Creative Schools Fund Implementation Guidelines

Thank you for your participation in the Creative Schools Fund. This policy manual was developed in response to questions and requests from schools related to their grants, and is continually updated as CPS policies change, as applicable.

If you have questions following review of these guidelines, please contact:
Kalena Chevalier at the Creative Schools Fund at Ingenuity: kc@ingenuity-inc.org
Jessica Rodrigue at CPS Department of Arts Education: jarodrigue@cps.edu

NOTE FOR MULTI YEAR GRANT AWARDEES: Recipients of the Multi Year grant will be required to submit a final report at the end of each granting period. Along with the report they will be required to submit a detailed budget for the upcoming granting period. For example, in the report submitted by June 30, 2023 schools will be required to submit the budget breakdown for the upcoming grant period of July-December 2023. (see sample budget template at the end).

NOTE FOR ARTS PARTNERS: We encourage arts organizations to visit the Arts Partner FAQ document for questions related to returning to programs in schools. It is a living document that includes an opportunity to submit questions for response by Ingenuity and the CPS Department of Arts Education.

NOTE FOR SCHOOLS AND TEACHERS: For questions about the $1,000 Arts Essentials funds or Creative Teachers Funds, please contact the CPS Department of Arts Education at CPS using email jarodrigue@cps.edu.

This document pertains only to Creative Schools Fund grants allocated through a competitive grants process administered by Ingenuity.

Instructions for Accessing Funds:

District Managed CPS Schools: In an effort to responsibly distribute Creative Schools Fund grants, Ingenuity works in partnership with the CPS Department of Arts Education to disperse funds through the Oracle system.

In each applicable grant year, and for every grant, the funding timeline is as follows:

- Ingenuity notifies a school that it has been awarded a grant, copying all of the contacts provided in the grant application.
- Grant dollars are loaded into school budgets as soon as they are available.
- An email is then issued by CPS to the same list of contacts notifying them that grant funds have been loaded.
- Funds are spent by the school in accordance with the budget proposed in the application
- Funds must be fully expended prior to the grant end date designated in the application and identified in the grant award letter; funds must also be spent in accordance with annual CPS spending timelines.
- No funds may be 'carried over' or extended past the designated end date in the application and grant award letter.

Detailed instructions regarding the steps to take in working with arts organizations/ vendors are included in the next section, but please note the following important reminders related to vendor payments:
- A Purchase Order **must** be opened before services or programs begin. If services are delivered in advance of opening a Purchase Order, payment to the vendor is not guaranteed.
- All purchase orders must be receipted by the school prior to June 30 *OR prior to the designated end date for grant spending* to ensure the vendor is paid for services.
- If the partner is a [strategic source](#) vendor, the PO should be tagged to Board Report # 21-0428-PR6. You can find a list of vendors who have undergone the Arts Partner RFQ [here.](#)
- The grant value will expire June 30 *OR prior to the designated end date for grant spending*.
- For funds expiring June 30, funds may be swept prior to this date, so please observe the CPS PO deadline to ensure partners receive payment for services rendered.

Designated end dates for grant spending: Some grants may have a designated end date in **December 31** rather than June.

For assistance with, or concerns related to, Oracle transactions, please contact the School Support Center (SSC) at 773-535-5800.

Charter, Option, and Contract Schools: Charter Schools receive their grant funds directly from CPS, and outside the Oracle system. *All funds must be spent within the grant period. CSF* funds should

be spent in the manner that your school would normally spend funds, and in accordance with the budget in the grant application. *Please work with your school's Finance Department or compliance officer to locate and spend your funds.*

Charter, Options, and Contract schools will receive an email from CPS when funds have been transferred to your school. Please note that transfers to non-district schools can take longer for CPS to process.

Payments to Arts Partners

District Managed CPS Schools: Please follow these instructions to the letter in order to ensure partners are able to implement programming and receive payment without delay.

Arts Partner / Vendors should plan to log in to the CPS Supplier Portal and update their organizational contact information immediately - and prior to the application process, if possible.

Action	Who is responsible	Detailed Steps
This process may begin as soon as notification that funds are loaded into school budgets.		
Launch the Purchase Order (PO) process	Arts Partner	Provide schools with a **quote for the total services outlined in the grant.**
		The quote should meet the following specifications:
		1)Ensure 'quote' is in the heading of the document.
		2)In the body of the document, include the following language:
		Quote for (arts partner name), in the amount of ($$) for:
		• (type of services) for the (school name)
		• Dates of service(s): mm/dd/yyyy-mm/dd/yyyy
		• CPS-generated vendor number for the arts partner
		Notes: We recommend that vendors include the number of hours and price per hour for the entire program. This way, vendors can bill the school intermittently rather than receiving one lump sum at the end of the program. Vendors may also build meeting time with school admin, recruitment, and registration into their quote to net positive cash flow prior to programming.
		Items Arts Partners cannot include in their services:
		• Arts Partners cannot pay teachers for planning time, as this goes against CPS policy. The school must pay teachers for planning time.
		• Arts Partners cannot purchase supplies for the program, as this goes against CPS Procurement policy. Schools must

		purchase supplies, unless those supplies are proprietary to the arts partner.
Open a CPS PO	Schools	POs should be in the TOTAL amount designated within the grant proposal for arts partner instruction and expenses – please do not open separate POs for different types of work. If the partner is a strategic source vendor, the PO should be tagged to Board Report # 21-0428-PR6 *The list of strategic source vendors can be found here.* Please keep in mind that a PO can take time to be opened and processed. Plan ahead. **NOTE:** Once the PO has been generated, the school should send a copy to the vendor for their records as it is imperative they know the PO number for invoicing. **Purchases schools must make:** ● If your budget includes funds for supplies your schools must purchase supplies for the program through a CPS approved vendor. ● If your budget includes funds for teaching planning time your school must pay teachers through a teachers extended day pay bucket.
Vendor Attestation Hold	Schools & Arts Partner	If you are unable to open a PO because a vendor is placed on *attestation hold*, please email jarodrigue@cps.edu immediately. **Under no circumstances should services be delivered** by the vendor until the purchasing hold is removed and a PO can be opened. If services are delivered without a PO, payment may not be guaranteed.
Implement program	Schools & Arts Partners	Services may proceed once a PO has been opened.

Invoice the school for services	Arts Partner	Arts partners should submit invoices electronically in PDF format. These can be sent as soon as the PO is issued and services have begun. However, vendors may invoice *only for the services that have already been provided.* Invoices should be sent to cpsinvoice@cps.edu after each period of service for payment. Please also copy the school contact and jarodrigue@cps.edu when sending the invoice. **To ensure no delays in payment, all invoices submitted for payment need to meet the following requirements:** ● Invoices must be submitted to cpsinvoice@cps.edu. ○ In subject line of email please put PO# and Invoice# ● Invoices must be submitted in PDF Format. ● Invoices must contain a valid CPS-issued Purchase Order Number. ● Invoices must include the invoice date and break out the description of the goods/services rendered. ● The goods/services listed on the invoice must match the goods/services listed on the corresponding Purchase Order. ● Invoices should only be submitted once the goods/services have been rendered. Prepayment is not allowable. ● Invoices must include a unique invoice number (duplicate invoice numbers will fail processing). ● Invoices must be submitted as individual PDF documents. 1 PDF = 1 invoice submission. To retrieve the status of any Invoices/Purchase Orders, please log in to the CPS Supplier Portal at https://supplier.efs.cps.edu/.
Receipt the PO	School	Schools must receipt the Purchase Order within Oracle for the amount of service provided for each period as specified in arts partner invoices – this is a necessary step for payment to be issued.
Funds may take some time to be approved through the central office and issued. Arts partners, please account for potential payment delays in your cash flow and budget planning through the grant implementation period. If you (school or arts partners) experience extraordinary delays or other issues with payment, please reach out to CPS Department of Arts Education at jarodrigue@cps.edu and Ingenuity at tsb@ingenuity-inc.org.		

Approvals for Grant Changes

All Schools: We understand that programs must remain flexible as they move from application stage to implementation of a grant. In many cases, unanticipated staffing changes, budget modifications, and program adjustments may become necessary.

Ingenuity will support programs as they evolve so long as:
- the program proposed in the application remains consistent in concept and implementation
- the school continues to meet all other grant eligibility criteria

When a school anticipates a change in program, it is incumbent upon the Arts Liaison or Principal to immediately notify Ingenuity with a description of, and rationale for, that change.

In partnership, Ingenuity and the school may agree upon a plan of action that supports continued arts programming, but also respects the recommendations of the Ingenuity review committee to its Board of Directors.

These recommendations are based on an application's merit relative to other proposals in a given year. Therefore, a significant change to programming may trigger a freezing of, or retraction of grant funds, out of fairness to the applicant pool at large.

Some particular instances of Ingenuity's policies regarding program changes are outlined below. These are meant to serve as a guide and are not designed to be all-encompassing.

Change in Arts Partner

The timeline outlined in the grant guidelines requires arts partners to commit to a school in advance of notification of funding, and to reserve capacity to implement a program once the grant is awarded. Occasionally, for reasons sometimes beyond the school's control, an arts partner has to withdraw from a school or modify its programming.

A change in arts partner is not allowable under the terms of the grant because grant decisions are made based on the description of the program - and the partnership - outlined in the grant application.

Please reach out as soon as there is concern about the partnership's ability to proceed, so we can trouble-shoot with you and do our best to keep the grant online. In every instance, Ingenuity will strive to assist the school and the arts partner in overcoming barriers to implementation of the program so that students can benefit from uninterrupted programming.

When a program partnership is not able to proceed or shifts in approach are not approved, funds are frozen or rescinded, depending on the circumstances.

Budget Modifications

Changes to the allocation of funds within the budget may be modified between application stage and program implementation, as long as the requested changes:
1. Do not increase the total grant award
2. Do not reduce funding for the arts partner without written agreement from both parties
3. Do not signal a significant change in programming

For district-managed schools, changes to line items in a program budget must be pre-cleared before a transfer request is launched in Oracle.

The process to request a budget modification is as follows:
1. Write to both Ingenuity and CPS Department of Arts Education with the following information (tsb@ingenuity-inc.org and jarodrigue@cps.edu)
   a. reason for change
   b. original budget line items and amounts
   c. new budget line items and amounts
   d. any narrative related to new budget line items
2. Wait for further questions, approval, or other response

Once changes are approved, schools may proceed with transfer requests and/or Purchase Order receipts to draw down funds.

Charter schools should also follow this process for changes in line items in the program budget that exceed $300 per item.

Reporting and Compliance

Three-Part Review Process

When schools receive a grant, they agree to a three-part review process:
1. Participation in a site visit with an Ingenuity representative
2. Completion of a final grant report
3. Participation in the Creative Schools Certification Survey

If a school fails to comply with scheduling of a site visit or does not complete a final grant report, it will not be eligible to apply for a Creative Schools Fund grant in the following year.

If a school does not complete the Creative Schools Certification Survey, it is not eligible to apply for a Creative Schools Fund grant in the following year.

Site Review Specifications

During the grant implementation period, Ingenuity site visitors will reach out to Arts Liaisons to schedule a site visit at the school. The goal of a site visit is to understand:

- the impact of the program among students and schools
- the shape and nature of the partnership between the school and its arts partner, if applicable
- the extent to which the program has followed the plan and budget laid out in its application

Site visits are largely positive in nature and designed to support schools in maximizing their grants for the benefit of students.

Final Report Specifications

Beginning in late February, schools may access the Ingenuity grant portal to submit a final grant report. These must be completed by June 30 in order for schools to remain eligible for funding in the following year.

The report consists of narrative and financial descriptions. Questions align to the questions in the grant application, including the number of students who participated in the program, minutes of instruction, and grant activities.
These reports will be supplemented by a financial report of spending activity generated by the CPS Central Office and shared with Ingenuity on behalf of all schools.

Grant report questions are published online early in the application process for transparency and planning purposes.

Creative Schools Certification Survey

Grant funds are available only to schools with a certification category of 1-4. All grantees must have completed the most recent annual Creative Schools Certification Survey, a prerequisite for submitting a grant proposal.

Compliance with CPS Policies

Schools are required to implement Creative Schools Fund grants in a way that complies with CPS Rules and Policies, including:
- Facilities approval for any modification to CPS-owned properties
- ITS approval for any computer-based programs or software used by the program
- CPS approval for any permanent artwork like a mural, mosaic, fence letters, and other public installations using the form at this link
- Compliance with vendor policies like ensuring the presence of a CPS teacher during all scheduled programming, and accessing and paying out grant funds using the protocol in this document

- If supplies are outlined in your application budget your schools must purchase program supplies through a CPS approved vendor, unless those supplies are proprietary to the arts partner
- If teacher planning is outlined in your application budget your schools must pay teachers for planning through a teacher extended day pay bucket. Funds will be transferred into a miscellaneous account number and will need to be moved to a bucket. Vendors cannot pay teachers for their planning time

Arts organizations that partner with CPS schools on implementation of a grant must also follow CPS policies as outlined in the Arts Partner Quickstart Guide at this link. This includes:
- Having an active vendor number before programming
- Keeping your CPS Supplier page up to date in iSupplier
- Background record checks for teaching artists and other adults interacting with students
- Ensuring the appropriate agreements are in place before launching work
- Ensuring a Purchase Order is in place before beginning programming
- Following the protocol for quoting and invoicing as described above
- Vendors cannot purchase supplies for the program, as this goes against CPS Procurement policy
- Vendors cannot pay teachers for planning time, as this goes against CPS Policy

Arts organizations are encouraged to visit the Ingenuity and Department of Arts Education Arts Partner FAQ document for the most up to date information regarding returning to programs in schools. This form also invites question submission for additional inquiries not answered in the document.

Closing

It is our desire that all projects supported by the Creative Schools Fund result in a high degree of positive arts impact and, when applicable, strong partnerships. Please do not hesitate to reach out to us at any time if you face challenges or have questions and concerns. Best of luck – with thanks for your work on behalf of students!

Appendix

Sample Budget Template for Multi year grantees

BUDGET

The questions below ask for more detailed information regarding budget allocations. These questions are intended ONLY for the upcoming/second program period proposed for grant funding.

Which program period is represented in the budget below?

July-December 2023

What is the TOTAL funding request for your upcoming program period ONLY ($10,000 Max)

$$$$

Budget Categories

Budget lines are separated into four categories:

- Arts Partner Services: these are services provided by the arts partner including student instruction ('arts programming') and teacher Professional Learning ('consulting support').
- Teacher Planning: this is the time required of teachers outside of school hours through non-instructional extended day pay. Usually this involves program planning and reflection/ collaboration with the arts partner.
- Program Supplies: these are the materials and supplies required for program implementation, if any.
- Field trips and experiential arts learning: these are experiences and events that will enhance and/or supplement students' learning.

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

$____

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

$____

3. Teacher Planning - Teacher non-instructional extended day pay at $44.69 per hour, including 1.45% added on for benefits

$____

4. Field Trips and Experiential Arts Learning

$____

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

$____

6. Program Supplies - Supplies to support culminating school performances; exhibitions; and events

$____

7. Program Supplies - Hardware and equipment valued at $500 or more each (e.g.; laptops; iPads; 3D printers)

$____

Please provide a narrative description for each budget item.

SCHOOL ATTESTATION