

## **Cambridge Intern Program Guidelines**

The Cambridge Intern Program will connect high school and college students with local employers, providing a unique opportunity. Interns gain valuable business experience that will help them in future careers, while successful internships help businesses develop tomorrow's leaders. Internships create lasting connections between students and the area; more than 50% of interns become full-time employees at their place of internship, according to the National Association of Colleges and Employers.

There are \$1,000 grants available for local businesses in the 69022 zip code as an incentive for local businesses to hire an intern. Internships must pay at least the current federal minimum wage, currently \$8.00 per hour for at least 240 hours. Documentation must be given to Economic Development proving intern is enrolled in high school/college. Grant funds will be paid out once internship is complete and all the appropriate documents are submitted to the Cambridge Economic Development Board. One grant per business only.

A business must submit completed application form along with job description in order to be considered for funding prior to internship beginning. Intern must be at least 16 years old and business must comply with all labor laws. This will be based on a first come first serve basis until all funds have been allocated. In order to document that a student has completed an internship, all businesses awarded Cambridge Intern Program funds are requested to submit this internship completion form, W-9, and proof of payment/hours worked, and essay to the Cambridge Economic Development Director. Forms must be submitted within 30 days post internship. 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. Once internship is completed the intern must submit a short essay on "Why this internship was beneficial to me" 30 days post internship. This essay must be turned in before grant funds will be issued.