**Arts Essentials Spending Planner**

Arts Liaisons, administrators, and other arts teachers can use the following guide to collaboratively plan how to spend Arts Essentials grant money each year. *NOTE: Not all fields need to be completed—focus on those that are high-priority.*

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| **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 Access and Equity** | **More students could have access to quality arts instruction if we had more...** |
| **Addressing Gaps or Deficits** | **Items or materials our arts teachers usually run out of quickly or always need more of during the year**:  **Things we forgot to budget for this year / unexpected expenditures that popped up:** |
| **Removing Roadblocks** | **What projects are we postponing or saying “no” to because of lack of materials or supplies?** |
| **Purpose of Spending** | **Things to Consider** |
| **Multi-Tiered Systems of Support** | **Tier 2 and 3 strategies in our arts classes could be more effective if our students had access to…** |
| **Field Trips** | **Our units/lessons would be enhanced if we could take a field trip to…** |
| **Diverse Learner Support** | **Which students would engage better in arts classes if they had further supports? What supports would they need?** |
| **Repairs or Upgrades** | **Arts materials, equipment, or spaces that need repair/upgrade:** |
| **Performances and Exhibitions** | **Our performances and/or exhibitions would be higher-quality if we had...** |
| **Other** | **Other arts-related purchasing ideas:** |

**Arts Essentials Spending Planner: Budgeting Sheet**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **School Year** | **Quarter** | **Description of Purchase/Item** | **Vendor Name** | **Item No #** | **Price Per** | **Qty** | **Subtotal** |
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| **TOTAL** | | | | | | |  |

**NOTES:**