



The Empowered Arts Educator: Finding the Funding

October 16, 2019 | LaSalle Language Academy

Welcome to LaSalle!



Christopher Graves, Principal

Agenda

- **4:30–4:40:** Welcome and Opening Remarks
- **4:40–5:00:** Test your (F)understanding!
- **5:00–5:15:** CFE Presentation
- **5:15–5:20:** *Transition to breakout rooms*
- **5:20–6:05:** Breakout Sessions
- **6:05–6:10:** *Transition back to Café*
- **6:10–6:20:** Funding Updates
- **6:20–6:30:** Evaluation



Test Your (F)understanding

Sources of \$\$\$\$ from the district and beyond

Test Your (F)understanding

True or False: Qualifying CPS schools receive \$1,000 in Arts Essentials funds every school year.

TRUE

How does a school qualify for Arts Essentials Funds?

**By completing the
Creative Schools
Survey**

True or False: Arts Essentials funds can be used for other non-arts school needs at the Department's or administrator's discretion.

FALSE

Test Your (F)understanding

True or False: The most successful online wishlists and donor campaigns are those that ask for big-ticket items.

FALSE

How much money does every CPS teacher get from the CTU each year to spend on instructional materials?

\$250.00

True or False: A Creative Schools Fund grant can be used to bring arts professional learning experts to your school.

TRUE

Test Your (F)understanding

Who funds **Arts Essentials** for CPS schools (\$1,000 per school): CPS, Ingenuity, or both?

CPS

Who funds **Summit Vouchers** (\$1,000–\$2,500) for schools to seed arts partnerships: CPS, Ingenuity, or both?

Ingenuity

Who funds **Creative Schools Fund Grants** (\$10,000–\$15,000): CPS, Ingenuity, or both?

Ingenuity and CPS

Test Your (F)understanding

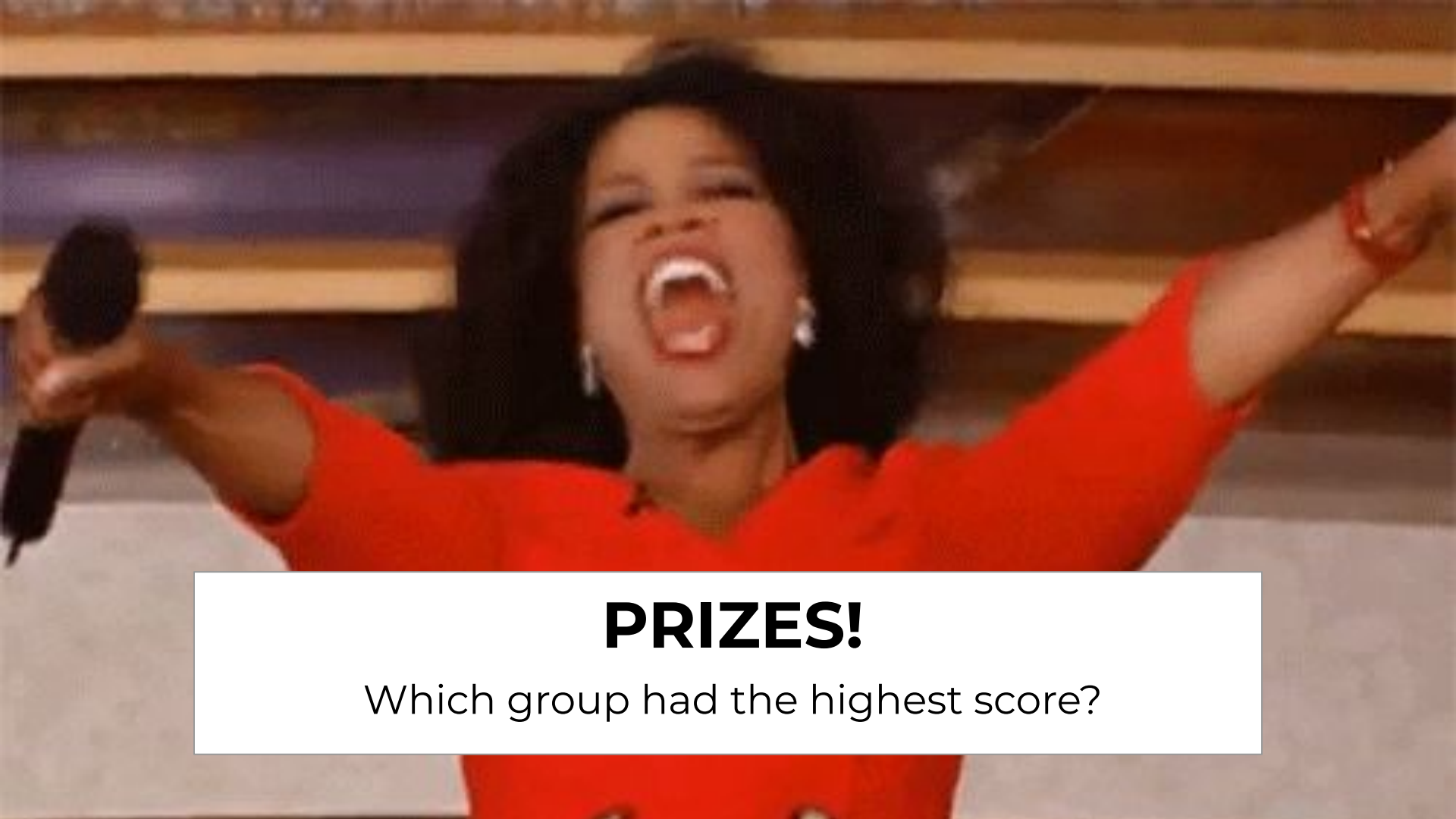
TIEBREAKERS!

How much of a discount is given to all teachers and schools on any purchase from Blick Art Materials?

20% off

How can ANY CPS teacher shop for materials, supplies, and equipment with on-contract vendors who offer CPS discounts (then send the shopping cart to their clerk for purchase)?

Sign up for access to [Marketplace](#) (click “Register” before putting in details!)



PRIZES!

Which group had the highest score?

CFE Grants, Fellowships, and Workshops

CHICAGO
FOUNDATION FOR
EDUCATION

KJ Hardy, Co-executive Director



CHICAGO FOUNDATION FOR EDUCATION

The Chicago Foundation for Education (CFE) honors PreK-12th Chicago Public School (CPS) educators with support, resources, and learning opportunities that enhance classroom culture and stimulate professional growth. We annually offer four grant-based programs and a fall conference:

Small Grants
Action Research Fellowship
Fund for Teachers Fellowship
Study Group Grants
By-Teacher, For-Teacher Workshop

Small Grant Program

Chicago Foundation for Education Small Grants fund the implementation of classroom and school-wide curricular projects that respond to the specific academic, social, and emotional needs of a student population.

Grants of up to \$500 are available to fund books, supplies, materials, field trips, or any other items that will deepen student engagement and promote active learning.

Application NOW OPEN Online

Submission Deadline: November 4, 2019

Action Research (ARLI) Fellowship

Action research is the systematic process of looking closely at a specific aspect of one's practice in order to improve student outcomes, improve the school environment, and make positive changes to one's teaching. Fellows conduct action research in their schools and use their findings to impact education policy.

The ARLI Program spans the full academic year, during which Fellows reflect on the strategies they are using to improve both the quality of their teaching and student achievement. Our Fellows participate in approximately 45 hours of whole-group and small-group meetings organized around the action research process.

Application Opens in May 2020

Fund for Teachers Fellowship

Fund for Teachers Fellowships offer PreK-12th CPS teachers the opportunity to develop summer fellowship experiences around the learning needs of their unique student and school populations.

Individual teachers are awarded up to \$5,000 and teams of two or more teachers are awarded up to \$10,000. Since 2006, 375 Chicago fellows have traveled to more than 50 countries across six continents to explore countless ideas, terrains, and cultures.

Application NOW OPEN Online

Submission Deadline: January 30, 2020

Study Group Program

This program brings together 200 educators each summer and fall to participate in professional learning communities called “Study Groups”. Group leaders {“Coaches”} mentor CPS colleagues {“Team Members”} through the adaptation and implementation of effective learning strategies and structures.

Each group meets for 15 hours between June and November to share information, support each other through the learning process, and collaboratively prepare to apply focal methods within the classroom.

Coach Application Available December 2019
Team Member Application Available March 2019

2019 Workshop: INSPIRE. EMPOWER. INNOVATE.

The Chicago Foundation for Education's 2019 for-teacher, by-teacher Workshop will be held on Saturday, October 26 at Pulaski International School of Chicago.

Registration includes 5 PDHs, access to 23 Breakout Sessions led by CPS educators, grant-writing assistance, networking opportunities, a free Teacher Raffle, yoga classes, and more!

Registration NOW OPEN through Friday, October 18, 2019.

Use Code *School Partner* to Unlock \$5/Person Ticket Price.

<https://2019cfeteacherworkshop.splashthat.com/>

Questions, Thoughts, Connections?

Sarah Hoppe Knight

Co-Executive Director

Chicago Foundation for Education

SHoppeKnight@CFEGrants.org

312.670.2033 (o)

Breakout Sessions

1

**Successful
Grant Writing**

Café (stay here)

2

**Booster Clubs &
School Fundraisers**

Room #113

3

**Stuff: Wish Lists, Online
Campaigns, and Free &
Cheap Resources**

Art Room



Successful Grant Writing

Best practice strategies from funders (and writers)

Presenters: Funders Who Also Used to Write Grants

- Kalena Chevalier, DCASE (previously wrote grants for Hubbard Street Dance Chicago)
- Channing Lenert, Polk Bros. Foundation (previously wrote grants for Navy Pier and Working in the Schools)

Here's the Plan

- A quick look at some grant-writing best practices (20 minutes)
- Smaller group discussion on how this applies in the CPS context and a look at some successful grant proposals (25 minutes)
- *NOTE: our experience is in non-profits, so please be thinking of how what you hear applies or doesn't apply in a school setting.*

The Grants Process

- BEFORE YOU APPLY
- APPLICATION
- AFTER YOU APPLY

Before You Apply: Tips

- Look carefully at funder guidelines, requirements, priorities. The more specifically you can line up with priorities the better.
- Planning and preparation, with people who'll need to be involved in the grant project (budgets, descriptions, timelines, etc)
- If the funder offers webinars, workshops, etc, take advantage. It helps, demonstrates interest, and maybe starts relationship.
- Feel free to reach out, but in the way(s) the funder advises and AFTER doing your homework.
- List of arts grants: www.cpsarts.org/teachers/arts-funding-information/

Application: Writing and Submitting

- **Follow instructions. Whole application tells story. Checklist. On-time.**
- You don't have to sell the funder on arts education, just say what you're doing as simply and clearly as possible.
- BE SPECIFIC AND CLEAR. How many kids, what project(s), over what period, what kind of curricula, what are the products and outcomes. Say it early.
- Budget tells a story. Make sure it's clear and makes sense. If you don't have experience with this, get help (long before the deadline!).
- Instill confidence. Explain why your project is/will be good and how you know.
- It's easier if you work together in advance. Principal, other teachers, etc.

After Application

- IF YOU GOT THE GRANT:
 - Say thank you
 - Stewardship!
 - Invite the funder to things, especially final presentation, etc.
 - Follow-up appropriately and on time (reports, etc)
 - NO SURPRISES! If something goes unexpectedly, let the funder know right away, good or bad. They want you to succeed, and they want to learn from what works and what doesn't.

After Application

- IF YOU DIDN'T GET THE GRANT:
 - It can be disappointing, but don't take it personally.
 - Some funders will give you feedback. Ask for it if they do.
 - Try to keep in touch as appropriate. Funders are people and relationships matter.
 - No doesn't mean no forever.
 - It's totally OK to repurpose what you wrote for other grants. Don't just copy/paste, but do reuse what makes sense. And can the material help another way? Advocacy with principal, "friends of" group, etc?

THANK YOU!

Feel free to reach out if we can be helpful.

- Kalena: kalena.chevalier@cityofchicago.org
- Channing: CLenert@polkbrosfdn.org



Booster Clubs and Fundraisers

Engaging your community to raise money

Starting a Booster Club

- **Why start a Booster Club?**

- Raise funds for your arts classroom (you cannot fundraise as a single teacher, but you can through an organization or non-profit)
- Parental support at arts events
- No need to handle money as a teacher
- Work around CPS vendor rules once you are a legal Booster club

Starting a Booster Club

- **Example: Gallistel Music Department Booster Club**
 - Handles all fundraising
 - Logistics for fundraising for concerts, concessions, ticket sales, decorating, apparel orders, pickup/distribution
 - Parent contacts (reach out to parents individually, esp. Spanish-speaking)
 - Translations to the secretary
 - Five at beginning; now 30-40 parents attending meetings

Starting a Booster Club

Bi-yearly positions (by vote):

- **President:** Runs monthly fundraisers, obtains field trip buses, helps cover everyone else's positions, runs meetings, spearheads community engagement, maintains social media pages, helps at concert days, communicates with alderwoman (advertising), present at LSC meetings
- **Vice President:** Attends/runs committee meetings, coordinates volunteers, schedules parent help, supports President
- **Treasurer:** Counts money (along with President), balances checkbooks, holds all receipts and financial records for a yearly audit
- **Secretary:** Takes minutes at meetings, coordinates translations, handles monthly calendar, sends minutes to principal (to send to LSC for committee reports), coordinates handbook agreements and media/consent forms, works with treasurer on fees

Best Practices

How Gallistel started their Booster [\(501c3\)](#):

1. Used Internal Accounts Management System before boosters
2. Gallistel PTA sponsored Booster Club as a subcommittee
3. Legally applied for the name ([Cyberdrive](#)): Same day
4. Obtained EIN Number via IRS: Same day
5. Contacted IRS Treasury Dept to file as a non-profit: 3 months–1 year
6. Opened a bank account

Best Practices

7. Got a checkbook and a debit card through the bank (divorced from CPS Vendor process)
8. Designated a locked cabinet in the school main office where they put student forms with cash
 - a. Made deposits bi-weekly
 - b. Took pictures of the deposit slips and checks (uploaded to Google Drive)
9. “Two count, two sign” for all transactions

Best Practices

- Make general accounts for all officers. That way when officers change, the accounts stay active
- Create social media accounts and distribute passwords
- Recruitment: Scope out parents who are involved in the school
 - Angle: Look at the awesome things students are doing!
 - Pitch: We can buy better equipment, etc.
 - Collect parent emails and contact them
- How can Central Office make things better/easier?

Holding Fundraisers

- Fundraising Tips:
 - Charge for student and adult tickets at arts events
 - Hold a dinner before the event with donated food from parents/guardians to attract more people
 - Open big fundraisers to the entire school community (proceeds go to arts)
 - Give prizes to whoever sells the most during fundraisers (donated or bought)
 - Invite community stakeholders (alderman, local businesses, etc.)

Fundraiser Examples

- McDonalds
 - One night (advertise); they donate 20% of profits during the time slot given
 - Students play/sing at the event
- Krispy Kreme: \$4 per every box sold (sold for \$8.50)
- Walk-a-thon
 - Usually before district or state contest
 - Sponsorship per student (set amount of laps)
- La Braid Frozen Pastries: \$14 (\$4.75 per bread)
- School Food Fundraisers: Walking Tacos, Bake Sale, Tamale Dinner

Fundraiser Best Practices

- Send every [fundraising request form](#) to your LSC. All concerts go on one form. There is a section on the form to say what type of booster program you are.
- Boosters present the form to the LSC for a vote. POTENTIAL OBSTACLES:
 - too many school committees that want special events (some schools limit the number of fundraisers per year; ask your administration)
 - conflicting events on your fundraiser date



STUFF.

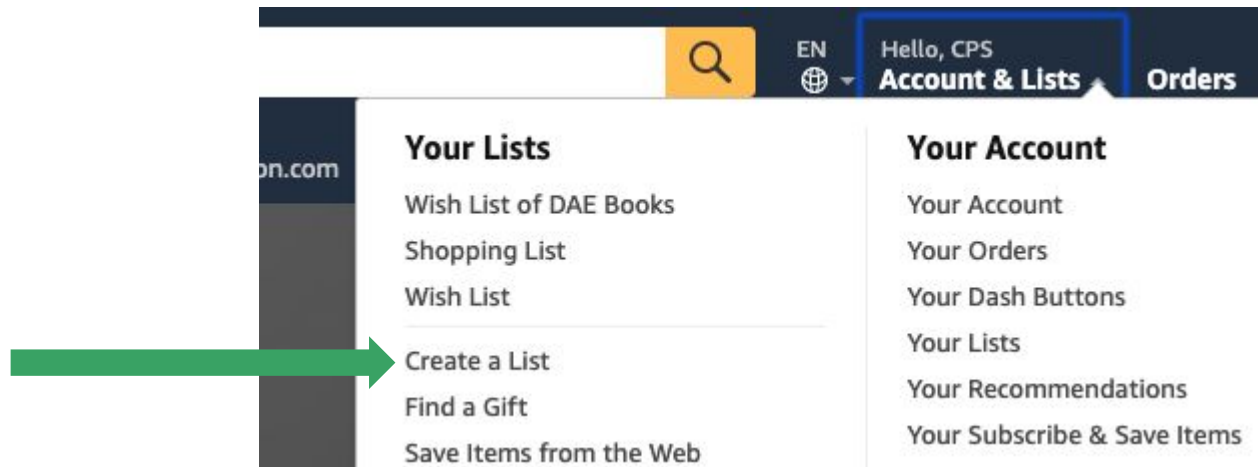
Finding and acquiring materials and resources

Ways to Get Stuff

- Set up an [Amazon Wishlist](#)
- Create a [DonorsChoose](#) campaign (or use another fundraising platform)
- Use [local and national sources](#) of free and cheap arts supplies, equipment, and materials
- Take advantage of [educator discounts](#)
- Join the [Arts Google Groups](#)
- Ask local businesses & organizations for donations

Amazon Wish Lists: How-To

- Go to [Amazon.com](https://www.amazon.com) and sign into (or create) your account. Click on “Accounts and Lists,” then “Create a List.”



Amazon Wish Lists: How-To

- Give your new list a memorable, easy name (e.g., *Mr. Smith's Class*). Set the list to “Public.”
- Add your name, email, list description, and shipping details in List Settings.
- Start shopping! When you find an item you want, click “Add To List” on the right-hand side of the screen. (If you have multiple lists, make sure to add it to the correct one.)
- Using “Amazon Assistant” allows you to add items from other sites.



\$25.49
& **FREE Shipping**. [Details](#)
& **FREE Returns** ▾

Arrives: **Oct 22 - 25**
Fastest delivery: **Tomorrow**
Order within 11 hrs 4 mins

📍 [Deliver to Chicago 60622](#)

In Stock.

Qty: 1 ▾

 **Add to Cart**

 **Buy Now**

Sold by [The Starting Lineup](#) and
Fulfilled by [Amazon](#).

Add a Protection Plan:

3-Year Protection for **\$2.99**

2-Year Protection for **\$1.99**

Add gift options

Add to List ▾

A green arrow points from the text in the first list item to the 'Add to List' button in the screenshot.

Amazon Wish Lists: Tips for Success

- Add a variety of items at a variety of price points, so that anyone and everyone can help you out.
- Customize quantities and priorities (Low, Medium, High, Highest)
- Shorten your Wishlist link with [tinyurl](#) or [bit.ly](#) to make it easy to remember and type into a search engine.
- Create a personalized letter to go along with your Wishlist ask, and send it home with students. This teacher created a [FREE example for download](#) in Teachers Pay Teachers.
- Share your list with your friends and family as well as parents!

DonorsChoose Crash Course



DonorsChoose.org

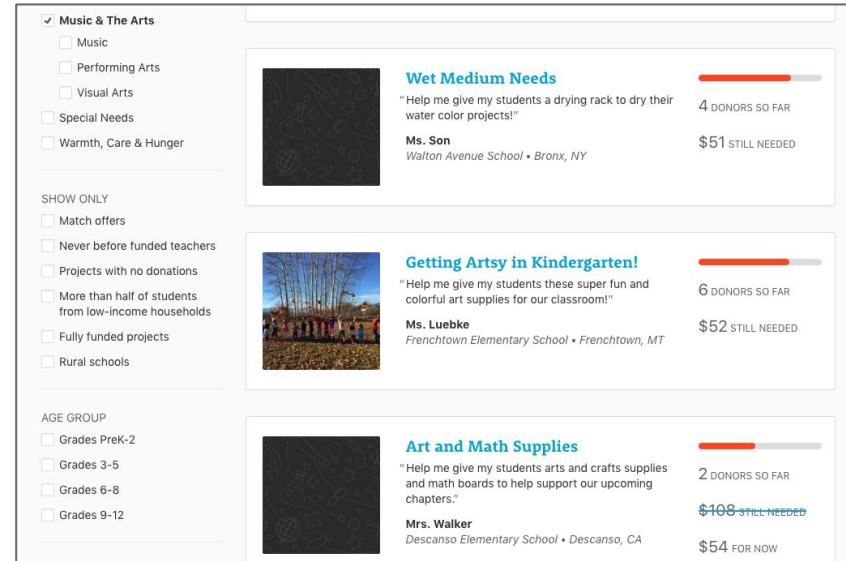
Support a classroom. Build a future.

Slides originally created by Amy Ellifritz, Marine Leadership Academy

DONORSCHOOSE

Crowdfunding for Classrooms

- Write a brief request
- Shop for your items
- Share your DonorsChoose page
- Wait for funding ...
- Items automatically ship to school
- Complete your Thank You package
- Earn points!



The screenshot displays the DonorsChoose interface with three project cards. On the left, there are filter sections for 'Music & The Arts', 'SHOW ONLY', and 'AGE GROUP'. Each project card includes a title, a request, a teacher's name and school, a progress bar, and the number of donors and amount still needed.

Project Title	Teacher	Request	Donors	Amount Needed
Wet Medium Needs	Ms. Son Walton Avenue School • Bronx, NY	"Help me give my students a drying rack to dry their water color projects!"	4 DONORS SO FAR	\$51 STILL NEEDED
Getting Artsy in Kindergarten!	Ms. Luebke Frenchtown Elementary School • Frenchtown, MT	"Help me give my students these super fun and colorful art supplies for our classroom!"	6 DONORS SO FAR	\$52 STILL NEEDED
Art and Math Supplies	Mrs. Walker Descanso Elementary School • Descanso, CA	"Help me give my students arts and crafts supplies and math boards to help support our upcoming chapters."	2 DONORS SO FAR	\$108 STILL NEEDED

TIMELINE

Write a brief request	30 minutes to 2 hours
Shop for items	1 hour
Sharing/advertising	10 minutes
Wait for funding	Undetermined... but up to you!
Shipping	Depends on vendor
Thank You package	1 or 2 days

WRITING YOUR PROPOSAL

- Make the rationale clear
- Keep it conversational
- Don't use any "teacher jargon" or acronyms
- Describe the amazing things you plan to do with the materials (NOT how limited you are without them)

Re-Charge, Re-Engage!

My students need a cell phone charging station to help them stay focused on classwork and become responsible citizens of a digital world.

Click here to read Amy's proposal (fully funded)!

SHOPPING!

Donors Choose works with tons of vendors.

Your shopping list will appear on your site so potential donors can see where their money will go.

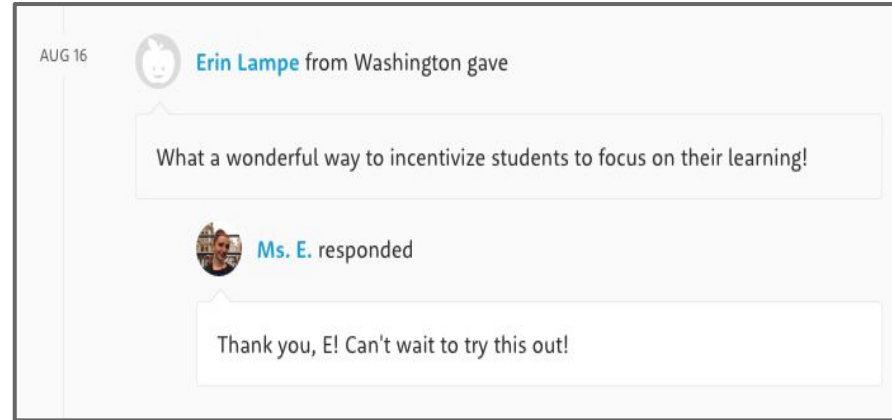
Once your project is funded, the vendor ships everything to the school automatically.

Where Your Donation Goes

MATERIALS	COST	QUANTITY	TOTAL
[2 Pack] Poweradd 6-Outlet 6 USB Ports Power Strip Extension Lead with Surge Protector 1625W/13A, 6ft Heavy Cord for Smartphones, Tablets, Desk Lamps, Computers, Other AC and DC devices • AMAZON BUSINESS	\$35.99	1	\$35.99
BindMaster 20 Feet Extension Cord/Wire, 3 Prong Grounded, 3 outlets, Angled Flat Plug , White • AMAZON BUSINESS	\$16.98	2	\$33.96
Scotch Indoor Mounting Tape, 1-Inch x 125-Inches, 1-Roll (314P) • AMAZON BUSINESS	\$7.99	3	\$23.97
[2 Pack] USB Cable, Retractable 4 in 1 Multifunctional Universal USB Charger Cable for iPhone 7, 7 Plus, 6s, 6s Plus, SE/ 5 / 5S / 5C, 4S 4,iPad Mini, Galaxy S4,S5,S6 (Black&Orange) • AMAZON BUSINESS	\$10.99	2	\$21.98
Kids Artwork Frame - 11x14 Inch Black Picture Frame - Made to Display Pictures 8x10 with Mat or 11x14 Without Mat - Plexiglas Front for Additional Protection • AMAZON BUSINESS	\$12.95	1	\$12.95

ADVERTISE YOUR PROJECT

1. Email your friends and family.
2. Post your project on social media.
3. Pro Tip: If nothing is happening, toss a small donation in yourself.



Amy's sister and Amy are always supporting each other's projects!

TIMING IS EVERYTHING

Your project could be funded in a day.

Your project could be funded in a week.

Your project could be funded in a month.

Your project may not be funded.

THANK YOU PACKAGE

Three Parts:

1. A Thank You Letter (that you write)
2. Photos of your items being used by students (six)
3. Thank Yous from your students (just a few)

**You have THREE MONTHS to do this!
Don't panic.**

EARNING POINTS

You **spend** points every time you submit a project. The “cost” of each project depends on what you’re asking for. A project requesting...

- Materials found in our vendor directory that cost \$400 or less costs 1 point.
- Materials found in our vendor directory that cost from \$401 and \$2000 costs 2 points.
- Materials found in our vendor directory that cost more than \$2001 costs 4 points.
- A **class visitor** costs 3 points.
- A **class trip** that costs \$1200 or less costs 3 points.
- A **class trip** that costs \$1201 or more costs 4 points.
- A “**Special Request**” for materials not found in our vendor directory costs 6 points.

SOME PRO TIPS

- Be Reasonable.
- Start Small.
- Speak from the heart.
- Read other teachers' projects.
- “Shop” for ideas!
- Prime funding times are end-of-summer and December.
- JUST GET STARTED. Write one this weekend and see what happens!

LINKS

- [DonorsChoose website](#)
- [Fundraising Tips](#) directly from DonorsChoose
- [Five Essential Moments to Post about Your DonorsChoose Project](#), by the DonorsChoose social media manager
- More [pro tips and marketing strategies](#) from an edtech specialist and teacher

Free & Cheap Resources

Popular sources (also linked on our website):

- [Creative Chicago Reuse Exchange](#)
- [NAEIR Teacher's Program](#)
- [The WasteShed Chicago](#)

More!: [Creative Pitch](#), [Evanston Rebuilding Warehouse](#), [Freecycle](#), [ReBuilding Exchange](#), [ReStore Chicago](#), [SCARCE](#), [Upcycling Colors](#), [ZeroLandfill Chicago](#)



Arts Funding Updates

Arts Essentials, Creative Schools Fund, and more

Arts Essentials

\$1,000 for arts classroom supplies and materials is available now!

Spending deadline: Feb 7th, 2020

More information: tinyurl.com/ArtsEssentials



Arts Essentials

Visit tinyurl.com/ArtsEssentials

- Purchasing Guides
- At-a-Glance Purchasing Process (district-managed schools)
- Full CPS Vendor List and Frequently-Used Vendor List
- Arts Essentials Spending Planner **New!**

Arts Essentials Spending Planner

Purpose of Spending	Things to Consider
Increasing Quality of Instruction	Our arts units / lessons could be even higher-quality if students had access to...
Increasing Equity and Access	More students could have access to quality arts instruction if we had more...
	Items or materials our arts teachers usually run out of quickly or always need more of during the year:

Brainstorm ideas for spending Arts Essentials money in different categories (e.g., Quality of Instruction, Equity and Access, MTSS, Repairs/Upgrades).

Arts Essentials Spending Planner: Budgeting Sheet							
School Year	Quarter	Description of Purchase/Item	Vendor Name	Item No #	Price Per	Quantity	Subtotal
							\$0.00
							\$0.00
							\$0.00

Create a spending plan for the school year (with space to enter items, vendor name/number, costs).

Word and Excel versions available!

Creative Schools Fund

- Deadline for applications has passed (Oct 11th)
- Grant recipients will be notified between **Dec 16–Jan 2**

More information: [ingenuity-inc.org](https://www.ingenuity-inc.org)



Looking for Resources?

- Visit our [Arts Funding Information](#) page!
 - Arts Essentials
 - Creative Schools Fund
 - Other Funding Resources
 - Arts-related Grants
 - Free & Cheap Resources
 - Educator Discounts

cpsarts.org

Thank You!

- **Everyone:** Please complete our paper evaluation!
- **Charter/contract/options schools ONLY:** Please complete the additional ISBE evaluation to receive an Evidence form
- **District-managed school teachers:** Once attendance is marked, complete your ISBE evaluation on Learning Hub to receive credit



cpsarts.org



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