2022 AIP Eligibility

🗒 Organization Legal Name: {{ elig.var__720956__T2Odetcfav_0 }}Popular Name if different from legal name: {{ elig.var__720956__T2Odetcfav_1 }}

▤ Which of the following are you?

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

🎲 501c3 and 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, 2021?	• 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

2022 Arts Internship Applicant Information

Organization Account Info

Organization Legal Name	_____ ({{ elig.var__720956__T2Odetcfav_0 }})
Popular Name or DBA (if different from legal name)	_____ ({{ elig.var__720956__T2Odetcfav_1 }})
Main Address 1	_____ ({{ elig.var__720956__T2Odetcfav_4 }})
Main Address 2	_____ ({{ elig.var__720956__T2Odetcfav_5 }})
City	_____ ({{ elig.var__720956__T2Odetcfav_6 }})
State	_____ ({{ elig.var__720956__T2Odetcfav_7 }})
Zip Code	_____ ({{ elig.var__720956__T2Odetcfav_8 }})
Main Phone	_____ ({{ elig.var__720956__T2Odetcfav_10 }})
Main Email	_____ ({{ elig.var__720956__T2Odetcfav_11 }})
Website (include https://)	_____ ({{ elig.var__720956__T2Odetcfav_12 }})

Primary Organizational Contact

Primary Organizational Contact Name:	_____ ({{ elig.var__720956__T2Odetcfav_13 }})
Primary Organizational Contact Title:	_____ ({{ elig.var__720956__T2Odetcfav_14 }})
Primary Organizational Contact Phone:	_____ ({{ elig.var__720956__T2Odetcfav_15 }})
Primary Organizational Contact Email:	_____ ({{ elig.var__720956__T2Odetcfav_16 }})

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

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: _____

2. Is the applicant a current (FY 20/21 or 21/22) Organizational Grant Program (OGP) or current 21/22 Community Impact Arts (CIAG) recipient?

☐ Yes
☐ No

3. Was the organization awarded intern(s) in the 2021 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. 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.
• Crafts
• Dance
• Design Arts
• Folklife/Traditional Arts
• Humanities
• Literature
• Media Arts
• Multidisciplinary
• Music
• Opera/Musical Theatre
• Photography
• 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 Grant Guidelines for more information.)

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

- [ ] One internship
- [ ] Two internships
- [ ] Three internships

2022 Internship Position - Project and Supervisor Information

Reminders:

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 2022 Internship Position - Project and Supervisor Information form) will need to be redone each time for each of of the positions you are requesting.**For the 2022 cycle, please submit a work plan that can be completed mostly on site, with the option of interns working up to 100 hours of their 400 hour internship remotely.**

Internship Position Job Title:

Provide an appropriate job title for the proposed intern, e.g. Administration Intern, Production Intern, Marketing Intern, etc. <u>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.</u>

_____

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 <u>must</u> 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. 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

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

• June 2022
• July 2022
• August 2022
• September 2022
• October 2022
• November 2022
• December 2022

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

• June 2022
• July 2022
• August 2022
• September 2022
• October 2022
• November 2022
• December 2022
• January 2023
• February 2023

🔳 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.

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 Marketing 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.** *NOTE: The Los Angeles Department of Arts and Culture reserves the right to edit your responses prior to posting online.*

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 May through September."

_____
_____
_____

Internship Skills, Knowledge or Other Requirements:

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...")

_____
_____
_____

If awarded, please select which date you'd like this position to be posted to our website.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, 2022
- May 2, 2022
- June 1, 2022
- July 1, 2022

2022 Community College Hosting and Educational Support Interest

▦ 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, due to the COVID-19 pandemic, all 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 <u>leading</u> educational events for interns during the 2022 program cycle? Depending on public health guidelines, events may continue to be virtual in 2022.

☐ 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 <u>hosting</u> events for interns during the 2022 program cycle? Depending on public health guidelines, events may continue to be virtual in 2022.

☐ 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.

_____
_____
_____

2022 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 <u>one</u> 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.

⬆ Upload a file

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