



NONPROFIT ARTS INTERNSHIP INITIATIVE

Grant Guidelines

CY2018



Program Description

The Nonprofit Arts Internship Initiative (NAII) provides meaningful internship opportunities for college students and recent graduates. Participating arts organizations will garner assistance and expertise from these students while providing them with beneficial career experience in arts administration and nonprofit management. This program is designed to support talent development and the retention of a creative workforce in Greater Fort Wayne.

Eligible interns must be current students or recent graduates of a college or university located in northeast Indiana. Recent graduates must have completed their degree no more than six months prior to the beginning of the internship period. The internship period must fall between August 1, 2018 and May 31, 2019. All interns will be paid an hourly rate of no less than \$8 per hour and no more than \$10 per hour.

Eligible Requests

- Grants will be awarded based upon available funding and submission of a qualified application. Priority will be given to organizations receiving operating support grants from Arts United. Award recipients will be notified by July 2018.
- Other organizations that meet the following criteria may also apply and will receive funding based on availability of funds.
 - Nonprofit organization incorporated under Section 501(c)3 of the Internal Revenue Code of 1954. No fiscal sponsorships will be considered.
 - Mission is primarily cultural in nature (arts and history)
 - At least one full-time, paid staff member
 - Annual budget of at least \$100,000
 - Professional office space located in northeast Indiana (may not be a personal residence)
 - Membership in the Regional Arts Council program
 - History of partnership with Arts United (e.g. project grants, business services, facilities usage)
- Organizations who have forfeited their award in the previous grant cycle are not eligible to apply.

Program Procedures

- **Application:** Applications are due May 1, 2018.
- **Award Selection and Notification:** Organizations receiving operating support will receive priority. Award recipients will receive an official notification in July 2018.
- **IndianaIntern.net:** You must advertise your internship position at <http://indianaintern.net/> even if you have already identified the person you plan to hire. This free service is provided by the Indiana Chamber of Commerce and is a requirement of the NAII program.
- **Internship Confirmation Form:** Once your application has been approved, Arts United will send an Internship Confirmation Form. You must complete and return this form to Arts United immediately

upon hiring your intern. Confirmation forms are due no later than September 30, 2018 for first semester interns and no later than February 1, 2019 for second semester interns. Arts United will not reimburse your organization for your intern's wages until your confirmation form has been received.

- **NAll Payroll Reimbursement Form**: Arts United will reimburse your organization for your intern's wages on a monthly basis. To receive reimbursement, you must submit the NAll Payroll Reimbursement Form by US Postal Service, email or fax before the final day of each month in which your intern is employed. **Employers are responsible for paying all applicable taxes.**
- **Final Report Form**: Following the internship period, the applicant must submit a final report by June 30, 2019 to be eligible for future funding.

Application Guidelines

Using no more than one page and no smaller than 11-point font, please complete the following information in order. Please submit your application by May 1, 2018.

1. Organization's name, address, and phone number
2. Internship supervisor's name, phone number and email address
3. Describe the internship position. Please include information about the intern's daily activities and primary responsibilities. (150 words or less)
4. Explain how your organization will benefit from the internship. (150 words or less)
5. Describe the length of the internship. Please provide beginning and ending dates.
6. Provide a budget using the formula below. All interns must be paid an hourly rate of no less than \$8 per hour and no more than \$10 per hour. Your total request to Arts United may not exceed \$3,000.

_____ (weeks) X _____ (hours per week) X _____ (wage per hour) = \$ _____

7. Over the course of the internship, do you plan on paying your intern more than the NAll award of up to \$3,000? If so, how do you plan on paying the additional wages?

Arts United Contact

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