




2024 AIP Eligibility


 Organization Legal Name:

 Which of the following are you?

- A 501c3 or Model A Fiscally Sponsored Arts Organization
- A Community Impact Arts Grant (CIAG) Grantee
- Neither of the above

 501c3 and Model A Fiscally Sponsored Arts Organizations must meet all of the following eligibility requirements:

- Are you a performing, presenting, film, media, arts service or literary arts organization? • Yes
• No
- Have you possessed 501(c)(3) tax-exempt status as defined by the IRS for at least two years? • Yes
• No
- Do you have principal offices in the County of Los Angeles? • Yes
• No
- Is your primary mission to provide arts programming or services in the County of Los Angeles? • Yes
• No
- Do you have a functioning board of directors that meets regularly with at least 51% of members residing in California? • Yes
• No
- Have you been in existence for at least two consecutive years and have you produced during that period no less than four public performances or programs each fiscal year? • Yes
• No
- Do you 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? • Yes
• No
- Do you comply with Fair Labor Standards and pay professional performers, artist and supporting personnel at least the minimum level of compensation paid to people employed in similar activities? • Yes
• No
- Are you a part of a college or university? • Yes
• No
- Are you a museum or a visual arts organization? • Yes
• No

 CIAG Grantees must meet all of the following eligibility requirements:

- Were you AWARDED a Community Impact Arts Grant (CIAG) between July 1, 2016 and September 30, 2023? • Yes
• No
- Do you CURRENTLY engage in arts programming, and can you propose an intern project rooted in arts programming? • Yes
• No
- Have you successfully completed all CIAG requirements (reports, invoicing, etc) to date? • Yes
• No

 Municipality eligibility requirements:

Are you a local arts agency OR municipal performing arts organization that serves 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?

- Yes
- No

2024 Arts Internship Applicant Information

Organization Account Info

Any prepopulated information seen below is being generated from your SMAApply account. Please verify the information below is current and up to date.

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 (include https://) _____

Primary Organizational Contact

Primary Organizational Contact Name: _____

Primary Organizational Contact Title: _____

Primary Organizational Contact Phone: _____

Primary Organizational Contact Email: _____

1. Primary Application Contact (person to whom to direct questions about the application within the organization):

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 email 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: _____

 **Please verify that your answers to questions 2 and 3 below are correct. It is very important that you answer these questions accurately as your responses will change certain sections of the application.**

 2. Is the applicant a **current (FY 22/23 or 23/24)** Organizational Grant Program (OGP) or **current (FY 23/24)** Community Impact Arts (CIAG) recipient?

- Yes
 No


 3. Was the organization awarded intern(s) in the 2023 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. This number must be the same or close to the organization's budget size in the most recently submitted Federal Form 990 (total revenue, line 120 for a tax year ending on or after December 31, 2021). Do not include in-kind support when calculating the organization's budget size.

 5. 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 Marrow 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


 6. 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.

- Arts Education
- Crafts
- Dance
- Design Arts
- Folklife/Traditional Arts
- Humanities
- Literature
- Media Arts
- Multidisciplinary
- Music
- Opera/Musical Theatre
- Photography
- Presenting
- Theatre
- Visual Arts

 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. 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 experienced challenges with past interns, please highlight what you might do differently based on that experience.

 9. 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.

 10. 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 Guidelines for more information.)

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

- One internship
- Two internships
- Three internships

2024 Internship Position - Project and Supervisor Information



Reminder: Applicants to the LA County Arts Internship Program must submit an individual application for each internship position requested. While you will be able to repopulate other forms in the application to save time, this form (the 2024 Internship Position - Project and Supervisor Information form) will need to be redone each time for each of the positions you are requesting.

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 keep the title as succinct as possible.

Please select the category that most closely describes the 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, nonprofit sector and civic life?

 Internship Workspace Description:

Please describe the proposed on-site workspace for the intern.

 Remote Work


Should the intern be working remotely, please describe how you will support an intern in a remote position.

 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

 If the **majority** of the internship will be taking place at a location that differs from the organization's main address, please include the additional address below.


Main Address 1

Main Address 2


City

State


Zip Code

 In what month would the intern **start** their internship?

- June 2024
- July 2024
- August 2024
- September 2024
- October 2024
- November 2024
- December 2024


 In what month would the intern **end** their internship?

- August 2024
- September 2024
- October 2024
- November 2024
- December 2024
- January 2025
- February 2025

 Approximately how many hours per week would this intern be working?


Note: The hours per week will determine the number of weeks the intern will be working, and should be in alignment with your start and end dates above.

- 15-20 hours a week
- 20-30 hours a week
- 30-40 hours a week
- 40 hours a week


 Primary Supervisor

Reminder: there must be one primary supervisor for each internship position. In the event of a change, you will be able to update this information during the intern approval process.

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 Website Posting Information

Your answers to the following questions will be used to list this position on the Arts & Culture website if this position is funded. **Please do not use bullet points in any of these sections as our website cannot read them and it will cause issues for your job posting. This information should be clear and engaging for prospective interns. Please include as many relevant details as possible.** NOTE: The Los Angeles Department of Arts and Culture reserves the right to edit your responses prior to posting online.</div

 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. **Please be sure to include a line about how many hours a week the intern will be expected to work, as well as the months the intern will start and end the internship.** For example: "This position will work approximately 20 hours a week from June through September."


 Required or preferred qualifications:

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...")

 **Below, please select which date you'd like this position to be posted ("launched") to our website in the event the position is awarded to your organization.** Positions will be launched on a monthly basis, and you should choose your launch date based on how much time you will need for recruitment. For example, if you want to have your intern start in July, consider posting your position in June. Please do not exceed 2 months in advance of your start date, as interns are usually applying for positions they can start immediately.


 What date would you like this position to launch on our website?NOTE: Your organization will not be able to begin recruitment until the selected date.

- April 1, 2024
- May 1, 2024
- June 3, 2024
- July 1, 2024


2024 Community College Hosting and Educational Components

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 Los Angeles 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

 2. 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:


 3. (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 Peer Group Leader – a nonprofit administrator working at one of the Arts Internship Grantee organizations or an artist working in the field of Arts & Culture. Gatherings have 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. In 2021 and 2022, due to the COVID-19 pandemic, most Peer Group events were moved to a virtual format. In the virtual space, Peer Group Leaders have coordinated virtual panels, AMAs (ask me anything), resume workshops, inspirational workshops and more. 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 the 2023 program cycle? Depending on public health guidelines, events may continue to be virtual in 2023.


- Yes
- No
- I'm not sure

 If yes, who within your organization would take the lead to conceive of and produce events 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 the 2023 program cycle? Depending on public health guidelines, events may continue to be virtual in 2023.

Yes
 No

 Please describe the kinds of events your organization could host (i.e. tours, roundtables, art-making activities, etc.) These responses will only be applicable in the event public gatherings are safe at the time.


2024 Arts Internship Program Supplemental 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, or signed federal tax returns.


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

 Upload a file

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.

 Upload a file


Is your organization fiscally sponsored? Reminder: only Model A fiscal sponsorship agreements are eligible.

- Yes
- No

4. Please upload a copy of the agreement or verification letter from the fiscal sponsor.

 Upload a file

5. Please upload a copy of the fiscal sponsor's 990 listing a State of California Address.

 Upload a file

2024 AIP Finalizing and Submitting Your Application



Applications and all necessary support materials **must be submitted** via the Department of Arts and Culture's online application system at SurveyMonkey Apply no later than **11:59 p.m. on OCTOBER 11, 2023**. Applications that are submitted after the deadline will not be considered. Deadlines cannot be extended. Hardcopy materials will not be accepted. **DISCLAIMER:** All submitted application materials are documents of public record upon submission to the Los Angeles County Department of Arts and Culture and subject to public records requests. **Certification Instructions:** Provide the Name and Title of the authorized official submitting this application. This individual must be a representative of the applicant organization with authority to submit this application on behalf of the applicant organization. By entering in their name below, the authorized individual certifies that they have reviewed the content of this application and certifies that the information contained in this application is true and correct to the best of their knowledge. Once this section is complete, please click the **green "Submit" button** on the left to finalize and submit your 2024 Arts Internship application. This step must be completed for each individual application.



Full Name: _____

Title: _____

Telephone #: _____

Email Address: _____

I certify: