

Abbagadassett Foundation

Request for Internship Proposals

Proposals

The foundation is interested in funding proposals for support of internships at non-profit (501c3) organizations.

The proposal should include a description of current internship programs, if any, including the scope of duties and educational opportunities. If there are current interns, then very brief descriptions of their backgrounds would be helpful.

If the proposed internship is new, how the program will be managed and information about the personnel who will oversee the internship should be provided. Internships which include an educational component are preferred, and a description of the education component, including instruction, mentoring and other assistance, should be included. Additionally, please describe how interns will be evaluated. Smaller organizations interested in starting internships are encouraged to apply.

The proposal should include a statement of how an intern will be integrated into the workings of the organization, frequency of staff interactions, and opportunities for the intern to make a meaningful contribution to ongoing projects/programs. The number of hours a week and the length of the internship should be specified. Generally the internship should be at least 6 weeks in duration for high school or college students. If the internship is during the school year, please describe how the internship is integrated with the intern's studies.

Since the foundation is very interested in supporting students who might not otherwise be able to take advantage of an internship, the outreach and recruiting plans should be described in detail.

Organizations are highly encouraged to discuss your proposal prior to submitting a full application. Please contact us to discuss the proposal.

Budget

The budget may include salary for interns (at least \$15/hour, please state if there are benefits) and/or employees with a percent time and cost devoted to managing the internships. Funds for recruiting interns may be included. Capital expenses, if included, need to be carefully justified. Administrative costs not to exceed 10% are allowed.

Dates

The foundation will accept proposals at any time up to September 1, 2023. Decisions for funding will be made by 3 months after the receipt of the proposal. Grants are for one year. Applications for renewal of funding will be considered. Payments will be made by December 31, 2023.

Organization Name

Organization EIN To Confirm 501(c)(3)

Organization Website

Contact Person's Name

Email

Phone

Describe the mission of your organization.

Does your organization currently have an internship program? If so, please describe the program. Include the current number of internships, how the interns are recruited, what their duties are and what staff are involved in running the program.

Describe how this grant will enhance your current internship program.

If your organization does not have a current internship program, please describe the proposed program in detail. Include how interns will be recruited.

Internship Start Date

Internship End Date

Budget Information: Please include Intern Salaries, Staff Salaries, Capital Equipment, & Miscellaneous Expenses

Authorized Individual Name (Person who will receive the funding - ie. CFO)