

2021 Vermont Internship Program Grant Application

The Vermont Internship Program Grants, funded by the Vermont Department of Labor (VDOL), promote internships by providing grants to organizations who support or connect Vermont employers with student-interns from regional technical centers or postsecondary educational institutions. Funding may be used to build or administer an internship program or to provide participants with need-based stipends during the internship. More information, including the grant funding announcement, found at labor.vermont.gov.

Section 1. Basic Information

If your application is selected for funding, the following information will be used to compile the grant agreement between your organization and VDOL. Please ensure that the information you provide is accurate.

1. Legal Name of Applicant Organization

If another organization would serve as your fiscal agent for this grant, please use their legal name.

2. Legal Address of Applicant Organization

3. First and Last Name of Individual Authorized to Sign on Behalf of Grantee

4. Email of Individual Authorized to Sign on Behalf of Grantee

This email address will be the way that grant documents will be routed for official signatures via an online electronic signature platform, OneSpan E-Sign.

5. Title of Individual Authorized to Sign on Behalf of Grantee

This information will be used in the grant document.

6. Applicant Employer Identification Number (EIN)

7. First and Last Name of Contact Person for this Application and Implementation of the Program

8. Title of Contact Person in Question #7.

9. Email for Person Identified in Question #7.

10. Has the Applicant Organization had an independent audit of its financial position, complete with a statement that can be shared, in the past year? (Yes/No)

Section 2. Vermont Internship Program - Project Narrative

Please address the following components in narrative form. Please limit answers to each component to less than 400 words.

11. Overview of Internship Project proposal
12. Describe the scope of internship opportunities targeted (e.g. sector, geography, type, etc.).
13. Please provide the number of internships that will be supported through this project and describe the number and type of employers to be served.
14. Please describe how you plan to recruit and/or match prospective interns with internship opportunities.
15. Describe any additional supports for interns that may be included in your project- including mentoring, stipends, support services, career counseling, occupation-related instruction; if applicable.
16. What assistance in locating post-internship employment opportunities in Vermont within the industry sector of their internship will be provided.
17. How employers will be encouraged to support internship opportunities that could lead to near-term or existing opportunities for employment with their business or similar businesses within the state.

Section 3. Budget Amounts

Indicate the anticipated spending of the award by applicable grant category below (not to exceed \$25,000, except if matching and then not to exceed \$50,000). Answers in this section should ONLY be the dollar amounts proposed by budget category. The following section (Section 4) asks for a description of how the money will be spent.

18. Personnel Amount

Funds used to pay the salary or wages of individuals involved with administering the program or grant (including payroll taxes). If your project includes intern or participant stipends, they should be recorded as "other," below.

19. Fringe Benefits Amount

Health and other benefits associated with personnel costs in #18.

20. Travel Amount

Funds expended to support necessary travel of personnel or interns. Mileage reimbursements may not exceed the current federal rate.

21. Supplies Amount

Office supplies or other supplies needed to support success of Interns. No equipment may be purchased that exceeds \$5000.

22. Contractual Amount

Grantees may not subcontract more than \$2000 to any vendor. Contracts must be approved by VDOL and contain all standard state provisions and assurances contained in "Attachment C: Standard State Provisions for Contracts and Grants" as revised 12/15/2017.

23. Other Amount

Costs incurred that do not fall into a category above. This may include intern stipends, if applicable.

24. Total Direct Cost (23-28 Total Amount)

25. Indirect Costs (include Rate Percentage) Amount

Grantees may only claim indirect costs if they have an approved indirect cost agreement with either the federal government or state of Vermont. If selected, grantees must provide a copy of this agreement to VDOL before the grant documents are executed.

26. Total Amount of Funds Requested

27. If applying for a "matched" grant (up to \$50,0000), enter the total amount of non-grant funds that will be committed to this project.

Section 4. Budget Narrative

Describe how funds will be used. For example, describe the title and role of personnel, the types and purpose of travel, the types and purpose of supplies, the activities that will be contracted, etc.

Descriptions may be brief but MUST CONTAIN SUFFICIENT DETAIL to enable grant administrators to match subsequent receipts for reimbursement with budget categories below. This information also helps determine how costs relate to programmatic outcomes and deliverables.

28. Personnel and Fringe Benefit (Amount and Description)

29. Travel (Amount and Description)

30. Supplies (Amount and Description)

31. Contractual (Amount and Description)

32. Other (Amount and Description)

33. Indirect (Amount and Description)

Section 5. Additional Information

34. Include any additional information that is relevant to the review & selection process.