

Civic Affairs Foundation

an **ACCG** initiative

Georgia County Internship Program Grant Application Summer 2018

Applicants should read the entire GCIP Application Packet prior to completing this form.

This application has two sections. Section I requires the applicant to provide answers to a series of questions and Section II requires a detailed description of the internship project being proposed, the need it addresses, and the expected benefits to the county. More information on how to complete the application can be found in the GCIP Application Process and Guidelines document.

The application deadline for summer 2018 GCIP grants is **Friday, December 15, 2017.**

Applications should be sent to **Michele NeSmith** at the Foundation via email to mnesmith@accg.org, by FAX to 404-589-7879 (note Ms. NeSmith as the recipient), or by mail to:

Civic Affairs Foundation
191 Peachtree Street NE, Suite 700
Atlanta, GA 30303

Please note that factors that influence consideration include but are not limited to the type of project submitted, the overall impact and benefit to the county of the project(s) proposed, the ability to partially fund the internship position(s), collaboration with other counties, regional commissions, colleges/universities, and/or non-profits, and the number of interns requested.

Reminder: Interns should be currently enrolled in college as undergraduate or graduate students, or have recently graduated from college within one year of the grant period. High school students or recent high school graduates who have not yet begun college are not eligible. Interns cannot work more than 200 total hours during the grant period. The county and the intern can decide how many hours the intern works per week and the total number of weeks worked. It is recommended that the minimum hours worked per week be no less than 15 hours.

Section I

Number of interns requested for your department:	
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County Name:	
Provide County E-Verify Number:	

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Are you submitting an application that includes a partner?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
List partners:			
Is your partner a nonprofit, college or university?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
List contribution level	____ \$500 (25%) ____ Other		
<i>(Partners can include other counties, regional commissions, colleges/universities, and/or non-profit organizations. Partnerships with colleges/universities, and/or non-profit organizations must include at least a 25% funding contribution from those entities.)</i>			

Name of Primary Contact:			
County:			
Department:			
Position:			
Address:			
Email:		Phone:	

Is the county providing partial funding of the amount needed to fund the internship? (Total cost of the internship is \$2000 plus FICA and WC)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
What amount?	\$:		
OR			
Is the county providing additional funding? (on top of the grant amount)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
What amount?	\$:		
Who will be the supervisor for the intern?			
<input type="checkbox"/> Same as primary county contact <input type="checkbox"/> Other			
Name:			
Department:			
Position:			
Address:			
Email:		Phone:	
Has this individual previously supervised interns?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Is adequate space available to support an intern?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is adequate equipment available (computer, software programs, etc.) for the intern to complete the proposed project(s)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will outside technical assistance be required for the intern to complete the project?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, who will provide it:			
Has your county previously had an intern?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your county ever had an intern in this field?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has your county previously received a Georgia County Internship Program		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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(GCIP) grant for interns?	
Is there a college or university located in your county?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a technical college located in your county?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What special skills should the intern have to be able to complete the project, such as knowledge of certain types of software, experience using certain types of equipment, etc.? (Note this is for a student so years of work in a certain field should not be included.)	
Will any special training be provided to the intern?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please describe:	

Section II

Project Information

Internship position title:	
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In the gray space below, please FULLY describe the internship position being proposed, the need it addresses, the benefits to the county, and the necessary intern qualifications. The space will expand when you start to type. Include no more than 1-2 additional pages to describe the internship. More information can be found in the GCIP Application Process and Guidelines document

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For questions, email mnesmith@accg.org or call (404)522-5022 ext. 195

The Georgia County Internship Program is offered by the ACCG Civic Affairs Foundation thanks to the generosity and support of private donors. The Foundation is a nonprofit organization established as an initiative by ACCG, Georgia's county association. For more information, visit www.civicaffairs.org.