

## **EXHIBIT C – UPDATED JUNE 1, 2020**

### **2020 Los Angeles County Arts Internship Grant Program COVID-19 Guidance**

#### **Purpose**

The purpose of this guidance is to provide additional flexibility to 2020 grantees of the Arts Internship Grant Program (AIP) in light of the public health emergency posed by COVID-19. This guidance may be updated as the situation evolves.

#### **2020 Arts Internship Grant Program: COVID-19 Guidance**

*Except where noted below, the 2020 Guidelines for the Arts Internship Program remain in effect.*

#### Student Work Schedule

##### **Update 1: The end date for internships funded by the 2020 grant is extended to March 1, 2021.**

The original work period for the 2020 internships was to start no earlier than May 30, 2020 and end no later than August 30, 2020. The end date for the work period for interns has been changed to **March 1, 2021** to provide Grantees with additional flexibility.

##### **Update 2: Interns may work a minimum of 15 hours per week – over a maximum of 27 consecutive weeks.**

Interns must still complete 400 hours of work between May 30, 2020 and **March 1, 2021**, working a minimum of 15 hours per week. Internships must take place over consecutive weeks, from a minimum of ten weeks (a full-time schedule) to a maximum of twenty-seven weeks (15 hours per week schedule).

#### Educational Events for Interns

##### **Update 3: Education Events will be virtual and will be scheduled between July 2020 and February 2021.**

Educational events, previously planned as a full-day Art Summit and two smaller Peer Groups gatherings, will now be offered by the Department for the interns between August 2020 and February 2021. These events will be virtual, with the schedule announced at a later date. Educational events are an integral part of the Arts Internship Program and the Department urges organizations to prioritize any educational gatherings that take during the student's internship period as part of the student's paid work hours.

#### Workspace

Per the guidelines, an organization must designate a workspace and necessary equipment for the internship positions requested. The workspace and equipment must be adequate and appropriate for the job duties and responsibilities that will be assigned to the intern.

**Update 4: Interns may work remotely or from home or college/university with Department approval depending on circumstances.**

The original 2020 Guidelines prohibited work to be completed at the intern's home. However, depending on the nature of the intern's project, the organization's work-from-home policies, and ongoing social distancing guidelines, remote assignments may be given to interns, pending approval by the Department. Organizations that intend for an intern to undertake remote projects will need to indicate this on their Intern Confirmation Form. Remote assignments must:

1. Be in accordance with the organization's existing work-from-home policies for staff
2. When possible, make up no more than 50% of the intern's work hours\*\*
3. 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;
4. Include a plan for ongoing remote supervision and mentorship
5. 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.

\*\* In the event that an organization has lost their space or are not able to host interns in their office, an intern may be able to work remotely for the full 400 hours on a case by case basis with approval from the Department. This must be indicated on the Internship Confirmation Form, and Arts & Culture staff will be in contact if there are issues or concerns.

Moving Forward with Interns

**Organizations will be allowed to move forward with the program and begin submitting Internship Confirmation Forms on July 1, 2020.**

First, organizations will need to assess when they are able to move forward with their awarded position(s) as the COVID-19 situation evolves. We are encouraging organizations to consider all facets which can affect an intern's experience at your organization, including but not limited to: access to offices and equipment, ability to supervise, remote working capabilities, viability of original project proposal, and more. If, after assessing all of these elements, an organization is ready to move forward with hosting one or more of the awarded interns, please follow the following steps **two weeks prior** to intent to begin recruitment:

1. **Review your arts internship award letter or executed contract**
  - Review the number of positions you were awarded and determine if you are moving forward with some or all of your awarded positions
  - Review the amount your organization was awarded and any required cash match (Section 2 and Section 3 of your contract)
2. **Submit an Internship Confirmation Form**

This form will ask you to confirm the number of positions you will be moving forward with and acknowledge receipt of the COVID-19 program changes for this year, as well as any changes that need to be made to the posting prior to publishing on our website.
3. **Submit an Invoice, via email, for 90% of your planned award funds**

- 90% of grant funds is \$4,500-\$5,850 per intern, depending on the total grant amount
- Fill out the provided invoice form with the correct amount based on the number of interns you will be moving forward with
- NOTE: If you are moving forward with the same number of positions, your 90% total can be found in Section 4.1 of your contract.

\*\*Payments may take eight to ten weeks. The Department will make every effort to process invoices as quickly as possible, but if grant funds are not received before the intern is to be paid, the organization is required to pay the intern from its own funds. Please note that direct deposit is now mandatory for all county vendors and your organization will need to sign up in order to receive payment from us. If you're already receiving grant funds via direct deposit, no further action is necessary. Information on how to sign up for direct deposit can be found here: <https://www.lacountyarts.org/county-vendor-information-and-resources>

Once all of the above items have been received, staff will work to post your corrected positions on our website within two weeks.

Please be advised that final intern candidates must be submitted to the Department for approval via the "Intern Selection Form" in SurveyMonkey (this form was previously in Fluid Review). Staff will be in contact about your intern selection within 48 business hours of submitting the form.

#### Final Invoice

The final 10% of each internship award (\$500-\$650 per intern depending on the total grant amount) will be paid to the organization at the end of the intern's work period, and upon receipt of online supervisor and intern evaluations, which are due by each intern's last day. Organizations with multiple interns with different end dates should wait and submit one 10% invoice at the end of the last interns work period for the entire grant amount. Failure to submit evaluations and the final invoice(s) may result in the forfeiture of remaining grant funds.

#### Forfeited Awards

Any grantees no longer able to move forward with the Arts Internship Grant Program will need to notify the Department of Arts and Culture by June 15, 2020 of their intent to forfeit their grant award. These organizations will not incur any penalty in regards to future review and award processes.

#### Information for Interested Students

Eligible undergraduate students apply directly to the recipient organizations. A list of available positions with instructions on how students should apply will be posted online beginning July 15, 2020 at <https://www.lacountyarts.org/opportunities/arts-internship-program-students/about-arts-internship-program-students> on a rolling basis and will continue through December of 2020 as organizations submit confirmation forms.