



November 18, 2025

## **LOS ANGELES COUNTY BLOOMBERG ARTS INTERNSHIP PROGRAM**

### **FREQUENTLY ASKED QUESTIONS (FAQ)**

On October 8, 2025, the County of Los Angeles (County) Department of Arts and Culture (Arts and Culture) released an application for eligible organizations interested in hosting high school interns through the Los Angeles County Bloomberg Arts Internship (BAI) program.

The following questions were submitted either at the Information Sessions held on October 22 and November 5, 2025, or via email. Applicants are advised to refer to the BAI 2026 Application Guidelines (Guidelines), available at [lacountyarts.org](https://lacountyarts.org).

The County reserves the right to group similar questions when providing answers.

### **SECTION – ELIGIBILITY REQUIREMENTS**

**Q1. If organizations are municipal arts organizations and don't have 501(c)(3) status – due to being government entities – are they still eligible to apply?**

A1. Yes, see Eligibility Requirements pages 3-4 of the Guidelines, Local Arts Agencies and Municipal Performing Arts Organizations: 501(c)(3) **or** municipal organizations in Los Angeles County that serve as an agency of city government officially designated to provide arts or cultural programs and services are eligible to apply.

**Q2. Regarding the list of the 5 Service Planning Areas (SPAs), you are only focused on specific areas for 2026; anything outside of those 5 cannot apply?**

**We are located in Lawndale SPA 8: South Bay. Are we eligible to apply?**

**Is [an organization in] Santa Monica eligible?**

A2. As stated in Eligibility Requirements on page 4 of the Guidelines, for the 2026 program year, eligible organizations must be located in, and have a satisfactory internship worksite in one of the following SPAs:

- SPA 1: Antelope Valley
- SPA 2: San Fernando Valley
- SPA 4: Metro Los Angeles

- SPA 6: South Los Angeles
- SPA 7: East Los Angeles

To find your SPA, check [this map](#).

**Q3. We are not an arts-based nonprofit; we are a youth development organization. However, we can have youth work on an art project in partnership with our Best Buy Tech Center, Creative Career Pathways Coordinator and/or with our in-house theatre partner. Are we able to apply?**

**Are there specific criteria we must meet to be considered an arts organization, or can we self-identify?**

**Would our organization still be eligible if our focus is broader than just the Arts, or if we do not consider ourselves solely an art or "presenting" organization, but rather one that integrates the arts into much of what we do?**

**A3.** The BAI program connects public high school students with paid summer internships at arts or cultural organizations. When applying, organizations will need to demonstrate that their organization fits within those listed in the Eligibility Requirements on pages 3-4 of the Guidelines.

**Q4. Are CIAG grantees eligible to be host sites?**

**A4.** Community Impacted Arts Grantee (CIAG) organizations are not eligible for the BAI program. This program is part of a national model created by Bloomberg Philanthropies that connects public high school students with paid summer internships at arts or cultural organizations.

## **SECTION – STUDENT ELGIBILITY**

**Q5. Is this program for Seniors or Juniors in high school?**

**A5.** The Bloomberg Arts Internship program is for rising high school seniors (juniors going into their senior year in the fall).

**Q6. When talking about the high school students' background, do they need to have an interest or background in the arts? Is this program mostly advertised to kids who have specific arts-based backgrounds?**

- A6. No, high school students who are interested in participating in this program do not need to have specific arts experience, interest, or background in the arts to be an intern.
- Q7. When in the process should it be verified that the intern candidate lives within the SPA (ex., during the interview, before making an official offer)? Who verifies this - the host site or the County?**
- A7. Identifying students who live in the SPA where the organization is based begins with outreach and job recruitment. It is up to the organization to ask potential interns during the application process whether they live within the SPA. Arts and Culture will provide technical assistance to worksite organizations and can assist with verifying student eligibility.
- Q8. Can we hire students from the Service Planning Area (SPA) to participate as interns, even if the program is hosted in another SPA?**
- A8. All interns should be selected by worksite organizations in the SPA that corresponds to their home address. This supports equity by preventing a situation wherein a student must travel far distances to get to their internship. And, it provides an opportunity for interns to engage with projects that directly impact their local community, allowing them to apply their skills and gain valuable experience within a familiar environment.

## **SECTION – SUMMER WORK SCHEDULE**

- Q9. How many total hours are organizations required to host the interns over the program?**
- A9. The total number of hours is 120 hours over the 8-week period. This averages to approximately five (5) hours per day, three (3) days per week.

## **SECTION – WORKSPACE**

- Q10. Our organization has a home-based office. Would we be eligible to apply?**

**Would a home office count as an acceptable host work site?**

**Our program is usually hybrid - both online and in person. In the presentation it said "no remote work". Are there any exceptions to that?**

**If an arts organization does not have a physical worksite or office (i.e. the organization provides music education in schools), can the worksite be at a school site or district site? Can the worksite be a home office?**

- A10. The worksite can be at a school or district site if the organization does not have a physical worksite or office.

As stated in Workspace on page 9 of the Guidelines, hybrid or remote work is not permitted. Interns must work in professional locations. Home offices are not permitted.

**Q11. Can you speak more about what are satisfactory worksites for interns and what that means?**

- A11. As stated in Workspace on page 9 of the Guidelines, worksites “must be adequate and suitable for the job duties and responsibilities assigned to the intern. Interns must work in professional locations.”

**Q12. Our organization moves around outside our main SPA location several times during the duration of the internships, are we still eligible? Do we need to provide transportation to the interns if/when this occurs?**

- A12. In the application, interested organizations should indicate the SPA where their principal or physical offices are located and where the interns will primarily be working. If applicants provide arts or cultural programming or services in multiple locations during the eight-week internship period, they should clearly state this in the application, including how they might address transportation needs for interns. BAI is a program for rising public high school seniors, who will be between the ages of 16-18 years old, many of whom will not have a valid driver’s license or car. We recommend that interested organizations take this into consideration when applying.

## **SECTION – INTERNSHIP PROJECTS**

**Q13. Can the internship project be focused on arts administration?**

**Are administrative duties not acceptable tasks for the interns?**

**Can you please define what a non-administrative project would be? (i.e. as a theater company, our summer programming focuses on our summer youth conservatory for high school students and mostly administrative preparation for the upcoming fall season.)**

- A13. As stated in the Internship Projects section on page 12 of the Guidelines, ideal internships are those that provide a positive benefit to the organization and a

valuable learning experience for the student. Internships must be primarily rooted in roles in the arts and cultural sector and should be designed to offer eligible students experience in areas such as arts administration, development, production and presenting of live events, creative arts, marketing, social media, arts policy, public art, design, the preservation of cultural heritage or traditions, arts education, or community and civic engagement.

Regarding “administrative tasks,” interns should not be given “busy work” (e.g., making photocopies, answering phones, making coffee). While administrative tasks can certainly be a component of an intern's job responsibilities, these tasks should be linked to a larger arts-focused project that the intern can successfully navigate, ideally from start to finish, during the internship.

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 relevant to the arts and creative economy as well as transferable skills.

**Q14. For the two interns, do the two interns have to be working together in the same department for the organization? Or can they work on a project that is geared more towards their interest?**

A14. No, the interns do not have to work in the same department.

## **SECTION – SUPPLEMENTAL MATERIALS**

**Q15. Our organization has completed the Cultural Data Profile or CDP Report for another type of arts service or arts programmatic discipline for the LA County Arts Internship (AIP) Program. For this application, do we need to submit an entirely new report if our programs are operating under the same budget?**

A15. No. Applicants that are current AIP grantee organizations do not need to submit a new Cultural Data Profile (CDP).

**Q16. Can we use our previous Cultural Data Profile (CDP) even though we are not yet a direct grantee? We have applied to the OGP but have not yet received notification of grant approval.**

A16. Yes. Applicants that applied to OGP but have not yet been awarded a grant, can submit a copy of their organization’s SMU DataArts OGP Funder Report.

**Q17. Is the 990 document required in addition to the financial statement (audit/SMU Data report)?**

**We are an IRS-designated 501(c)(3) nonprofit as of March 2025. As such, we won't have a 990 until 2026, but we do have financial statements. Are we eligible to apply?**

A17. As stated in the Supplemental Materials section on page 15 of the Guidelines, a 990 is only required for newly applying fiscally sponsored organizations (must be Model A with a verified State of California-based fiscal sponsor).

### **MISCELLANEOUS**

**Q18. Are the interns selected from the organization hosting or the interns assigned from BAI?**

A18. Worksite organizations are responsible for recruiting, interviewing, and hiring interns. Arts and Culture will verify the eligibility of each student invited to participate. More information will be provided to organizations once they have been selected to participate in the program.

**Q19. How do payments to interns work? Do you have to go through a payroll company?**

A19. Each worksite organization will be awarded a grant of \$8,676.72 (\$4,338.36 per summer intern), which will cover both interns' hourly wages for 120 hours, plus 30% of hourly wages for payroll taxes. The County will release 100% of the maximum grant amount upon execution of the contract.

All organizations are strongly encouraged to put interns on payroll, deducting all applicable employee taxes, and paying them on the same schedule as staff. It is up to each organization whether to use a payroll company. Please see Payment to the Interns on pages 8 and 9 of the Guidelines for more information.

**Q20. Could you speak a little more about the difference between the summer vs the school year BAI program? Would we need to submit a separate application? Would we hire different interns?**

A20. Please see the BAI: School Year section on page 6 and the BAI: School Year Work Schedule on pages 7 and 8 of the Guidelines. More details on BAI: School Year will be provided to participating BAI: Summer organizations.

**Q21. For the summer, if the program supervisor is on vacation, will someone else be able to work with the students for that week?**

A21. Yes, if the primary intern supervisor takes a vacation or is out of the office, it is up to the worksite organization to coordinate and schedule a qualified person to supervise the interns. Applicants can provide information about a secondary supervisor in the online application on SurveyMonkey Apply.

**Q22. If we are chosen [for the program], what if we have issues finding an intern as we do outreach?**

A22. While it is the applicant organization's primary responsibility to recruitment eligible intern(s), Arts and Culture will promote information about BAI positions through its website, social media, and targeted communications directed to local school districts and community organizations, as well as offer additional resources and best practices regarding recruitment. Applicant organizations that cannot fulfill their grant obligations will forfeit the grant funds, and Arts and Culture reserves the right to redistribute any forfeited funds.