## **Creatives in Schools – Project proposal checklist**

Use this checklist to make sure you have covered all the requirements before submitting a joint proposal.

You must also complete these templates:

* [Project timeline](http://artsonline.tki.org.nz/content/download/16818/106004/version/1/file/Project%2Btimeline.docx)
* [Project budget](http://artsonline.tki.org.nz/content/download/16750/105444/version/1/file/Project%2Bbudget.docx)

| **Item** | **Description** | **Completed** |
| --- | --- | --- |
|  | Read the information about the Creatives in Schools programme on the following pages:* [Creatives in Schools](http://artsonline.tki.org.nz/Teaching-and-Learning/Creatives-in-schools)
* [For schools and kura](http://artsonline.tki.org.nz/Teaching-and-Learning/Creatives-in-schools/For-schools-and-kura)
* [For creatives](http://artsonline.tki.org.nz/Teaching-and-Learning/Creatives-in-schools/For-creatives)
* [Frequently asked questions](http://artsonline.tki.org.nz/Teaching-and-Learning/Creatives-in-schools/Frequently-asked-questions)
* [Tip sheet for creating a successful project](http://artsonline.tki.org.nz/Teaching-and-Learning/Creatives-in-Schools/Tip-sheet-for-creating-a-successful-project)
 | [ ]  |
|  | Identify the creative needs of your students and ākonga or a creative project that will support student and ākonga learning or wellbeing. | [ ]  |
|  | Select the lead teacher who will work on this project. | [ ]  |
|  | Find your creative(s). * You may already know who you want to work with or you can find them on our [website](http://artsonline.tki.org.nz/Teaching-and-Learning/Creatives-in-Schools/Available-Creatives).
* You can request a creative’s complete profile using [this form](https://forms.education.govt.nz/forms/view/crs003).
 | [ ]  |
|  | Contact the creative(s) to discuss your project. * If they are not a good match for your project or unavailable, go back to step 4 and repeat your creative search.
 | [ ]  |
|  | Ensure that your project will achieve the [required outcomes](https://forms.education.govt.nz/forms/view/crs001) for: * students and ākonga
* teachers, kaiako, schools and kura
* parents and whānau
* artists and creative practitioners.
 | [ ]  |
|  | Select the students who will participate in the project. | [ ]  |
|  | Select other school(s) and kura to participate in this project (optional). | [ ]  |
|  | Include representatives of parents, whānau and community in your project planning so they are also aware and can contribute to the project. (This will help you achieve the outcomes for parents and whānau and will also strengthen family, whānau and community ties.) | [ ]  |
|  | Start putting together your [joint proposal](https://forms.education.govt.nz/forms/view/crs005) with teacher and kaiako and creative(s). It must include: * what the project is
* how it will be undertaken
* how the project will deliver to the Creatives in Schools outcomes
* clear timelines and a budget (use the templates provided)
* how the project will be monitored and evaluated.
 | [ ]  |
|  | Carefully read the questions in the [joint proposal](https://forms.education.govt.nz/forms/view/crs005) and prepare answers of up to 500 words (per question) on how your project will comply with them. | [ ]  |
|  | Complete and attach your project timeline (you **must** use the required template (see above)). This must be between 8 and 20 weeks (excluding planning time). Creative(s) need to spend 100 contact hours with the students and ākonga. | [ ]  |
|  | Complete and attach your project budget (you **must** use the required template (see above)). | [ ]  |
|  | Gather all relevant documents to support your joint proposal. Remember to include: * CV or biography of your creative(s) (if not selected from the [list of creatives](http://artsonline.tki.org.nz/Teaching-and-Learning/Creatives-in-Schools/Available-Creatives) on Arts Online)
* completed project timeline
* completed budget
* any other relevant reference material or pictures.
 | [ ] [ ] [ ] [ ]  |
|  | Submit the joint proposal using [this form](https://forms.education.govt.nz/forms/view/crs005) by the due date. | [ ]  |
|  | Keep in touch with your creative(s) after submitting the joint proposal and let them know any updates or progress about it. | [ ]  |
|  | Apply for [police vetting](https://www.police.govt.nz/advice/businesses-and-organisations/vetting/information-about-vetting) of your creative(s) as soon as the project is accepted. | [ ]  |

**Notes**

1. Click the checkbox as you complete each task. It will add a cross to the box.
2. This is a joint proposal. School and kura and the creative(s) must work together to plan the project.
3. School and kura are the lead applicant, so it is your responsibility to submit the joint proposal.
4. Apply for police vetting of your creative(s) as soon as your project is accepted. This must be done **before** they start delivering the project.