



**Los Angeles County Department of Arts and Culture**

**LA COUNTY ARTS INTERNSHIP PROGRAM  
2024 APPLICATION GUIDELINES**

**Application Deadline: October 11, 2023**

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**TABLE OF CONTENTS**

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<b>What's New .....</b>	<b>1</b>
<b>Program Overview .....</b>	<b>2</b>
<b>Internship Program Calendar .....</b>	<b>3</b>
<b>Eligibility Requirements .....</b>	<b>3</b>
Organizational Eligibility .....	3
Student Eligibility .....	4
<b>Organizational Responsibilities .....</b>	<b>5</b>
Recruiting and Hiring .....	5
Work Schedule .....	5
Credit and Recognition .....	6
Educational Events for Interns .....	6
Payment to Interns .....	6
Associated Administrative Costs .....	7
Workspace .....	7
Home Offices .....	7
Remote Work .....	7
Supervisor Responsibilities .....	8
Vacation and Sick Time .....	8
<b>Allowable Grant Requests .....</b>	<b>9</b>
Maximum Number of Interns .....	9
Positions Reserved for Community College Students .....	9
Amount of Internship Awards .....	9
Dispersal of Grant Funds .....	9
Return of Unused Grant Funds .....	10
<b>Information for Interested Students .....</b>	<b>10</b>
<b>Grant Review Process .....</b>	<b>10</b>
Review Criteria .....	10
Internship Projects .....	11

<b>How to Apply .....</b>	<b>11</b>
Technical Assistance.....	11
Application Workshop And Office Hours .....	11
Deadline and Notification.....	12
<b>Questions.....</b>	<b>12</b>
<b>Supplemental Materials.....</b>	<b>12</b>
Data Arts (Formerly California Cultural Data Project).....	13
LA vs Hate .....	14

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## WHAT'S NEW

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- Awarded organizations will submit one invoice for 100% of the grant funds at the time of contract execution.
- The final hiring deadline for all interns in the program will be December 1, 2024. Any internships left unfilled on that date will be automatically considered forfeit and unused grant funds must be returned to the Department.
- In the event that the minimum wage in the City and/or County of Los Angeles be raised above \$16.90 an hour, all grant amounts listed below will be amended as necessary. Additional guidance will be provided to awarded grantees at that time.

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## PROGRAM OVERVIEW

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The Los Angeles County Arts Internship Program ("Arts Internship Program") supports and strengthens the cultural sector of the County by providing access to high-quality opportunities for college students of all backgrounds to gain experience, understanding, and transferrable skills relevant to careers in the arts, the creative economy, and engagement in public life. In 2000, the Los Angeles County Board of Supervisors ("Board") established the Art Internship Program, which provides internships for nonprofit performing, presenting, literary, and municipal arts organizations as a companion program to the Getty Marrow Internship Program, which provides internships to museums and visual arts organizations. Students develop an understanding of the work involved in nonprofit arts administration, the role of the arts in communities, and develop skills that can be used in their future careers. Participating organizations gain the assistance of a motivated student to help with special or seasonal projects while supporting new leaders and advocates in the arts sector, who may go on to pursue arts careers or take on board or volunteer responsibilities.

In 2017, the Board expanded the number of positions funded through the program as part of the Cultural Equity and Inclusion Initiative (CEII) in recognition of the unique role of workforce development opportunities like the Arts Internship Program in addressing continued disparities of equity and access to arts careers. The Board stipulated that a number of additional positions be reserved for community college students, emphasizing inclusivity of those from communities that experience barriers to arts access.

*Los Angeles County Arts Internship Program Agreement*  
**Exhibit B**

The Los Angeles County Department of Arts and Culture (Department) gratefully acknowledges the support of The Getty Foundation in providing the funding for the educational program components of the Arts Internship Program.

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## **INTERNSHIP PROGRAM CALENDAR + TIMELINE**

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<b>September 6, 2023</b>	Internship application available at <a href="http://www.lacountyarts.org">www.lacountyarts.org</a>
<b>September 13, 2023</b>	Internship application workshop #1 at 9:00am
<b>October 3, 2023</b>	Internship application workshop #2 at 4:00pm
<b>October 11, 2023</b>	Grant application deadline at 11:59pm
<b>November 2023</b>	Review of applications
<b>January - February 2024</b>	Arts Commissioners review and approve internship awards
<b>February 17, 2024</b>	Deadline to inform applicant organizations of grant decisions via email
<b>February - March 2024</b>	Site visits scheduled
<b>March 30, 2024</b>	Signed internship grant contracts due
<b>April 1, 2024 May 1, 2024 June 3, 2024 July 1, 2024</b>	Positions are posted publicly online at <a href="http://www.lacountyarts.org">www.lacountyarts.org</a> on a rolling basis.
<b>Spring 2024</b>	Supervisor Orientation (required for all new supervisors)
<b>June 2024 - March 2025</b>	Internships run from June 1, 2024 to March 1, 2025
<b>September 2, 2024</b>	Suggested hiring deadline for all interns
<b>December 1, 2024</b>	Final hiring deadline for all interns
<b>March 1, 2025</b>	Deadline for intern evaluation, supervisor evaluation, intern and organization thank you letters from all organizations.

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## **ELIGIBILITY REQUIREMENTS**

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### **Organizational Eligibility**

The following organizations are eligible to apply to the Arts Internship Program, provided they meet the requirements listed below:

- Nonprofit community-based arts organizations as well as mid-size and large institutions such as performing, presenting, film, media, arts service, literary arts, community-based arts and arts education organizations that are not part of a college or university.
- Local arts agencies (501(c)(3) or municipal) in Los Angeles County that provide arts programs and services to municipal constituencies.
- Municipal performing arts organizations.

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**Exhibit B**

- Organizations that have been awarded a Community Impact Arts Grant (CIAG) by Arts and Culture for one or more years since the program's inception in 2016, and that did not forfeit the grant award.

Nonprofit Arts Organizations may apply if they meet all of the following eligibility requirements:

- Possess 501(c)(3) tax-exempt status as defined by the IRS for at least two (2) years.
- Have principal offices in Los Angeles County.
- Have a primary mission to provide arts programming or services in Los Angeles County.
- Have a functioning board of directors that meets regularly with at least 51% of members residing in California.
- Have been in existence for at least two (2) consecutive years and have produced during that period no less than four (4) 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/Municipal performing arts organizations 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.

Community Impact Arts Grant (CIAG) grantees may apply if they:

- Were awarded a CIAG grant between July 1, 2016 and September 30, 2023.
- Currently engage in arts programming and propose an intern project rooted in arts programming.
- Have successfully completed all CIAG requirements (reports, invoicing, etc.) to date.

Fiscally sponsored organizations who possess Model A comprehensive sponsorship agreement with a verified State of California-based Fiscal Sponsor are eligible to apply (a copy of the agreement or verification letter from the sponsor will be required with the application, along with the sponsor's 990 listing a State of California address.) Fiscal sponsors may apply on behalf of multiple sponsored organizations that otherwise meet eligibility requirements. **The fiscal sponsor is the applicant of record and must handle all contracts and payments to interns associated with the grant.**

The following organizations are NOT eligible to apply to the Arts Internship Program:

- Arts organizations, departments and programs that are part of a college or university.
- Museums and visual arts organizations.

Museums, visual arts organizations and municipal local arts agencies may be eligible to apply to the Getty Marrow Undergraduate Internship Program. For more information, visit the Marrow Undergraduate Internship Program website at [www.getty.edu/grant/education/](http://www.getty.edu/grant/education/).

## **Student Eligibility**

Internship positions are open to currently enrolled undergraduate college students who:

- Are currently enrolled as undergraduates, including students enrolled in associate degree (community college) programs.
- Are residents of Los Angeles County attending college outside of the region or currently attend college in Los Angeles County.
- Are able to legally work within the United States.

Students who are on track to complete their undergraduate degree, or transfer from a community college to a four-year institution between May 1 - December 1, 2024, are also eligible.

The following students are not eligible:

- Students who have already earned a Bachelor of the Arts, Bachelor of Science, or a higher degree.
- Students who have previously participated in the Arts Internship Program.

In addition, organizations may not select students who are their current or former employees, board members, trustees, officers, and/or directors, or relatives of any of their current staff members, employees, board members, trustees, officers, and/or directors. Students may only participate in one internship at one organization during the program cycle.

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 regardless of race, religion, sex, national origin, age, sexual orientation, or disability who meet the above criteria are eligible to participate in the Arts Internship Program.

Arts and Culture will verify the eligibility of each student invited to participate. Students will be asked to provide documents (such as college transcript, driver's license or state issued identification) to verify undergraduate status and residency requirements before they are approved to participate in the program.

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## **Organizational Responsibilities**

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### **Recruiting and Hiring**

**Organizations receiving grants through the Arts Internship Program are responsible for recruiting, interviewing, hiring, and training eligible interns.** 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. To assist in the process, Arts and Culture will disseminate information about the Arts Internship Program through its website, social media and communications directed to local colleges and universities and provide additional resources and best practices regarding recruitment.

The number of funded positions in 2024 will be approximately 228. In support of the Cultural Equity and Inclusion Initiative, at least 28 positions are reserved for students attending community college in Los Angeles County. Organizations who elect to host community college positions are responsible for actively recruiting, advertising, and reviewing applications for community college positions accordingly.

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We strongly encourage all organizations to work towards filling all internship positions by **September 2, 2024** to ensure there is ample time for interns to complete their 400 hours. However, the final hiring deadline for all intern positions is **December 1, 2024** – any positions unfilled after December 1, 2024 will be considered forfeit and unused grant funds will need to be returned to the Department within 30 days.

## **Work Schedule**

- Beginning and end dates of the internships will vary depending upon the organization's need and student's schedule but shall begin no earlier than June 1, 2024.
- Interns must complete 400 hours of work between June 1, 2024 and March 1, 2025.
- Arts and Culture recommends a full-time (40-hours/week) schedule over 10-consecutive weeks; however, organizations may work with students to create part-time schedules with a minimum of 15 hours a week as long as the student and organization are in agreement.
- Organizations must ensure that the planned hours for an internship can be completed before the end of the program and must budget time accordingly for recruitment and onboarding.
- The intern should be scheduled to work during regular business or program hours. This may include evening and/or weekend hours. **However, interns may not be scheduled to work more than an eight-hour workday or 40 hours each week without being paid overtime.** Please note that "flexing time" (i.e. asking an intern to work more than eight (8) hours one day and fewer hours the next) is not permissible unless the organization has adopted an alternative workweek schedule and the intern has signed necessary paperwork. For more information, please refer to the California Department of Industrial Relations website at [http://www.dir.ca.gov/dlse/faq\\_overtime.htm](http://www.dir.ca.gov/dlse/faq_overtime.htm).
- **It is the organization's responsibility to comply with wage and hour laws.** Failure to pay overtime when required will render an organization ineligible to participate in the future.

## **Credit and Recognition**

Grantees are required to acknowledge the Los Angeles County Board of Supervisors and Arts and Culture on all recruitment related materials pertaining to the hiring of awarded internship positions. Grantees may use the following credit line: "This position is supported, in part, by the Los Angeles County Board of Supervisors through the Department of Arts and Culture's Los Angeles County Arts Internship Program." Grantees are also encouraged to use the Board's and Arts and Culture's handles and hashtags when posting on social media regarding their interns: @CountyofLA #CountyofLA, and @LACountyArts #LACountyArts

## **Educational Events for Interns**

Educational components are a cornerstone of the internship program experience. In the 2023 Arts Internship Program there will be opportunities for interns to connect with one another as well as professionals in the field. However, due to the ongoing COVID-19 pandemic and our inability to predict whether or not these events will be virtual or in person, guidance on the requirements for educational components will be released closer to the start of the internship window.

## **Payment to Interns**

- The rate of pay for interns in the program will be reassessed and possibly amended after the public release of minimum wage guidance by the City and County of Los Angeles in January 2024. All grant amounts listed below will be amended as necessary should the minimum wage in the city or county of Los Angeles be raised above \$16.90 an hour.

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Additional guidance will be provided to awarded grantees at that time.

- Interns are paid six thousand seven hundred and sixty dollars (\$6,760) for the 400-hour internship (\$16.90 an hour), unless the organizations local jurisdiction has a higher minimum wage, in which case the higher minimum wage would prevail. Any overages resulting from rate of pay higher than \$16.90 an hour must be covered by the organization; organizations who qualify to receive the administrative stipend from the program may use those funds to cover the overage. A lesser rate of pay or fewer hours of service cannot be negotiated.
- Interns must be paid on a regular schedule. Weekly or biweekly payment is strongly preferred. If necessary, and with the intern's prior agreement, organizations may distribute pay monthly.
- Under no circumstances should an intern go unpaid for longer than two weeks, unless it is otherwise agreed upon by the intern and the organization to be paid on a monthly basis.
- The six thousand seven hundred and sixty dollars (\$6,760) or higher payment is taxable income for interns. **All organizations are strongly encouraged to put interns on payroll**, deducting all applicable employee taxes, and paying them on the same schedule as staff. Organizations are responsible for clarifying the payment schedule with interns and must comply with all applicable labor laws. For more information visit, <https://edd.ca.gov/employers.htm>.
- Payment and work schedule must be discussed with the intern before the internship begins. This discussion should include the payment schedule and any required payroll deductions and paperwork. The discussion must be documented on the "Intern – Organization Agreement Form," which must be signed by both organization and intern and returned to Arts and Culture within three (3) days of the intern's start date.
- Should the intern not complete the full internship, the arts organization is responsible for notifying Arts and Culture **before** the intern's last day. In addition, the organization must reimburse the County for the remaining grant balance within 10 days of the intern's final day of work at the organization.

## **Associated Administrative Costs**

An additional stipend of seven hundred fifty dollars (\$750) will be awarded to organizations with budgets less than five hundred thousand dollars (\$500,000) to assist with administrative costs and any other additional expenses associated with hosting an intern for 400 hours. **All other organizations should anticipate and plan to cover full administrative costs. Examples of such expenses may include equipment, employer taxes, intern parking and mileage reimbursements.** Mileage must be reimbursed at the federal mileage rate, which may be found at <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>.

## **Workspace**

The organization must designate a workspace and necessary equipment for the internship position requested. The workspace and equipment must be adequate and appropriate for the job duties and responsibilities that will be assigned to the intern. Interns must work in professional office locations or production facilities and, if the intern is driving to work, free parking must be provided.

Interns should be interviewed at the location in which they will be working with an opportunity for the intern to see the proposed workspace. If an organization is conducting a phone or video interview, please describe the intern workspace as best as possible.

## **Home Offices**

For those organizations proposing home offices, funding by Arts and Culture for the internship grant is contingent upon a successful site visit. Additional site visits may also be required. Home office locations are eligible as intern work sites as long as the following requirements are demonstrated:

- A professional, safe atmosphere.
- 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.
- An appropriate entrance and exit to the home office, restroom facilities and break/kitchen area.
- A parking space or ample street parking available for the intern during work hours.

The presence of any house pets must be discussed with all potential interns prior to their accepting the position. The organization must be prepared to accommodate the intern during work hours if the intern cannot have contact with a pet for any reason.

## **Remote Work**

Historically, the Arts Internship program has prioritized on-site work for interns as a best practice for a high-quality internship experience. Remote work was introduced into the program in 2020 as a response to the COVID-19 pandemic, to allow grantees and students much needed flexibility during the year. While the Department maintains that the priority will be for interns to work on site for most of the 400 hours, in recognition of the benefits of continued flexibility and how the workforce is evolving, remote assignments may be given to interns for up to 100 hours of the internship. Remote work must:

- Be in accordance with the organization's existing work-from-home policies for staff and provide that policy in writing to the intern;
- Take into consideration the availability of offsite resources (e.g., a space to work, WiFi, etc.). In the event that those resources are not available to your intern, the intern's project must be revised accordingly;
- Include a plan for ongoing remote supervision and mentorship;
- Utilize equipment (including laptop, phone or tablet) provided by the organization, unless the remote work takes place after the student has returned to school and is no longer able to come to the office. In these cases, the organization assumes all liability for any personal equipment the intern will use to complete their tasks.

Organizations may request to have their interns work more than 100 hours remotely if they meet one of the following criteria:

1. The organization's physical offices have not reopened at the time of the internship
2. The organization has adopted a remote or hybrid work model that would cause the intern to exceed the 100 hours of remote work
3. The intern's school location and schedule necessitate them returning to school during the internship and they plan to finish their hours remotely

These plans are subject to departmental approval via the Internship Selection Form in SurveyMonkey Apply. Any organization that seeks to exceed the 100 hours of remote work must make the schedule clear during the interview process with prospective interns.

## **Supervisor Responsibilities**

The supervisor's role is that of work planner, trainer, and mentor. The Arts Internship Program **requires** that:



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**Exhibit B**

- One primary supervisor is assigned to each intern. A secondary supervisor may also be identified. **For CIAG grantees, the proposed supervisor(s) must be directly overseeing/managing the organization's arts programming.**
- Supervising mentors complete an evaluation of the intern(s) and the internship program at the end of the internship,
- Supervisors ensure that interns complete their Intern-Organization Agreement form, mandatory presurvey, post survey and thank you letter
- Any new supervisor to the arts internship program is required to attend the Supervisor Orientation, which will be held in Spring 2024. More details will be released closer to that date.
- All supervisors are welcome to attend Supervisor Orientation, particularly those that have not attended in the last two years or more.

Failure to comply with any of the organizational requirements will render the organization ineligible to participate in the future.

## **Vacation and Sick Time**

Interns must fulfill 400 hours over the course of the internship period and may not take extended vacations. In the event that an intern must miss a day or two of work due to prior obligations, the organization may ask the intern to make up the hours at the end of the internship period.

If an intern misses a day due to illness, the organization may choose to pay him/her sick time in accordance with your organization's policies or ask the intern to make up the hours within or at the end of the internship period.

Holidays may be treated as a paid holiday or as a workday, in accordance with your organization's policies.

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## **ALLOWABLE GRANT REQUESTS**

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### **Maximum Number of Interns**

Based on their budget size, eligible organizations in Los Angeles County may request support for one, two or three internship positions for 400 hours each between June 1, 2024 and March 1, 2025.

### **Positions Reserved for Community College Students**

Of the approximately 228 available internship positions, a minimum of 28 are reserved for community college students. Organizations interested in recruiting and hosting at least one community college student should note their interest in the grant application. However, **any organization requesting three interns will be required to recruit and host at least one community college student.**

Not all funded organizations who express interest in hosting a community college student will be required to do so. Organizations will be notified whether they are required to reserve a position for a community college student when funding decisions are announced.

All organizations are encouraged to be inclusive in recruiting and hiring students of all backgrounds, including community college students.

## Amount of Internship Awards

Each internship awarded will be supported with a grant ranging from \$6,760 - \$7,510 per intern. **Interns will earn \$16.90 per hour (\$6,760 for the internship period) during the program regardless of the amount of the grant.**

The grant award is to support a portion or all of the intern's salary (depending on the size of the award and the organization's budget) for a 400-hour internship between June 1, 2024 and March 1, 2025.

The amount of support an organization may receive is dependent on the applicant's budget size (the total amount of revenue for the organization's most recently completed fiscal year).

Organizational Budget Size	Allowable Internship Request	Grant Award per Internship	Maximum Award Amount
Budget under \$500,000	One or two	\$7,510	\$15,020
Budget over \$500,000	One, two or three (if three, at least one community college)	\$6,760	\$20,280

## Dispersal of Grant Funds

- Grant funds will be awarded directly to the organization. It is the responsibility of the organization to administer the award and pay interns.
- The County will release 100 percent of the maximum grant amount Grantee upon execution of the contract and Arts and Culture's receipt and processing of an invoice from Grantee requesting payment. Processing of an invoice for payment may take up to eight weeks. If, for any reason, Grantee does not receive the County's grant funds prior to the intern's start date, Grantee will nevertheless be responsible for paying the intern out of its own funds until Grantee receives the County's grant funds.

## Return of Unused Grant Funds

Grant funds that go unused for any reason, including internships not filled by the deadline, interns not completing 400 hours of work, interns leaving the internship early etc., must be returned to our department. Grantees must notify the department immediately and will have 30 days to return the unused funds.

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## INFORMATION FOR INTERESTED STUDENTS

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Once the Arts Internship Program grants have been awarded, eligible undergraduate students apply directly to the recipient organizations. A list of these organizations will be available online at [www.lacountyarts.org](http://www.lacountyarts.org) beginning on **April 1, 2024** and will continue to be posted on a rolling basis through July 2024. Interested undergraduates may also check for a list of museums and visual arts organizations that receive Getty Marrow Undergraduate Internship Program grants at [www.getty.edu/grant/internships](http://www.getty.edu/grant/internships).

## **GRANT REVIEW PROCESS**

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A panel comprised of an Arts Commissioner, Arts and Culture staff, a representative from The Getty Foundation and a program alumnus reviews all applications and makes recommendations to the Arts Commissioners. Arts Commissioners review and make final award decisions at their monthly meeting in February 2024.

### **Review Criteria**

Successful applications will demonstrate that:

- The proposed internship(s) addresses the purpose of the Arts Internship Program;
- The internship job description demonstrates meaningful on-the-job training and experience transferrable to careers both in and outside of the arts;
- The organization can provide a **specific project primarily rooted in arts programming and administration**; and
- The organization has the capacity to assume the successful mentoring of, and supervisory responsibilities for, an intern.

In reviewing applications, the panel will aim to ensure that funded internship positions reflect and contribute to the culturally and artistically diverse arts ecosystem of the County. To that end, the panel will seek to balance the final internship pool across factors, which include:

- Communities served
- Geography (i.e. where the internship is located)
- Discipline
- Cultural tradition represented
- Organizational budget size
- Type of internship project (marketing, production, administration, etc.)
- Organization's expressed interest in and capacity to recruit and host community college students

In addition, the panel will consider any issues regarding student supervision and payment to students during past years.

### **Internship Projects**

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

Internships must be primarily rooted in arts programming and administration and should be designed to offer eligible students experience in areas such as administration, development, education, finance, marketing, production, arts policy, public art, or community and civic engagement. (**NOTE:** For CIAG grantees, this will require that the intern support the individual(s) and duties directly overseeing and/or managing the organization's arts programming.) 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 while assisting the intern in developing practical, work-related skills in the arts and creative economy. Interns should not be given "busy work" tasks but should be integrated into the fabric of the organization. For example, while administrative tasks can certainly be a

*Los Angeles County Arts Internship Program Agreement*  
**Exhibit B**

component of an intern's job responsibilities, the tasks should link into a bigger arts-focused project that the intern can successfully navigate, ideally from start to finish, during the internship.

Examples of appropriate projects include program-based activities in research, education, marketing, communication, social media, 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.

Competitive applications will propose a challenging project that can be completed within 400 hours and provides meaningful work assignments for the intern. New applicants are encouraged to view 2023 internship job descriptions for reference at <https://www.lacountyarts.org/internships>.

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## **HOW TO APPLY**

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Applications must be submitted electronically. To get started, please visit <https://apply-lacdac.smapply.io/> and create a user account if your organization has not done so already. You will need to submit a unique application for each position you are requesting. Refer to the Application Set-Up Guide posted at <https://www.lacountyarts.org/funding/arts-internship-program/arts-internship-program-apply> for additional assistance.

### **Technical Assistance**

Applicants are strongly encouraged to submit the application at least five days before the deadline. Staff can only assist in troubleshooting if an issue is brought to our attention early in the application process. Staff will not be available to assist applicants after 5:00 p.m. on October 11, 2023.

### **Application Workshop and Office Hours**

For the 2024 program cycle, all new AND returning applicants are HIGHLY ENCOURAGED to attend at least one of the below application workshops and/or to review a recording of the workshop before submitting application:

The virtual workshop will walk you through the nuts and bolts of the program, including elements of a successful application. It is ideal for **both** new applicants or returning organizations who need a refresher on the guidelines given the many programmatic changes.

#### **Virtual Application Workshop #1:**

**Wednesday, September 13, 2023 9:00am – 11:00 am PST**

Register [here](#).

#### **Virtual Application Workshop #2:**

**Tuesday October 3, 2023 4:00 – 6:00pm PST**

Register [here](#).

A recording of the workshop will be available on Arts and Culture's YouTube page.

#### **Virtual Office Hours: September 12 – October 10, 2023**

Open office hours will generally be available to interested applicants on Tuesdays from 1:00pm to 3:00pm starting Tuesday, September 12 through Tuesday, October 10. To sign up for a time slot, please use [this link](#).

## **Deadline and Notification**

All applications and any required supplemental materials must be submitted electronically no later than **11:59 p.m.** Pacific Standard Time on **Wednesday, October 11, 2023**. **There are no exceptions to this deadline.**

Applicants will be notified of the final funding decision no later than **Friday, February 16, 2024**.

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## **QUESTIONS**

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Please direct questions associated with the Internship Program application to:  
Martín Hernández, Arts Internship Program Manager  
Email: [mhernandez@arts.lacounty.gov](mailto:mhernandez@arts.lacounty.gov) or [internship@arts.lacounty.gov](mailto:internship@arts.lacounty.gov)  
Phone: (213) 469-1182

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## **SUPPLEMENTAL MATERIALS**

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Current grantees of Arts and Culture's Organizational Grant Program (OGP) and Community Impact Arts Program (CIAG), as well as applicants that participated in the Arts Internship Program in 2023 are **NOT REQUIRED TO SUBMIT SUPPLEMENTAL MATERIALS**. Only the online application is required. No other attachments are needed.

**Applicants who are NOT current OGP or CIAG grantees and did not participate in the Arts Internship Program in 2023 must submit the following documents.**

1. Online application
2. One copy of the organization's 501(c)(3) determination letter
3. One of the following:
  - a. A copy of the organization's SMU Data Arts OGP Funder Report (recommended), as described in more detail below. Note that past CIAG grantees are unable to complete as they are not arts organizations and must submit b or c below.
  - b. A copy of an audited financial statement
  - c. A financial report prepared by an accountant and signed by the board president or chair, or signed federal tax returns
4. One copy of the organization's list of board members including names, professional affiliations, place of residence and with officers identified by title.
5. One copy of a history and background of the organization (no more than two pages, single spaced) that includes:
  - a. The mission and purpose of the organization
  - b. A brief history of the organization, including major accomplishments
  - c. A description of the organization's constituency or community
  - d. A brief description of the administrative infrastructure of the organization, including the number of employees and reporting structure

A list of recent notable programming or projects (NOTE: for previous CIAG grantees, this must include a description of current arts programming)

Newly applying fiscally sponsored organizations (must be Model A with a verified State of California-based fiscal sponsor) must also provide:

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**Exhibit B**

1. A copy of the agreement or verification letter from the fiscal sponsor
2. A copy of the fiscal sponsor's 990 listing a State of California address

**SMU DataArts (formerly California Cultural Data Project)**

SMU DataArts, formerly the Cultural Data Project, was founded to bring the language and leverage of data to the business of culture. The Cultural Data Profile (CDP) is SMU DataArts' flagship service, which thousands of cultural nonprofits use annually to report their financial and programmatic information. SMU DataArts seeks to be a catalyst for data-informed decision-making. SMU DataArts partners with nearly 40 public and private funders across California, most of which require arts and culture organizations to complete a Cultural Data Profile annually as part of their funding application process. SMU DataArts gives arts organizations the ability to track and analyze their financial and organizational data over time, as well as compare their organization with similar types of organizations. Most participating funders require that applicants complete a CDP for each fiscal year. In order to streamline the process, SMU DataArts provides the ability to complete one CDP that can be used for reporting programmatic and financial data to **any** participating funder.

**Data Arts Details**

**Instructions:** Information on how to get started can be found in SMU DataArts' Knowledgebase. You can also search the Knowledgebase to help you as you work. You can find information about the new questions in the CDP, balance sheets and audits, to name a few. Applicants will also have access to online training and can receive support from SMU DataArts' Support Center during regular business hours. Contact information can be found below.

**Time Required:** Plan to spend ten (10) to fifteen (15) hours completing each CDP. Arts and Culture recommends completing the profile as soon as you decide to apply. Arts and Culture **cannot extend the application deadline to allow for extra time to complete the CDP.**

**Minimum Data Profile Requirements:** Applicants with three or more years of completed programming, must submit **three (3) consecutive years of data**. If filling out the CDP for the first time, please complete a CDP for each of your three most recently completed fiscal years. Going forward, applicants will only need to provide one year of data. **NOTE:** For organizations with only two full and consecutive years of producing and programming history, submitting a CDP for two recently completed fiscal years is acceptable.

**Organizations with Parent Agencies:** When completing the CDP for a department or an ongoing program within a larger organization or institution, fill out the Data Profile for the sub-unit only. Do not enter any data for the parent organization.

**Basis for Financial Data:** If the applicant organization has an annual audit or review, all financial data entered into the CDP must be based on audited or reviewed data. Do not enter data until after receiving the annual audit or review by an independent certified public accountant. If the organization has no audit or review and does not plan on having an audit or review for its most recently completed fiscal year, **base the CDP entries on the most recently submitted 990.**

**Timing:** If the annual audit or review has not been completed in time to submit a CDP, enter data from the prior fiscal year based on the prior year's audit report. **The most recent year of the CDP should be the same year for which the applicant organization had its most recent audit.**

*Los Angeles County Arts Internship Program Agreement*  
**Exhibit B**

**Completing the SMU DataArts Cultural Data Profiles (CDP):** Completion of a CDP activates the website's error check designed to catch inconsistencies and missing data. The website will not allow you to complete your CDP until all errors are corrected. Please allow additional time to make corrections to the data after each CDP is submitted. **NOTE:** Organizations with incomplete CDP data will not be able to download the *OGP Funder Report*.

When you are finished entering data, click on the tab to your left that says Review and Complete. Confirm that the all of totals on this page (total revenue, total expenses, total assets, total liabilities and total net assets) match the totals in your board-approved financial audit/review or year-end financial statements by restriction. If the totals do not match, contact SMU DataArts Support Center for assistance at 1-877-707-3282.

**OGP Funder Report:** Applicants choosing to submit a data profile for the Internship Grant Program must download a Los Angeles County *OGP Funder Report* to attach to the grant application. You can find instructions on how to access your *OGP Funder Report* here. Once you have your *OGP Funder Report*, be sure to review the report to ensure you did not leave anything out during your data entry. You should also keep an eye out for any big percent changes from year to year. If something looks incorrect, you can revise your Data Profile and generate a new Funder Report. You can find instructions on how to do so here.

**Budget Notes:** Please provide notes to explain any variances reflected in the applicant's *OGP Funder Report*. Applicants are required to explain variances of 10% or more in income or expense line items from year to year. Applicants are strongly encouraged to explain other significant deficits or surpluses.

**What happens to submitted CDP data?** Arts and Culture utilizes data from a variety of sources to evaluate and improve programs and to understand the local arts ecology. Some of this data is collected directly from grantees and sometimes through partnerships with organizations like SMU DataArts. Check <https://www.lacountyarts.org/granteedata> to learn more.

**Questions:** Please direct questions concerning the CDP to the SMU DataArts Support Center:  
The SMU DataArts Support Center is open from 10:30 a.m. – 7 p.m. ET, Monday-Friday.  
Phone: 877-707-DATA (877-707-3282)  
Email: [help@culturaldata.org](mailto:help@culturaldata.org)  
Website: <https://culturaldata.org/contact/>

## **LA VS HATE**

LA vs Hate is a community-centered creative campaign to encourage and support all residents of the County to unite against, report and resist hate. We encourage you to visit <https://www.lavshate.org/> where you will find resources and free artwork intended to be used across social media to unite your community in the effort to recognize, report and resist hate in our county. If you are the victim or witness of a hate incident or hate crime you can report the incident/crime with 211 LA. Your report is confidential and 211 is not affiliated with law enforcement.