



[www.chopart.org](http://www.chopart.org)  
 ATL New Orleans  
 Hyderabad Accra

ChopArt is an arts nonprofit serving homeless teens in Atlanta, New Orleans, Hyderabad, India and Accra, Ghana. We provide a minimum of 6 weeks of art programming for 27,000 homeless teens all around the world. Our program is designed to build community, provide creative entrepreneurial opportunities for the youth and to combat some of the negative effects of youth homelessness such as drug abuse, sex trafficking and suicide.

ChopArt is seeking candidates for the following internship opportunity. Selected interns will work alongside the **CEO and Founder** and committees to develop programs, policies, and informational databases.

**Compensation: Unpaid**

**Time commitment: 12 weeks, 12 hours a week, work remotely.**

<b>Job title</b>	<i>Grant Writing Intern</i>
<b>Reports to</b>	<i>CEO &amp; Founder</i>

**Job purpose**

The Grant Writing Intern for ChopArt will assist with researching and proposing funding for all ChopArt programs (both international and domestic) and overhead expenses. This person will work closely with CEO & Founder to create proposals and track best practices. Through the Grant Writing Intern’s role, ChopArt will be able to continue building its capacity of serving homeless teens all around the world with an eventual accrual of physical space, salary and program budgets.

**Duties and responsibilities**

- Research and strategize funding opportunities
- Sending letters of inquiry to invite only grant-making organizations and foundations.
- Maintaining communication on progress of proposed grants with executive staff.
- Create and maintain funding calendar activities for grant application process.
- Prepare grant proposals and grant applications.

**Things You’ll Learn**

- How to create program specific and funder interest aligned funding proposals
- How to properly leverage ChopArt’s current success and potential success with funding qualifications.
- How to properly approach potential grantors and represent ChopArt as a candidate.
- How to cross collaborate with ChopArt staff and partners to collate necessary application components.
- How to research and identify unique funding opportunities
- How to solicit donation requests from community partners
- How to advocate for our teens!

**Qualifications**

- An established knowledge and understanding of the homeless community
- Familiarity with the arts
- Self-starter and exceptional relationship cultivator
- Great planner and communicator
- Trustworthy and responsible individual capable of effectively representing the ChopArt brand and its youth.
- Exceptional writer, researcher and collaborator