

CAPS Funds Encumbering Process and Guidelines 2018-19

<p>Does DPS provide CAPS funding for arts integration for all schools?</p>	<ul style="list-style-type: none"> ▪ DPS provides all schools with a line item 'Contracted Services-CAPS' budget based on the school enrollment. The allotted formula is \$2/student for elementary and middle school and \$1/student for high school.
<p>How do you access Durham Arts Council's CAPS program?</p>	<ul style="list-style-type: none"> ▪ Schools can view CAPS Programs & Artists in the CAPS Guidebook or online at: www.durhamartscouncilcaps.com.
<p>How do schools request and encumber CAPS funds through the Durham Arts Council's CAPS program?</p>	<ul style="list-style-type: none"> ▪ School submits a CAPS Request Form directly to the Durham Arts Council CAPS Program. ▪ Durham Arts Council CAPS Program will forward a CAPS Contract and Booking Confirmation to the school.
<p>What if the funds encumbered exceed a school's CAPS budget?</p>	<ul style="list-style-type: none"> ▪ The Durham Arts Council will invoice the balance due. Schools can pay via PTA funds, school check or other funds.
<p>How do schools request independent arts programs?</p>	<ul style="list-style-type: none"> ▪ A consultant services contract and purchase order are established by the school with the independent individual or organization.
<p>What is the deadline to request and encumber CAPS funds?</p>	<ul style="list-style-type: none"> ▪ The deadline is Tuesday, November 20, 2018. The programs can occur throughout the school year but need to be set up.
<p>What happens after the deadline for encumbering CAPS funds?</p>	<ul style="list-style-type: none"> ▪ Mary Casey or Shana Adams will follow-up with the schools to determine if assistance is needed to encumber the funds.
<p>How are funds pooled and accessed for additional CAPS programs?</p>	<ul style="list-style-type: none"> ▪ After the deadline if schools have remaining funds or no plans to utilize their funds, these funds will be pooled and redistributed to schools requesting additional programs.
<p>Questions? Assistance?</p>	<ul style="list-style-type: none"> ▪ Contact Shana Adams or Mary Casey if you have questions or need assistance.

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ABOUT CAPS: Durham Arts Council's **Creative Arts in Public & Private Schools (CAPS)** program provides an easy-to-use and effective way for educators to integrate the arts into the curriculum. Primarily a partnership between Durham Arts Council and Durham Public Schools since 1979, this 39-year program places professional artists in public and private classrooms throughout Durham to provide creative and interactive residencies that teach core subjects (math, science, writing, social studies, & the arts), character education and a variety of life skills through the arts. www.durhamartscouncilcaps.com