



## Bexar County Arts Intern Program Guidelines: 2022

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**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. GenerationNEXT of the Tobin Center for the Performing Arts (GenerationNext) will facilitate the program. 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 outside of the county, as long as the student is a resident of Bexar County and able to show proof of same. Students who have already earned a bachelor's degree or higher are not eligible.

The program will be for ten weeks beginning on June 6, 2022, and ending on August 12, 2022.

**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 15 and on or about August 15, 2022.

Intern programs must be ready to start on June 6 and end on or after August 12, 2022, 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 The

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Tobin Center website. Organizations selected for the program must have their applications posted on their websites and other venues of their choice for prospective student applicants beginning February 16, 2022. Organizations will be responsible for selecting their intern and informing GenerationNEXT of their selection no later than April 1, 2022.

Organizations that wish to participate in the Bexar County Arts Intern Program will be required to submit to GenerationNEXT a copy of their intern application as it will be seen on their website as part of their grant application. A panel of GenerationNEXT and Bexar County representatives will select the ten 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 GenerationNEXT Schedule:**

January 10	GenerationNEXT sends program details to arts organizations, posted to the Tobin Center website
February 7	Grant request application and required documents to be completed and emailed, hand delivered, or electronically submitted to GenerationNEXT of the Tobin Center by 5 pm
February 15	Proposals reviewed by selection committee (Date TBD but week of 14 <sup>th</sup> )
February 16	Announce selection of ten participating organizations Selected organizations post online applications for interns Organizations begin accepting intern applications from students
April 1	Organizations make and report student selections
June 6	Program begins, interns report to organizations
June 7 or 14	Interns presented to Commissioners Court
July 15/Aug 15	Grants issued to organizations, on or about
Week of Aug. 1	Tobin Center reception for interns and organizations
August 12	Program ends
September 2	Organizations' notarized verification forms due to Bexar County

## **Organization Application Process**

**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:

- College or university arts organizations, departments, or programs; municipal arts organizations; and museums.

## **Organizations' Additional Requirements**

1. Complete and have notarized the intern verification forms by September 2, 2022.
2. Agree to have a staff representative and their intern attend the intern presentation event at Commissioners Court. (TBA)
3. Agree to have a staff representative attend, with their intern, a recognition event. (TBA)
4. Pay mileage equal to the federal rate at the time for any use of the intern's vehicle.

*\*Failure to attend these mandatory events other than for unforeseen emergency reasons may result in organization's application not being accepted in the following year.*

Grant request applications can be downloaded at [tobincenter.org](http://tobincenter.org) and are to be submitted by February 7.

## **Information to be included on the organization's application, DUE February 7, 2022:**

1. Name of organization and address
2. Applicant's name and title
3. Applicant's address, telephone, fax, contact cell number
4. Name and title of person in charge of intern program (the person the intern will be working directly with during the duration of the internship) and their email and phone contact information
5. Executive director name, email, and phone contact information.
6. Description of internship project(s): A comprehensive, specific, and detailed explanation of the work project(s), assignments, and activities that the selected Intern will be given to accomplish in the 10-week program. It is important to include what department(s) the intern will be involved in. If the assignments/projects are a continuation of or in some

way related to a project assigned in a previous year, please indicate as such in your explanation.

7. How the completion of the intern's assigned project(s) is intended to impact the organization
8. Agreement signature
9. A current Board of Directors contact list with email addresses
10. Most recent IRS Form 990
11. Copy of IRS notification of 501(c)(3) tax exempt status
12. Proof of principle offices in Bexar County
13. Proof of operation for minimum 5-year period
14. Copy of website intern application form

*Examples of program/ performance activity may be required upon request.*

## 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 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.