Arts Internship Applicant Information

**Organization Account Info**
- Organization Legal Name
- Popular Name or DBA (if different from legal name)
- Main Address 1
- Main Address 2
- City
- State
- Zip Code
- Main Phone
- Main Email
- Website

**Primary Organizational Contact**
- Primary Organizational Contact Name:
- Primary Organizational Contact Title:
- Primary Organizational Contact Phone:
- Primary Organizational Contact Email:
1. Primary Contact for organization (person to whom to direct questions about the application):

Enter contact information for the individual at your organization responsible for managing this grant agreement. **Grant notifications, requests for site visits (if applicable) and application follow-up will be sent to this email address.** Note: Do not provide generic phone numbers or e-mail addresses. This contact information will be used, in many cases, for important and time sensitive information. If any of this contact information changes after the application is submitted, please contact internship@arts.lacounty.gov. Applicants are responsible for updating new address and contact information.

- Primary Application Contact Name: 
- Primary Application Contact Title: 
- Primary Application Contact Phone: 
- Primary Application Contact Email: 

2. Is the applicant a current (FY 18/19 or 19/20) Organizational Grant Program (OGP) recipient?

- Yes
- No

3. Did the organization participate in the 2019 Arts Internship Program?

- Yes
- No

4. Organization Budget Size:

Enter your budget size for the last completed fiscal year. The Department of Arts and Culture defines budget size as cash revenue - less income received that is dedicated to a cash reserve, endowment and/or capital project - for the most recently completed fiscal year for which the organization possesses a submitted Federal Form 990. Do not include in-kind support when calculating the organization's budget size.

[Blank field]
5. Organizational Cash Match for 2020 Internship Program

- No match needed - organization's budget is under $1,499,999
- $500 per internship - organization’s budget is between $1,500,000 and $4,000,000
- $1,000 per internship - organization’s budget is over $4,000,000

6. Organizational Discipline (Arts Organizations ONLY)

If you are a nonprofit or municipal arts organization (NOT a CIAG grantee), please select your organization's primary artistic discipline from the list below. Please note that visual arts organizations are not eligible for this program and should apply instead to The Getty Foundation’s Multicultural Undergraduate Internship Grant Program.*

- Arts Education
- Arts Service Organization
- Dance
- Literary
- Media Arts
- Multidisciplinary
- Music - Choral/Opera
- Music - Instrumental
- Presenting
- Theatre
- Traditional and Folk Art

6a. Programmatic Artistic Discipline (CIAG Grantees ONLY)

If you are a CIAG grantee, please select the primary artistic discipline reflected through your organization’s arts programming.

- Crafts
- Dance
- Design Arts
- Folklife/Traditional Arts
- Humanities
7. Please enter your mission statement and a BRIEF (2-3 sentence) description of your major programming. *CIAG grantees must include their arts program(s) in this description.*

8. Does the organization have payroll or use a payroll service?
   - Yes
   - No

9. If the organization were awarded a grant to hire intern(s), would the intern(s) be paid through payroll or a payroll service? Please note that all organizations, especially those with budgets over $500,000, are strongly encouraged to put interns on payroll.
   - Yes
   - No
10. The LA County Arts Internship Program seeks to ensure that all participating organizations provide their students with meaningful, on-the-job training and mentorship. Briefly describe your organization’s approach and experience regarding supporting future leaders. Please use specific examples of strategies you have used to mentor past interns. Additionally, if you have had difficulty with past interns, please highlight what you might do differently based on that experience.

11. The Department of Arts and Culture is committed to cultural equity and inclusion; all participating organizations are strongly encouraged to recruit and select students of diverse backgrounds, including students with disabilities. Describe your organization's recruitment and hiring processes for ensuring a diverse applicant pool.

12. How many internships is your organization requesting? (Eligible organizations with budgets over $500,000 may request support for one, two or three full-time internship positions. Please note that for organizations requesting three internships, at least one must be reserved for a community college student. Refer to the Arts Internship Grant Guidelines for more information.)

Remember to submit a unique application for each internship position you are requesting!

- One internship
- Two internships
- Three internships
Internship Proposal: Project and Supervisor Information

Note that applicant organizations to the LA County Arts Internship Program will have to complete and submit a separate one of these forms for each proposed internship.

Internship Position Job Title:
Provide an appropriate job title for the proposed intern, e.g. Administration Intern, Production Intern, Marketing Intern, etc. Note that the word "assistant" should not be part of the intern position job title, e.g. Assistant to the Executive Director or Marketing Assistant.

Please select the category that most closely describes your intern's proposed work plan for the summer.

- Administration
- Arts Education
- Audience Services
- Civic Engagement
- Event Planning
- Development/Fundraising
- Graphic Design
- Marketing
- Production
- Research and Evaluation
- Other

If other, please specify:

________________________
**Internship Project:**
Describe the intern's primary project during the internship, detailing specific duties and responsibilities. This should function as the primary job description for the position. **Reminder to CIAG applicants: the project must be primarily rooted in the organization’s arts programming.**

**Internship Additional Duties and Activities:**
Describe the additional day-to-day tasks activities you anticipate the intern will participate in beyond the primary project.

**Internship Learning Objectives (please list up to five):**
What will the student learn as a result of this experience? How might fulfilling these objectives prepare a student to better engage in the arts, creative economy, and civic life?

**Internship Workspace Description:**
Describe the proposed workspace for the intern.

**Is this a home office?**
If yes, refer to the Arts Internship Application Guidelines for more information regarding our policies on home offices.

- [ ] Yes
- [ ] No
Primary Supervisor
Reminder: there must be one primary supervisor for each internship position.

Name of Supervisor: 

Title of Supervisor: 

Email of Supervisor: 

Is this proposed supervisor a paid, full-time employee?
○ Yes  ○ No

Primary Supervisor Qualifications:
Describe the supervisor's qualifications to supervise and mentor this intern. Describe how long the proposed supervising mentor has worked at the organization, previous experience supervising staff and whether the proposed supervisor has participated in this program before. CIAG grantees: be sure to specify this individual's knowledge and experience as relates to arts programming.

Additional Supervisors (if applicable):
If there are any additional individuals whom the intern will be working with on a regular basis to support the development of their arts-related skills and knowledge, please list them below. Include name, title, a brief description of relevant qualifications, and the context in which they will support the intern.

Internship Position Marketing Information
Your answers to the following questions will be used to list this position on LACDAC's website if this position is funded. NOTE: The LA Department of Arts and Culture reserves the right to edit your responses prior to posting online.

Brief Organizational Information
Please provide a 2-3 sentence description of your organization for interested students.
Brief Position Description:
2-3 sentences that will help students decide whether to apply to this particular position.

Internship Skills, Knowledge or Other Requirements:
If any specialized skill, knowledge or other requirements are expected of prospective intern applicants for this position (e.g. research, social media, accounting), please list those here.

How to Apply to Internship:
Provide a brief description of how a student should apply to the Internship (i.e. "submit a resume and cover letter to...")
Community College Hosting and Educational Support Interest

Community College Recruitment
In 2017, recognizing the unique role of the Arts Internship Program and other workforce development opportunities in addressing continued disparities of equity and access to arts careers, the County Board of Supervisors expanded the number of positions funded through the program as part of the Cultural Equity and Inclusion Initiative (CEII). They stipulated that at least 28 of those additional positions be reserved for community college students. Please answer the following question to assist us in identifying those positions. Please note that all funded organizations are encouraged to be inclusive in recruiting and hiring students of all backgrounds.

1. Assuming your application is successful, is your organization interested in reserving at least one awarded position for a community college student? (NOTE: Any organization awarded three positions will be required to reserve at least one.)
   - Yes
   - No

3. Does your organization have any current relationships with community colleges or a history of working with community college students?
   - Yes
   - No

If yes, please describe:

[ ]
4. (Optional) If there’s anything else you would like us to know regarding your interest in and capacity to host a community college student, please indicate that below.

Educational Programming Support Interest
Since the inception of the Internship Program, the Los Angeles Department of Arts and Culture has divided interns into groups of 10-15 students to better facilitate networking and allow program participants to get to know other arts organizations, leaders, and careers. Groups engaged in activities and educational events coordinated by a Leader – a nonprofit administrator working at one of the Internship Grant organizations. Gatherings ranged anywhere from two to four hours, and included activities like speed networking sessions with artistic staff, tours of local arts venues, public art walks, and museum visits. Leaders are paid an honorarium and also provided additional funding to offset any costs associated with such gatherings (i.e. parking, materials, lunch, etc).

Is your organization interested in leading educational events for interns during summer 2020?
- Yes
- No
- I’m not sure

If yes, who within your organization would take the lead to conceive of events and coordinate and communicate with interns? This is usually an intern supervisor.

Name
Title
Email
Phone
Please describe any relevant experience for the above individual(s) and, if applicable, any specific themes or areas of expertise they would hope to explore with interns (e.g. theater, development, resume writing, etc).

NOTE: Leaders will be selected after internship grants are awarded and staff reviews geographic locations and needs for each region.

Is your organization interested in hosting events for interns during summer 2020?

- [ ] Yes
- [ ] No

Please describe the kinds of events your organization could host (i.e. tours, roundtables, art-making activities, etc.)
Arts Internship Program Support Materials

1. One copy of the organization’s financial statement from the last completed fiscal year. Applicants can satisfy this requirement by submitting one of the following:

Data Arts Los Angeles County Arts OGP Funder Report (highly recommended for OGP grantees only), A copy of an audited financial statement. Financial report prepared by an accountant and signed by the Board President or Chair.

2. One copy of the organization's list of board members including names, professional affiliations, place of residence and officers identified by title.

3. One copy of a history and background of the organization (report 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. List of recent programming or projects. **NOTE: CIAG grantees must include a description of their current arts program(s).** Brief description of the administrative infrastructure of the organization, including number of employees and reporting structure.