

The ExxonMobil Foundation is currently accepting applications from Harris or Montgomery County nonprofit organizations for the 2023 ExxonMobil Foundation Community Summer Jobs Program (CSJP). The CSJP offers eligible college undergraduates paid summer internships by providing financial grants to nonprofit agencies that allow them to hire college students. These students receive valuable work experience and an opportunity to make a significant impact in the community.

AGENCIES

To be eligible, your organization must be located in Harris or Montgomery County, established for more than five years, and certified by the U.S. Internal Revenue Service as a federal tax-exempt 501(c)(3) organization (or designated as a government-funded organization).

INTERNSHIPS

Priority will be given to challenging, well-supervised internships that provide direct community involvement, and a major role in planning and carrying out a summer program/project. The internship should include:

- ✓ An organization orientation that is complete, thorough and includes a detailed overview of internship duties;
- ✓ An assignment that either closely matches an intern's career goals or has broadly applicable learning experiences;
- ✓ An assignment to a special project or a distinct set of ongoing responsibilities that develops technical/professional skills; and
- ✓ Effective supervision of the intern and mechanisms that help them recognize what he or she is learning and emphasize the importance of nonprofit service to our community.

Each organization must:

- ✓ Require its intern to work a 35-hour workweek (exclusive of lunch/dinner) for an eight-week period;
- ✓ Pay intern a minimum salary of \$4,200, which is subject to FICA and income taxes; and
- ✓ Pay the organization's share of FICA and not deduct it from the intern's salary.

The ExxonMobil Foundation will provide a one-time grant of \$4,200 to each selected organization.

Internships are to be carried out during an eight-week period, **beginning no earlier than May 22 and ending no later than August 25, 2023**. Each organization may work with its intern to identify the best time period.

The intern is to be hired by the organization and supervised by its staff. Neither the ExxonMobil Foundation nor Sunwest Communications, working on behalf of the Foundation, participate in intern selection. The intern should be carefully selected and appropriately matched to the job description. **If selected, organizations cannot change the scope of the internship as described in the approved application.**

INTERNS MUST

- ✓ Be a currently enrolled undergraduate student who will return to college full-time (minimum of 12 credits per semester) as a sophomore, junior or senior in the fall of 2023.
- ✓ Provide proof of enrollment to the nonprofit, the ExxonMobil Foundation, and Sunwest Communications (working on behalf of the Foundation).
- ✓ Be supervised by the organization's staff and maintain an in-person or hybrid internship structure (fully remote is not permitted).

OTHER DETAILS

- ✓ Should an intern subsequently be dismissed or leave the organization voluntarily during the eight-week internship, the ExxonMobil Foundation and Sunwest Communications are to be notified **immediately**. The organization will have seven days to fill the vacant position before being required to return the remainder of the grant to the ExxonMobil Foundation.
- ✓ Interns who have participated in the program before may again seek an internship in 2023, provided he/she works for a different organization.
- ✓ **Family members of the organization's board and/or staff are not eligible to be hired as CSJP interns at that organization.** Family members of board, staff and retirees of ExxonMobil and Sunwest Communications are also not eligible to participate in the program.
- ✓ Organizations may only submit one application.

INVOLVEMENT OF SUNWEST COMMUNICATIONS

Sunwest Communications will distribute organization training materials on behalf of the ExxonMobil Foundation following notification of selection. **A full review of all materials is required of the Intern Supervisor.** Details and deadlines for this requirement will be specified upon selection.

Sunwest Communications will organize professional development seminars and a service project for all interns (event dates will be provided in the spring). While there is no cost involved, **interns are required to attend all events** and are to be paid for their time (including travel) as a stipulation of the ExxonMobil Foundation grant.

DISCLAIMER

The ExxonMobil Foundation will not recruit, select, hire, train, employ, supervise, pay or discharge interns. The Foundation and Sunwest Communications disclaim any and all liability in connection with the internships to the interns, employees and agents of the organizations, the organizations themselves, and all third parties. Each organization assumes responsibility for any and all liability to its intern, employees and agents of the organizations and third parties.

APPLICATION/ NOTIFICATION PROCESS

Any qualified organization interested in participating in the CSJP is requested to complete the following grant application form, include supporting documents, and return all materials **via email no later than 5:00 p.m. CST on February 17, 2023 to:**

Kristen Jackson

kjackson@sunwestpr.com | 469-547-0207

Organizations will be notified via email by March 3, 2023 as to whether or not they have been selected.

The following pages are property of the ExxonMobil Foundation. Any alteration to the original text in this application will result in disqualification from consideration for the Community Summer Jobs Program.

**2023 Community Summer Jobs Program
Organization Application**

APPLICATION MUST BE:

- **TYPED** and completed in full – **ALL** questions must be answered
- **Received by the ExxonMobil Foundation/Sunwest Communications no later than 5:00 p.m. CST, Friday, February 17, 2023**

ENCLOSED

- ✓ A copy of the letter from the Internal Revenue Service stating the federal tax-exempt 501(c)(3) status or other exempt status; (Texas Sales and Use Tax Exemption Certificate are not sufficient.)
- ✓ A copy of the organization’s current balance sheet or profit and loss statement
- ✓ A copy of the intern job description, which must include:
 - Brief organization overview
 - Intern responsibilities
 - Key qualifications
- I have read and fully understand the guidelines. YES
- I certify that my nonprofit status has not been revoked and is still in effect. YES
- I certify that my organization is located in Harris or Montgomery County and has operated for more than five years. YES
- I agree to the disclaimer and assumption of responsibility in the program guidelines. YES

If selected, you must agree to:

- Carefully review the organization training materials distributed in March. YES
- Have organization staff representation at the CSJP Kickoff (**date TBD**). YES
- Have organization staff representation at the CSJP Closing Ceremony (**date TBD**). YES

(1) **GENERAL ORGANIZATION INFORMATION**

Name of Organization: <i>(List the way your organization name should appear in printed materials.)</i>	
Legal Name, if different: <i>(The name of your organization as it appears on 501(c)(3) form and to whom the check will be made payable.)</i>	
Organization Mission Statement:	
Organization Mailing Address:	City: State:
Zip:	
Organization Telephone Number:	Organization Internet Address:
Organization Executive Director:	Executive Director E-mail Address:
Intern Supervisor: <i>(Must be a staff member.)</i>	Intern Supervisor Title:
Intern Supervisor Phone & extension:	Intern Supervisor E-mail Address:

(2) Check the **one** category that best reflects your organization's mission:

- | | |
|---|--|
| <input type="checkbox"/> Arts/ Museums | <input type="checkbox"/> Environment |
| <input type="checkbox"/> Children/Youth | <input type="checkbox"/> Health |
| <input type="checkbox"/> Community Development/Housing | <input type="checkbox"/> Nonprofit Support |
| <input type="checkbox"/> Community/Family Support | <input type="checkbox"/> Senior Support |
| <input type="checkbox"/> Disability/Special Needs | <input type="checkbox"/> Social Service |
| <input type="checkbox"/> Education/Literacy | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Emergency Assistance/ Shelters | |

(3) Check the **one** employment category that best reflects the internship:

- | | |
|--|---|
| <input type="checkbox"/> Administrative Assistance | <input type="checkbox"/> Program Assistance |
| <input type="checkbox"/> Casework/Counseling | <input type="checkbox"/> Public Relations/Marketing |
| <input type="checkbox"/> Development/ Special Events | <input type="checkbox"/> Digital/Technical Assistance |
| <input type="checkbox"/> Education/Instruction | <input type="checkbox"/> Volunteer Coordination |

(4) Estimate the population served by your organization (please give percentages, each category should total 100%):

Ethnicity:

African American:	Anglo:	Asian:
Native American:	Hispanic:	Other:

Age:

0 - 17:	18 - 26:
27 - 55:	56+:

(5) Identify the number of staff members employed by your organization:

Full-time:	Part-time:
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(6) Will Intern Supervisor work in the same location as the intern? Yes No

If "no", please explain:

(7) Will the intern be working in-person or hybrid? In-Person Hybrid

If "hybrid", please explain: *(Note that interns must reside in Harris or Montgomery County for the summer and attend CSJP events in person.)*

(8)

Title of internship position:

(9) In 5-10 bullet points, please list the activities and projects your intern will complete: (LIMIT 150 words)

(10) How would this intern project help further your organization’s mission? (LIMIT 150 words)

(11) Describe your arrangements for paying the intern:

(12) Describe your arrangements for reimbursing expenses incurred by the intern on behalf of your organization (i.e., mileage, parking fees while on organization business):

(13)

Have you had a CSJP intern before? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, how many years? 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 or more <input type="checkbox"/>
If no, would you be willing for Sunwest Communications to make a site visit on behalf of the ExxonMobil Foundation? Yes <input type="checkbox"/> No <input type="checkbox"/>

Organization/Organization:	Date:
Organization Executive Director/CEO (please print):	
Executive Director/CEO Signature:	

Applications must be submitted by 5:00 p.m. CST, Friday, February 17, 2023, via email to:

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