### 2025 AIP Eligibility

whole?

No

# 2025 Arts Internship Applicant Information

Organization Account Info	
Any prepopulated information seen below is be current and up to date.	eing generated from your SMApply account. Please verify the information below is
Organization Legal Name	({{ elig.var720956T2Odetcfav_0 }})
Popular Name or DBA (if different from legal name)	({{ elig.var720956T2Odetcfav_1 }})
Main Address 1	({{ elig.var720956T2Odetcfav_4 }})
Main Address 2	({{ elig.var720956T2Odetcfav_5 }})
City	({{ elig.var720956T2Odetcfav_6 }})
State	({{ elig.var720956T2Odetcfav_7 }})
Zip Code	({{ elig.var720956T2Odetcfav_8 }})
Main Phone	({{ elig.var720956T2Odetcfav_10 }})
Main Email	({{ elig.var720956T2Odetcfav_11 }})
Website (include https://)	({{ elig.var720956T2Odetcfav_12 }})
Primary Organizational Contact	
Primary Organizational Contact Name:	({{ elig.var720956T2Odetcfav_13 }})
Primary Organizational Contact Title:	({{ elig.var720956T2Odetcfav_14 }})
Primary Organizational Contact Phone:	({{ elig.var720956T2Odetcfav_15 }})
Primary Organizational Contact Email:	({{ elig.var720956T2Odetcfav_16 }})
1. Primary Application Contact (person to v	whom to direct questions about the application within the organization):
requests for site visits (if applicable) and applicable and applicable and applicable and applicable and applicable and applicable applicable and applicable	Your organization responsible for managing this grant agreement. Grant notifications opplication follow-up will be sent to this email address. Note: Do not provide is. This contact information will be used, in many cases, for important and time information changes after the application is submitted, please contact re responsible for updating new address and contact information.
Primary Application Contact Name:	
Primary Application Contact Title:	
Primary Application Contact Phone:	<del></del>
Primary Application Contact Email:	
	tions 2 and 3 below are correct. It is very important that you answer these II change certain sections of the application.
2. Is the applicant a current (FY 23/24 or 2 Arts (CIAG) recipient?	<b>24/25)</b> Organizational Grant Program (OGP) or current (FY 24/25) Community Impact
☐ Yes ☐ No	
3. Was the organization awarded intern(s)	in the 2024 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, 2022. 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 a include their arts program(s) in this description		tion of your major programming. CIAG grantees mus
include their arts program(s) in this description	on.	
	nip. Briefly describe your organization	ng organizations provide their interns with on's approach and experience regarding supporting ntor past interns. If you have experienced challenges
with past interns, please highlight what you n	might do differently based on that ex	perience.

9. The Department of Arts and Culture is committed to cultural equity and inclusion; all participating organizations are strongly necessary or according to the control of the control
10. How many internships is your organization requesting? Beginning with the 2025 cycle, the maximum intern request has been educed to two. Please refer to the <u>Arts Internship Guidelines</u> for more information.
emember to submit a unique application for each internship position you are requesting!
One internship Two internships

## 2025 Internship Position - Project and Supervisor Information

Reminder: 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 2025 Internship Position Project and Supervisor Information form) will need to be redone each time for each of the positions you are requesting.
4 Internship Position Job Title:
Provide an appropriate job title for the proposed intern, e.g. Administration Intern, Production Intern, Marketing Intern, etc. <u>Note:</u> words like "assistant" or "administrator" <b>should not</b> be part of the intern position job title, e.g. Assistant to the Executive Director Marketing Administrator. <b>Please keep the title as succinct as possible.</b>
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     Mortication:
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 must 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.
1 Internship Learning Objectives (please list up to five):
What will the intern learn as a result of this experience?
4 How might fulfilling these objectives prepare an intern to better engage in the arts, creative economy, nonprofit sector and civilife?

		<del></del>
1 Internship Workspace Descrip	tion:	
Please describe the proposed on-	site workspace for the intern.	
Remote Work		
Should the intern be working remo	tely, please describe how you will su	oport an intern in a remote position.
		<del></del>
Is this a home office?		
If yes, refer to the Arts Internship A	Application Guidelines for more inform	nation regarding our policies on home offices.
☐ Yes ☐ No		
If the <b>majority</b> of the internship the additional address below.	o will be taking place at a location tha	t differs from the organization's main address, please include
ain Address 1		
ain Address 2		
ty		
ate		
o Code		

- In what month would the intern start their internship?
- June 2025
- July 2025
- August 2025
- September 2025
- October 2025
- November 2025
- December 2025
- In what month would the intern end their internship?
- August 2025
- September 2025
- October 2025
- November 2025
- December 2025
- January 2026
- February 2026

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

ame of Supervisor:	process.
tle of Supervisor:	
mail of Supervisor:	
≣ Is this proposed supervisor a μ	, full-time employee?
☐ Yes ☐ No	
4 Primary Supervisor Qualification	:
worked at the organization, previous	ns to supervise and mentor this intern. Describe how long the proposed supervising mentor has experience supervising staff and whether the proposed supervisor has participated in this sure to specify this individual's knowledge and experience as relates to arts
Additional Supervisors (if appl If there are any additional individu	ble): whom the intern will be working with on a regular basis to support the development of their
arts-related skills and knowledge, context in which they will support	ase list them below. Include name, title, a brief description of relevant qualifications, and the intern.
keep the following in mind:Do not issues for your job posting. Thi relevant details as possible. Ve position. This can include a sta	sting Information one will be used to list this position on the Arts & Culture website if this position is funded. Please bullet points in any of these sections as our website cannot read them and it will caus aformation should be clear and engaging for prospective interns. Please include as man the "how to apply" section has the appropriate information for students to apply to you mail, link to an online application, etc. NOTE: The Los Angeles Department of Arts and responses prior to posting online.
Your answers to the following que keep the following in mind: Do not issues for your job posting. Thi relevant details as possible. Ver position. This can include a stan Culture reserves the right to edit your Brief Organizational Information.	In small be used to list this position on the Arts & Culture website if this position is funded. Please bullet points in any of these sections as our website cannot read them and it will cause if formation should be clear and engaging for prospective interns. Please include as man the "how to apply" section has the appropriate information for students to apply to you mail, link to an online application, etc. NOTE: The Los Angeles Department of Arts and tresponses prior to posting online.
Your answers to the following que keep the following in mind:Do not issues for your job posting. Thi relevant details as possible. Ver position. This can include a state Culture reserves the right to edit your Brief Organizational Information Please provide a 2-3 sentence de Brief Position Description:  2-3 sentences that will help stude many hours a week the internivers.	ns will be used to list this position on the Arts & Culture website if this position is funded. Please bullet points in any of these sections as our website cannot read them and it will caus iformation should be clear and engaging for prospective interns. Please include as man the "how to apply" section has the appropriate information for students to apply to you mail, link to an online application, etc.NOTE: The Los Angeles Department of Arts and responses prior to posting online.

Reminder: there must be one primary supervisor for each internship position. In the event of a change, you will be able to update this

Mow to Apply to Internship:	
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 ("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, 2025
- May 1, 2025
- June 2, 2025
- July 1, 2025

## **2025 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 a minimum of 28 internships prioritized specifically for community college students, which allowed for some organizations to request up to three interns. Due to the overwhelming applicant demand for the Arts Internship Program over the last few years, the maximum intern request has been reduced to two interns. However, our commitment to supporting students from the community colleges has not changed. Moving forward, no organizations will be "required" to host a community college student. Instead, 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 <b>all</b> 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 at least one 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 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 and 2022, due to the COVID-19 pandemic, most 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 2024 program cycle? Depending on public health guidelines, events may continue to be virtual in 2024.
☐ Yes ☐ No ☐ I'm not sure

If yes, who we usually an interrest	vithin your organization would take the lead to conceive of and produce events and communicate with interns? This is a supervisor.
Name	
Γitle	
Email	
Phone	
	ribe any relevant experience for the above individual(s) and, if applicable, any specific themes or areas of expertise to explore with interns (e.g. theater, development, resume writing, etc).
NOTE: Leaders region.	will be selected after internship grants are awarded and staff reviews geographic locations and needs for each
• •	nization interested in hosting events for interns during the 2024 program cycle? Depending on public health ats may continue to be virtual in 2024.
☐ Yes ☐ No	
	ribe the kinds of events your organization could host (i.e. tours, roundtables, art-making activities, etc.) These nly be applicable in the event public gatherings are safe at the time.

### 2025 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 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, 2022.
- · 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, 2022.

1 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.

1 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.

1 Upload a file

Is your organization fiscally sponsored through a Model A arrangement?

Reminder: only Model A fiscal sponsorship agreements are eligible. Model A fiscal sponsorship is also known as a direct-program agreement. In this relationship, the organization's administrative, legal and fiscal governance is overseen by the fiscalsponsor and the sponsor owns and is legally liable for the work of the organization it sponsors.



Yes

O No

Clear

4. Please upload a copy of the agreement or verification letter from the fiscal sponsor.

1 Upload a file

5. Please upload a copy of the fiscal sponsor's 990 listing a State of California Address.

"Levine Act Compliance"
Contribution and Agent Declaration Form

Applicants 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.

<u></u>			
Check the box that describe	es your organization type:		
☐ Nonprofit Organization or Mod ☐ Tribal Government ☐ Municipal Agency	lel A Fiscally Sponsored Organiza	ation	
		zations named above) have a parent, subs r committee (collectively "Related Organiz	
☐ Yes ☐ No			
🛂 1a. If yes, name the organiz	ation(s).		
_	inclusive of any Related Organ	izations named above) have paid employe	es that:
	nications with the County are not	County to influence the County's decision about for the purpose of influencing decisions about a sabout contributions.	•
☐ Yes ☐ No			
2a. Paid Employees			
If yes, list their names and titles b	pelow:		
	Name	Title/Role	
Employee 1			
Employee 2			
Employee 3			
Employee 4			
Employee 5			
Employee 6			
Employee 7		<u> </u>	

Employee 8				
Employee 9				
Employee 10				
🔤 3. Does your org	anization (inclusive of ar	ny Related Organizations r	named above) have <u>paid</u>	board members?
☐ Yes ☐ No				
🥞 3a. Paid board m	embers			
List your organization	's <u>paid</u> board members:			
	Name	•	Title/Role	
Board Member 1				
Board Member 2				
Board Member 3				
Board Member 4				
Board Member 5				
your organization to  Yes No	influence the County's o	decision about this grant a	ward?	
🥞 4a. Paid individu	als outside your organiza	ation.		
List their names, emp	loyer, and title/role:			
	Name	e Nar	ne of Employer	Title/Role
Individual 1	-			
Individual 2		_		
Individual 3	_	_		
Individual 4	_	_		_
Individual 5				
		e one or more contribution nty officer, or any other Co		
☐ Yes ☐ No				
🥞 5a. Contributions	S			
5a. Please provide in	formation for each instance	e, including the date:		
	Date contribution was made	Name of Contributor	Name of Officer that received contribution	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 13			
Individual 14			
Individual 15			 
your employees or a	agents to make a contrib	ution to a County Supe	amed above) asked or directed ounty officer, or any other r way?

#### 6a. Contributions

Please provide information for each 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 10			
Individual 11			
Individual 12			
Individual 13			
Individual 14			
Individual 15			
1. Does your agency have any plobbyist, or consultant) who has co	oaid non-employee(s) and/o ommunicated or will comm	or any other paid representa unicate with the County abo	ntive(s) (such as an attorney, out this grant application?
☐ Yes ☐ No			

List their names and titles below:					
	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-emplo public agency related to this grant		entative(s) listed	above have decision-	making authority for	your
☐ Yes ☐ No					
3. Did any of the paid non-emplo 12 months to any County Supervisor added together, is more than \$250?	or, another elected Co				
☐ Yes ☐ No					
3a. Contributions					
Provide the following information for e	ach contribution:				
	Date contribution was made	Name of Contributor	Officer's Name	Amount	
Representative 1					
Representative 2					
Representative 3					
Representative 4					
Representative 5					

1a. Paid non-employees/representitives

Representative 6			
Representative 7		 	
Representative 8		 	
Representative 9			
Representative 10			
Representative 11		 	
Representative 12		 	
Representative 13		 	
Representative 14		 	
Representative 15			
ATTESTATIONS		 	
By checking this box you attest the grant award, and that the respons correct to the best of your knowled	ses to the questions in thi		

☐ 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.