

Community Action Summer Internship Pilot Application

CAAs will be selected based on need, clearly defined description of the project(s) and structure in place to support the Intern.

Agency Name:

1. Does your agency have a relationship with a local college or university? If so, which schools? Is your agency willing to network with area universities and 4 year colleges to recruit potential interns?
2. Does your agency currently offer internship opportunities? If so, in what areas?

Need (Questions 3-5)—20pts

3. How would you rate your agency's readiness in meeting all nine categories of CSBG Organizational Standards?
1 being not ready at all to 10 being in compliance in all areas

1	2	3	4	5	6	7	8	9	10

4. The Organizational Standards cover the gamut of CAA operations. What is your agency's need? How can an intern assist your agency?
5. What sort of academic background and experience would you prefer in an intern?

Internship Description (Question 6-7)—35 pts

6. What project(s) will be assigned to the intern?
Clerical should only make up less than 20% of their duties.

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Complete the column with the percentages and duties. Add rows if necessary

20%	Clerical-this percentage cannot be higher than 20%
100%	

7. What can the intern expect to learn from working at your agency? What events or activities will you have an intern experience while working at your agency?

Internship Structure (Questions 9-10) –25 pts

8. Does your agency have adequate space for an intern? Will the intern be housed at the main office or a satellite office?

9. Who will have the primary responsibility for the intern? Provide name, email, and phone number. Please note that for a Bachelor’s of Social Work programs the supervisor must have their MSW with a LSW, for the MSW program, they must be supervised by a LCSW.

10. What will your agency do to mentor the intern to ensure that the intern has a fulfilling experience?

Budget Justification—15 pts

Please complete the table below for the budget. Please specify line items. Subsequently write a budget justification below the table. Describe how your agency would allocate the \$9,000. Of that amount, \$6,000 is designated for the intern and \$3,000 for the agency. If the agency is not providing the full

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\$2,000 a month as a stipend to the intern, the budget should show how the \$6,000 will directly support the intern’s experience (workshops, travel, etc). The written justification should include job titles of staff included in the grant and their role in the pilot.

Line Item	Dollar Amount	Brief Description
Personnel		
Intern		
Other line items		

Written Justification

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