FOR COUNCIL MEETING
April 28, 2009

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

The Community Services Director recommends that City Council accept and appropriate two grants of $4,000 each 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 six 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 2009 (Attachments A and B).

ANALYSIS

Staff is in the process of interviewing college students with specialized skill sets relating to theater production and museum curation. Staff's selections will have to be approved by each of the funding agencies prior to starting around June 15. Each intern will work full time (40 hours) for 10 weeks. The Getty intern will work at the Torrance Art Museum assisting the new curator with programming and general arts administration. 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

By _____
Eve Rappoport
Cultural Services Manager

CONCUR:

_____
John Jones
Community Services Director

_____
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

Enriching Lives

Los Angeles County Arts Commission

Memo

To: Gia Inferrera, City of Torrance /Torrance Theatre Co.

From: Anji Gaspar-Milanovic, Internship & Technical Assistance Coordinator

Cc: Emiko Ono

Date: 2/20/09

Re: Grant Award Contract

Please find the grant award contract for the 2009 Arts Internship Program. Please review the contract, including Exhibits A and B. **Have the requested officers sign the contract and return it via US mail to our office no later than Tuesday, March 3, 2009. NOTE: This is not a postmarked deadline.** If the full contract, including Exhibits A and B, are not received in our office by March 2, 2009, 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 approved application in a full list for internships applicants by mid-March.

If you have questions or need further information about the 2009 Internship Program, please contact me at amilanovic@arts.lacounty.gov.

Mail contract to:

Julian Fernandez
Grants & Professional Development
Los Angeles County Arts Commission
1055 Wilshire Boulevard, Suite 800
Los Angeles, CA 90017

ATTACHMENT B

THE GETTY
FOUNDATION

March 26, 2009

Ms. Eve Rappoport
Cultural Services Manager
City of Torrance
Community Services Department
3031 Torrance Boulevard
Torrance, CA 90503

THE GETTY
The J. Paul Getty Museum
Research Institute
Conservation Institute
Foundation
The J. Paul Getty Trust

Dear ~~Ms. Rappoport~~ Eve,

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. Accordingly, I enclose the Foundation's official grant offer letter and *Acceptance of Conditions*. Please return the enclosed *Acceptance of Conditions* form by April 3, 2009. 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.

As part of the summer program, we have scheduled events for intern supervisors and interns. Please see the attached *Acceptance of Conditions* and the Educational Event Schedule 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.

This year's review process proved to be exceptionally competitive due to an increased number of applications and current budgetary constraints. The review committee weighed many factors, including the number of internships relative to the size of the organization, the nature of the supervision and training to be offered, and the strength of the proposed internship activities. Given the strong competition, the review committee also considered the extent to which the internship would contribute to the goal of introducing multicultural undergraduates to careers in museums and visual arts organizations, particularly in programmatic areas such as curatorial, conservation, and museum education. As always, we appreciate

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www.getty.edu

the thought and care you put into crafting meaningful internships for the undergraduate participants.

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,

Angie Kim
Program Officer

AK/ac

Enclosures: Award Letter
Acceptance of Conditions (2 copies)
Intern Selection Form(s)
2009 Educational Event Schedule