



2019 GUIDELINES

STUDENT INTERN PROGRAM

Introduction

The Polk County Community Foundation is a public charity founded in 1975 by a group of generous and visionary community leaders who wished to improve the quality of life in our area. It is completely funded by gifts and bequests from our local community.

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

Hiring guidelines and other requirements are attached to this application and grant letter as grant conditions. Please note the residency and age requirements for hiring.

How to apply

Use the Short Form Application, available online at www.polkccf.org and at the Foundation office, 255 South Trade Street, in Tryon.

Which organizations may apply?

- The Foundation awards grants to local charitable organizations that have been reviewed and approved by the Foundation's committee and Board prior to consideration of any particular application. Please contact the Foundation with questions about your organization's eligibility to apply for grants.
- Participating organizations must be actively offering charitable and beneficial programs within the area served by the Polk County Community Foundation.
- To be eligible for Student Intern Program grants, your organization must have existing paid staff. Please contact the Foundation if you have questions about this requirement.
- Qualified applicants include local 501(c)(3) nonprofits and units of government (such as schools).
- Your organization must be structured so that donors receive tax deductions for contributions.

Internships

Internships must be challenging, well-supervised, and provide interns with a meaningful role in planning and carrying out a special program or project of the organization. Please see the attached guidelines for more details.

Application Deadline

- Tuesday, January 22, 2019 by 11:59 pm.
- Please note that all applications are due on Tuesdays by 11:59 pm on the date indicated.

Additional Application Hints and Requirements

Please refer to the signature page on the application.

Questions?

For additional information concerning this or other grant applications, or help with your unique situation, please contact Noah Wood, our Director of Grants. You may visit us at 255 South Trade Street, Tryon, NC or online at www.polkccf.org; call 828-859-5314; or email grants@polkccf.org.



2019 SUPPLEMENT STUDENT INTERN PROGRAM

Please Note: This form must be submitted as a supplement to your Short Form Application

Total Grant Request Amount: \$ _____ (for intern salary at \$8 an hour
(from your application cover page) + the employer's portion of the FICA tax)

Does your organization have existing paid staff? Yes No
(required for Student Intern Program grants)

How many interns are you requesting? _____

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, including any special projects s/he will be working on:

B. Describe your proposed orientation program:

C. How will the intern be supervised?

D. Does your organization conduct background checks and/or other screenings for the employee(s) who will be supervising the intern? (check "Yes" or "No" and explain below) Yes No

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

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

III. INTERNSHIP 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 total hours and total estimated compensation, including the employer's FICA portion . The total should match the Total Intern Grant request amount on the cover page of this supplement and the application.

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

POLK COUNTY COMMUNITY FOUNDATION

Student Intern Program Grant Conditions

(subject to revision by Board – final conditions will be attached to your 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. Therefore, organizations must have existing paid staff in order to be eligible for Student Intern Program grants. The intern is an employee of the organization, not the Foundation. For safety reasons, intern supervisors are expected to have undergone a background check and/or other screenings.

The Community Foundation supports jobs that benefit both the organization and the intern. Grants are made to the organization to reimburse it for the intern's salary of \$8.00 an hour plus the organization's share of the federally mandated FICA tax of 7.65% of salary. The Foundation will adjust the grant, if needed, so that the rate of pay is over the minimum wage.

Internships are a maximum of eight weeks during 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 organizations, to the organizations themselves, and to all third parties. Each organization assumes responsibility for any and all liability to its intern, other employees and agents of the organization, and third parties.

Internships:

- Provide a job application and interview experience.
- Provide a meaningful role in planning and carrying out a special program or project of the organization.
- 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 at least 16 years old at the start of the summer internship and plan to attend high school or a home school program in the fall. The student may not be a high school graduate.

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 organization are not eligible to be hired as interns at your organization. Board or staff members of your organization 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. our community.

Requesting Funds & Grant Reports: The grant period for the Student Intern Program is now shorter than in past years. The deadline for spending and requesting funds is specified at the top of your grant letter. Please note the instructions for completing the Final Grant Report provided in the letter.