

FOR COUNCIL MEETING
June 10, 2008

Honorable Mayor and Members
of the City Council
Torrance City Hall
Torrance, California

Members of the City Council:

SUBJECT: COMMUNITY SERVICES – Accept and appropriate two grants for summer interns. Expenditure: \$8,000.

RECOMMENDATION

Recommendation of the Community Services Director that the City Council accept and appropriate two grants of \$4,000 from the Los Angeles County Arts Commission and the Getty Foundation to pay for summer interns in the Cultural Services Division.

FUNDING

Funding is available upon receipt of grant funds from the Getty Foundation and the Los Angeles County Arts Commission.

BACKGROUND

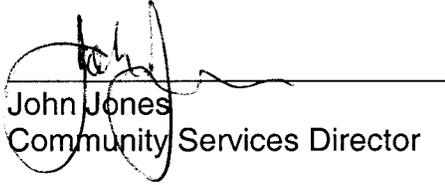
For the past five years, the Cultural Services Division has applied for and received grants from the Los Angeles County Arts Commission and the Getty Foundation to pay for summer interns. The City has received notice that the two grants have been approved for summer 2007 (Attachments A and B).

ANALYSIS

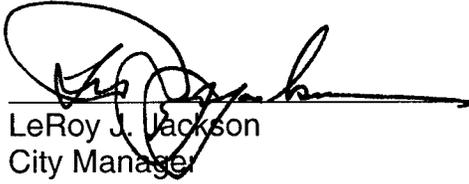
These interns have specialized skill sets relating to theater and museum curation and have been approved by each of the funding agencies. The Getty intern will work at the Torrance Art Museum researching local arts partnerships. The County Arts Commission intern will serve as Associate

Producer for the summer musical. Each \$4,000 grant will pay for hourly wages (\$3,500) and associated administrative expenses (\$500).

Respectfully Submitted,


John Jones
Community Services Director

CONCUR:


LeRoy J. Jackson
City Manager

Attachments:

- A. Grant Award Letter from Los Angeles County Arts Commission
- B. Grant Award Letter from The Getty Foundation



ATTACHMENT A

March 24, 2008

1111 La Brea
The J. Paul Getty Museum
Research Institute
Conservation Institute
Foundation
The J. Paul Getty Trust

Mr. Darin McClelland
Cultural Services Senior Supervisor
City of Torrance
3031 Torrance Boulevard
Torrance, CA 90503

Dear Mr. McClelland,

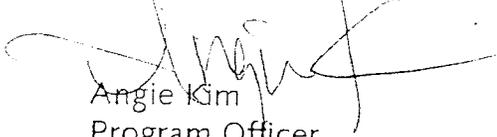
I am pleased to inform you that City of Torrance's application to the Getty Foundation for the Multicultural Undergraduate Summer Internship program has been successful. This grant is for one Education and Support Development internship. Accordingly, I enclose the Foundation's official grant offer letter and *Acceptance of Conditions*. Please return the enclosed *Acceptance of Conditions* form by April 4, 2008. It is important to note that before you make an offer to an internship candidate, you must receive approval from the Foundation. Internship Selection Form(s) are included for your use in that process. Also, we will be emailing supervisors with a link to update publicity information shortly. Publicity information must be submitted online by April 4.

As part of the summer program, we have scheduled events for intern supervisors and interns. Most events require the supervisor and/or intern's attendance as part of this grant agreement. Please see the attached colored sheet for details on all events.

Finally, if during the course of the summer internship your organization takes any photographs of the interns on the job, the Foundation would very much appreciate receiving copies of these photographs along with photographer credit information.

If you have any questions, or if I can be of assistance in any way, please do not hesitate to contact me. Congratulations!

With best wishes,

A handwritten signature in black ink, appearing to read 'Angie Kim', written over the typed name and title.

Angie Kim
Program Officer

AK/sm

Enclosures: Award Letter
Acceptance of Conditions (2 copies)
Intern Selection Form(s)
2008 Event Schedule

**ATTACHMENT B**

February 15, 2008

1055 Wilshire Boulevard
 Suite 800
 Los Angeles, CA 90017
 Tel: 213.202-5858
 Fax: 213.580.0017
 www.lacountyarts.org

Board of Supervisors

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 Laurel Karabian
 Peter Lesnik
 Hope Warsenaw

Laura Zucker
 Executive Director

Ms. Gia Inferrera
 Producer, Torrance Theatre Company
 City of Torrance
 3031 Torrance Blvd
 Torrance, CA 90503

Dear Gia,

We are pleased to inform you that your application to the 2008 Los Angeles County Arts Internship Program was approved for funding by the Arts Commission for the following internship position(s):

Associate Producer

Grant Award Contract

Enclosed find the Grant Award Contract. Please review the contract, including Exhibits A and B. Have the requested officer sign the contract and return it via US mail to our office no later than March 4, 2008. NOTE: This is not a postmarked deadline. If the full contract, including Exhibits A and B, are not received in our office by March 4, 2008, we will not be able to execute the contract and the funds will be forfeited. We appreciate your assistance with helping us adhere to our program schedule.

Once we receive the contract, we will complete its execution and forward a copy to you with additional information. After you receive your fully executed contract, you may begin the recruiting and interviewing process. We will post the original publication description included in your application in a full list for internships applicants by mid-March.

If you have questions or need further information about the 2008 Internship Program, please contact John Arroyo at jarroyo@arts.lacounty.gov or 213/202-5942.

Sincerely,

A handwritten signature in black ink, appearing to read "Ayanna".

Ayanna Hudson Higgins
 Director of Arts Education and Community Development



5-16-08

Dear *Gia,*

We are pleased to inform you that we have received your Intern Selection Form and have approved the intern you have selected to participate in the 2008 Los Angeles County Arts Internship Program.

Name of Intern: *Alexander Holt*
Position Title:
Organization: *City of Torrance*
Contract #: *1P08-24*

1111 Wilshire Blvd
Suite 1100
Los Angeles, CA 90017
Tel: (213) 202-5958
Fax: (213) 202-6007
www.lacountyarts.org

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Hope Warschaw

Laura Zucker
Executive Director

Enclosed are three documents for your review and action:

- *Next Steps for Organizations – Invoicing*
- *Organization – Intern Agreement Form*
- *Next Steps for Supervisors*

Important: We will be sending each intern a link to a pre-program survey via the e-mail you have provided us on the Intern Selection Form. The intern must complete this pre-program survey in order to finalize his or her participation in the program.

You must also submit your first invoice (\$3,500) along with the completed Organization-Intern Agreement Form anytime between now and June 16 (at the latest). Please plan accordingly – this may require you to meet with your intern prior to their proposed start date as it takes two – three weeks to process your invoice. Organizations which submit late invoices **must** initially pay their intern(s) out of their own funds. It is NOT acceptable for interns to work unpaid due to late invoice submission.

Should you have any questions, please me at jarroyo@arts.lacounty.gov or (213) 202-5942.

Thank you for participating in this program. We wish you and your intern a productive, fun, and educational summer.

Sincerely,

John Arroyo
Leadership and Community Development Coordinator