® collects information about your school's arts programming and offerings from the prior year.

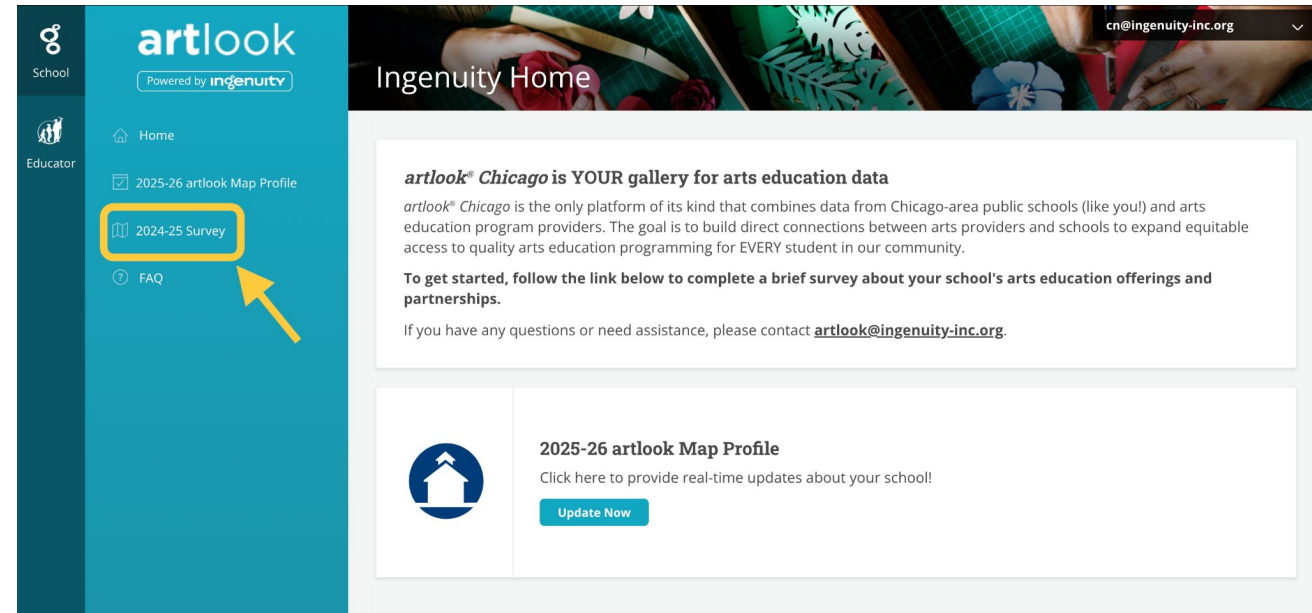
Arts Liaisons are designated to complete the survey. **The survey deadline is September 19.**

After completing the survey, you and your school will receive the following benefits:

- **Eligibility to apply to the Creative Schools Fund**
- **\$1,000 in Arts Essentials**
- **\$200 Arts Liaison stipend**

artlook®:
chicago.artlookmap.com

For any questions, email:
artlook@ingenuity-inc.org



artlook Organizational Profile: Overview *for Arts Partners*

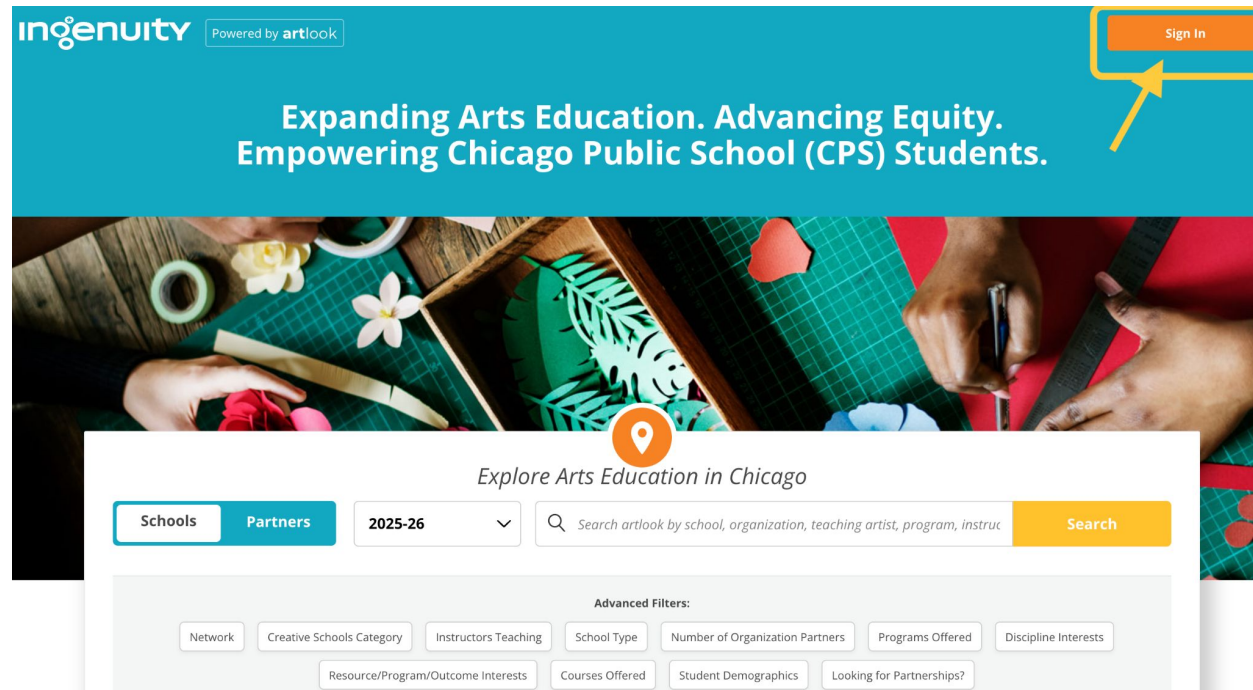
In order to be an eligible partner for the Creative Schools Fund, arts organizations must update their 2025-26 artlook® profile. This should take 10-15 minutes to update.

There are four sections:

- Organization Details
- Programs
- School Partnerships
- Contact Info

artlook®:
chicago.artlookmap.com

For any questions, email:
artlook@ingenuity-inc.org



Grant Uses & Limitations

GRANT USES

Creative Schools Fund grants are intended to support in-school arts residencies that are co-designed by schools and arts partners.

There are many types of school staff/arts partner collaborations that can be supported by the Creative Schools Fund, including, but not limited to:

- Arts Teachers collaborating with arts partners that work within their same artistic discipline and can engage students in new mediums and instructional strategies.
- Arts Teachers collaborating with arts partners that work within different artistic disciplines to fill discipline gaps in the school or to create multi-disciplinary offerings.
- Classroom or Content Area teachers collaborating with arts partners on arts integration projects.
- Physical Education teachers collaborating with arts partners to bring dance as an option for PE.

GRANT LIMITATIONS

- Arts Partner must be supervised and working in collaboration with an ISBE-licensed CPS employee at all times.
- Arts partners cannot replace certified or endorsed arts teachers in classrooms, or reduce their hours.
- Grants cannot be used for:
 - Pull out programs
 - Special offerings for select students
 - To fill or create break time or prep time for CPS arts teachers

CSF Grant Uses

There are many ways that Creative Schools Fund Grants can be used to strengthen schools' arts programming. These grants can include an opportunity to:

- Design and lead a program your students have always wanted, but has been outside your budget until now
- Support access to new arts disciplines in your school or do a deep dive into a pre-existing arts discipline
- Supplement CPS arts teacher instruction with new mediums, instructional strategies and cultural traditions
- Engage students in professional artistic practice
- Expand arts teaching and learning capacity in your school by adding professional arts education learning opportunities for arts and non-arts teachers
- Engage families in arts programming at your school

In-school residencies supported by the Creative Schools Fund may include the following:

- workshop series
- teacher professional development
- field trips (including bus fees)
- resource development
- the creation of murals or public art in conjunction with the residency and in alignment with [CPS public art guidelines](#).

Grant Uses & Limitations

ELIGIBLE EXPENSES

In addition to paying fees to their arts partners, schools may also use grants to cover the following costs associated with their partnership:

- Teacher non-instructional extended day pay, including 1.45% added on for benefits.
- Materials and supplies for arts learning (e.g., art supplies, costumes).
- Supplies to support culminating school performances, exhibitions, and events.
- Hardware and equipment (e.g., laptops, iPads, 3D printers).

FUNDING RESTRICTIONS

- Student instruction and programming may only take place during school hours. Grants may not support out of school time student programming.
- Supplies must be purchased by the school from an approved CPS vendor unless proprietary to the Arts Partner. Any costs for supplies that are proprietary to the Arts Partner must be included in the Arts Partner fee.
- Any arts partner software or technology platforms that includes unique log-ins for teachers and/or students must be approved by CPS IT prior to being included in a grant budget.
- Grants can not be used to purchase food or beverages.

Mural Guidelines

If your project includes a mural or public art, please be prepared to follow the step by step process outlined in the [Works of Art Policy and Art Installation guide](#) if your project is selected for funding:

- Vendors leading mural projects must apply to the [CPS Professional Artists Pool](#) for public art installations. **The deadline to apply is October 2, 2025.**
- Art Installation must be executed following the [CPS Design Guidelines](#) for a painted mural or a mosaic.
- Murals are required to be installed on a panelized system instead of being painted directly onto the wall regardless of if the mural is an interior or exterior artwork.
- When final content and location is available, it must be submitted for confirmation of final approval by the CPS Departments of Arts Education, Communications, and Capital Construction and Planning before installation.
- Once all of the previous steps have been completed and approved by all departments involved, a contract between CPS and the artist will be routed through DocuSign for signature. No work shall begin until you have received a copy of the fully executed Art Project Services and Installation Agreement between CPS and the artist/vendor.

CSF Applicant and Implementation Roles

Role of the Arts Liaison

GRANT-SEEKING

As the person in the school responsible for strategic planning for the arts, the Arts Liaison will work with their school administration to determine when, and whether, to submit an application.

The Arts Liaison will:

- ensure participation in the Fall 2025 Creative Schools Survey - mandatory for any schools that wish to receive CSF funding
- coordinate with the administration and teaching teams to select a program and partner and compile the application
- invite & secure reference application content from partner (see next page)
- act as primary point of contact through the application and grant periods

GRANT IMPLEMENTATION

If an application is selected for funding, the Arts Liaison will be notified. Funds will be loaded into school budgets by CPS.

For the program period, the Arts Liaison will ensure the following:

- planning coordination between arts partner and school staff
- participation in grant report and/or site visit, as applicable
- compliance with CPS policies, as outlined in the [Implementation Guide](#)
- communication regarding any grant changes with Ingenuity & CPS

Principals may submit nominations for Arts Liaisons via this [short form](#).

Role of the Arts Partner

GRANT-SEEKING

Partners will submit content for a *Partner Application* - a separate form with questions for Arts Partners. This content is required for an application to be considered complete.

- Partners are also asked to verify that their artlook profiles are up to date by visiting chicago.artlookmap.com.
- For successful implementation, we also ask that partners also check to be sure their profile is up to date in the [CPS iSupplier Portal](#), including an accurate primary contact who can respond to procurement requests.

****Some of these processes may be different with non-district managed schools, so be sure to check in about their procedures before beginning any programming.**

GRANT IMPLEMENTATION

Arts partners will work closely with school staff to program plans. Through grant implementation, partners are asked to follow the policies represented in the CSF 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 the 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. Ensuring CPS ITS approval for any software or computer based programs used by teachers or students
7. Complying with all other CPS vendor policies and protocols

Roles and Responsibilities

Please consider who from the school and arts partner organization may play a role in this project.

Arts Partner	School
● Teaching Artist ● Program Manager ● Finance Lead ● Program/Administrative Support ● CEO	● Arts Liaison ● Other Arts Teacher(s) ● Classroom or Content Area Teacher(s) ● PE Teacher(s) ● Clerk/Administrative/Finance Lead ● Leadership (Principal)

Roles and Responsibilities

Please consider which of the following roles and responsibilities each person will take on:

- Arts Liaison: On-site arts leader and champion in school community
- CPS Teacher Lead on Project
- CPS Staff present in classroom
- Arts Partner Teaching Artist in classroom
- Lead program instructor
- Instructional support in classroom
- Develop program goals
- Assess progress towards program goals
- Develop curriculum
- Develop lesson plans
- Assess student learning
- Review and approve curriculum and lesson plans
- Manage classroom schedule
- Share real time school staffing or schedule updates
- Share real time arts partner staffing or schedule updates
- Manage planning schedule
- Participate in planning meetings
- Manage mid-point and post-program meeting schedule
- Participate in mid-point and post-program meetings
- Prepare Arts Partner price quote/invoice
- Open and receipt POs in Oracle
- Coordinate field trip logistics/schedule if applicable
- Coordinate assembly/culminating events logistics/schedule if applicable
- Provide professional development for teachers
- Participate in professional development

Finding a Partner/Partnership Tips

Finding a Partner: What to Consider

Although Ingenuity cannot provide partner referrals, we can provide assistance on best practices for finding a partner match, and ways to look for a partner using the artlook® public facing map.

Here's some things to consider when looking for a partner:

- Mission and values alignment
- Previous partnership experience
- Scheduling alignments
- Programming alignments
- Shared communities
- Established relationships among arts partner and school staff

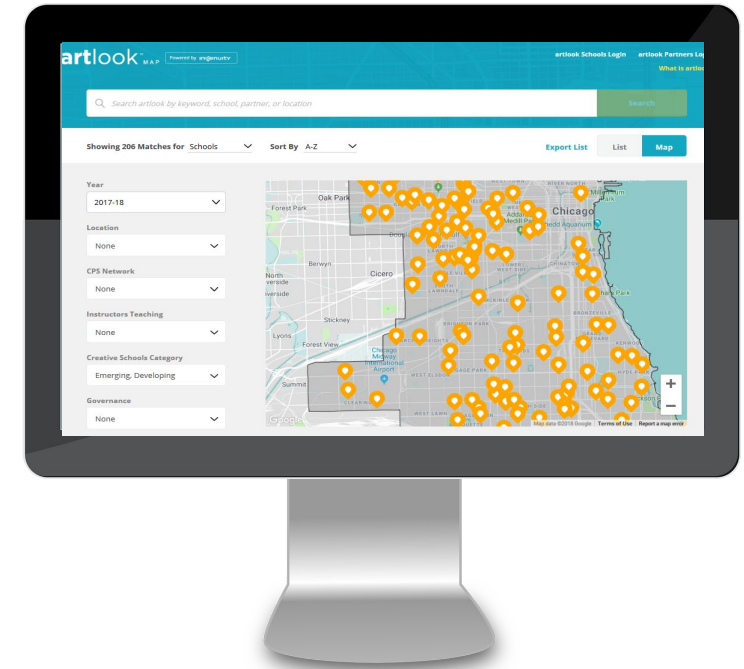
artlook® Overview

artlook® is a data-sharing platform that allows schools and arts organizations to:

- Search and locate other schools and/or arts organizations for collaborations
- Understand the landscape of arts education across CPS
- Share and find up-to-date information about the arts programs and partnerships

There are three components of artlook:

- public-facing map (chicago.artlookmap.com)
- school portal
- partner portal



Finding a Partner: What to Consider

Here's some questions that schools and arts partners should discuss before finalizing partnership plans:

- Does the organization/arts partner's mission and vision align with, complement, and support the school's culture, climate and priorities?
- What is the school population and culture?
- What are the school's learning and instructional priorities?
- How can this partnership support the school?
- Are the arts partner's teaching artists culturally competent (self-aware and responsive to students and community, with lived experience and cultural knowledge aligned with respect to the school's students, families, and community)?
- What type of arts programming does the school want/need?
- What types of programs can the arts partner offer?
- What is the arts partner's capacity?
- What spaces are available?
- What are the schedule options for the program?

Steps for Partnership Success

Following are some more things to consider as you build out your partnership.

- **Who is involved?**
 - Arts Partner point person, Teaching Artists
 - Arts Liaison, other school staff (Teachers, Principal, Assistant Principal)
- **Things to Consider**
 - How much out of school planning time do you need to allot and budget for?
 - Roles and responsibilities
 - Logistics: (i.e. timeline/ schedule/space)
 - Payment structure
 - Planning and coordination
 - How can this partnership support or develop the school's plan for the arts?
 - What arts-based skills or techniques will be acquired by students in the discipline?
 - What non-arts based skills might be acquired through this partnership?
 - How will the work of this partnership be shared?
 - Will there be a culminating performance or exhibition?
 - What supports do teaching artists need throughout the partnership?

Steps for Partnership Success

- **How will you know if you're successful?**
 - Develop a shared mission for the work.
 - What are the values and set of goals specific to this partnership?
- **Program Schedule Planning:**
 - Residencies can vary in length, but be realistic with the number of program weeks.
 - Most successful residencies are 6 - 12 weeks in length with at least 45 minutes of instruction/programming each week.
 - Funds will not be loaded into school budgets until mid February at the earliest.
 - We recommend beginning programming in early March.
 - There are roughly 13 school weeks from the start of March to the end of May 2026, but you should leave some room for cancellations, delays, and unforeseen events.

CSF Application Review Process

CSF Applicant Review Process

Funding decisions for the Creative Schools Fund are made through a participatory grantmaking process. Each year we work with a diverse review committee made up of educators, arts practitioners, teaching artists, experts, and community leaders. Our goal is to build a review committee that reflects the cultural, racial, and artistic diversity of Chicago Public School students.

- Each application will be reviewed by 3 committee members.
- Committee members will evaluate each application based on established quality criteria.
- The review committee will meet to discuss applications in detail.
- Ingenuity will conduct an eligibility and equity criteria review.
- Final applicants will be presented to the review committee for final approval

Review Criteria

Quality Review Criteria

- **Program Clarity and Feasibility:** The purpose, objectives, methodology, and expected outcomes of the proposed program are clear and laid out with a feasible plan.
- **Alignment with Creative Schools Fund and Arts Education Plan 2.0**
Goals: Proposal indicates how arts partner residency will increase arts access or quality for students.
- **Program Quality:**
 - Program demonstrates potential for meaningful learning and/or growth for students aligned with Illinois Arts Learning Standards and/or Social Emotional Learning Standards.
 - Proposal outlines appropriate planning and space for arts instruction
 - Program exhibits instructional quality including clear curricular goals and objectives with aligned and responsive assessments
 - Proposal indicates a comprehensive understanding of school community and student body with program plans that are culturally responsive and responsive to school needs, goals and student voice
- **Role Clarity:** A clear definition and understanding of the assets, responsibilities, duties, and contributions expected from each partner involved.
- **School-Partner Fit:** A strong alignment between a school and its external partner(s) in terms of shared goals, values, resources, and capabilities, facilitating effective collaboration and mutual benefit.

Equity Criteria

- **Gaps in arts access:** Prioritizing schools scoring 'Emerging' and 'Developing' on the Creative Schools Certification as listed in artlook®.
- **Gaps in resources:** Prioritizing schools not already receiving other direct philanthropic support for their arts programming and instruction.
- **Student demographics:** Preferencing applicants whose student bodies experience the least systemic arts access, based on survey data and the most recent State of the Arts report.
- **Geographic breadth:** Including the majority of networks in the city.
- **Partner diversity:** Prioritizing a diversity of programs and arts organizations including budget sizes, arts disciplines, BIPOC characteristics, and number of partnerships.

CSF Application Process and Tips

CSF Application Overview

The application will be administered through SlideRoom and will be accessible [here](#) on August 19, 2025.

There are 4 primary sections in the application:

- Applicant Contact Information
- Grant Proposal Overview
- Budget
- Partner Application (**Included as Reference Form)

School Application Questions

- Please **describe the grant program or project** you are proposing for the Creative Schools Fund. Include the specific goals for this program and how you will measure success.
- Please describe how this program will **increase arts access or quality** for students, and help your school progress towards its arts goals.
- Please describe how and **why you selected the arts partner** for this project including values that you share.
- Please describe the students that will participate in this grant program (consider, for example: student learning style, student demographics, neighborhood and/or family cultural/ethnic/linguistic context) and how you envision this program and partner being **culturally responsive and addressing their assets and needs**.
- What **school staff will** be involved in this program? List and describe each individual's role in planning and implementation.
- What teacher or school staff member will **work with the arts partner in the classroom?**
- Please describe the **involvement of the school Principal**, Vice Principal, or other administration members will play in developing and/or supporting this program.*
- **What role will the arts partner play** in planning and implementation?

School Application Questions

- Program Timeline
- What grades will participate in this program?
- How many total students will participate in this program?
- How many weeks will students participate in programming?
- How many minutes of instruction will students receive, on average, each week in this partnership program?
- Where in the school will this program take place?
- Will your program include Professional Development for CPS teachers led by your arts partner?

Partner Application Questions

- If you are applying as an organization, **what staff from your organization will be involved** in this program? List and describe each individual's role in planning and implementation.
- Please describe how you are **building relationships** within this school and community.
How will you ensure that the **priorities and values of the school, community and students** are at the center of your program, including incorporating student voice throughout its implementation?
- What **Illinois Arts Learning Standards** and/or Social Emotional Learning Standards will your program curriculum address?
What are the key learning goals and objectives for this program and how do they align with these standards?
How will you assess whether students are meeting these goals?
- Arts Partners must submit a **sample lesson plan** with a curricular overview with their application. The sample lesson plan can be for the proposed program, or an example from a prior partnership.

Partner Application Questions

- Arts partners will also be asked which of the following instructional approaches outlined in the [CPS Arts Education Plan 2.0](#) will this program utilize. The Creative Schools Fund is open to supporting a variety of instructional approaches at all grade levels.
 - **Creative Exploration:** Students engage in imaginative play, sensory exploration, and expressive risk-taking. Learning is multimodal, joyful, and focused on curiosity and foundational self-expression through movement, sound, and visual
 - **Arts Integration:** Students explore multiple art forms while making cross-curricular connections through integrated, project-based learning. Instruction is collaborative and reflective, building artistic vocabulary and reinforcing learning across subjects.
 - **Exploratory Choice:** Students choose artistic disciplines for focused study and begin developing technique, critique, and creative identity. Learning is culturally responsive, student-led, and includes portfolio work and early performance opportunities.
 - **Artistic Pathways:** Students pursue advanced, sequential coursework in a chosen discipline or interdisciplinary path. Instruction is standards aligned, career-connected, and includes real world opportunities like exhibitions, internships, and senior capstone projects.
- Arts partners will also be asked to respond to survey questions about Teaching Artist employment and pay rates. This information is for research purposes only and will not be assessed by the review committee.

Budget

The Creative Schools Fund budget template is divided into two sections. Arts partners must review and agree to the budget breakdown submitted through the application. **The total budget should reflect your total request amount for this grant, up to \$10,000.**

1. **Arts Partner Costs:** The entirety of the fee paid to the Arts Partner should be listed in this section and this section should be based on a quote from the arts partner. This fee should include all costs that the arts partner will incur to execute this in-school residency, including, but not limited to:
 - a. Fees paid to teaching artist for program execution
 - b. Fees paid to teaching artists for program planning
 - c. Administrative costs including appropriate portions of program manager salaries; costs of maintaining materials, software and equipment that are proprietary to the arts partner; and other overhead costs.
2. **School Costs:** These line items include other costs that the school will incur to execute this in-school residency such as supplies, equipment, bus transportation and CPS Teacher non-instructional extended day pay for planning. Any expenses listed under “School Costs” should not be paid to the arts partner, with the exception of arts partner fees for field trips.

Budget

Following is the full Creative Schools Fund budget template, which you can also access in the SlideRoom application.

Arts Partner Fee

- **Partner Services** - In-school-time arts programming provided by an arts partner
- **Partner Services** - Consulting support for professional development; curriculum development; and/or arts integration

Other Program Costs

- **CPS Teacher Planning** - CPS Teacher non-instructional extended day pay at \$51.78 per hour, including 1.45% added on for benefits
- **Field Trips and Experiential Arts Learning**, Including bus transportation
- **Program Supplies** - Materials and supplies for arts learning and culminating events
- **Program Supplies** - Hardware and equipment valued at \$500 or more each (e.g.; laptops; iPads; 3D printers)

The total budget should reflect your total request amount for this grant, up to \$10,000.



Teacher Planning Recommendations

Most Creative Schools Fund residency programs will require planning time for CPS teachers and teaching artists that takes place outside of the school day.

Following is a breakdown for a minimum recommendation of non-instructional extended day pay to plan on for CPS teachers.

Recommended Teacher Out of School Planning Time			
Activity	Hours	Pay	TOTAL
One Planning Meeting for Grant Proposal	2	\$51.78	\$103.56
Time to Prepare and Submit CSF Proposal	4	\$51.78	\$207.12
Two Program Planning Meetings - After Grant Awarded	2	\$51.78	\$103.56
One Meeting following initial 1 - 2 classes	1	\$51.78	\$51.78
One Program Mid-Point Meeting	1	\$51.78	\$51.78
One Post-Program Meeting	1	\$51.78	\$51.78
		TOTAL	\$569.58

CSF Application: Tips

- We recommend that you draft your application narrative in a separate document that can be shared between the school and the arts partner prior to inputting the information in the SlideRoom application.
- We also recommend that you create a shared folder with all of the program details that you entered in your application, including the program budget. Make sure that the folder is accessible to both the school and the arts partner..
- You may also want to document information from your discovery conversations.

SlideRoom Instructions for Schools

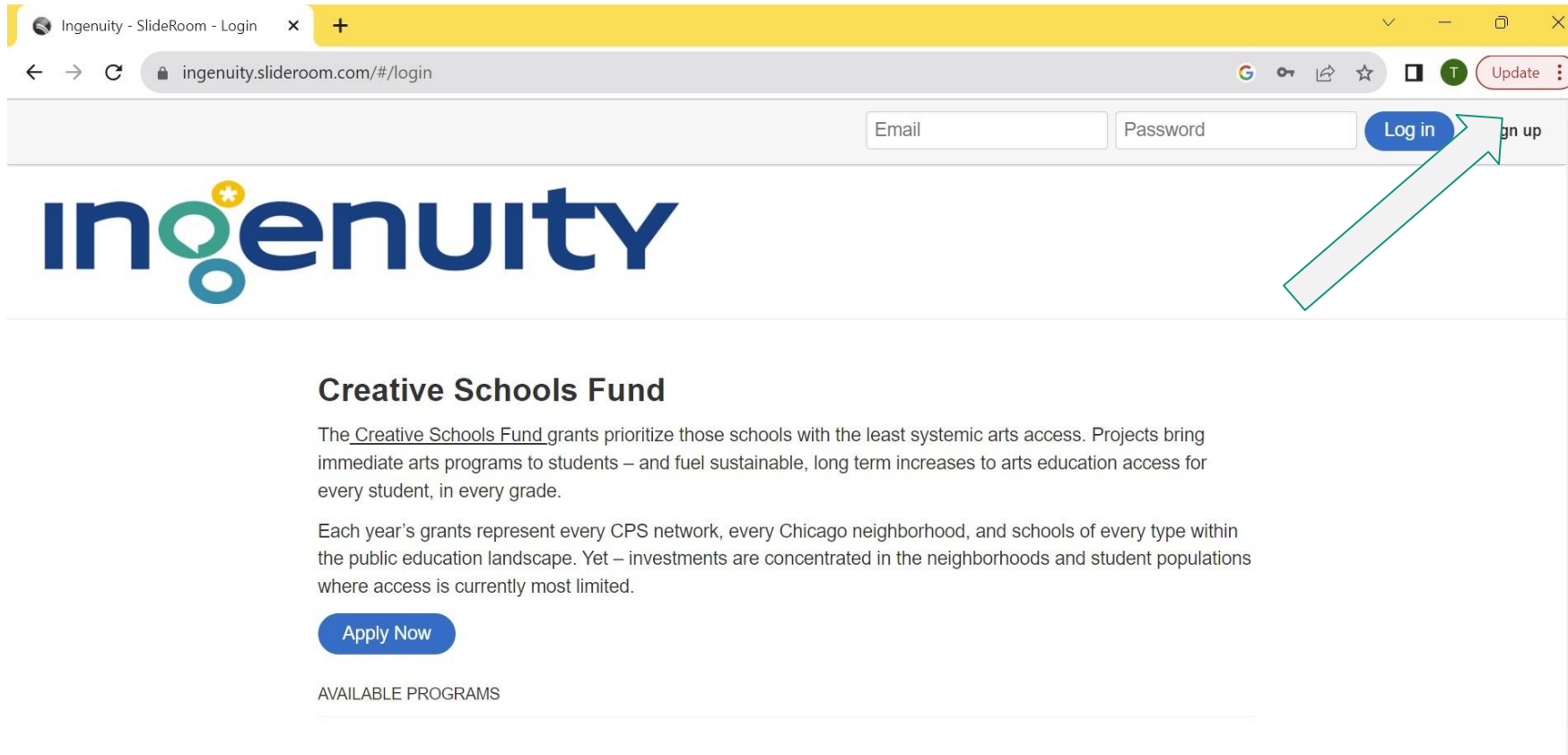
CSF *Application*: Getting Started

CSF applications open on August 19.

1. Navigate to Ingenuity's website [here](#) to access the application.
2. Be sure to review all CSF information and guidelines on the previous slides before getting started.
3. Be sure to complete the school portion of the application **and** send the "reference form" to your partner by September 30, 2025.
4. Your arts partner will need to complete their segment of the application by October 7, 2025.

CSF Application: Getting Started

1. Sign up for a SlideRoom Account or Login to existing account



Ingenuity - SlideRoom - Login x +

← → ↻ ingenuity.slideroom.com/#/login

Email Password Log in Sign up

ingenuity

Creative Schools Fund

The Creative Schools Fund grants prioritize those schools with the least systemic arts access. Projects bring immediate arts programs to students – and fuel sustainable, long term increases to arts education access for every student, in every grade.

Each year's grants represent every CPS network, every Chicago neighborhood, and schools of every type within the public education landscape. Yet – investments are concentrated in the neighborhoods and student populations where access is currently most limited.

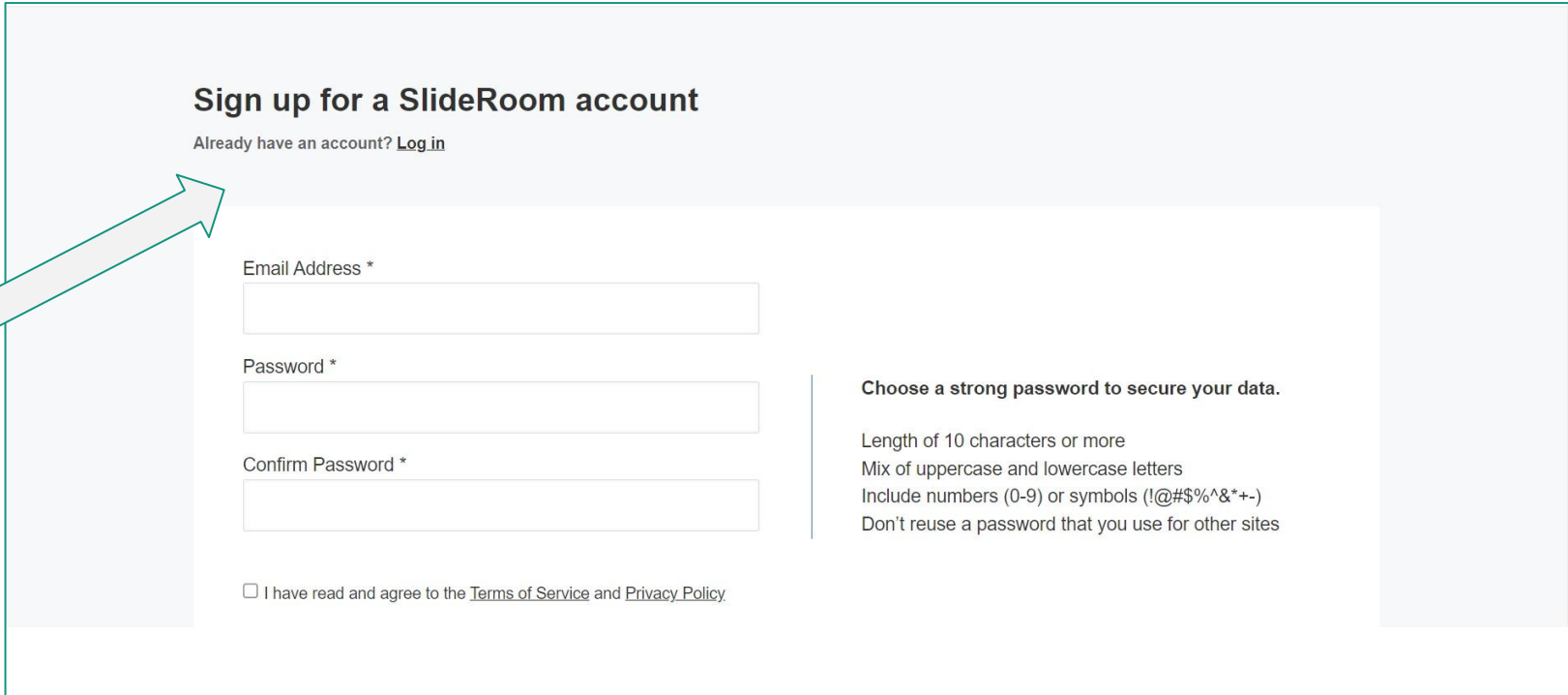
[Apply Now](#)

AVAILABLE PROGRAMS

ingenuity

CSF *Application*: Getting Started

2. To navigate back to your application at any point, log in using your credentials. You can access your in progress by clicking “In Progress”. You can start a new application by clicking “Directory.”



Sign up for a SlideRoom account
Already have an account? [Log in](#)

Email Address *

Password *

Confirm Password *

☐ I have read and agree to the [Terms of Service](#) and [Privacy Policy](#).

Choose a strong password to secure your data.

- Length of 10 characters or more
- Mix of uppercase and lowercase letters
- Include numbers (0-9) or symbols (!@#\$%^&*+~)
- Don't reuse a password that you use for other sites

CSF Application: Getting Started

3. Create profile for your school by following the prompts and then click “Continue to application”.

Please create your SlideRoom profile.

Note: You only have to do this once. Your profile information will be used for all future SlideRoom applications.

Registering As *	Organization Name *
Organization/Group	
First Name *	Last Name *
Primary Address *	Suite/apt
Country *	City *
United States	
State *	Zip Code*
Alabama	
Phone Number *	

Continue to Application

Cancel



CSF *Application*: Getting Started

4. Click “Begin your application” or “Preview full application” before you get started.

Creative Schools Fund Application SY25 - 26

Started: August 18, 2025

Deadline: September 30, 2025

Thank you for your interest in applying to the Creative Schools Fund! The Creative Schools Fund competitive grants go directly to schools to support residencies designed by CPS teachers in collaboration with arts partners.

In order for your application to be considered, we must receive your school's application submission by September 30, 2025 and your Partnering Arts organization's segment of the form by October 7, 2025.

[Begin Application](#)

This program contains:

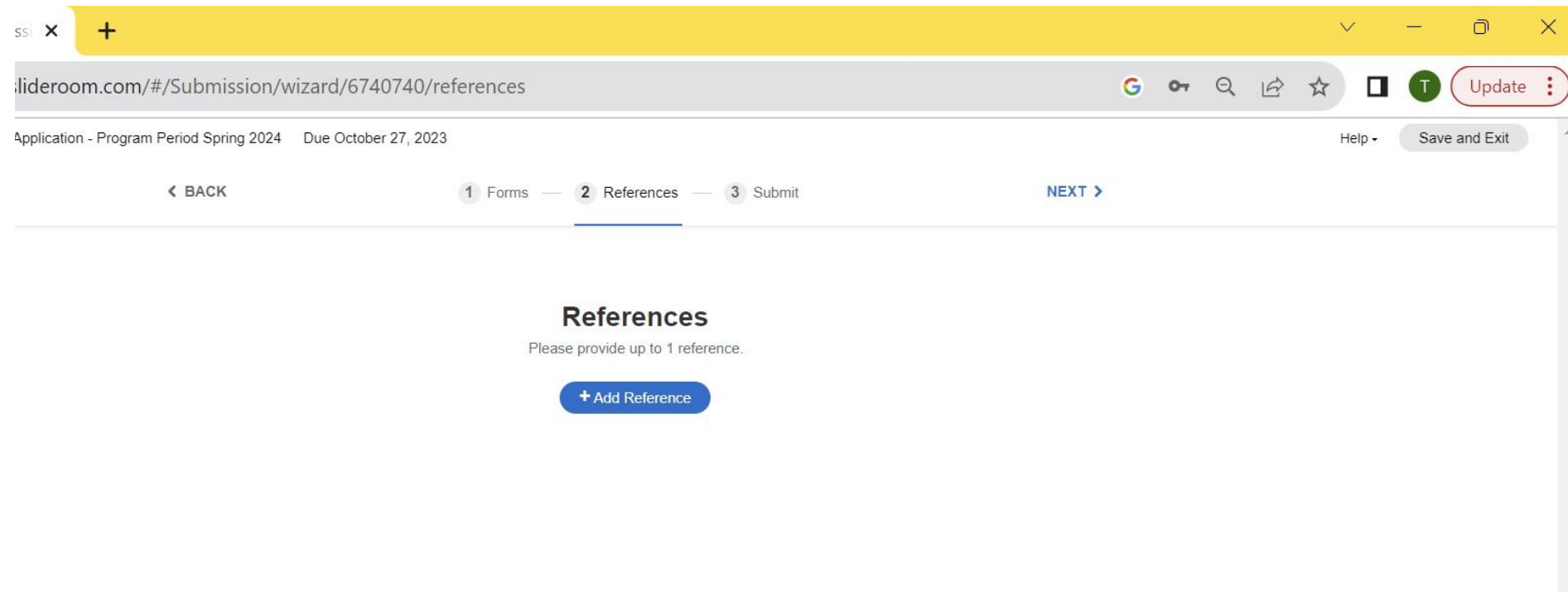
- Forms (3)
- References (up to 1)

[Preview Full Application](#)



CSF *Application*: Reference Form

5. To ensure your arts partner has time to complete their form, we recommend you begin the application process by clicking the “references” option at the top of the screen and then click “add reference”.



The screenshot shows a web browser window with a yellow address bar. The address bar contains the URL "slideroom.com/#/Submission/wizard/6740740/references". The browser's search bar shows "Application - Program Period Spring 2024 Due October 27, 2023". The page has a navigation bar with three steps: "1 Forms", "2 References" (which is highlighted), and "3 Submit". There are "BACK" and "NEXT >" buttons. The main content area is titled "References" and includes the instruction "Please provide up to 1 reference." Below this is a blue button labeled "+ Add Reference". In the top right corner of the page, there are "Help" and "Save and Exit" buttons.

CSF Application: Reference

6. Add your partner's contact information to the form and click "Send Request". SlideRoom will email your arts partner their designated section of the form. Please also email your partner and let them know that they should be receiving an email from SlideRoom.

The screenshot shows a web browser window with the URL `ingenuity.slideroom.com/#/Submission/wizard/6740745/references`. The page title is "Creative Schools Fund Partnership Grant Application - Program Period Spring 2024 Due October 27, 2023". The main content area is a modal form titled "Add Reference". The form contains the following fields:

- Name of Contact *
- Title
- Email Address *
- Phone Number
- Organization
- Relationship
- Personal message

A note at the bottom of the form states: "NOTE: By requesting this reference you agree to waive your right to view the recommendation." The form has a "Send Request" button and a "Cancel" button. The background of the page is greyed out, showing navigation buttons like "BACK" and "NEXT", and a "Save and Exit" button in the top right corner.

CSF Application: Getting Started

7. Next, complete all 3 forms on the left side of the screen beginning with your school's contact information.

1 Forms

2 References

3 Submit

NEXT >

2024 Applicant Contact Information

2024 Grant Proposal Overview

2024 Grant Budget

2024 Applicant Contact Information

School & Contact Information

1. Official School Name *

Please select ▼

2. Arts Liaison First Name *

3. Arts Liaison Last Name *

* indicates a required field

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CSF Application: Getting Started

8. Next, provide the details of your program proposal

2024 Grant Proposal Overview

Reviewers can view the answers on this form.

GRANT OVERVIEW

- ≡ 1. Please provide a summary of the grant program or project you are proposing for the Creative Schools Fund. Include details about the specific goals for this program.*

Limit 500 words

- ≡ 2. Please select all of the artistic disciplines represented in this grant proposal.*

- ☐ Theatre
- ☐ Music
- ☐ Dance
- ☐ Visual Arts
- ☐ Literary Arts
- ☐ Media Arts

Export ID: Artistic Disciplines



CSF Application: Budget Breakdown

9. Next, complete your budget. Please connect with your partner on budget allocations.

1 Forms — 2 References — 3 Submit [NEXT >](#)

Budget: CSF Partnership Grant * indicates a required field

Budget Categories: Budget lines are separated into seven below categories.

1. Partner Services - in-school-time arts programming provided by an arts partner *

Dollar Amounts Only

2. Partner Services - Consulting support for professional development; curriculum development; and/or arts integration *

Dollar Amounts Only

3. Teacher Planning - Teacher non-instructional extended day pay at \$47.88 per hour, including 1.45% added on for benefits *

Dollar Amounts Only

4. Field Trips and Experiential Arts Learning *

Dollar Amounts Only

5. Program Supplies - Materials and supplies for arts learning (e.g.: art supplies; costumes) *

Dollar Amounts Only

The amount you allocate to each of these 6 categories should not total more than \$10,000.

Provide a detailed narrative for each budget line.

CSF *Application*: Submission

10. Complete the school attestation by checking each box to indicate compliance with each statement.

SCHOOL ATTESTATION

Please attest that, should your school receive a grant, it will comply with the following (select all that apply): *

- ☐ Repay any amount not used for the purposes of the grant;
- ☐ 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;
- ☐ Not use any of the funds to influence legislation or 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.

SUBMIT



SlideRoom Instructions for Arts Partners

CSF Partner Application: Reference Form

- **The Partner Application is called a “Reference Form” in the SlideRoom system.**
- Once an arts partner has been added as a reference to a school application, the partner will receive a Recommendation Request email from the SlideRoom system.
- Partners can complete the “reference form” by clicking on the link in the Recommendation Request email sent from the SlideRoom system.
- Partners will be asked to provide basic contact information, and responses to Programming questions.

CSF Partner Application: Overview

Basic Contact Info

Creative Schools Fund School Partner Application

Welcome!

The fields below include questions about your organization and the program you have planned with your school. Please reach out to csf@ingenuity-inc.org if you have any questions as you complete this form!

Submission is required by October 28, 2022 in order for the Partnership Grant application to be considered complete.

School Partner Name (for this project)

Select...

Vendor Name *

Select...

Vendor Number *

Lead Contact Name *

Lead Contact Title *

Programming Questions

18. Please describe how you are building relationships within this school and community.*

0 of 3000 characters

19. How will you ensure that the priorities and values of the school, community and students are at the center of your program, including incorporating student voice throughout its implementation?*

0 of 3000 characters



CSF *Partner Application*: Org. Structure

Are you applying as an organization or as an independant Teaching Artist?

- ☒ Organization
- ☐ Individual

Are you a 501(c)3 organization? *

- ☒ Yes
- ☐ No

CSF *Partner Application*: Submission

The following statements represent an attestation from you regarding your plan to comply with CPS policies and protocols.

By checking the box, I confirm that we comply: *

- ☐ I have reviewed artlook records to ensure up to date information on chicago.artlookmap.com
- ☐ I have verified that my CPS vendor number is active
- ☐ I have an up to date profile in the CPS iSupplier Portal, including a primary contact to respond to procurement requests
- ☐ My Organization/I hold(s) the appropriate Tier status for proposed activities if they will be conducted remotely (typically Tier 1)
- ☐ I agree not to begin any billable activities until an open Purchase Order is in place
- ☐ I confirm they we comply with other relevant district policies for vendors
- ☐ I verify that staff members/Teaching Artists who will be assigned to the school have completed the appropriate background checks
- ☐ I agree to work with the school and CPS central office to remain within vendor spending limits (\$25K per school) unless an agreement authorizes a higher spending threshold through an existing CPS contract
- ☐ I understand that services provided do not count for instructional minutes.
- ☐ I understand that vendors may not be listed as the teacher of record and may not be given access to Gradebook or listed as a course in ASPEN.
- ☐ I understand that vendors must be supervised at all times by an ISBE-licensed CPS employee.

SUBMIT

