ASI’s Springboard Fellowship
2023 Guidelines and Priorities

In this packet, you will find the following information. Click on the link below or visit the associated page to get more information about these topic areas.

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**Background**
Many nonprofit arts organizations rely on unpaid interns to assist with their workload. These interns use these valuable training and networking experiences to launch their careers in the arts. However, by not paying the individuals taking these positions, only people with the financial means to take unpaid work have the opportunity to take advantage of these vital skills and resume building opportunities. This not only limits who can afford to work in the arts sector but limits the future workforce of the industry.

While we would hope all organizations begin to pay their interns, we understand that the smallest organizations often lack the financial means to do so. ASI’s **Springboard Fellowship** was developed as a way to support underrepresented WNY individuals who lack access to unpaid arts employment experiences and provide them with paid opportunities in the hopes that they will be able to continue a career in the arts and cultural industry. The program also supports micro and small nonprofit arts organizations who could benefit from the assistance and exposure by offering a small stipend to help offset their general operating costs directly tied to running this program.

The **Springboard Fellowship** provides a small stipend to both the individual providing work assistance to a nonprofit arts organization and the organization itself for providing training and mentorship. These stipends are designed to add value to the work being done and help offset the costs associated with taking temporary work, including parking and transportation, meals, childcare, and lost revenue from not working other jobs.

**Eligibility & Priorities**
This opportunity is open to any nonprofit organization that meets the following criteria:
- Has arts or cultural activity as their core mission or purpose;
- Is located in Erie County, NY*;
- Has an annual operating budget of less than $500,000;
- Can demonstrate a quality training or mentorship opportunity;
- Can demonstrate a desire to develop paid opportunities in the future.

*During the 2023 pilot year of this program, we are only accepting applications from nonprofit arts organizations based in Erie County. We hope to secure additional funding moving forward to expand this program into the rest of Western New York.*
Successful applicants will be able to outline the planned partnership between the organization and fellow. We encourage all eligible applicants to select a fellow and discuss the program or project they will be working on prior to applying for this fund. Applications should include a brief narrative from the potential fellow answering the questions listed in the application.

Fellows cannot be receiving college credit or any other compensation for their work in this position. In addition, priority will be given to organizations who partner with individuals who:
- Are 18 years or older.
- Currently live/reside in Western New York.
- Identify as an under-represented individual, including lower economic status, BIPOC/ALAANA, LGBTQ+, differently abled, neurodiverse, rural, etc.
- Would be unable to take advantage of this experience without compensation.
- Are entering the arts/culture workforce for the first time, including recently graduated, veterans, stay-at-home parents entering/re-entering the workforce, and more.

Applicant organizations cannot use this funding to replace or fill a traditionally paid and/or contracted position. This includes: directors, performers, curators, designers, consultants, admissions/customer service, etc. This funding also cannot be used to begin paying a volunteer who has already been doing unpaid work for the organization.

Organizations may only be selected for one (1) opportunity per year for no more than three (3) consecutive years. Individuals can only be selected for one (1) opportunity in a three (3) year period.

Funding
The fellows will be provided a $2,400 stipend for 120 hours of work (pay rate is $20/hour). This will be a contracted position and the fellow will receive a 1099 Misc. Revenue IRS form for their taxes.

Selected organizations will be provided a $1,000 stipend to help offset the staff time and resources required to provide a quality training and mentorship program for their selected fellow.

Organizations and fellows will develop their own schedule and work timeline ensuring the fellow works the full 120 hours but is not required to do more. Fellows must complete timesheets that are approved by the organization prior to compensation. Organizations can either pay the fellow directly (which includes processing 1099’s for tax purposes) or can partner with ASI to manage payments.

Application
Interested nonprofit arts organizations should submit their responses to the following questions to ASI for consideration. Responses can be submitted in any legible format to Holly Grant via email at holly@asiwny.org or hard mail to Arts Services Inc. 2495 Main Street, Suite 422, Buffalo, NY 14214.

Applications are due to ASI no later than 5:00 pm on Thursday, June 15, 2023. If more funding is secured, additional application periods may open up later in 2023.
2023 Springboard Fellowship
Application

Organization Overview

Organization Name:
Organization Address:
Organization City, State, Zip:
Primary Organization Contact:
Phone Number for Primary Contact:
Email for Primary Contact:
Organization Annual Operating Budget Size:

Name of Proposed Fellow:
City/Town of Residence of Fellow:

Program Overview
Organizations should answer the following questions in any narrative format you would prefer. Answers can be addressed below or on an accompanying document. To ensure your application is considered, please answer all questions as thoroughly and clearly as possible.

1. Explain the organization’s relationship to and/or how you selected the proposed fellow.
2. What is the project, program, or activity this individual will be engaged in with your organization? What will they learn by the end of their time with you?
3. What is the estimated timeline for the proposed work? Please include the number of hours per week you anticipate this individual working, and when you anticipate this individual would begin and end their work with you.

Please also attach a letter from your potential fellow that addresses the following:
1. Why are you interested in working in or learning more about a career in the arts?
2. Why do you want to work with this organization?
3. What skills or experience do you anticipate getting out of this training experience?