



THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*

OFFICE OF THE CHIEF FINANCIAL OFFICER
52 Chambers Street, New York, NY 10007

BRUCE E FEIG
Chief Financial Officer

SCHOOL ALLOCATION MEMORANDUM NO. 47, FY04

DATE: February 19, 2004

TO: **ALL SCHOOL PRINCIPALS**
REGIONAL OPERATION CENTER (ROC) DIRECTORS

FROM: Bruce E. Feig

SUBJECT: CENTER FOR ARTS EDUCATION PROGRAM

Project Arts funds are being allocated to schools participating in the Center for Arts Education (CAE) Grant program. The attached table lists the schools and their allotments. School allocations were identified by the Office of the Arts and Special Projects. Guidelines for the use of funds, also provided by that office, are attached.

Arts allocations are to be scheduled in the allocation category, "Instructional Programs" or "Instructional Programs HS". When scheduling OTPS funds in Galaxy, schools should select the **Program**, "Project Arts". When scheduling funds in the Per Session or Per Diem sections of the Table of Organization (TO), users should select "Project Arts" as an **Assignment**.

Attachments: Allocation Table
Program Guidelines

BEF:MG:TS:pav

cc: Regional Instructional Superintendents
Sharon Dunn
Shannon Kete

The Center for Arts Education
Partnership District Money Disbursements 2003-2004 (FY04)

Region	Location	Amount	School Name
01	09X002	\$2,000	<i>THE MORRISANIA SCHOOL</i>
01	10X079	7,000	<i>PS 079</i>
02	79X682	5,180	<i>FANNIE LOU HAMMER FREEDOM HS</i>
04	30Q084	1,500	<i>THE STEINWAY SCHOOL</i>
04	32K145	4,000	<i>ANDREW JACKSON</i>
04	77Q501	2,745	<i>FRANK SINATRA SCH OF THE ARTS</i>
04	79K545	3,500	<i>EBC PUB. SERV.(BUSHWICK)</i>
04	79Q560	7,840	<i>ROBERT F WAGNER JR INST</i>
07	20K247	15,200	<i>PS 247</i>
07	20K259	3,668	<i>WILLIAM MCKINLEY - I.S. #259</i>
07	31R030	6,410	<i>THE WESTERLEIGH SCHOOL</i>
07	76K485	13,100	<i>TELECOMMUNICATION ARTS</i>
08	13K044	11,700	<i>MARCUS GARVEY</i>
08	15K032	5,000	<i>SAMUEL MILLS SPROLE</i>
08	15K051	4,900	<i>WILLIAM ALEXANDER - M.S. #51</i>
09	01M142	4,140	<i>THE AMALIA CASTRO SCHOOL</i>
09	79M531	21,000	<i>REPERTORY SCHOOL</i>
10	03M163	3,000	<i>ALFRED E. SMITH</i>
10	06M143	3,430	<i>I.S. 143M</i>
GALAXY Total		\$125,313	
Allocation Category: Instructional Programs/Instructional Programs HS Fund Source: TAX LEVY (ALL OTHER)			
Dist. 97	97R037	13,600	<i>PS 37R</i>
FAMIS TOTAL		\$13,600	
GRAND TOTAL		\$138,913	

CENTER FOR THE ARTS EDUCATION – GRANT GUIDELINES

These funds are to be used to cover expenses incurred as part of The Center for Arts Education's Partnership Grant Program for Fiscal Year 2004. Per the grant guidelines:

Grant funds MAY be used for the following allowable expenses:

- Partnership Contact coordination time (up to \$3,000 per year);
- planning meetings or retreats conducted before or after school hours;
- substitute coverage for teachers (i.e., for school-day planning meetings, professional development or other Partnership-related activities);
- professional development activities provided by partnering organizations, artists, school-based practitioners, consultants, UFT Teacher Center and/or colleges/universities and related supplies and materials;
- fees for planning and in-school instruction provided by artists, arts organizations, etc.;
- fees for consultants and contracts with external agencies or organizations for technical assistance, planning, program evaluation or student assessment;
- instructional materials and consumable supplies for classroom use (for example, art supplies, videotapes, sheet music, etc.);
- admissions/tickets to performances, exhibitions, etc., directly related to Partnership goals;
- local travel to performances, exhibitions, etc., directly related to Partnership goals;
- local travel to visit exemplary programs and attend conferences or workshops;
- parent reimbursement for transportation and child care during planning meetings;
- equipment purchased directly for the Partnership (for example, VCRs, video camera, stereo systems, computers, musical instruments, etc.), not to exceed \$2,500 annually;
- administrative overhead expenses directly related to implementing Partnership activities, not to exceed 15% of the funds requested by a partnering organization (for example, if Museum X's Partnership expenses total \$10,000, no more than \$1,500 can be requested for administrative overhead expenses).

Grant funds MAY NOT be used for the following expenses:

- any expense incurred prior to July 1, 2003 — the beginning of Year 2 of the grant period;
- Department of Education teaching positions or other school or district-based positions;
- instructional programming that appears to replace instruction already provided at a school by certified visual arts, music or dance teachers;
- programming that replaces activities provided at a school by Project ARTS funds;

- indirect costs unrelated to this Partnership incurred by the school;
- exposure programs or activities that are solely assembly programs, single performances or one-time visits to cultural institutions unrelated to the goals of the Partnership;
- isolated short-term artist-in-residence programs or other activities unrelated to the instructional goals of the Partnership;
- custodial services or buildings and grounds maintenance;
- food service costs, except for minimal expenditures for snacks provided during meetings, or for retreats in which food service is incorporated into the overall cost;
- capital expenditure costs beyond the \$2,500 maximum allowable per year for equipment;
- voluntary extra-curricular activities that take place after the school day or during non-school hours (e.g. clubs, any un-graded and/or non-credit-bearing activities) that are unrelated to the Partnership; and
- expenses to fund non-public schools (excluding colleges/universities that are partnering with public schools).