2026 AIP Eligibility

Organization Legal Name: Popular Name if different from 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?
Have you possessed 501(c)(3) tax-exempt status as defined by the IRS for at least two years?
Do you have principal offices in the County of Los Angeles?
Is your primary mission to provide arts programming or services in the County of Los Angeles?
Do you have a functioning board of directors that meets regularly with at least 51% of members residing in California?
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?
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?
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?
Are you a part of a college or university?
Are you a museum or a visual arts organization?
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, 2025?

Do you CURRENTLY engage in arts programming, and can you propose an intern project rooted in arts programming?

Have you successfully completed all CIAG requirements (reports, invoicing, etc) to date?

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

• N

2026 Arts Internship Applicant Information

33 Org	ganization Account Info
Any pr	repopulated information seen below is being generated from your SMApply account. Please verify the information below is and up to date.
Organizatio	on Legal Name
Popular Na legal name	ame or DBA (if different from
Main Addre	ess 1
Main Addre	ess 2
City	
State	
Zip Code	
Main Phon	e e
Main Email	I
Website (in	nclude https://)
🚻 Pri	imary Organizational Contact
Primary Or	ganizational Contact Name:
Primary Or	ganizational Contact Title:
Primary Or	rganizational Contact Phone:
Primary Or	ganizational Contact Email:
33 1. l	Primary Application Contact (person to whom to direct questions about the application within the organization):
reque: generi sensit	contact information for the individual at your organization responsible for managing this grant agreement. Grant notifications sts for site visits (if applicable) and application follow-up will be sent to this email address. Note: Do not provide ic phone numbers or email addresses. This contact information will be used, in many cases, for important and time tive information. If any of this contact information changes after the application is submitted, please contact ship@arts.lacounty.gov.Applicants are responsible for updating new address and contact information.
Primary Ap	oplication Contact Name:
Primary Ap	oplication Contact Title:
Primary Ap	oplication Contact Phone:
Primary Ap	oplication Contact Email:
	ease verify that your answers to questions 2 and 3 below are correct. It is very important that you answer these ions accurately as your responses will change certain sections of the application.
	Is the applicant a current (FY 24/25 or 25/26) Organizational Grant Program (OGP) or current (FY 25/26) Community Impact CIAG) recipient?
☐ Yes ☐ No	
3 . v	Was the organization awarded intern(s) in the 2025 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, 2023. 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) include their arts program(s) in this description.	description of your major programming. CIAG grantees must
48. The LA County Arts Internship Program seeks to ensure that all particles are meaningful, on-the-job training and mentorship. Briefly describe your orgulature leaders. Please use specific examples of strategies you have use with past interns, please highlight what you might do differently based or	ganization's approach and experience regarding supporting d to mentor past interns. <u>If you have experienced challenges</u>

9. The Department of Arts and Culture is committed to cultural equity and encouraged to recruit and select interns of diverse backgrounds, including st recruitment and hiring processes for ensuring a diverse applicant pool.	
	- -

2026 Internship Position - Project and Supervisor Information

Mainternship Position Job Title:	
Provide an appropriate job title for the proposed intern, e.g. Administration Interwords like "assistant" or "administrator" should not be part of the intern position Marketing Administrator. Please keep the title as succinct as possible.	
Please select the category that most closely describes the intern's propose	ed work plan.
Administration	
Arts Education	
Audience Services	
Civic Engagement	
Event Planning	
Development/Fundraising	
Graphic Design	
Marketing	
• Production	
Research and Evaluation	
• Other	
1 other, please specify:	
Internship Project:	
Describe the intern's primary project during the internship, detailing specific du	ties and responsibilities. This should function as the
primary job description for the position. Reminder to CIAG applicants: the programization'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 intern learn as a result of this experience?	
How might fulfilling these objectives prepare an intern to better engage in t life?	he arts, creative economy, nonprofit sector and civic
Me latamakia Wadan ana Danaintian	
1 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 2026 July 2026 August 2026 September 2026 October 2026 November 2026 December 2026 In what month would the intern end their internship? August 2026 September 2026 October 2026 November 2026 December 2026 December 2026 November 2026 December 2026 December 2026 December 2026 January 2027 February 2027
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 the information during the intern approval process. Name of Supervisor:
Name 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 worked at the organization, previous experience supervising staff and whether the proposed supervisor has participated 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	
Yes No Primary Supervisor Qualifications: Describe the supervisor's qualifications to supervise and mentor this intern. Describe how long the proposed supervising worked at the organization, previous experience supervising staff and whether the proposed supervisor has participated program before. CIAG grantees: be sure to specify this individual's knowledge and experience as relates to arts programming.	
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If there are any additional individuals whom the intern will be working with on a regular basis to support the development	
arts-related skills and knowledge, please list them below. Include name, title, a brief description of relevant qualifications context in which they will support the intern.	
keep the following in mind:Do not use bullet points in any of these sections as our website cannot read them and issues for your job posting. This information should be clear and engaging for prospective interns. Please inclured relevant details as possible. Verify the "how to apply" section has the appropriate information for students to apposition. This can include a staff email, link to an online application, etc. NOTE: The Los Angeles Department of Ar Culture reserves the right to edit your responses prior to posting online.	de as mar oply to you
## Brief Organizational Information:	
Please provide a 2-3 sentence description of your organization for interested students.	
M Brief Position Description:	
## 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 many hours a week the intern will be expected to work, as well as the months the intern will start and end the intern wi	

Provide a brief description of how a student should apply to the Internship (i.e. double check that all information provided is spelled correctly and accurate.	"submit a resume and cover letter to"). Please
Below, please select which date you'd like this position to be posted	•

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, 2026
- May 1, 2026
- June 1, 2026

2026 Community College Hosting and Educational Components

Community College Recruitment
In 2018, the Arts Internship Program was expanded under the Cultural Equity and Inclusion Initiative (CEII) to provide several internships prioritized specifically for community college students. All organizations who indicate an openness to hosting students from the community colleges via the questions below will be listed on our dedicated Community College webpage to assist in your recruitment. 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 prioritizing your awarded position for a community college student?
☐ Yes ☐ No
2. Does your organization have any current relationships with community colleges or a history of working with community college students?
☐ Yes ☐ No
1 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 Arts Internship Program, the Los Angeles Department of Arts and Culture has convened interns in smaller events, called "Peer Groups", to better facilitate intern networking and allow program participants to get to know other arts organizations, leaders, and careers. Peer Groups engage in activities and educational events coordinated by a Peer Group Leader – a nonprofit administrator working at one of the Arts Internship Program 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. Virtual events, introduced as an option in 2020, have included virtual panels, AMAs (ask me anything), resume workshops, inspirational workshops and more. Peer Group 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 <u>leading</u> educational events for interns during the 2026 program cycle? Events will be a mixture of in person and virtual.
☐ 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		-		
Fitle		-		
Email		-		
Phone		-		
Please describe any relevant exper they would hope to explore with interns				ic themes or areas of expertise
NOTE: Leaders will be selected after in region.	nternship grants are awarde	d and staff reviev	ws geographic loc	ations and needs for each
Is your organization interested in ho of in person and virtual events.	osting events for interns dur	ing the 2026 pro	gram cycle? Peer	Group Events will be a mixture
☐ Yes ☐ No				
Please describe the kinds of events responses will only be applicable in the	-	•		ing activities, etc.) These

2026 Arts Internship Program Supplemental MaterialsThe following documents are required for your organization. Please review each section carefully and ensure

One copy of the organization's financial statement from the last completed fiscal year. Applicants can satisfy this requirement by ubmitting 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 for the applicant organization's most recently completed fiscal year for a tax year ending on or after June 30, 2023. Financial report prepared by an accountant and signed by the Board President or Chair, or signed federal tax returns for a tax year ending on or after December 31, 2023. Uplead a file One copy of the organization's list of board members including names, professional affiliations, place of residence and officers identified by title. Uplead a file One copy of a history and background of the organization (report no more than two pages, single-spaced) to include: Historian 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 screenshot of your organization's "Active" status with the California Secretary of State Los Angeles County ensures that each grantee organization is registered to do business in California and is in good standing with the California Secretary of State before the grant agreement can be fully executed. To verify your organization standing with the Secretary of State to resolve any issues before the application is submitted. Applicants should take their screenshot at the above website. The uploaded screenshot must clearly include the organization's name and status in order to be considered valid. Upload a stall included the organization is registered to provide the above website. The uploaded screenshot must clearly inclu	e correct items are being uploaded into the application.	,
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		_
O No	○ Yes	
·	O No	

"Levine Act Compliance" (AIP) Contribution and Agent Declaration FormApplicants to Department of Arts and Culture Grant Programs This digital form must be completed by applicants for a grant award from the County of Los Angeles ("County") through the Department of Arts and Culture's Organizational Grant Program ("OGP"), Community Impact Arts Grant ("CIAG") and Arts Internship Program ("AIP") (collectively, "Grant"). Effective January 1, 2023, the Levine Act (SB1439) prohibits certain appointed and elected local officers, including members of the County Board of Supervisors, from taking part in decisions about awarding contracts, grants, licenses, or permits if the officer received a political contribution of more than \$250 in the last 12 months from a bidder, proposer, or applicant (or the bidder, proposer, or applicant's paid representative/agent). California State law requires you to disclose information about contributions made by certain individuals (such as paid employees, paid agents, or paid board members) that represent your organization/agency. Please answer the questions below and take reasonable steps to ensure your responses are complete and accurate. Information is being collected for transparency and compliance purposes only. Reporting contributions will not disqualify you from the grant program. However, incomplete or false answers may lead to disqualification. Failure to complete this form in its entirety will result in immediate disqualification

of your application to the grant program without exception. No grace period will be provided to

complete this requirement. Additional information and resources can be found here.

E Check the box that describes your	organization type:			
☐ Nonprofit Organization or Model A Fis☐ Tribal Government☐ Municipal Agency	scally Sponsored Orga	anization		
1.Does your organization (inclusive sponsor or related organization, including Organizations")?				
☐ Yes ☐ No				
🧖 1a. If yes, name the organization(s	s).			
2. Does your organization (inclusive	•	_		
 Have appeared or will appear before of not list individuals whose communication award), OR- Have authority for the organical 	ns with the County are	not for the purpose of	f influencing decisions about	•
☐ Yes ☐ No				
🥞 2a. Paid Employees				
If yes, list their names and titles below:				
	Name		Title/Role	
Employee 1				
Employee 2				
Employee 3				
Employee 4				
Employee 5				
Employee 6				

Employee /			
Employee 8			
Employee 9			
Employee 10			
☐ 3. Does your organization	ı (inclusive of any Related (Organizations named above) have	paid board members?
Yes			
] No			
🤚 3a. Paid board members			
ist your organization's <u>paid</u> bo	oard members:		
	Name	Title/Role	
Board Member 1			
Board Member 2			
Board Member 3			
Board Member 4			
Board Member 5			
4a. Paid individuals outsions in their names, employer, and	-		
ist their names, employer, and	Name	Name of Employer	Title/Role
Individual 1			
maividual i	_	_	_
Individual 2		-	
Individual 3			
	-	_	_
Individual 4	_		
Individual 5	_	_	_
		re contributions totaling more tha or any other County officer or em	
Yes		,	• •
No			
🤚 5a. Contributions			
a. Please provide information	for each instance, including the	ha data:	
	Tor odor motarioo, morading t	ie date.	

Name of Contributor

received contribution

made

Individual 1	-	_	-
Individual 2		_	
Individual 3	_	_	_
Individual 4			
la dividual E			
Individual 5	_	_	_
Individual 6		_	_
Individual 7			
maividuai 1	_	_	_
Individual 8			
Individual 9			
Individual 10	_	-	_
Individual 11			
Individual 12	_	_	_
Individual 13			
le dividuel AA			
Individual 14	_	_	_
Individual 15			
	Amount of Contribution		
Individual 1			
Individual 2			
Individual 3			
Individual 4			
Individual 5			
Individual 6			
Individual 7			
Individual 8			
Individual 9			
Individual 10			
Individual 11			
Individual 12			

Individual 15			
your employees or agents to n	as your organization (inclusive of nake a contribution to a County S ther through fundraising events, o	upervisor, another elected Co	ounty officer, or any other
Yes No			
6a. Contributions			
Please provide information for ea	ach instance, including the date.		
	Date Contribution was Solicited or Directed	Name of Recipient Officer	Amount of Contribution
Individual 1			
Individual 2			
Individual 3	_	- -	_
Individual 4	-	-	_
Individual 5			_
Individual 6	_		_
Individual 7		_ 	
Individual 8		-	
Individual 9		_ 	
Individual 11	- 	- 	
Individual 12		- <u>-</u> -	
Individual 13			
Individual 14			
Individual 15			

Individual 13
Individual 14

1. Does your agency have any paid non-employee(s) and/or any other paid representative(s) (such as an attorney, lobbyist, or consultant) who has communicated or will communicate with the County about this grant application?

∐ Yes □ No			
¶ 1a. Paid non-employees/repres	entitives		
List their names and titles below:	enduves		
	Name		
Representative 1			
Representative 2			
Representative 3			
Representative 4			
Representative 5			
Representative 6			
Representative 7			
Representative 8			
Representative 9			
Representative 10			
Representative 11			
Representative 12			
Representative 13			
Representative 14			
Representative 15			
2. Do any of the paid non-emplopublic agency related to this grant Yes No		e(s) listed above have decis	ion-making authority for your
□ No			
3. Did any of the paid non-empl 12 months to any County Supervis added together, is more than \$250	or, another elected County o	• •	-
☐ Yes ☐ No			
3a. Contributions			
Provide the following information for e	each contribution:		
	Date contribution was made	Name of Contributor	Officer's Name
Representative 1	-	-	
Representative 2		-	
Representative 3			
Representative 4			

Representative 5	_	-	-
Representative 6		_	-
Representative 7			
Representative 8			
Representative 9			
Representative 10			
Representative 11			
Representative 12			
Representative 13			
Representative 14			
Representative 15			
	Amount		
Penragentative 1	Amount		
Representative 1	Amount		
Representative 2	Amount		
Representative 2 Representative 3	Amount		
Representative 2 Representative 3 Representative 4	Amount		
Representative 2 Representative 3 Representative 4 Representative 5	Amount		
Representative 2 Representative 3 Representative 4 Representative 5 Representative 6	Amount		
Representative 2 Representative 3 Representative 4 Representative 5 Representative 6 Representative 7	Amount		
Representative 2 Representative 3 Representative 4 Representative 5 Representative 6 Representative 7 Representative 8	Amount		
Representative 2 Representative 3 Representative 4 Representative 5 Representative 6 Representative 7 Representative 8 Representative 9	Amount		
Representative 2 Representative 3 Representative 4 Representative 5 Representative 6 Representative 7 Representative 8 Representative 9 Representative 10	Amount		
Representative 2 Representative 3 Representative 4 Representative 5 Representative 6 Representative 7 Representative 8 Representative 9	Amount		
Representative 2 Representative 3 Representative 4 Representative 5 Representative 6 Representative 7 Representative 8 Representative 9 Representative 10	Amount		
Representative 2 Representative 3 Representative 4 Representative 5 Representative 6 Representative 7 Representative 8 Representative 9 Representative 10 Representative 11	Amount		
Representative 2 Representative 3 Representative 4 Representative 5 Representative 6 Representative 7 Representative 8 Representative 9 Representative 10 Representative 11 Representative 12	Amount		

ATTESTATIONS

By checking this box you attest that you made a reasonably diligent investigation regarding the organization/ agency that is seeking a grant award, and that the responses to the questions in this Contribution and Agent Contribution Declaration Form are true and correct to the best of your knowledge and belief.

	Check Here
--	------------

☑ IMPORTANT NOTICE REGARDING FUTURE AGENTS AND FUTURE CONTRIBUTIONS

By checking this box, you also agree that, if your organization/ agency hires an agent during the course of these proceedings and has compensated or will compensate them for communicating with the County about this grant application, you or your organization/ agency will inform the County of the identity of the agent and the date of their hire. You also agree to disclose to the County any future contributions made to members of the County Board of Supervisors, another elected County officer, or any other County officer or employee by your organization's/agency's paid agents who have communicated or will communicate with the County about this grant application after the date of signing this disclosure form, and within 12 months following the approval, renewal, or extension of the requested grant award.

☐ Check Here

This material is intended for use by applicants for a Grant issued by the County of Los Angeles through the Department of Arts and Culture and does not constitute legal advice.

If you have questions about the Levine Act and how it applies to you and your organization/agency, you should call your lawyer or contact the Fair Political Practices Commission for further guidance at 1-866-ASK-FPPC (1-866-275-3772) or advice@fppc.ca.gov.

2026 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. PST on OCTOBER 9, 2025**. 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 Arts Internship application.

3 3	
Full Name:	
Title:	
Telephone #:	
Email Address:	
I certify:	