

Program Overview:

Bexar County Commissioners Court established an arts internship program for local nonprofit arts organizations to provide one paid internship to an undergraduate student to assist with seasonal or special projects. Ten organizations will be selected to receive a grant to pay the interns. The program will be open to currently enrolled undergraduate college students who are Bexar County residents, attending a college or university in Bexar County or attending a college outside of the county as long as the student is a resident of Bexar County, and show proof of same. Students who have already earned a bachelor's degree or higher are not eligible.

The program will be for 10 weeks beginning on June 3, 2019, and ending on August 9, 2019.

Purpose: To give undergraduate students meaningful on the job training and experience working with a nonprofit arts organization and to foster future leaders and advocates for the arts sector in Bexar County. Selected students will develop a closer understanding of how the arts benefit their community along with real world applications of business skills that can be applied to their careers. Arts organizations will receive assistance from motivated students on seasonal or special projects.

Arts Organization Eligibility:

All arts organizations with not-for-profit 501 (c) 3 status, located in Bexar County, having a working board of directors, in operation for over 5 years, and remaining a financially viable organization, as determined by a review of financial documents, will be eligible to apply.

Ten organizations will be selected to participate in the program. Previous grant recipients can reapply. Selected organizations will receive a \$3,500 internship award. The award must cover all the costs incurred by the organization for the intern, during the ten-week program, including administrative and other expenses for the intern as outlined in their intern application. Interns must be compensated at least monthly, although organizations are encouraged to follow their regular pay periods. Organizations must be prepared to cover initial costs until the grant is issued. Selected organizations will receive their grant in two payments on or about, July 1st, and on or about August 1, 2019.

Intern programs must be ready to start on June 4 and can end on or later than August 10, 2018, but not before. Interns must work at least a 40-hour week, but no more. This can include weeknights and weekends as may be required by the organization's schedule, specific hours in a week worked can be flexible as long as the intern fulfills a 40-hour commitment. Selected organizations will be solely responsible for recruiting, interviewing, hiring and training the interns.

Participating organizations must provide an internship application that will be available on their website. Prospective students will access the application directly through the arts organization. Additionally, student applicants will be directed to the organization's site through a link on theArtsFund website. Organizations selected for the program must have their application posted on their websites and other venues of their choice for prospective student applicants beginning on February 25, 2019. Organizations will be responsible for selecting their intern and informing theArtsFund of their selection no later than April 12, 2019.

Organizations that wish to participate in the Bexar County Arts Intern Program will be required to submit to theArtsFund a completed copy of their intern application as it will be seen on their website no later than February 8, 2019. A panel of ArtsFund and Bexar County representatives will select the 10 organizations for participation in the program based on the organization’s specific activity the intern would be involved in, effect or value of the activity to the organization, and the ability of the organization to carry out the program/activity.

Each affiliate and their selected intern must also agree to participate in at least two public presentations to promote the program.

Bexar County Arts Intern Program

Facilitated by theArtsFund

Schedule:

January 11	Arts Fund sends program details to arts organizations, posts to theArtsFund and Bexar County websites
February 8	Organizations send Intern Proposals to theArtsFund
February 18-22	Proposals reviewed by selection committee
February 25	Announce selection of 10 participating Organizations
March 4	Organizations begin accepting intern applications from students
April 12	Organizations make and report student selections
June 3	Program begins, Interns report to organization
June 4 or 11	Interns presented to Commissioners Court
July 1 & August 1	Grants issued to organizations, on or about.
August 9	Program Ends
September 4	Organizations’ notarized verification form due to Bexar County

Organizations: Eligibility

All not-for-profit arts organizations located in Bexar County with 501 (c) (3) status that are not a museum, municipal organization or part of a college or university.

Must meet all of the requirements to apply:

1. Have 501 (c) (3) tax exempt status as defined by the IRS for at least 5 years.
2. Have main office in Bexar County.
3. Have its primary mission to provide arts programming or services in Bexar County.
4. Have a functioning board of directors that meets regularly with 51% of its directors residing in Bexar County. A current contact list is required with email addresses.
5. Have been operating/producing for a minimum of 5 years, and be able to show proof of activity, performances, exhibits, publications, events, outreach programs for each of the most recent 5 year period.
6. Have at least one full-time staff member in charge of the organization.
7. Have complied with all applicable federal, state, and local laws and ordinances, including but not limited to those which bar discrimination on the basis of race, color, religion, national origin, ancestry, sex, age, condition of physical or mental disability or marital status or political affiliation.

Not eligible to apply are:

Museums, governmental or municipal arts or performing arts agencies.

Arts organizations, departments, and programs that are part of a college or university.

Organizations: Additional Requirements

1. Complete and have notarized the intern verification forms by September 4, 2019.
2. Agree to have a staff representative attend an organization information meeting, to be held at the same time as the intern luncheon.
3. Agree to have a staff representative attend, with their intern, the intern presentation event at Commissioners Court.
4. Agree to have a staff representative attend, with their intern, a recognition luncheon.
5. Pay mileage equal to the federal rate at the time for any use of the interns' vehicle.

Formal application can be downloaded at theartsfunds.org

Required documentation:

1. A current Board of Directors contact list with emails addresses
2. Copy of IRS notification of 501 (c) (3) tax exempt status
3. Example of Principle offices in Bexar County
4. Proof of operation for minimum 5 year period
5. Examples of program/ performance activity
6. Most recent IRS Form 990
7. Detailed description of the activity or program the intern would be involved in and how it will affect the organization
8. Copy of the online intern application form

Information to include in the organization's application:

Name

Address

Telephone, Fax, contact cell number

Name of Staff Person in charge of Intern Program

Email and phone contact information

Executive Director

Email and phone contact information

Required documentation:

1. A current Board of Directors contact list with emails addresses.
2. Copy of IRS notification of 501 (c) (3) tax exempt status.
3. Example of Principle offices in Bexar County.
4. Proof of operation for minimum 5 year period.
5. Examples of program/ performance activity.
6. Most recent IRS Form 990.
7. Description of the activity or program the intern would be involved in and how it will affect the organization.
8. Copy of website intern application form.

Student Eligibility

Students who are currently enrolled as undergraduate college students who are **Bexar County residents**, attending a college or university in Bexar County or attending a college outside of the county as long as the student *is a resident of Bexar County*.

Residency means the location where the student lives when not attending college or university. For example, if the student went to high school in Bexar County, parents live in Bexar County, the address on student's transcript and driver's license is a Bexar County address.

Students will apply directly to the website of the participating organizations. Organizations will select and hire the student intern. Requirements for the organizations' internships may vary and be very specific to that organization's needs.

Students selected will be required to follow the agreed upon job description as outlined by the organization including but not limited to a 40-hour work week.