

Abbagadasset Foundation Request for Internship Proposals

The foundation is interested in funding proposals for support of internships at non-profit (501c3) organizations. The foundation accepts applications annually on the following schedule:

- Proposals are accepted from June 1 to September 1
- Applicants are notified of decision by November 1
- Funds are provided prior to January 1 of the following year.

Grants are for one year, with the opportunity to apply for renewal.

Smaller organizations interested in starting internships are encouraged to apply.

The budget must include salary for interns (at least \$15/hour and please state if there are benefits). The budget may include salary for employees who manage the internship. Please state the percent time and cost specifically devoted to these duties. Funds for recruiting interns may be included. Capital expenses, if included, need to be carefully justified. Administrative costs not to exceed 10% are allowed. Budgets are generally in the \$50,000 / year range not to exceed \$100,000. Please use the supplied budget page.

Internships that are a required part of a degree program and for which academic credit is given are not generally funded. Internships which include substantial mentorship and opportunities for skill development are preferred. Organizations are highly encouraged to discuss your proposal prior to submitting a full application. Please contact us to discuss the proposal.

For **initial applications** the proposal should include the cover page, proposal and budget page. Please submit as a single PDF file, no more than 5 pages (not counting the cover and budget pages) organized with the following sections (please use 12 pt font, 1.5 line spacing, normal margins):

- Specific purpose of the proposed internship.
- Organization mission and how the internship will further that mission. This can include a description of a current internship. If there are current interns, brief bios may be submitted as a separate PDF file (not part of the page limitation).
- What educational level is required (*e.g.* high school and/or college, graduate students)?
- How will the interns be recruited? 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.

- How long is the internship (*e.g.*, summer, yearlong, etc.) and will the internship be fully on-site, remote or hybrid? How many hours a week?
- What will be the scope of duties and educational opportunities of the interns? How will the interns 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? Description of any education component, including instruction, mentoring and other assistance, should be included.
- A description of how the program will be managed and information about the personnel who will oversee the internship should be provided.
- How will the interns be evaluated, counseled and what long-term follow up is planned?