

## Internship Reimbursement Program for Local Government and Nonprofits 2021-2022

Sourcewell provides funding to support student interns hired by member cities, counties, other government associations, and 501(c)(3) nonprofits located in our service area, which includes the Minnesota counties of Cass, Crow Wing, Morrison, Todd, and Wadena. The program allows for the financial support of \$12 an hour, up to 640 hours, for the duration of the internship. The member entity must meet and agree to the following requirements:

### Eligibility requirements

- The applicant organization must:
  - Be a Sourcewell participating agency. Register at [sourcewell-mn.gov/register](https://sourcewell-mn.gov/register).
  - For cities, counties, and other government associations, a maximum of one intern per career discipline per entity per semester.
  - For nonprofits, a maximum of one intern per entity per semester.
  - Hire the student intern as an employee through its normal hiring process, entity is responsible for applicable employer taxes, worker compensation, etc.
  - Have at least one paid full-time staff person or an equivalent of one paid full-time position, to ensure quality and continuity of the placement. For example, a 75% FTE Director and a 25% FTE Office Manager.
  - Review for and avoid any conflicts of interest.
  - Provide the following supporting documentation, including:
    - Internship Reimbursement Agreement – must be fully executed before start date.
    - W9 for Member entity – must be submitted to Sourcewell before payments will be made.
    - Reimbursement requests – must be submitted either: (a) by noon on the first Tuesday of the month throughout the term of the internship; or (b) as one final request within four weeks of the end of the internship. The Reimbursement Request Form must be filled out and be accompanied by copies of the intern’s paystubs.
    - Program evaluation—both entity and intern must complete online after the internship is done.
- Nonprofits: In addition to the above requirements, nonprofit organizations must ALSO:
  - Be designated as a 501(c)(3) nonprofit entity required to file IRS Form 990.
  - Provide services in the counties of Cass, Crow Wing, Morrison, Todd or Wadena.
- The intern:
  - Must be enrolled in a post-secondary institution (minimum of part-time), and a high school graduate when applying for the internship or will be enrolled for the fall semester if applying for a summer internship. Semesters include fall, spring, and summer.
  - May not repeat the program and is limited to one agreement.

- Other program guidelines
  - Internship spots are on a first-come, first-served basis as funding permits.
  - Internships cannot exceed two semesters (32 weeks).
  - Internships must be career-based and provide professional experience.
  - The proposed placement must not involve:
    - Political or religious activities
    - Discriminatory or illegal activities

## Process

**Step 1: Fill out online internship inquiry form on Sourcewell's website.** Sourcewell staff will review each application to ensure the criteria outlined above have been met and funds are available. Applications that do not meet the criteria will not be eligible for internship reimbursement funds. Sourcewell staff will reach out with next steps.

**Step 2: Recruit and hire the intern** using your organization's hiring process. Once an intern has been identified, send their name and email address, plus the name and email address of the person authorized to sign for your entity to [community@sourcewell-mn.gov](mailto:community@sourcewell-mn.gov).

**Step 3: Sourcewell will provide a DocuSign agreement.** You, the intern, and Sourcewell staff must sign the document via electronic signature. Once the agreement is fully executed, the internship can start.

**Step 4: Submit your completed Internship Reimbursement Request form** and the intern's paystubs to Sourcewell either monthly or at the end of the internship (depending on agreed terms from step 3).

**Step 5: Get reimbursed** for up to \$12/hour for 640 hours over the entire placement (up to 32 weeks).

**Step 6: Complete our quick program evaluation** online after the internship is done.

## Questions?

Contact us at [community@sourcewell-mn.gov](mailto:community@sourcewell-mn.gov).