



# 2009 Los Angeles County Arts Internship Program

LOS ANGELES COUNTY ARTS COMMISSION  
Summer 2009

## APPLICATION GUIDELINES

Application deadline: Electronically submitted by January 15, 2009

---

*The Los Angeles County Arts Commission fosters excellence, diversity, vitality, understanding and accessibility of the arts in Los Angeles County. The Commission provides leadership in cultural services for the County, including information and resources for the community, artists, educators, arts organizations and municipalities.*

The Los Angeles County Arts Commission was established in 1947 to ensure access to the arts for Los Angeles County residents.

---

### PROGRAM PURPOSE

---

The Los Angeles County Board of Supervisors established the Arts Internship Program (which provides internships for nonprofit performing, presenting, literary, and municipal arts organizations) as a companion program to the Getty Multicultural Internship Program (which provides internships to museums and visual arts organizations). The purpose of the County's program is to provide undergraduate students with meaningful on-the-job training and experience in working in nonprofit arts organizations, while assisting arts organizations to develop future arts leaders and advocates. Through this program, students can develop a deeper understanding of the work involved in nonprofit arts administration, better understand the role of the arts in a community, and develop "real life" business skills that can be put to use in their future careers. During the ten-week course of the summer internships, participating organizations gain the assistance of a motivated student to help with special or seasonal projects. Participating organizations also play an important role in molding and shaping potential new leaders and advocates in the arts field who may go on to pursue careers in arts administration or take on board or volunteer responsibilities.

---

### CONTENTS

---

<u>Section</u>	<u>Page Number(s)</u>
Program Overview.....	2
Organizational Eligibility.....	2
Key Points.....	3
How to Apply.....	3
Deadline.....	4
Notification.....	4
Information for Interested Undergraduates.....	4
Operational Consideration.....	4
Selection Process and Criteria.....	6
Application Instructions.....	6
Instructions for Completing the WebGrants Application.....	7
Instructions for Filing.....	10
Acknowledgement .....	10
Timeline.....	11
Inquiries.....	11

---

## **PROGRAM OVERVIEW**

---

### **ORGANIZATIONAL ELIGIBILITY**

The following organizations are eligible to apply to the Los Angeles County Arts Internship Program:

- Performing, presenting (including film and media organizations with a presenting program), and literary arts organizations currently funded in the Arts Commission's Organizational Grant Programs – OGP I, OGP II, OGP 2.5 and OGP III.
- Other nonprofit performing, presenting (including film and media organizations with a presenting program), or literary arts organizations in Los Angeles County that are not currently funded through the Arts Commission's grant programs and are not part of a college or university program.
- Local Arts Agencies (municipal or 501(c)3) in Los Angeles County that provide arts programs and services to their municipal constituency.
- Municipal performing arts organizations.

Organizations must meet the following eligibility requirements:

- Qualify as tax-exempt as defined by the IRS.
- Have principal offices and a primary mission to provide arts programming in the County of Los Angeles.
- Have a functioning board of directors (if a 501(c)3) that meets regularly and holds an annual election of officers). 51% of board members must be residents of California.
- Have been in existence for at least two consecutive years and have produced during that period not less than four public performances or programs each fiscal year.
- Comply with all applicable federal, state and local laws and ordinances, including but not limited to those which bar discrimination on the basis of race, color, religion, national origin, ancestry, sex, age, condition of physical or mental disability, or marital status or political affiliation.
- Comply with Fair Labor Standards and pay professional performers, artists, and supporting personnel at least the minimum level of compensation paid to people employed in similar activities.

Municipalities/Local Arts Agencies must meet the following eligibility requirements:

- Serve as an agency of city government, officially designated by local government to provide programs, services, and/or financial services to a variety of arts organizations, individual artists and the community as a whole.

While museums and visual arts organizations in Los Angeles County are not eligible to apply to the County Arts Internship Program, they may be eligible to apply to the Getty Multicultural Internship Program. For more information, visit the Getty program web site at [www.getty.edu/grant/education/](http://www.getty.edu/grant/education/).

## **KEY POINTS**

Eligible organizations in Los Angeles County may request support for one to three full-time internship positions, each with a stipend of \$3,500 for a ten-week period between **June 1st and August 21st 2009**. In addition, organizations will receive \$500 per internship to assist with administrative costs and employer's taxes associated with the position. [**NOTE:** While there is no dollar matching component for the grant, the \$500 portion of the grant may not cover all administrative expenses associated the Arts Internship Program. As a result, the organization should anticipate and plan to cover any additional expenses associated with hosting an intern for ten-weeks. Examples of such expenses may include employer taxes, parking, and mileage reimbursements. In addition, the organization must be able to assume full financial support for the intern payment in the unlikely event that the check from the Arts Commission is delayed.]

The following recommendations should assist the organization in applying for internship positions.

<b>Applicable Number of Internships</b>	<b>Applicant Category</b>
1	First time applicants, OGP I grantees, and small budget organizations (those with budgets less than \$100,000)
2	OGP II grantees and other mid-size budget organizations (those with budgets between \$100,000 and \$500,000)
3	OGP 2.5 and OGP III grantees and other large-budget organizations (those with budgets greater than \$500,000)

***Disclaimer: These recommendations do not guarantee that the applicant will receive the full number of internships requested.***

[**NOTE:** There must be one dedicated supervising mentor for each internship position applied for. A supervising mentor cannot supervise more than one intern through the program.]

Internships should be designed to offer eligible students experience in key program areas such as administration, development, education, finance, marketing, or production. The Arts Commission will be most interested in awarding internships to those organizations that propose a challenging project and meaningful work assignments for the students.

Organizations receiving grants will be responsible for recruiting, interviewing, hiring and training eligible interns. To assist in the process, the Arts Commission will disseminate information about the available positions through its web site and through mailings to local colleges and universities.

Student eligibility for internship positions is limited to currently enrolled undergraduates who either reside in and/or attend college in Los Angeles County, will have completed at least one semester of college by June 2009, and seniors who will graduate by September 1, 2009. (For the 2009 program, students who are currently enrolled or who will complete their undergraduate degree by September 1, 2009 are eligible to apply for an internship.) Candidates can be sought from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the arts. All college students of any ethnic background who meet the residence and attendance criteria are eligible to apply to participate in the Los Angeles County Arts Internship Program.

## **HOW TO APPLY**

All applications will be filled out and submitted using the WebGrants online system found at <http://www.lacacgrants.org>

For all narrative portions of the application, you may either enter text directly into the fields provided or you may cut and paste from a word processor application. If you cut and past from a word processor application, WebGrants will attempt to maintain as much of the formatting as possible. However, not all formatting can be supported and some reformatting may have to be done after pasting. If you have difficulty pasting your selection, then it is recommended that you enter the text directly.

## **DEADLINE**

All applications must be submitted electronically using the WebGrants system by **Thursday, January 15, 2009**.

## **NOTIFICATION**

Applicants will be notified of the Arts Commission's decision on **Monday, February 16, 2009**.

## **INFORMATION FOR INTERESTED UNDERGRADUATES**

Once the Los Angeles County Arts Internship Program Grants have been awarded, eligible undergraduates apply directly to the recipient organizations. A list of these organizations will be available online at [www.lacountyarts.org](http://www.lacountyarts.org) on **March 16, 2009**. Interested undergraduates will also be able to link to a list of organization recipients of the Getty Multicultural Internship Program at [www.getty.edu/grant/internships](http://www.getty.edu/grant/internships).

## **OPERATIONAL CONSIDERATIONS**

### **Timeframes and Workdays**

- The internships are full-time positions of approximately 40 hours a week for 10 weeks.
- Beginning and ending dates of the internships will vary depending upon the organization's need and student's schedule, but should begin no earlier than June 1st and end no later than August 21<sup>st</sup>
- The intern should be scheduled to work during regular business or program hours. For arts organizations, this may include evening and/or weekend hours. However, interns should not be scheduled to work more than an eight-hour workday or 40 hours during a week.
- Organizations must be clear about holidays, vacation time, and lunch and regular breaks (policies must coincide with the policies adopted by the rest of the organization's staff).
- There are several educational components in which intern attendance is either mandatory or recommended, including an Orientation Day/Arts Congress event in the County Arts Internship Program. This event, which is funded by The Getty Foundation, is **mandatory** for the intern and an integral part of the program. While every effort will be made to provide as much advance notice as possible to the organization, the Arts Commission considers this program essential and supersedes the organization's need for the intern during the day of the event. The Orientation Day/Arts Congress event is considered "work" and as such is part of the intern's workday for which the intern is paid. Organizations should not expect an intern to return to work during the evening after this event.

### **Payment to Interns**

- Interns must be paid on a weekly or biweekly schedule.
- Upon approval of an organizational internship, grant funds of \$3,500 will be awarded directly to the organization. It will be the responsibility of the grant recipient organization to administer,

manage and pay interns the \$3,500 for their 10-week period of service. A lesser rate of pay cannot be negotiated.

- The \$3,500 payment for the intern will be released to the organization once the Arts Commission receives a letter from the organization requesting payment, along with the signed Intern – Organization Agreement Form (this form will be provided in the contract package and on the Arts Commission website). Since it takes two to three weeks to process payments, it is advisable to get this form returned to the Arts Commission as soon as possible. **The mandatory Intern – Organization Agreement form and first payment invoice must be submitted to the Arts Commission no later than Monday, June 15, 2009.** [NOTE: If the organization is not able to complete this paperwork before the intern begins, the organization may need to pay the intern out of its own funds before the grant payment arrives. Under no circumstances should an intern go unpaid for longer than a bi-weekly schedule, unless otherwise agreed upon by the intern and the organization, and reflected on the Intern Agreement Form.]
- Payment must be discussed with the intern before the internship begins. This discussion should include the payment schedule (when the intern should expect to be paid); any required payroll deductions; and any other employment or payroll paperwork that must be completed. The discussion is documented on the Intern-Organization Agreement Form.
- In order to assist organizations with this process and the expense of payroll taxes and/or parking, the Los Angeles County Arts Internship Program funds \$500 per student intern to the organization. The \$500 administration fee will be sent to the organization at the end of the internship program and upon receipt of the supervisor evaluation, due by **Friday, September 11, 2009**. Failure to submit the supervisor evaluation and the final invoice by this deadline may result in the forfeiture of grant funds.
- Housing, transportation, and other costs are not provided to interns. However, it is recommended that organizations provide parking compensation to the interns either out of the \$500 the organization is awarded for administrative purposes, or out of other organizational funds.

[NOTE: The \$500 administration fee may not cover all administrative expenses associated with the internship.]

## **Workspace**

The organization should designate workspace and necessary equipment for each internship position requested. The workspace and equipment should be adequate and appropriate for the job duties and responsibilities that will be assigned to the intern.

It is not acceptable for the organization to assign work to an intern to complete at home.

It is recommended that interns be interviewed at the location in which they will be working. The interview should include time to show the intern the proposed workspace. If an organization is conducting a phone interview, please describe the intern workspace as best possible.

Interns must work in professional arts office locations or production facilities.

**Home office locations are eligible as intern work sites as long as the following requirements are met:**

- A professional, safe atmosphere must be maintained at all times.
- Certificate of general liability insurance for at least the duration of the internship must be attached.
- Funding by the Arts Commission for the internship grant is contingent upon successful site visits (both pre-program and during-program). Additional site visits may be required thereafter.

- The presence of any house pets must be discussed with all potential interns prior to their accepting the position. The organization must accommodate the intern during work hours if intern cannot have contact with a pet for any reason.
- Have an appropriate exit/entrance to home office, bathroom facilities, as well as break/kitchen area.
- Provide a parking space or have ample street parking for the intern during work hours.
- Maintain a separate room for office space that will not be occupied by any persons (children or other family members) or used for any non-organizational activity during the intern's work hours.

### **Supervising Mentor Responsibilities**

The Supervising Mentor's role is as work-planner, trainer, monitor, and evaluator. In addition, additional responsibilities as part of the County Arts Internship Program include:

- At least one supervising mentor from each organization will be required to attend a Supervisor Orientation which will be scheduled for **April 27, 2009** at the Getty Center.
- Supervising mentors will be required to complete a pre-program and evaluation of the intern and the internship program at the end of the summer.

### **SELECTION PROCESS AND CRITERIA**

A panel comprised of commissioners, Commission staff, and a representative from the Getty Foundation reviews all applications to make recommendations to the Arts Commission. Commissioners will review and make final funding decisions at their monthly meeting in February. The primary criteria that will be used to select successful organizations is the applicant's ability to address the purpose of the program:

*The purpose of the County's program is to provide undergraduate students with meaningful on-the-job training and experience in working in nonprofit arts organizations, while assisting arts organizations to develop future arts leaders and advocates. Through this program, students can develop a deeper understanding of the work involved in nonprofit arts administration, better understand the role of the arts in a community, and develop "real life" business skills that can be put to use in their future careers. During the ten-week course of the internships, participating organizations gain the assistance of a motivated student to help with special or seasonal projects.*

Successful applications must demonstrate that: (1) the proposed internship(s) addresses the purpose of the Arts Internship Program; and (2) the internship job description provides meaningful on-the-job training and experience opportunities, including a **specific ten-week project**.

In addition, applicants must convey the capacity of the organization to assume the successful mentoring and supervisory responsibilities for a prospective intern.

**[NOTE:** In considering what makes meaningful work or training opportunities, consider projects, duties or other activities that are important to the organization and can teach the intern something about the organization and assist the intern in developing practical, work-related skills. Interns should not be given meaningless or "make-work" tasks but should be integrated into the fabric of the organization. For example, while administrative tasks can certainly be a component of an intern's job responsibilities, the tasks should link into a bigger project that the intern can successfully navigate, ideally from start to finish, during the ten-week internship. Examples of good projects would include program-based activities in research, archiving, education, marketing, communication, grant writing and fundraising and/or activities related to producing or presenting performances. Specific project based work makes good use of a student's capabilities, while providing support to the organization.]

**Successful applications will demonstrate that interns will be provided with a specific project that can be completed within ten weeks, in addition to routine day-to-day activities.**

The ideal internships are those that have a positive human resource benefit for the organization and a positive learning experience for the student.

## **APPLICATION INSTRUCTIONS**

**FOR CURRENT GRANTEES IN THE COMMISSION'S ORGANIZATIONAL GRANT PROGRAM:**  
Current grantees in the Commission's Organizational Grant Program are only required to submit the application form electronically – no other attachments are needed.

**FOR LOCAL ARTS AGENCIES DESIGNATED AS A UNIT OF MUNICIPAL GOVERNMENT:**  
Submit the application form electronically. **ONLY IF A NEW APPLICANT TO THE INTERNSHIP PROGRAM:** Attach a copy of the agency's designation as a unit of municipal government.

**FOR NON-GRANTEE APPLICANTS, MUNICIPAL PERFORMING ARTS FACILITIES AND LOCAL ARTS AGENCIES DESIGNATED AS 501(C)3 ORGANIZATIONS ONLY:**  
Submit one copy of the application form electronically.

**ONLY IF A NEW APPLICANT TO THE INTERNSHIP PROGRAM:** Attach the following items in the online application:

- One copy of the organization's 501(c)3 determination.
- One copy of the organization's financial statement from the last completed fiscal or calendar year. The organization may submit an audited statement or a financial report prepared by the organization's accountant and signed by the Board President or Chair.
- One copy of the organization's board roster to include names, addresses, professional affiliations, with officers identified by title.
- One copy of a history and background of the organization (no more than two pages, single-spaced) to include:
  - Mission and purpose of the organization.
  - Brief history, including major accomplishments.
  - Description of the organization's constituency or community.
  - Discussion of recent programming or projects.
  - Brief description of the administrative infrastructure of the organization (reporting structure, number of employees, list of departments or functions, etc.).

### **INSTRUCTIONS FOR COMPLETING THE WEBGRANTS APPLICATION**

Click on the WebGrants icon to start the application process. If you have previously submitted a WebGrants application to one of the OGP grant programs, you are already registered and just need to log in. If you are completing an application for the first time, please follow the instructions to register. **[NOTE: although it says you must be a nonprofit arts organization to apply, municipalities are still eligible to apply for the Internship Program.]**

#### **1. ACCESSING THE ONLINE APPLICATION:**

- a. Once on the WebGrants Login/Registration Page, enter your User ID and password and click "Login". If your organization has a password, but you do not know it, click on the "Forgot Password?" button.
- b. From the list of items on the Main Menu page, click "Funding Opportunities".

- c. The first time you log on and select the Funding Opportunity Internship Program Summer 2009, you will see a message, "Click Apply to start a new Application". Click on "Apply" (in blue) to begin working on your application. Once you return to the site, the, "Click Apply" message will no longer appear in the upper right hand corner. To continue working on your application, click on the application "Project Title" to open your application.

You will then be brought to a page that reads **Opportunity Details Internship Program Summer 2009**. Please read these instructions carefully, then click on the application title.

The next page will bring you to **Application**. Click on **Organizational Information**.

**If applicant is a current OGP grant program recipient, select the program through which applicant is funded:** Use the pop down menu to select OGP I, OGP II, OGP 2.5, OGP III, or N/A.

**If applicant is NOT a current OGP grant program recipient, please select the option that applies:** Use the pop down menu to select Local Arts Agency, Municipal Performing Arts Organization, or Other Arts Non Profit

**Total number of internships for which funding is requested:** Use the pop down menu to select 1, 2, or 3. **BE SURE THAT YOU ARE ELIGIBLE TO REQUEST MORE THAN ONE INTERNSHIP**

**County Supervisorial District:** Check the corresponding box of the County Supervisorial District in which the primary office of the organization is located. [To determine district information, call (562) 462-2748 or go to the LA County Online web site at <http://lacounty.info> and click on the section in *Quick Resources* titled *Find Your District*.]

**Total number of internships for which funding is requested:** Use the pop down menu to select 1, 2, or 3. Then fill out the rest of the applicant information as requested.

**Contact for organization:** Fill in the contact name of the person in charge of this project and to whom questions can be directed from prospective interns. Also fill in title or department of the contact, and address, city, state, zip, phone, fax, and e-mail.

**Organization Description:** Provide a brief, one or two sentence description of the organization. This information will be posted on the Arts Commission's web site and will be included in any mailings of internship opportunities, so the description needs to be brief! The Arts Commission reserves the right to edit this description.

Then click "**RETURN TO APPLICATION SECTIONS**". Click on **Internship Position #1. Complete information**.

**Tip:** For narrative portions of the application, use a word processor for creating text. Copy and paste the text into the narrative fields of the WebGrants application.

**Internship Position Job Title:** Fill this in with the appropriate title, e.g. Administration Intern, Production Intern, Marketing Intern, etc.

**Supervising Mentor Information:** In the spaces provided, list the name, title, phone and e-mail of the supervisor for this internship position. Reminder: there must be one full-time supervising mentor for each internship position requested.

**Intern's 10-week Project:** Describe the 10-week project the intern will be working on. This should function as the job description and will be reviewed by the panel to determine the appropriateness of the project.

**Intern's "Additional" Duties and Responsibilities:** Describe the day-to-day activities of the intern. This should function to determine the appropriateness of the tasks and duties and provide a sense of other responsibilities the intern will have.

**Skills, Knowledge, or Other Requirements:** If any specialized skill, knowledge or other requirements are expected of prospective intern applicants, please list those here. While one of the purposes of the program is to provide job skills to the intern, there may be certain skills, knowledge or other requirements that may be important for the intern to already possess, e.g. word-processing skills, knowledge of research practices, etc. If there are no specialized skills, knowledge or other requirements needed, simply state "None" in the space. This information will be posted on the web site with the publication description.

**Learning:** Describe what the student will learn as a result of this experience. Review the program purpose – *through this program, students can develop a deeper understanding of the work involved in nonprofit arts administration, better understand the role of the arts in a community, and develop "real life" business skills that can be put to use in their future careers.* Describe what learning for the intern will take place in conjunction with the internship position. Present this as a bulleted list of learning objectives. For example: *At the end of the ten-week internship, the intern will be able to craft a basic foundation proposal; or the intern will learn how to design a marketing brochure; or the intern will learn how to schedule actors for rehearsals;* etc. Other comments on learning may include how the project and activities the intern will be working on will help to develop the intern as a future arts leader.

**Publication Description:** Provide a brief one to two sentence abstract of the Intern's 10-week Project and Duties and Responsibilities from the previous section. This description will be posted on the web site and sent out in any mailings about available internship positions. [**Note:** *do not* include what the intern will learn, or any skills, knowledge, or other requirements in this section. Describe the project and job duties only.]

**Workspace:** Describe the proposed workspace for the intern. The workspace and equipment should be adequate and appropriate for the project and responsibilities that will be assigned to the intern. Attach a JPG photo of the proposed workspace.

**Supervising Mentor Qualifications:** Discuss the Supervising Mentor's qualifications to supervise and mentor the intern – how long the proposed Supervising Mentor has worked at the organization, educational background, previous experience in teaching or working with interns and any other qualifications and experiences that would be applicable.

**Has the proposed supervising mentor participated in this program before?:** Answer yes or no in the dropdown menu

Once finished with this internship position, click on the **Mark as Complete** button to be returned to the **Internship Application** page. Follow the same instructions as above if applying for 2 or 3 positions. [**NOTE:** the Commission will not award generic or duplicate internships listing the same internship job title or 10-week project and duties and responsibilities for more than one internship position requested. Each title and description must be specific and unique.]

Once you have completed the application for all the internship positions, click on the **Preview** button. You will be taken to an **Application Summary** page from which you can create a printable or PDF version of the application for your hard copy or electronic files. When you hit the **Back** button at the top of that page, you will then be able to click **Submit**. Once you submit your application you will be unable to edit or add information.

After submitting your application, you will see a pop-up screen advising that your application has been submitted.

[**NOTE:** Arts Commission staff may, at its discretion, require additional information from the applicant organization and/or schedule a site visit.]

---

## **INSTRUCTIONS FOR FILING**

---

**BEFORE COMPLETING YOUR APPLICATION, READ ALL INSTRUCTIONS CAREFULLY.**

**Tip:** We strongly encourage you to submit your application one week before the deadline. Staff can only assist in trouble-shooting if any problems are brought to our attention early enough for us to be able to act upon them. Staff will not be available after 5:00 p.m. on January 15<sup>th</sup>.

- Deadline for Filing: **Applications must be submitted electronically by Thursday, January 15, 2009.**
- The application should be filled out and submitted electronically from the Arts Commission web site at [www.lacountyarts.org](http://www.lacountyarts.org).
- For narrative portions of the application, you should first enter the information into a Word document so that you can do spell check, before cutting and pasting into the electronic application.

---

## **ACKNOWLEDGEMENT**

---

The Los Angeles County Arts Commission gratefully acknowledges the support of The Getty Foundation in providing the educational program components of the Los Angeles County Arts Internship Program.

---

## TIMELINE

---

### 2008

- December 15 eGRANT Application available online at [www.lacountyarts.org](http://www.lacountyarts.org).
- December 19 Application workshop (for first time applicants and new staff at organizations that have previously participated).

### 2009

- January 8 Application workshop (for first time applicants and new staff at organizations that have previously participated).

- January 15 **Organization Deadline:  
WebGrants Applications submitted electronically.**

- January Staff audit and panel review of applications.

- February 9 Commission review and approval of internship grants.

- February 16 Applicant organizations informed of grant decisions.

- March 6 Signed grant letters due back from organizations.

- March 16 Arts Commission posts internship listings on website.  
Grant recipients begin search for interns.

- April & May Proposed intern selections due back from grantees.  
Internship positions confirmed by Commission.

- June 15 Last day for Organization – Intern Agreement Form and first invoice

- June – August Period of Internship Program (10 weeks).  
(June 1-First possible start date; August 7-First possible end date)  
(June 15-Last possible start date; August 21-Last possible end date)

- September 11 Supervisor Evaluation and final invoice for \$500 must be received by this date.

---

## INQUIRIES

---

Please address any questions or problems associated with the WebGrants Application to:

Anji Gaspar-Milanovic  
Internship and Technical Assistance Coordinator

internship@arts.lacountyarts.gov  
213/202-3981