



Enriching Lives

2005 Los Angeles County Arts Internship Program

LOS ANGELES COUNTY ARTS COMMISSION
Summer 2005

APPLICATION GUIDELINES

Application deadline: Electronically submitted by January 12, 2005

The Los Angeles County Arts Commission fosters excellence, diversity, vitality, understanding and accessibility of the arts in Los Angeles County. The Commission provides leadership in cultural services for the County, including information and resources for the community, artists, educators, arts organizations and municipalities.

The Los Angeles County Arts Commission was established in 1947 to ensure access to the arts for Los Angeles County residents.

PROGRAM PURPOSE

The Los Angeles County Board of Supervisors established the Arts Internship Program (which provides internships for nonprofit performing, presenting, literary, and municipal arts organizations) as a companion program to the Getty Multicultural Internship Program (which provides internships to museums and visual arts organizations). The purpose of the County's program is to provide undergraduate students with meaningful on-the-job training and experience in working in nonprofit arts organizations, while assisting arts organizations to develop future arts leaders and advocates. Through this program, students can develop a deeper understanding of the work involved in nonprofit arts administration, better understand the role of the arts in a community, and develop "real life" business skills that can be put to use in their future careers. During the ten-week course of the internships, participating organizations gain the assistance of a motivated student to help with special or seasonal projects. Participating organizations also play an important role in molding and shaping potential new leaders and advocates in the arts field who may go on to pursue careers in arts administration or take on board or volunteer responsibilities.

PROGRAM OVERVIEW

ORGANIZATIONAL ELIGIBILITY

The following organizations are eligible to apply to the Los Angeles County Arts Internship Program:

- Performing, presenting (including film and media organizations with a presenting program), and literary arts organizations currently funded in the Commission's Organizational Grant Programs – OGP I (grant years 2003/2004 and 2004/2005), OGP II (grant year 2004/2005), and OGP III (grant year 2004/2005).
- Local Arts Agencies (municipal or 501(c)3) in Los Angeles County that provide arts programs and services to their municipal constituency.
- Municipal performing arts organizations.

- Other nonprofit performing, presenting (including film and media organizations with a presenting program), or literary arts organizations in Los Angeles County that are not currently funded through the Commission's grant programs and are not part of a college or university program.

Organizations must meet the following eligibility requirements:

- Qualify as tax-exempt as defined by the IRS.
- Have principal offices and a primary mission to provide arts programming in the County of Los Angeles.
- Have a functioning board of directors (if a 501(c)3) that meets regularly and holds an annual election of officers. 51% of board members must be residents of California.
- Have been in existence for at least two consecutive years and have produced during that period not less than four 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, national origin, sex, age, or disability.
- 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.

OR

- 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.

While museums and visual arts organizations in Los Angeles County are not eligible to apply to the County Arts Internship Program, they may be eligible to apply to the Getty Multicultural Internship Program. For more information, visit the Getty program web site at www.getty.edu/grant/internships.

KEY POINTS

Eligible organizations in Los Angeles County may request support for one to three full-time internship positions, each with a stipend of \$3,500 for a ten-week period between June 1st and September 2nd 2005. In addition, organizations will receive \$500 per internship to assist with administrative costs and employer's taxes associated with the position. The following recommendations should assist the organization in applying for internship positions.

- OGP I grantees, small budget organizations (those with budgets less than \$100,000), and first-time applicants, should apply for one internship position only.
- OGP II grantees and other mid-size budget organizations (those with budgets between \$100,000 and \$800,000) may apply for up to two internship positions.
- OGP III grantees and other large-budget organizations (those with budgets greater than \$800,000) may apply for up to three internship positions.

Internships should be designed to offer eligible students experience in key program areas such as

administration, development, education, finance, marketing, or production. The Arts Commission will be most interested in awarding internships to those organizations that propose a challenging project and meaningful work assignments for the students.

Organizations receiving grants will be responsible for recruiting, interviewing, hiring and training eligible interns. To assist in the process, the Arts Commission will disseminate information about the available positions through its web site and through mailings to local colleges and universities.

Student eligibility for internship positions is limited to currently enrolled undergraduates who either reside in and/or attend college in Los Angeles County, will have completed at least one semester of college by June 2005, and will not graduate before December 2005. 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 of any ethnic background who meet the residence and attendance criteria are eligible to apply to participate in the Los Angeles County Arts Internship Program.

HOW TO APPLY

All applications will be filled out and filed using the eGRANT online application system found on the Arts Commission's website at www.lacountyarts.org under *Internships*. For all narrative portions of the application, use a word processor to create text. Copy and paste the text into the narrative fields of the eGRANT application. In order for the eGRANT system to be usable by as many users as possible, the system cannot spell check, bold, underline or italicize text.

DEADLINE

All applications must be submitted electronically using the eGRANT system by Wednesday, January 12, 2005.

NOTIFICATION

Applicants will be notified of the Arts Commission's decision by Friday, February 18, 2005.

INFORMATION FOR INTERESTED UNDERGRADUATES

Once the Los Angeles County Arts Internship Program Grants have been awarded, eligible undergraduates apply directly to the recipient organizations. A list of these organizations will be available online at www.lacountyarts.org in late March 2005. Interested undergraduates will also be able to link to a list of organization recipients of the Getty Multicultural Internship Program at www.getty.edu/grant/internships.

OPERATIONAL CONSIDERATIONS

Timeframes and Workdays

- The internships are full-time positions of approximately 40 hours a week for 10 weeks.
- Beginning and ending dates of the internships will vary depending upon the organization's need and student's schedule, but should begin no earlier than June 1st and end no later than September 2nd.
- The intern should be scheduled to work during regular business or program hours. For arts organizations, this may include evening and/or weekend hours. However, interns should not be scheduled to work more than an eight-hour workday.

- Several educational components are included in the County Arts Internship Program, including field trips with discussion leaders, off-site meetings, and a bus tour of arts activities and organizations throughout the County. These events, which are funded by The Getty Grant Program, are mandatory for the intern and are an integral part of the program. While every effort will be made to provide as much advance notice as possible to the organization, the Commission considers these programs essential and supersede the organization's need for the intern during the period. The educational components of the program are considered "work" and as such are part of the intern's workday for which the intern is paid.

Payment to Interns

- Interns must be paid on a weekly or biweekly schedule.
- Upon approval of an organizational internship, grant funds of \$3,500 will be awarded directly to the organization. It will be the responsibility of the grant recipient organization to administer, manage and pay interns the \$3,500 for their 10-week period of service. A lesser rate of pay cannot be negotiated.
- The \$3,500 payment for the intern will be released to the organization once the Commission receives a letter from the organization requesting payment, along with the signed Intern – Organization Agreement Form (this form will be provided in the contract package and on the Arts Commission website). Since it takes two to three weeks to process payments, it is advisable to get this form returned to the Arts Commission as soon as possible. **The Intern – Organization Agreement form and first payment invoice must be submitted to the Commission no later than Friday, June 10th.** If the organization is not able to complete this paperwork before the intern begins, the organization may need to pay the intern out of its own funds before the grant payment arrives.
- Payment must be discussed with the intern before the internship begins. This discussion should include the payment schedule (when the intern should expect to be paid); any required payroll deductions; and any other employment or payroll paperwork that must be completed.
- In order to assist organizations with this process and the expense of payroll taxes and/or parking, the Los Angeles County Arts Internship Program funds \$500 per student intern to the organization. The \$500 administration fee will be sent to the organization at the end of the internship program and upon receipt of the supervisor evaluation.
- Housing, transportation, and other costs are not provided to interns. However, it is recommended that organizations provide parking compensation to the interns either out of the \$500 the organization is awarded for administrative purposes, or out of other organizational funds.

Workspace

The organization should designate workspace and necessary equipment for each internship position requested. The workspace and equipment should be adequate and appropriate for the job duties and responsibilities that will be assigned to the intern.

Interns must work in professional arts office locations or production facilities. **Home office locations are *not* eligible as intern work sites.**

It is recommended that interns be interviewed at the location in which they will be working. The interview should include time to show the intern the proposed workspace.

It is not acceptable for the organization to assign work to an intern to complete at home.

Supervising Mentor Responsibilities

In addition to the Supervising Mentor's role as work-planner, trainer, monitor, and evaluator, there are additional responsibilities as part of the County Arts Internship Program:

- A mandatory supervisor orientation will be scheduled for late April or early May (date and time to be determined) at the Getty Center.
- Supervisors will be required to complete an evaluation of the intern and the internship program at the end of the summer.
- Supervisors may also be invited to attend the ArtBus Tour, one of the intern educational components. The time and date of this event will be addressed during the Supervisor Orientation.

SELECTION PROCESS AND CRITERIA

A panel comprised of commissioners, Commission staff, and the program officer from the Getty Multicultural Internship Program reviews all applications to make recommendations to the Commission. Commissioners will review and make final funding decisions at their monthly meeting in February.

The primary criteria that will be used to select successful organizations is the applicant's ability to address the purpose of the program:

The purpose of the County's program is to provide undergraduate students with meaningful on-the-job training and experience in working in nonprofit arts organizations, while assisting arts organizations to develop future arts leaders and advocates. Through this program, students can develop a deeper understanding of the work involved in nonprofit arts administration, better understand the role of the arts in a community, and develop "real life" business skills that can be put to use in their future careers. During the ten-week course of the internships, participating organizations gain the assistance of a motivated student to help with special or seasonal projects.

Successful applications must demonstrate that: (1) the proposed internship(s) addresses the purpose of the Arts Internship Program; and (2) the internship job description provides meaningful on-the-job training and experience opportunities, including a **specific ten-week project**.

In addition, applicants must convey the capacity of the organization to assume the successful mentoring and supervisory responsibilities for a prospective intern.

Note: 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 and assist the intern in developing practical, work-related skills. Interns should not be given meaningless or "make-work" tasks but should be integrated into the fabric of the organization. For example, while data entry tasks can certainly be a component of an intern's job responsibilities, the data entry tasks should link into a bigger project that the intern can successfully navigate, ideally from start to finish, during the ten-week internship. Program and production-based projects, research, archiving, marketing, development, as well as administrative support are examples of types of work that make good use of a student's capabilities and the program's intention.

Successful applications will demonstrate that interns will be provided with a specific project that can be completed within ten weeks, as well as routine day-to-day activities.

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

APPLICATION INSTRUCTIONS

FOR CURRENT GRANTEES IN THE COMMISSION'S ORGANIZATIONAL GRANT PROGRAM:
Current grantees in the Commission's Organizational Grant Program are only required to submit the application form electronically – no other attachments are needed.

FOR LOCAL ARTS AGENCIES DESIGNATED AS A UNIT OF MUNICIPAL GOVERNMENT:
Submit the application form electronically. Only if a new applicant to the internship program: Send a copy of the first page with the required signature with a copy of the agency's designation as a unit of municipal government (this should be mailed separately and postmarked by January 12th).

FOR NON-GRANTEE APPLICANTS, MUNICIPAL PERFORMING ARTS FACILITIES AND LOCAL ARTS AGENCIES DESIGNATED AS 501(C)3 ORGANIZATIONS ONLY:
Submit one copy of the application form electronically. Only if a new applicant to the internship program: Send a copy of the first page with the required signature, plus one copy of the following items (mailed separately and postmarked by January 12th):

- One copy of the organization's 501(c)3 determination.
- One paper-clipped copy of the organization's financial statement from the last completed fiscal or calendar year. The organization may submit an audited statement or a financial report prepared by the organization's accountant and signed by the Board President or Chair. The statement must not be bound or stapled.
- One copy of the organization's board roster to include names, addresses, professional affiliations, with officers identified by title.
- One copy of a history and background of the organization (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.
 - Discussion of recent programming or projects.
 - Brief description of the administrative infrastructure of the organization (reporting structure, number of employees, list of departments or functions, etc.).

INSTRUCTIONS FOR COMPLETING THE eGRANT APPLICATION

Click on the eGrant icon to start the application process. If you have previously submitted an eGrant application to the Internship Program or one of the OGP grant programs, you are already registered and just need to log in. If you are making an application for the first time, please follow the instructions to register. [Note: although it says you must be a nonprofit arts organization to apply, municipalities are still eligible to apply for the Internship Program.]

After you log in, you will be taken to a **Welcome** page. To start the application process, click on the pop down menu that reads **Create a New Application**. Select **Internship Program**, then select Fiscal Year 2004, then click **Go!**

04/05 Internship Program should then appear on a list of your current applications. To begin working on the application, you will use the **Edit** icon for that application. [Note: while the activities for the Internship Program take place during summer 2005, the program designation is Fiscal Year 2004]

to correspond to the Commission's fiscal year and related OGP grant programs. For this reason it is necessary to fill out the application information through eGrant that is designated 2004 or 04/05.]

You will then be brought to a page that reads **eGrant Instructions**. Please read these instructions carefully, then click **Go!** at the bottom of the page to begin the application process.

The next page will bring you to **Applicant Information**.

- (1) **If a grant program recipient:** Use the pop down menu to indicate under which program you are *currently* funded (for fiscal year 04/05).

OR

If **not a grant program recipient**, use the pop down menu to indicate your type of organization.

[Note: Whichever box you use to describe your organization, the other box should be left blank.]

- (2) **County Supervisorial District:** Check the corresponding box of the County Supervisorial District in which the primary office of the organization is located. [To determine district information, call (562) 462-2748 or go to the LA County On Line web site at <http://lacounty.info> and click on the section in *Quick Resources* titled *Find Your District*.]
- (3) **Total number of internships for which funding is requested:** Use the pop down menu to select 1, 2, or 3. Then fill out the rest of the applicant information as requested.
- (4) **Contact for organization:** Fill in the contact name of the person in charge of this project and to whom questions can be directed from prospective interns. Also fill in title or department of the contact, and address, city, state, zip, phone, fax, and e-mail.

If the organization will be posting its internship opportunities on its web site and would like the County to provide a link from its web site to the organization's web site, use the pop down menu to indicate "Yes" and then provide the web site address. [Note: It is recommended that the organization also provide a link to the Commission's web site so that once your organization's internship positions are filled, interested students can be referred back to the Commission's web site for unfilled positions.]

If the organization will *not* be posting information on its web site about its internship opportunities, use the pop down menu to indicate "No".

- (5) **Organization Description:** Provide a brief, one or two sentence description of the organization. This information will be posted on the Commission's web site and will be included in any mailings of internship opportunities, so the description needs to be brief! The Commission reserves the right to edit this description.
- (6) **Certification:** This will appear only in the print or PDF version of the application and the certification is ***only needed from organizations that are not currently funded through OGP***. Please have a senior staff member sign, date, and type name and title on the application form. It must be an original signature in ink. By signing the document, the signatory acknowledges the organization's need for the internship and permission to request funds via this application. Send this original page with any required attachments by mail (postmarked by January 12).

After completing the information on this page, click **Go!** and the eGrant will take you to the next page titled **Internship Positions**.

Click on the **Edit** button for **Internship Position #1** to begin filling in the required information. If you are only applying for one internship position, you will only need to complete Internship Position #1. If applying for 2 or 3, you would follow the same instructions to complete the information for Internship Position #2 and Internship Position #3.

Tip: For narrative portions of the application, use a word processor for creating text. Copy and paste the text into the narrative fields of the eGrant application. The eGrant system does not spell check, bold, underline or italicize text. Remember to use the **Check Line Count** service button when completed with the narrative section to ensure that you are within the parameters of the grant proposal. While you may be able to enter additional lines in the eGrant system, only the required number of lines will appear on the printed version and on the electronic submission received by the Commission.

Internship Position Job Title: Fill this in with the appropriate title, e.g. Administration Intern, Production Intern, Marketing Intern, etc.

- (7) **Supervising Mentor Information:** In the spaces provided, list the name, title, phone and e-mail of the supervisor for this internship position. Reminder: there must be one full-time supervisor for each internship position requested.
- (8) **Intern's 10-week Project and Duties and Responsibilities:** Describe the 10-week project the intern will be working on, as well as day-to-day activities. This should function as the job description and will be reviewed by the panel to determine the appropriateness of the project, tasks and duties for the internship requested.
- (9) **Publication Description:** Provide a brief one to two sentence abstract of the Intern's 10-week Project and Duties and Responsibilities from the previous section (#8). This description will be posted on the web site and sent out in any mailings about available internship positions. [Note: *do not* include what the intern will learn, or any skills, knowledge, or other requirements in this section. Describe the project and job duties only.]
- (10) **Learning:** Review the program purpose – *through this program, students can develop a deeper understanding of the work involved in nonprofit arts administration, better understand the role of the arts in a community, and develop “real life” business skills that can be put to use in their future careers.* Describe what learning for the intern will take place in conjunction with the internship position. How will the project and activities the intern will be working on help develop the intern as a future arts leader?
- (11) **Supervising Mentor Qualifications:** Discuss the Supervising Mentor's qualifications to supervise and mentor the intern – how long the proposed Supervising Mentor has worked at the organization, educational background, previous experience in teaching or working with interns and any other qualifications and experiences that would be applicable.
- (12) **Workspace:** Describe the proposed workspace for the intern. The workspace and equipment should be adequate and appropriate for the project and responsibilities that will be assigned to the intern.
- (13) **Skills, Knowledge, or Other Requirements:** If any specialized skill, knowledge or other requirements are expected of prospective intern applicants, please list those here. While one of the purposes of the program is to provide job skills to the intern, there may be certain skills, knowledge or other requirements that may be important for the intern to already possess, e.g. word-processing skills, knowledge of research practices, etc. If there are no specialized skills,

knowledge or other requirements needed, simply state “None” in the space. This information will be posted on the web site with the publication description.

Once finished with this internship position, click on the **Go!** button to be returned to the **Internship Positions** page. Follow the same instructions as above if applying for 2 or 3 positions. [Note: the Commission will not award generic or duplicate internships listing the same internship job title or 10-week project and duties and responsibilities for more than one internship position requested. Each title and description must be specific and unique.]

Once you have completed the application for all the internship positions, click on the **Go!** button. You will be taken to an **Application Summary** page from which you can create a printable or PDF version of the application for your hard copy or electronic files. When you hit the **Go!** button at the bottom of that page, you will be taken to the **eGRANT Submission** page. Once you submit your application you will be unable to edit or add information.

After submitting your application, you will receive an e-mail confirming its receipt. Please keep this e-mail for your records.

INSTRUCTIONS FOR FILING

BEFORE COMPLETING YOUR APPLICATION, READ ALL INSTRUCTIONS CAREFULLY.

Tip: We strongly encourage you to submit your application one week before the deadline. Staff can only assist in trouble-shooting if any problems are brought to our attention early enough for us to be able to act upon them. Staff will not be available after 5:00 p.m. on January 12th.

- **Deadline for Filing: Applications must be submitted electronically by Wednesday, January 12, 2005.**
- The application should be filled out and submitted electronically from the Arts Commission web site at www.lacountyarts.org.
- For narrative portions of the application, you should first enter the information into a Word document so that you can do spell check, before cutting and pasting into the electronic application.
- Include the name of the organization on all application forms and attachments not sent electronically.
- For organizations that are not current grantees through the OGP programs, send the supplementary material with the page one signed certification (postmarked by January 12) to:

Internship Program
Los Angeles County Arts Commission
374 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

TIMELINE

January 12	Applications submitted electronically
January February	Staff audit and panel review of applications. Commission review and approval of internship grants.
February 18	Applicant organizations informed by letter of grant decisions
March 9	Signed grant letters due back from organizations. Grant recipients begin search for interns.
April & May	Proposed intern selections due back from grantees. Internship positions confirmed by Commission.
June 10	Organization – Intern Agreement Form and first invoice for \$3500 must be received by this date.
June – September	Period of Internship Program
September 16	Supervisor Evaluation and final invoice for \$500 must be received by this date.

INQUIRIES

Please address any questions or problems associated with the eGRANT Application to:

Charlotte Frazer
Office Assistant

cfrazer@bos.co.la.ca.us
213/974-1343

Or

Andrew Campbell
Director of Organizational Development

acampbell@bos.co.la.ca.us
213/974-1343

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