

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 **renewal 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, and the current interns bios) organized with the following sections (please use 12 pt font, 1.5 line spacing, normal margins).

- What were the major successes of the internship?
- What were the major problems and issues with the internship?
- Describe any proposed changes to the internship.
- Provide brief bios of the interns as an additional PDF file (not part of the 5-page renewal application). What is the planned follow up on past interns?
- Did the internship succeed in recruiting a diverse group of interns? If not, how will the recruitment process be improved?

- Is there a sustainable funding plan once the funding from the Abbagadasset Foundation ends?
- Provide a detailed accounting of the expenditure of the grant funds to date.