

VILLAGE OF CALLAWAY ECONOMIC DEVELOPMENT



2023

LB840 Intern Program Grant Application

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Village of Callaway Economic Development

LB840 INTERN PROGRAM GRANT APPLICATION

Application Summary

The goal of the Callaway Economic Development internship-grant program is to help educate youth at local jobs, encouraging them to stay in Callaway or return here to work after college.

Grants of up to \$1,000 in matching funds are paid to businesses in the Village of Callaway that successfully apply to the Economic Development Intern Program for them. Internships must be pay at least the federal minimum wage for at least 240 hours. Grant funds are paid when the internship is complete, an essay from the intern and a form of completion and review from the employer is received.

The program enables high-school and college students to work with local employers, providing a unique opportunity for the students to gain valuable business experience and begin developing into tomorrow's leaders. Internships create lasting connections between students and the community; more than 50% of interns become employees at their place of internship, according to the National Association of Colleges and Employers.

Callaway Intern Program Guidelines

The Intern Program provides grants up to \$1,000 for local businesses in the Village of Callaway as an incentive for local businesses to hire an intern. Internships must pay at least the current federal minimum wage for at least 240 hours. Two interns can work toward fulfilling the 240-hour requirement. The program will pay a maximum of \$1,000, and will prorate the payment if the 240-hour requirement is not met. Work must be completed within 12 months after the application is approved.

Grant funds will be paid once internship is complete and all the appropriate documents are submitted to the Callaway Economic Development Program Director. One grant per business, per year.

To apply, a business must submit a completed application along with the job description prior to internship beginning. Once the internship is complete, the business must submit within 30 days post internship, documentation proving the intern is enrolled in high school/college, W-9, proof of payment/hours worked, the internship completion form completed by the employer and a short essay on "Why this internship was beneficial to me" completed by the intern. Once documentation is received grant funds will be distributed. Business will be responsible for advertising internship position, taking applications, hiring, and any other job details as well as complying with all state and federal laws.

CALLAWAY INTERNSHIP PROGRAM APPLICATION

DATE OF APPLICATION:

Applicant Information:

Applicant(s) Names(s):

Business Name:

Federal ID Number or Social Security Number:

Business Organization: "S" Corporation General Partnership Sole Proprietorship
 "C" Corporation Limited Partnership Other:

Phone Number:

Fax Number:

Street Address:

Mailing Address:

Email Address:

Web Address:

Employment Information:

An internship position, for the purpose of this application, is a position which required a student enrolled in high school or college and have paid at least minimum wage 240 hours.

Number of current employees. Full-time: Part-time: Companywide:

Highest number of intern positions held at any one time during the previous 12 months:

Short narrative or link to website about company products or services:

Internship Description:

Attach a copy of the Job Description

Job Title:

Occupation:

Location of Internship:

Projected average number of hours worked per week:

Hourly wage:

Internship Duration:

Approximate start date:

Signature Page

I/We certify that everything stated in this application and on any attachments is accurate to the best of my knowledge and belief. I/We further acknowledge and understand the LB840 program process for application and that applying for financial assistance through this program does not guarantee any program support.

I/We understand and agree that LB840 funds requested will be used specifically as outlined in my/our application packet; I/We will provide information to the LB840 program administrator upon request regarding statistical data, business financials, and overall operations.

Signature of Applicant: _____

Date: _____

Print Applicant Name: _____

Signature of Applicant: _____

Date: _____

Print Applicant Name: _____