**Organization Information**

Name of Organization

Contact Name Position

Mailing Address

City Province Postal Code

Telephone

E-Mail Website

Charitable Registration Number Organizational Revenue (from last audited statements)

**Intern Information**

Intern Name and Preferred Pronouns

Intern’s Mailing Address

City Province Postal Code

Telephone E-Mail

**Application Information**

Amount Requested Area of Practice (eg. management, artistic direction, producing, technical direction, design, etc.)

Duration of Internship (specify months or weeks and part-time or full-time) Internship Start Date and End Date (month, year)

Application Checklist – Please ensure all of the following are included in your application to us.

* 1. Metcalf Foundation cover sheet
* 2. Statements from intern and from mentor
* 3. Application text (in this order):
* a. brief introduction to the company
* b1. analysis of intern’s existing & desired skill set
* b2. work plan
* b3. opportunities for external professional development
* c. brief bio of the intern
* d. brief bios of the mentor(s)/trainer(s)/supervisor(s)
* e. measures to evaluate the progress & effectiveness of the placement
* 4. Two budgets – a. internship budget & b. organization’s current operating budget
* 5. Video
* 6. Attachments – a. intern’s resume & b. organization’s audited financial statements

Please attach this form to your Performing Arts Internships application.