

Los Angeles County Bloomberg Arts Internship Program

2026 Application Guidelines

Los Angeles County
ARTS & CULTURE



Los Angeles County Bloomberg Arts Internship Program

Host Site Guidelines

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PROGRAM BACKGROUND & OVERVIEW

The Los Angeles County (County) Department of Arts and Culture (Department) is partnering with Bloomberg Philanthropies to launch the Bloomberg Arts Internship (BAI) program in Los Angeles County, as part of the Department's [Creative Career Pathways for Youth](#) initiative.

Started in 2012, the [Bloomberg Arts Internship](#) program connects public high school students with paid summer internships at cultural organizations. BAI is currently operating in seven cities (Baltimore, Boston, Detroit, New Orleans, New York, Philadelphia, and Washington, D.C), and, in 2026, Los Angeles and San Francisco.

Los Angeles County BAI offers an eight-week paid summer internship for rising public high school seniors at arts and cultural organizations, in addition to professional development, college preparation support, dedicated mentorship, and educational and cultural field trips. Summer participants are eligible to continue their internships through BAI: School Year, an eight to nine month paid extension for high school seniors.

In alignment with the [Countywide Cultural Policy](#) and the Department's long-term commitment to cultural equity and inclusion, LA County BAI will focus on ensuring youth from all backgrounds, including those from historically disadvantaged communities, have access to the program.

BAI is designed to help prepare the next generation for success in the workforce, be it in the arts or other industries. The purpose of the program is to provide a meaningful workplace experience, develop knowledge of the creative sector as a career path, encourage awareness of culture as a civic resource, and prepare students to apply and transition into college.

In addition to internships, students participating in BAI receive intensive college-readiness preparation and professional development. This includes mentoring and weekly classroom workshops, where they sharpen their writing skills and receive guidance on college applications, resulting in a full portfolio of work, including a cover letter, resume, and samples from their internship.

Additionally, BAI offers weekly visits to cultural institutions, which include special tours and career panels featuring working arts professionals. In response to the post-pandemic period and the ongoing mental health crisis for young people, the program's curriculum also incorporates mental health awareness and support components.

Among the few paid arts internship opportunities available to high school students, BAI enables participants to develop skills in communication, problem-solving, team building, civic engagement, and college readiness. Interns consistently cite their relationship with their supervisor – the first experience of workplace mentorship for most BAI participants – as a core benefit of the program.

As you begin to explore the Los Angeles County BAI program application guidelines, we encourage you to first check the Glossary on page 17.

About the Los Angeles County Department of Arts and Culture

The mission of the Los Angeles County Department of Arts and Culture is to advance arts, culture, and creativity throughout Los Angeles County. It provides leadership, services, and support in areas including grants and technical assistance for nonprofit organizations, countywide arts education initiatives, commissioning and care for civic art collections, research and evaluation, pathways to the creative economy, professional development, free community programs, and cross-sector creative strategies that address civic issues. For more information, visit lacountyarts.org.

INTERNSHIP PROGRAM CALENDAR + TIMELINE

The Los Angeles County BAI program will begin June 15, 2026, and conclude on August 7, 2026 (final dates TBC).

October 8, 2025	Application for host sites opens on lacountyarts.org
October 22, 2025, 1:00-2:30 PM	Application Workshop #1
November 5, 2025, 1:00-2:30 PM	Application Workshop #2
November 19, 2025 at 11:59 PM	Grant Application Deadline
November 20, 2025-January 9, 2026	Application Review
January 23, 2026	Deadline to inform applicant organizations of grant decisions via email
January 26 - February 13, 2026	Site visits take place
March 30, 2026	Signed internship grant agreements and invoices due
April 8, 2026	Positions are posted publicly at lacountyarts.org and on the internship host's website/social channels
May 2026	Mandatory Supervisor Orientation
May 22, 2026	Recommended hiring deadline for all interns
June 15-August 7, 2026	8-week summer internship period
July 15, 2026	2026 host sites invited to apply to BAI: School Year
August 14, 2026	BAI: School Year host sites selected
August, 2026 (Date TBD)	Internship culmination celebration event
September 8, 2026 (TBC)	BAI: School Year begins

ELIGIBILITY REQUIREMENTS

Organizations eligible for funding to host interns through the Los Angeles County Bloomberg Arts Internship Program must meet the following criteria.

1. Eligible organizations must demonstrate they are one of the following:
 - **Nonprofit Arts Organizations:** Performing, presenting, film, media arts, arts service, visual arts, and literary arts organizations.
 - **Nonprofit Cultural Organizations:** Organizations focused on preserving and promoting culture, history, and/or heritage.

- **Fiscally Sponsored Organizations:** For-profit arts or cultural organizations with a comprehensive Model A sponsorship agreement from a verified California-based Fiscal Sponsor. The fiscal sponsor will be the applicant of record.
 - **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.
 - **Colleges or Universities:** Nonprofit arts and presenting organizations, departments, and programs that are part of a college or university.
2. For the 2026 program year, eligible organizations must have their principal or physical offices located in Los Angeles County and have a satisfactory internship worksite in one of the following Los Angeles County Service Planning Areas (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](#).

3. Eligible organizations must:
- Demonstrate they provide arts or cultural programming or services in Los Angeles County.
 - Have been in existence and providing programming for at least two (2) consecutive years.
 - 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, marital status, or political affiliation.
 - 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.

Nonprofit Arts or Cultural Organizations may apply if they meet all of the following eligibility requirements:

- Possess 501(c)(3) tax-exempt status as defined by the IRS for at least two (2) years.
- Have principal offices in Los Angeles County.
- Have a primary mission to provide arts or cultural programming or services in Los Angeles County.
- Have a functioning board of directors that meets regularly with at least 51% of members residing in California.

Fiscally Sponsored Organizations that possess a Model A comprehensive sponsorship agreement with a verified State of California-based Fiscal Sponsor are eligible to apply (a copy of the agreement or verification letter from the sponsor will be required with the application, along with the sponsor's 990 listing a State of California address.) Fiscal sponsors may apply on behalf of multiple sponsored

organizations that otherwise meet eligibility requirements. The fiscal sponsor is the applicant of record and is responsible for all grant agreements and payments to interns associated with the grant.

Local Arts Agencies/Municipal Performing Arts Organizations must meet the following eligibility requirements:

Serve as an agency of city government, officially designated to provide programs, services, and/or financial services to a variety of arts organizations, individual artists, and the community as a whole.

Colleges or Universities must meet the following eligibility requirements:

- Be an officially designated nonprofit college or university with an arts or presenting organization; performing arts venue; art gallery; museum; or film, media arts, or creative studio.

ORGANIZATIONAL RESPONSIBILITIES

BAI: Summer (June-August 2026)

Worksite organizations will each host two (2) BAI interns three (3) days per week, in person, for eight (8) weeks in the summer. Organizations can be of any scale, but they must have (i) a dedicated arts-based project or work plan that interns are committed to for the duration of their program, (ii) a dedicated space where the interns can work on their project(s), and (iii) a staff member who will provide supervision. Internships are intended to expose interns to professional pathways in the arts and culture sector. **No remote work is permitted.**

Ideal worksites will have the capacity to provide a rich, quality experience for high school interns.

Worksite Organizations will be responsible for:

- Hosting two (2) rising public high school seniors for an eight (8)-week summer internship.
- Providing a dedicated arts-based project or work plan for the duration of the internship.
- Recruiting, interviewing, hiring, and training interns. The Department 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. To assist in the process, the Department 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.
- Identifying a staff member who will serve as an intern supervisor to guide and coach the interns. Ideal organizations will have a history of providing educational programming and/or have prior experience working with high school students. The expertise of the managing staff supervisor and the demonstrated capacity to work effectively with high school students will be key factors in the selection process.
- Ensuring intern supervisor(s) working with students under the age of 18 complete a Live Scan background check.

- Participating in all required activities: a Supervisor Orientation, a mid-program check-in, and the in-person celebration at the end of the program, where students will be acknowledged for their participation and will share their summer experiences.
- Participating in an evaluation of the program, administered by Wolf Brown on behalf of Bloomberg Philanthropies, and/or the Department.

BAI: School Year (September 2026 – April 2027)

Select worksite organizations that participate in the summer will be invited to host interns for BAI: School Year. The Department will collaborate with worksites to identify summer BAI interns for potential internship extension. These public high school seniors will continue their internships during the school year, working approximately five (5) hours per week, in person. BAI: School Year provides interns with ongoing work-based arts learning, college application support, and mentorship. **No remote work is permitted.**

Ideal worksites will have the capacity to provide a rich, quality experience for high school interns.

Worksite Organizations will be responsible for:

- Hosting two rising public high school seniors for a 30-week paid internship extension during the school year.
- Providing a dedicated arts-based project(s) or work plan for the duration of the internship extension.
- Identifying a staff member who will serve as an intern supervisor to guide and coach the interns. Ideal organizations will have a history of providing educational programming and/or have prior experience working with high school students. The expertise of the managing staff supervisor and the demonstrated capacity to work effectively with high school students will be key factors in the selection process.
- Participating in periodic check-ins and supervisor trainings, as needed.
- Participating in an evaluation of the program, administered by Wolf Brown, on behalf of Bloomberg Philanthropies.

STUDENT ELIGIBILITY

Bloomberg Arts Internship positions are open to rising public high school seniors in Los Angeles County who are:

- Residents of Los Angeles County and currently attending a public high school in one of the following Los Angeles County Service Planning Areas (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
- Able to work within the United States legally.
- Not a current or former employee of the worksite organization, nor a relative of any of their current employees, board members, trustees, officers, or directors.

Students may participate in only one internship at a single organization during the program cycle. Candidates are not required to have demonstrated a previous commitment to the arts.

All high school students regardless of race, religion, sex, national origin, age, sexual orientation, or disability who meet the above criteria are eligible to participate in the BAI. The Department will verify the eligibility of each student invited to participate. Students will be asked to provide documents (high school ID, driver's license or state-issued identification) to verify school district, age, and residency requirements before they are approved to participate in the program.

BAI: SUMMER WORK SCHEDULE

- The eight (8)-week summer internship will begin June 15, 2026 and end August 7, 2026.
- The interns' schedule includes three (3) internship days at the worksite, and two Program Days at the designated Regional Hub.
- Interns must complete 120 hours of paid work at the worksite organization, approximately 15 hours per week.
- Interns must complete two Program Days per week at their designated Regional Hub. Interns will not be paid for Program Days.
- The intern should be scheduled to work during regular business or program hours. This may include evening and/or weekend hours. **Interns may not be scheduled to work more than an eight-hour workday.** Please note that "flexing time" (i.e., asking an intern to work more than eight hours one day and fewer hours the next) is not permitted.

BAI: SCHOOL YEAR WORK SCHEDULE

- The 30-week school year internship will begin in September 2026 and end in April 2027.
- The interns' schedule includes 1-2 internship days at the worksite organization.
- Interns must complete 150 hours of paid work at the internship worksite, approximately 5 hours per week.
- Interns will receive continued college application preparation support, mentorship, and essential skills building in the form of monthly workshops at their designated Regional Hub.
- The intern should be scheduled to work during regular business or program hours. This may include evening and/or weekend hours. **Interns may not be scheduled to work more than an eight-hour workday.** Please note that "flexing time" (i.e., asking an intern to work more than eight hours one day and fewer hours the next) is not permitted.

California child labor laws permit employers to employ 16- and 17-year-olds for the following hours in a workweek and in a workday.

- Up to eight (8) hours on non-school days or days preceding non-school days [EC 49112; 49116; LC 1391]
- Up to 48 hours per week [LC 1391]
- Between 5:00 a.m. and 10:00 p.m., except on evenings preceding non-school days, when 16- and 17-year-olds may work until 12:30 a.m. [LC 1391]

- Prior to beginning their internships, interns must secure a valid [Permit to Employ and Work](#). The Permit to Employ and Work are issued on the same form. Interns can obtain their Permit to Employ and Work from an authorized person at their high school.
- It is the organization's responsibility to comply with CA wage and hour laws. Failure to comply will render an organization ineligible to participate in the future. For more information, please refer to the California Department of Industrial Relations website at <https://www.dir.ca.gov/dlse/dlse-cl.htm>.

PROGRAM DAYS

Interns are **required** to attend two Program Days each week at their designated Regional Hub. The Department will contract with organizations to serve as Regional Hub Partners, one in each LA County SPA where internships are taking place. Regional Hub Partners will be responsible for hosting and programming Program Days.

Program Days are an integral part of the BAI program. Program Days are designed to introduce interns to arts and cultural organizations through organized field trips; expose interns to creative career options; support cohort building and mentorship; provide professional development, college readiness, and personal enrichment workshops; and provide other social-emotional, mental, and physical health wraparound services.

Transportation support is available for intern attendance of Program Days.

CREDIT AND RECOGNITION

Grantees are required to acknowledge the Los Angeles County Department of Arts and Culture and Bloomberg Philanthropies on all recruitment-related materials pertaining to the hiring of awarded internship positions.

Grantees may use the following credit line: "This internship is supported by Bloomberg Philanthropies in partnership with the Los Angeles County Department of Arts and Culture, as part of the Los Angeles County Bloomberg Arts Internship Program."

Grantees are required to include the LA County BAI badge and Department of Arts and Culture logo on all promotional materials.

Grantees should use the following handles and hashtags when posting on social media regarding their internships: @CountyofLA #CountyofLA, @LACountyArts, and @BloombergDotOrg (Facebook and Instagram) and @bloomberg-philanthropies (LinkedIn).

PAYMENT TO THE INTERNS

- The rate of pay for BAI interns will match the living wage for Los Angeles County, according to [MIT's Living Wage Calculator](#) for one adult with no children. All grant amounts listed below will be amended as necessary should the living wage for Los Angeles County increase above \$27.81 an hour. Additional guidance will be provided to awarded grantees at that time.

- Interns are paid \$27.81 per hour for the 120-hour internship. A lesser rate of pay or fewer hours of service cannot be negotiated.
- Interns must be paid on a regular schedule. Organizations may choose to pay interns weekly, biweekly (every other week), or twice monthly (on the 15th and 30th of the month).
- Under no circumstances should an intern go unpaid for longer than two weeks, unless this is otherwise agreed upon by the intern, the organization, and the Department and is a one-time occurrence (e.g., at the start of the internship).
- The grant for worksite organizations will cover interns' hourly wage (or stipend) for 120 hours, plus 30% for payroll taxes.
- All organizations are strongly encouraged to put interns on payroll, deducting all applicable employee taxes, and paying them on the same schedule as staff. Organizations are responsible for clarifying the payment schedule with interns and must comply with all applicable labor laws and regulations. For more information, visit <https://edd.ca.gov/employers.htm>.
- Payment and work schedule must be discussed with the intern prior to the internship beginning. This discussion should include the payment schedule, as well as any required payroll deductions and necessary paperwork. The discussion must be documented on the "Intern – Worksite Organization Agreement Form," which must be signed by both worksite and intern and returned to the Department within the first week of the internship.
- Should the intern not complete the full internship, the worksite organization is responsible for notifying the Department before the intern's last day. Additionally, the organization must reimburse the Department for the remaining grant balance within 30 days of the intern's last day.

ADDITIONAL ADMINISTRATIVE PAYMENTS

An additional stipend of \$2,000 will be awarded to all participating worksite organizations to assist with administrative costs, such as supervisor stipends, and any other expenses, such as supplies and technology, associated with hosting an intern for 120 hours.

Worksite organizations that participate in BAI: School Year in addition to the main summer BAI program will be awarded \$2,500 to assist with administrative costs and any other extra expenses associated with hosting an intern for 150 hours.

WORKSPACE

The worksite organization must designate a workspace and provide the necessary equipment for the intern. The workspace and equipment must be adequate and suitable for the job duties and responsibilities assigned to the intern. Interns must work in professional locations, and if they are driving to work, free parking must be provided. Interns should be interviewed at the location where they will be working, with an opportunity for the intern to see the proposed workspace. If an organization is conducting a phone or video interview, please describe the intern workspace as best as possible.

Hybrid or remote work is not permitted for LA County BAI program.

SUPERVISOR RESPONSIBILITIES

The supervisor's role is that of work planner, trainer, and mentor. The BAI program requires that:

- One primary supervisor is assigned to both interns. A secondary supervisor may also be identified.
- Supervisors complete an evaluation of the interns and BAI at the end of the internship.
- Supervisors ensure that interns complete their Intern/Organization Agreement form and mandatory pre- and post-survey.
- All supervisors attend the BAI Supervisor Orientation, which will be held in spring 2026, and if necessary and appropriate, attend professional development workshops offered by the Department. More details will be released in winter 2026.
- Failure to comply with any of the organizational requirements will render the organization ineligible to participate in the future.

VACATION AND SICK TIME

Interns must fulfill 120 hours over the course of the eight-week internship period and may not take extended vacations. In the event that an intern must miss a day or two of work due to prior obligations, the organization and the intern should identify when the intern can make up the hours before the end of the internship period. If an intern misses a day or two due to illness, the organization may choose to pay them sick time in accordance with the organization's policies or ask the intern to make up the hours before the end of the internship period. Holidays may be treated as a paid holiday or as a workday, in accordance with your organization's policies.

GRANT REQUESTS

Number of Interns

For Los Angeles County BAI, each worksite organization will have two internship positions. This is intended to provide peer learning and support for the interns that will strengthen the internship.

Amount of Internship Awards

Each worksite organization will be awarded a grant of \$8,676.72 (\$4,338.36 per summer intern), which covers both interns' hourly wages for 120 hours, plus 30% of hourly wages for payroll taxes. Each worksite organization will also be awarded an additional \$2,000 to cover administrative costs.

Select worksite organizations that participate in BAI: School Year will be awarded a grant of \$5,968.95 per intern, which covers each intern's hourly wage for 150 hours, plus 30% of hourly wages for payroll taxes. Each worksite organization will also be awarded an additional \$2,500 to cover administrative costs.

Dispersal of Grant Funds

The County of Los Angeles will release 100% of the maximum grant amount upon execution of the contract. An invoice for the full grant amount will be included in the LA County BAI 2026 grant agreement package, and all grant payments will be disbursed to participating organizations by late May 2026, prior to the start of the BAI program on June 15, 2026.

- Grant funds will be awarded directly to the worksite organization. It is the responsibility of the organization to administer the award and pay interns.

- If, for any reason, the Grantee does not receive the County's grant funds before the intern's start date, the Grantee will nevertheless be responsible for paying the intern out of its funds until the Grantee receives the County's grant funds.

Return of Unused Grant Funds

Grant funds that go unused for any reason, including internships not filled by the deadline, interns not completing 120 hours of work, interns leaving the internship early, etc., must be returned to the Department of Arts and Culture. Grantees must notify the Department immediately and will have 30 days to return the unused funds.

REPORTING

BAI: Summer worksite organizations will be required to submit a report at the end of the eight-week summer internship period.

BAI: School Year worksite organizations will be required to submit two reports: one mid-year report and one report at the conclusion of the 30-week internship.

INFORMATION FOR INTERESTED STUDENTS

Once the Bloomberg Arts Internship Program grants have been awarded for selected host site organizations, internship positions will open, and eligible high school students will apply directly to the recipient organizations. A list of the host organizations will be available online at www.lacountyarts.org/opportunities/los-angeles-county-bloomberg-arts-internship-program, beginning on April 8, 2026, and continuing until all internship positions are filled.

GRANT REVIEW PROCESS

The County reserves the sole right to judge the contents of the submissions to this grant application and to review, evaluate, and select the successful applicants.

The County will review grant applicants' eligibility to determine if the applicants meet the minimum requirements as outlined in the grant application. A panel comprised of representatives from the County, the Los Angeles County Arts Commission, invited professional(s) in arts, education, and relevant fields, and, beginning in 2027, a BAI program alumnus will review all applications. Submission of an application, or review by the panel, does not guarantee award of a grant. The County reserves final approval of each grant. The County reserves the right to amend, modify, or cancel this grant opportunity if County determines, in its sole discretion, that doing so is in the best interests of the County.

Review Criteria

Successful applications will demonstrate that:

- The proposed internships address the purpose of BAI: to provide a meaningful workplace experience, develop knowledge of the creative sector as a career path, encourage awareness of culture as a civic resource, and prepare students to apply and transition into college.
- The internship job descriptions demonstrate meaningful on-the-job training and experience that is transferable to careers both in and outside the arts.

- The worksite organization can provide a specific project(s) primarily rooted in arts and culture programming and administration; and
- The organization can assume the successful supervisory responsibilities and coaching for two interns, who are rising high school seniors. Ideal organizations will have a history of providing educational programming and/or have prior experience working with high school students. The expertise of the managing staff supervisor and the demonstrated capacity to work effectively with high school students will be key factors in the selection process.

In reviewing applications, the panel will aim to ensure that funded internship positions reflect and contribute to the culturally and artistically diverse arts ecosystem of the County. To that end, the panel will seek to balance the final internship pool across factors, which may include:

- Organization's expressed interest in and capacity to recruit and host teenage high school students
- Communities served
- Geography (i.e., in which SPA the worksite organization is primarily located)
- Artistic discipline or cultural tradition
- Organizational budget size
- Type of internship project (e.g., marketing, production, administration, etc.)

In addition, the panel will consider any issues regarding student supervision and payment to students during past years.

INTERNSHIP PROJECTS

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. 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.

Interns should not be given "busy work" tasks; instead, they should be integrated into the fabric of the organization. For example, 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. BAI program internships help students build essential skills for any professional field they may choose to pursue.

Examples of appropriate projects include program-based activities in visual arts, performing arts (e.g., music, dance, theater), communications, development, arts administration, art curation, art history, cultural preservation, research, and/or activities related to producing or presenting performances. Specific project-based work effectively utilizes a student's capabilities while providing support to the worksite organization. Competitive applications will propose a challenging project that can be completed within 120 hours and offer meaningful work assignments and learning experience for the intern.

HOW TO APPLY

Applications must be submitted electronically. To get started, please visit <https://www.lacountyarts.org/bloomberg-arts-internship-program-apply> and create a SurveyMonkey Appy user account if your organization has not already done so.

Applicants will only need to submit one application. In the application, applicants will be asked to provide descriptions for both internship positions. Refer to the resources at <https://www.lacountyarts.org/bloomberg-arts-internship-program-apply>, including an Application Set-up Guide, for additional assistance.

Technical Assistance:

Applicants are strongly encouraged to submit the application at least five days before the deadline. Department staff can only assist in troubleshooting if an issue is brought to our attention early in the application process. Staff will not be available to assist applicants after 5:00 p.m. on November 19, 2025.

Application Workshops:

For the LA County BAI program launch year (2026 grant cycle), ALL applicants are REQUIRED to attend at least one of the following application workshops before submitting an application:

The virtual workshop will guide you through the program's key elements, including the components of a successful application. [Register here](#).

Virtual Application Workshop #1: October 22, 2025, 1:00 p.m. – 2:30 p.m.

Virtual Application Workshop #2: November 5, 2025, 1:00 p.m. – 2:30 p.m.

A recording of the workshop will be available on the Department's website at <https://www.lacountyarts.org/bloomberg-arts-internship-program-apply>.

DEADLINE AND NOTIFICATION

All applications and any required supplemental materials must be submitted electronically no later than 11:59 p.m. Pacific Standard Time on November 19, 2025. There are no exceptions to this deadline. Applicants will be notified of the final funding decision no later than January 23, 2026.

QUESTIONS

Please direct questions about the LA County Bloomberg Arts Internship program application to:

Shari Holly, Bloomberg Arts Internship Program Specialist
Email: BAI@arts.lacounty.gov | Phone: (213) 791-0706

Speakers of a language other than English can request translation support by writing to, or calling, the Department Language Access Liaison, Kristin Friedrich, kfriedrich@arts.lacounty.gov or (213) 202-5858, or visiting our [Language Access Resources](#).

CONTRIBUTION AND AGENT DECLARATION FORM (LEVINE ACT COMPLIANCE)

The County of Los Angeles requires all applicants to Department of Arts and Culture grant programs to complete a Contribution and Agent Declaration Form to comply with the Levine Act (Government Code Section 84308), new California legislation that 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 \$500 in the last 12 months from a bidder, proposer, or applicant (or the bidder, proposer, or applicant's paid representative/agent). To comply with the Levine Act, California State law requires you to disclose information about contributions made by specific individuals (such as paid employees, paid agents, or paid board members) that represent your organization/agency. Applicants with Model A fiscal sponsorship should also disclose relevant information about their fiscal sponsor. You will disclose any required information by completing the Contribution and Agent Declaration Form, a digital form that is a required component of the online application. Information is being collected for transparency and compliance purposes only. Reporting contributions will not disqualify you from the grant program. Failure to respond to required questions will result in immediate disqualification of your application to the grant program without exception. No grace period will be provided to complete this requirement. Applicants should be prepared to dedicate additional time to reviewing the form, collecting and assessing data, and preparing accurate responses. Additional information, including the questions you will be asked in the application, can be found at: <https://lacountyarts.org/levine-act-sb1439-compliance-applicants-grant-programs>

SUPPLEMENTAL MATERIALS

Current grantees of the Department's [Organizational Grant Program](#) (OGP) and college [Arts Internship Program](#) (AIP) are **not required to submit supplemental materials**. Only the online application is required. No other attachments are needed.

Applicants who are not current OGP or AIP grantees must submit the following documents, in addition to the online application:

1. One copy of the organization's 501(c)(3) determination letter
2. One of the following:
 - a. A copy of the organization's [SMU DataArts OGP Funder Report](#) (recommended). Organizations that have never been an OGP or AIP grantee may input their financial and organizational data into SMU DataArts and download a report for this application. In addition to generating a report for the Department's grant applications, SMU DataArts gives arts organizations the ability to track and analyze their data over time, as well as to compare their organization with similar types of organizations. Most participating funders require that applicants complete a Cultural Data Profile (CDP) for each fiscal year. **Please plan to spend 10-15 hours completing each CDP. The Department recommends completing the profile as soon as you decide to apply. The Department cannot extend the application deadline to allow extra time to complete the CDP.** Please click on [this link](#) for more information.
 - b. 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 20, 2023.

- c. A 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, 2023.
3. One copy of the history and background of the organization (no more than two pages, single-spaced) that includes:
 - a. The mission and purpose of the organization
 - b. If you are a nonprofit, a list of board members, including names and professional affiliations, and officers identified by title.
 - c. A brief history of the organization, including major accomplishments
 - d. A brief description of the organization's constituency or community
 - e. A brief description of the administrative infrastructure of the organization, including the number of employees and reporting structure
4. A list of recent notable programming or projects. Newly applying fiscally sponsored organizations (must be Model A with a verified State of California-based fiscal sponsor) must also provide:
 1. A copy of the agreement or verification letter from the fiscal sponsor
 2. A copy of the fiscal sponsor's 990 listing a State of California address

SMU DATA ARTS (FORMERLY CALIFORNIA CULTURAL DATA PROJECT)

SMU DataArts, formerly the Cultural Data Project, was founded to bring the language and leverage of data to the business of culture. The Cultural Data Profile (CDP) is SMU DataArts' flagship service, which thousands of cultural nonprofits use annually to report their financial and programmatic information. SMU DataArts seeks to be a catalyst for data-informed decision-making. SMU DataArts partners with nearly 40 public and private funders across California, most of which require arts and culture organizations to complete a Cultural Data Profile annually as part of their funding application process. SMU DataArts gives arts organizations the ability to track and analyze their financial and organizational data over time, as well as compare their organization with similar types of organizations. Most participating funders require that applicants complete a CDP for each fiscal year. In order to streamline the process, SMU DataArts provides the ability to complete one CDP that can be used for reporting programmatic and financial data to any participating funder.

Data Arts Details Instructions: Information on how to get started can be found in SMU DataArts' Knowledgebase. You can also search the Knowledgebase to help you as you work. You can find information about the new questions in the CDP, balance sheets and audits, to name a few. Applicants will also have access to online training and can receive support from SMU DataArts' Support Center during regular business hours. Contact information can be found below.

Time Required: Plan to spend 10 to 15 hours completing each CDP. The Department recommends completing the profile as soon as you decide to apply. **The Department cannot extend the application deadline to allow extra time to complete the CDP.**

Minimum Data Profile Requirements: Applicants with three or more years of completed programming, must submit three (3) consecutive years of data. When filling out the CDP for the first time, please complete a CDP for each of your three most recently completed fiscal years. Going forward, applicants will only need to provide one year of data. NOTE: For organizations with only two full consecutive years

of producing and programming history, submitting a CDP for two recently completed fiscal years is acceptable.

Organizations with Parent Agencies: When completing the CDP for a department or an ongoing program within a larger organization or institution, fill out the Data Profile for the sub-unit only. Do not enter any data for the parent organization.

Basis for Financial Data: If the applicant organization has an annual audit or review, all financial data entered into the CDP must be based on audited or reviewed data. Do not enter data until after receiving the annual audit or review by an independent certified public accountant. If the organization has no audit or review and does not plan on having an audit or review for its most recently completed fiscal year, base the CDP entries on the most recently submitted 990.

Timing: If the annual audit or review has not been completed in time to submit a CDP, enter data from the prior fiscal year based on the prior year's audit report. The most recent year of the CDP should be the same year for which the applicant organization had its most recent audit.

Completing the SMU DataArts Cultural Data Profiles: Completion of a CDP activates the website's error check designed to catch inconsistencies and missing data. The website will not allow you to complete your CDP until all errors are corrected. Please allow additional time to make corrections to the data after each CDP is submitted. NOTE: Organizations with incomplete CDP data will not be able to download the Funder Report.

When you are finished entering data, click on the tab that says Review and Complete. Confirm that the totals on this page (total revenue, total expenses, total assets, total liabilities, and total net assets) match the totals in your board-approved financial audit/review or year-end financial statements by restriction. If the totals do not match, contact SMU DataArts Support Center for assistance at 1-877-707-3282.

OGP Funder Report: Applicants choosing to submit a data profile for the BAI program must download a Los Angeles County OGP Funder Report to attach to the grant application. You can find instructions on how to access your OGP Funder Report [here](#). Once you have your OGP Funder Report, be sure to review the report to ensure you did not leave anything out during your data entry. You should also keep an eye out for any big percent changes from year to year. If something looks incorrect, you can revise your Data Profile and generate a new Funder Report. You can find instructions on how to revise your Data Profile [here](#).

Budget Notes: Please provide notes to explain any variances reflected in your OGP Funder Report. Applicants are required to explain variances of 10% or more in income or expense line items from year to year. Applicants are strongly encouraged to explain other significant deficits or surpluses.

What happens to submitted CDP data? The Department utilizes data from a variety of sources to evaluate and improve programs and to understand the local arts ecology. Some of this data is collected directly from grantees and sometimes through partnerships with organizations like SMU DataArts. Visit <https://www.lacountyarts.org/grantedata> to learn more.

Questions: Please direct questions concerning the CDP to the SMU DataArts Support Center:

The SMU DataArts Support Center is open M-F, 10:30 a.m. – 7 p.m. ET.

Phone: 877-707-DATA (877-707-3282)

Email: help@culturaldata.org

Website: <https://culturaldata.org/contact/>

LA VS HATE

LA vs Hate is a community-centered creative campaign to encourage and support all residents of Los Angeles County to unite against, report, and resist Hate. We encourage you to visit <https://lavshate.org/>, where you will find resources and free artwork intended to be used across social media to unite your community in the effort to recognize, report, and resist Hate in our county. If you are the victim or witness of a hate incident or hate crime, you can report it to 211 LA. Your report is confidential, and 211 is not affiliated with law enforcement.

LA COUNTY BAI GLOSSARY OF TERMS

Program Days: Program Days are designed to introduce interns to arts and cultural organizations through organized field trips, support cohort building and mentorship, and provide professional development and personal enrichment workshops. Program Days are managed by and take place at Regional Hub Partners. They are intended to expose interns to creative career options; provide academic and career development opportunities, including writing support and preparation for college admissions; create a space for peer learning opportunities and mentorship; and provide other social-emotional, mental, and physical health wraparound services.

Regional Hub Partner: The Department of Arts and Culture will contract with Regional Hub Partners, one in each of the County's eight (8) Service Planning Areas (SPAs), to serve as sites for Program Days, organize field trips, support cohort building and mentorship, host professional development and personal enrichment workshops, support recruitment, and support and host Bloomberg Arts Internship alumni engagement.

Service Planning Area (SPA): A Service Planning Area, or SPA, is simply a specific geographic region within Los Angeles County. The County of Los Angeles spans more than 4,300 square miles. For specific purposes, some county departments, such as the Department of Public Health, have found it beneficial to divide the county into smaller geographic areas. These eight distinct regions allow LA County to develop and provide more relevant services targeted to the specific needs of the residents in each SPA.

Worksite: An arts or cultural organization (public institution or nonprofit organization) where rising public high school students intern three (3) days per week for eight (8) weeks in the summer. Worksites provide meaningful work experience, exposing interns to professional pathways in the arts and culture sector. Worksites may apply to be a site for BAI: School Year.