



Grant Funding Opportunity Announcement
Vermont Internship Program

A proud partner of the [americanjobcenter](#) network

Total Funds Available: \$300,000
Posted: November 1, 2019
Closes: November 27, 2019 (by 4:00pm)

I. Grant Funding Opportunity Description

The Vermont Department of Labor (VDOL) supports up-skilling and re-skilling opportunities for Vermont workers through technical and academic instruction, on-the-job training, internships, pre-apprenticeships, apprenticeships, returnships, and other workforce development activities aimed at strengthening and expanding the labor force.

The Vermont Internship Program, funded by VDOL, promotes 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.

This funding opportunity announcement describes the process for awarding \$300,000 of VT Internship Program Funds through a competitive application process.

II. Award Information

Award Type and Amount

Two types of grants may be awarded through this funding opportunity. Unmatched grants may be awarded to selected organizations in amounts up to, but not exceeding \$25,000. Matched grants may be awarded to selected organizations in amounts up to, but not exceeding \$50,000. Matched grant awards must include a commitment of 1:1 dollar match in program funds from an employer, an industry organization, philanthropic fund, or post-secondary educational institution. Funds from other state or federal sources are not eligible to serve as a match. Matched funds may include funding for program administration, intern stipends, job-related equipment or supplies, mentoring or coaching of employer or intern, and employer incentives.

The purpose of the matched grant awards is to expand the availability of high-quality internships by leveraging state investment and promoting private investment in internship opportunities.

Period of Performance

The standard period of performance for grants awarded under this funding opportunity is January 1, 2020 to December 31, 2020. Awardees may request a later start date and with the permission of the Commissioner of Labor, may be granted a later end date.

Reporting

Grantees will submit quarterly fiscal reports. Grantees will submit a programmatic performance report at the middle of their grant period and within 30 days after the grant ends. The Department of Labor will provide guidance to grantees on the form and substance of the report.

III. Eligibility & Application Information

Eligible Applicants

Public and private entities are eligible to apply for this grant. Organizations must be in good standing with the state and be able to comply with all standard state provisions and assurances contained in "Attachment C: Standard State Provisions for Contracts and Grants" as revised 12/15/2017.

Proposal Criteria

The Vermont Department of Labor is seeking proposals to support the creation and expansion of internship programs and opportunities at the postsecondary level and at the secondary level if the intern is enrolled at a career or technical education program. Grants will not be awarded to projects or proposals that replace or supplant existing positions with interns through the creation or expansion of internship opportunities.

Internship proposals funded through this grant opportunity must demonstrate success in achieving one or more of the following aims:

- Providing participants with work-based exposure to real workplace experiences, expectations, and consequences;
- Progress in mastery of occupation-specific or transferable skills required for success in the workplace through work-based experiences with a Vermont employer; or
- Increasing employer involvement with the development of industry-specific curriculum or best practices for on-the-job training, for postsecondary students.

Project Narrative:

- The process for recruiting and matching interns;
- Access to additional supports for interns, including mentoring, stipends, support services, career counseling, occupation-related instruction; if applicable;
- The scope of internship opportunities targeted (e.g. sector, geography, type, etc.);
- The expected number of interns and employers served;
- How interns will receive or access assistance in locating post-internship employment opportunities in Vermont within the industry sector of their internship, and
- 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.

Applicants who propose to use grant funding to provide stipends to participants during the internship must describe how they determine need.

Application Process

Applicants shall submit applications to Cheyenne Steventon at (labor.grants@vermont.gov) by close of application period. The application should include:

- Section 1: Basic Information
- Section 2: Project Narrative
- Section 3: Budget Form and Narrative
- Section 4: Any additional information that is relevant to the review and selection process.

IV: Review & Selection

Application Review Process

The Department of Labor will consider applications using the selection criteria listed below and will submit recommendations for grant funding to the Commissioner of Labor by December 12, 2019. Applicants will be notified via email about their award status by December 18, 2019.

Selection Criteria

In addition to the proposal criteria listed in Section III above, proposals addressing the following aims will be favored:

- Internship experience leads to an opportunity for permanent employment with intern employer;
- Opportunities in health care, construction, manufacturing, hospitality, information technology, or business services sectors are targeted;
- Regional occupational demand is served;
- Program targets postsecondary participants who have an affiliation with Vermont and wish to become employed in Vermont;
- Matched funding demonstrates an institutional or industry commitment to promoting work-based learning experiences that lead to employment in Vermont;
- Participants with potential barriers to future employment are provided additional support or consideration; and
- Innovative ways to expand internship placements, including braiding of non-state or federal funds, special incentives offered by employers or third parties, or participant outreach

V. Department Contacts

The department has limited ability to provide technical assistance to applicants in developing proposals. For clarifying questions related to submission of an application, contact Cheyenne Steventon, at (802) 828-4172, or labor.grants@vermont.gov. Please reference 2020 VT Internship Program.