LA County Arts Internship Grant Program
Application Set-Up Guide

Please read this guide carefully to ensure you complete the application properly. (Also, do not forget to read the full Program Guidelines before you begin working.)

**STEP 1:** Complete your organization’s User Setup and 501(c)3 verification (if applicable). This step is completed ONLY ONCE when the organization logs into the system for the first time.

Once the user setup is complete, you will see a dashboard with a “Tasks” and “Grants” section. If you have other grants already in progress (like the Organizational Grant Program or Community Impact Arts Grant) you will see those in-progress applications under “Your Grants.”

**STEP 2:** Click “View Grants” to find the Arts Internship Program application.

You should now be able to see the LA County Arts Internship Program grant under the list of grants for which you are eligible. If you do not, it may mean your organization is not eligible for the program. Contact staff at internship@arts.lacounty.gov for further assistance.

**STEP 3:** Determine how many internship positions you would like to request. Be sure to refer to the Program Guidelines to confirm how many you are eligible for, and how many will be reserved for community college students.

You must create and submit a separate application for EACH internship position you are requesting funding for. Remember that certain umbrella information (applicant info and questions about community colleges and peer groups) will only be answered and submitted once, with your first application.
**STEP 4:** Enter the total number of positions you will be requesting under "Quantity."

At this point, the total number of applications you've created will be visible under "My Grants" on your main grants dashboard. If you are requesting three interns, you should see three applications. If you're requesting two, you should see two, etc.

**STEP 5:** Click "Create Applications" right next to Quantity.

**STEP 6:** Click "View my list" at the top right hand corner of the screen. DO NOT CLICK "Create Applications" again.
STEP 7: Complete and submit each application. Good news! Certain sections of the application (i.e. organizational information and community college and Peer Group interest), will only need to be filled out once, during your first application.

DO NOT FORGET TO SUBMIT EACH INDIVIDUAL APPLICATION! If you are requesting three interns, you should have three unique submissions. If you are requesting two, you should have two submissions and your dashboard should look something like this:
FOR CIAG APPLICANTS ONLY:

When you begin your application, the first section you will fill out is the “Arts Internship Program Eligibility” form:

<table>
<thead>
<tr>
<th>TASK</th>
<th>DEADLINE</th>
<th>STATUS</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Internship Program Eligibility</td>
<td></td>
<td>INCOMPLETE</td>
<td>Start</td>
</tr>
</tbody>
</table>

Proceed by clicking the “Start” button which will take you to the following page:

For “Which of the following are you?” please select “A Community Impact Arts Grant (CIAG) Grantee” (as shown above) and answer the three questions in the bottom section. NOTE: If the answer is “no” to any of the questions, your organization is ineligible to apply.

Click “Save & Exit” and proceed with completing the rest of the application.

FREQUENTLY ASKED QUESTIONS

Q: I intend to apply for one intern, but I accidentally hit “Create Application” twice and now I see two applications in my dashboard. What do I do?
A: Don’t panic! If you accidentally create more applications than you need, call Talia or Martin at 213-202-5858 or email internship@arts.lacounty.gov for assistance. You can also leave it “in progress,” but bear in mind this will leave it in your dashboard. If you’d like to keep your dashboard need and clean, give us a call and we will help.
Q: Does this mean I can submit my Arts Internship Program Grant in chunks?
A: Yes. You can, in theory, submit a proposal for one internship position one week, and submit a second the following week. However, remember that:

a) certain pieces of umbrella information that applies to all positions you request, such as organizational information and your organization's interest in hosting community college students, will be included as part of the FIRST application you submit. You won't have to type in that information again, but be prepared to answer it in your first go-round. Also,
b) you cannot go back and edit a form once it's been submitted.

So plan ahead. And remember, ALL proposals must be received by the deadline in order to be considered.