



# INTERNSHIP GRANT PROGRAM APPLICATION

SDAO members are eligible to apply for a grant through the SDAO Internship Grant Program. The intent of this program is to assist districts in meeting or improving loss control and best practices, ultimately benefiting both the district and the intern. This grant is not intended to fund routine maintenance needs or normal staffing requirements.

**Application Deadline: 5pm on Friday, April 13, 2018**

Interns must be hired by the district as temporary employees to be in compliance with wage and hour laws relative to compensating student interns. A freshman through junior college-level student will need to be hired to qualify for funding of this grant. The maximum grant per district is \$3,000; the funding must be matched by the district by 50%. For example, you may be eligible to receive up to \$3,000 on your request for a project that will cost your district \$6,000 or more. You may be eligible to receive up to a maximum of \$2,100 on your request for a project that will cost your district \$4,200. SDAO may not fund all grant requests.

The SDAO Awards Committee will review each application to determine which projects are eligible to receive funding. Funds will be disbursed by July 1.

**District Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

1. Has your district ever received funding from the SDAO Internship Grant Program?  Yes  No
2. Does your district have funds available to match the grant funds awarded?  Yes  No

Please provide the total project expense and time frame:

3. Describe your project and explain its benefit(s) to your district, the work study employee, and other special districts:

4. How does the project improve your district's best practices and/or safety program?

5. Is this an urgent need?  Yes  No

If yes, please explain:

6. Explain how your project is sustainable (able to continue in the future without grant funding):

7. Is there additional information about your request the Awards Committee should consider?

To be considered, your completed Internship Grant Program application must be received by SDAO by **5pm on Friday, April 13, 2018**. Submit your completed application by mail to SDAO, PO Box 12613, Salem, Oregon 97309; by e-mail to [sdao@sdao.com](mailto:sdao@sdao.com); or by fax to 503-371-4781. Attach a separate sheet if necessary.