

Student Intern Program
at the
Polk County Community Foundation
2012 Guidelines

The Polk County Community Foundation is pleased to offer Student Intern Program, an initiative of the Foundation's Board of Directors designed to support employment opportunities that benefit both local agencies and high school students in our community. Agencies receiving Student Intern Grants will be responsible for hiring and employing interns.

Hiring guidelines and other requirements are attached to this application and to the grant approval letter as grant conditions.

Who is Eligible: Participating agencies must be actively offering charitable and beneficial programs within the area served by the Polk County Community Foundation. Qualified applicants include local 501(c)(3) nonprofits, civic organizations with 501(c)(3) letters and units of government (including schools and public safety organizations). To be eligible, your organization must be structured so that donors receive tax deductions for contributions to your organization.

Internships: Priority will be given to challenging, well-supervised internships that provide interns with a meaningful role in planning and carrying out a special program or project of the agency. Please see the attached guidelines for more details.

Grant funds available in 2012: \$12,000

Application Format: Applications must be submitted according to the instructions provided. Some sections require you to fill in blanks by either completing the paper form or the electronic .pdf version available for download on our website. Responses may be saved on the electronic version and printed out to submit with additional materials required by the application. Recreating forms by re-typing, copying and pasting, etc., causes formatting changes that alter the original application, and make applications more difficult to process; therefore, submitting recreated forms will automatically make your application incomplete. If you have any difficulty completing the application, please contact the Director of Grants for assistance well in advance of the deadline.

Questions? For additional information concerning this or other grant applications, or help with your unique situation, please contact our Director of Grants, Noah Wood, at the Polk County Community Foundation.

You may visit us at 255 South Trade Street, Tryon, NC or at www.polkccf.org; call 828-859-5314; or email: grants@polkccf.org.

Application Deadline:

Only Cycle: By Tuesday, January 17, 2012 at 1:00 p.m.

Notification of funding decision: TBA. Please check the new Dates and Dollars sheet for updated information as it becomes available.

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2012 Application

I. COVER SHEET:

Date of Application: _____

Organization Name: _____

Address: _____

Telephone Number: _____ Email: _____

Name and Title of CEO/Executive Director/President/Board Chair/Principal:

Name: _____

Title: _____

Telephone Number: _____ Email: _____

Contact Person for this grant application (if different from above):

Name: _____

Title/Role in the organization: _____

Telephone Number: _____ Email: _____

What is your tax identification number? _____

What is your nonprofit status? _____

Enclose IRS 501(c)(3) letter (required) or explain your charitable status if not a 501(c)(3).
(eg. Unit of Government)

Is your organization more than five years old? _____

When does your fiscal year end? (eg. June 30) _____

List the number of paid staff at your organization. _____ F/T _____ P/T

Summarize your organization's mission in the space provided: _____

Brief Project Description: _____

Total Intern Grant request (for salary at \$8 an hour plus FICA)

\$ _____

How many interns would you like to request? _____

Intern Supervisor's Name: _____

Intern Supervisor's Title/Role in Organization: _____

Is Intern's Supervisor a Paid Staff Position? Yes ___ No ___ F/T ___ P/T ___

Intern Supervisor's Work Address (if different):

Intern Supervisor's Work Phone (if different): _____

II. DESCRIPTION OF INTERN PROGRAM:

Please answer each question below. Attach an additional sheet if necessary:

A. Detail the intern's job responsibilities: _____

B. Describe your proposed orientation program: _____

C. How will the intern be supervised? _____

D. Please explain the need for more than one intern if you are requesting more than one: _____

E. Without this funding, would your organization hire a student this summer? Please explain: _____

III. PROJECT BUDGET:

Identify the schedule for the internship, including the total number of hours the high school intern is expected to work per week and the estimated number of weeks the intern would work this summer. Include totals for hours and total estimated compensation. The total should match the Total Intern Grant request number on the cover page.

IV. REQUIRED FINANCIAL STATEMENT:

Attach an operating statement for the most recently completed full fiscal year, detailing your agency's expenses and revenues.

V. ADDITIONAL INFORMATION: You may be asked to provide additional information if needed to fully understand your organization and your grant proposal.

VI. SIGNATURE:

I certify that the information contained in this proposal is true to the best of my knowledge and I have the authority to commit the organization to this project.

Signature

Printed Name

Title: _____ Date: _____

This must be signed by the person who is listed as the head of your organization on the cover sheet.

**Please submit applications to:
Polk County Community Foundation
255 South Trade St.
Tryon, NC 28782**

Answer every question, leaving no blanks. Incomplete, incorrectly formatted, late, electronically delivered or faxed applications shall not be considered for funding. All application materials must be submitted together in one package. If you wish, you may schedule an appointment well in advance of the deadline with our Director of Grants. During your appointed time, you may ask the Director of Grants to certify that your application has been turned in on time and is complete. The Director of Grants does not have the authority to certify that incoming applications comply with all Foundation policies and IRS mandates. Because any error will prevent this application from being considered, we recommend that you take advantage of this opportunity to have your application reviewed.

**Polk County Community Foundation
Student Intern Program Grant Conditions
(subject to revision by Board – final will be attached to grant letter)**

Employment Arrangements:

The organization will be responsible for selecting, hiring, training, supervising, and paying the intern as well as filing all necessary tax documents and complying with all relevant laws and regulations. The intern is an employee of the organization, not the Foundation.

The Community Foundation supports jobs that benefit both the agency and the intern. Grants are made to the agency to reimburse it for the intern's salary of \$8.00 an hour plus the agency's share of the federally mandated FICA tax of 7.65% of salary.

Internships are a maximum of eight weeks during the students' summer vacation.

Disclaimer:

The Polk County Community Foundation disclaims any and all liability in connection with the internships to the interns, other employees and agents of the agencies, to the agencies themselves, and to all third parties. Each agency assumes responsibility for any and all liability to its intern, other employees and agents of the agency, and third parties.

Internships:

- Provide assignments that have broadly applicable learning experiences
- Provide an orientation program that is complete and thorough
- Provide effective supervision of the intern and mechanisms that help the intern recognize what he or she is learning with emphasis on the importance of nonprofit service to American society, specifically to our community.

Interns:

The student must be a rising freshman, rising sophomore, rising junior or rising senior in high school. "Rising" is a term used in the summer to refer to the student's status for the upcoming high school year. The student may not be a high school graduate. Student must be enrolled in high school or involved in a home school program at the time of the application and be at least 14 years old.

Interns must have permanent residence in the area served by the Polk County Community Foundation (Polk County and Landrum zip code 29356). Organizations are responsible for confirming that the intern meets all grant conditions.

If the student has worked for your organization in the past in a paid capacity, you may not employ the student using the Foundation's Student Intern Program grant funds. (Interns who have benefited from the Polk County Community Foundation's internship program in past years may be hired as a Foundation-funded intern by a different organization.)

Family members (children/siblings/grandchildren) of board or staff at your agency are not eligible to be hired as interns at your agency. Board or staff members of your agency are not eligible to be hired as your interns.

Intern Reports Due at the End of Employment:

To facilitate your intern or interns returning the required report, please give them the enclosed form. Please note that submitting your intern's confidential report on the internship experience is a requirement of your grant. As stated on this form, they are directed to return the completed form to you in a signed, sealed envelope. You may attach this sealed envelope to your report, or return it to us in a manner convenient to you. We appreciate your efforts to make these students aware of the work of nonprofits in our community.