



2023 INTERNSHIP GRANT PROGRAM APPLICATION

APPLICATION DEADLINE: 5PM ON FRIDAY, APRIL 14, 2023

Applications are now being accepted for the 2023 SDAO Internship Grant Program! Essential and critical to Oregon's communities, special districts deliver much-needed services while also supporting their local workforce. In addition, many districts offer summer internships to college-level students in their area who are seeking to learn more about local government careers. SDAO recognizes and supports these efforts by providing matching grants through the SDAO Internship Grant Program.



Through this program, 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. **This grant is not intended to fund routine maintenance needs or normal staffing requirements.**

The SDAO Awards Committee will review each application to determine which projects are eligible to receive funding. **Funds will be disbursed by July 1, 2023.**



To be considered, your completed Internship Grant Program application **must be received by SDAO by 5pm on Friday, April 14, 2023**. Submit your completed application by mail to SDAO, PO Box 12613, Salem, Oregon 97309; by e-mail to sdao@sdao.com; or by fax to 503-371-4781. Attach a separate sheet if necessary.



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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?