

Internship Reimbursement Program for Local Government and Nonprofits 2023-2024

Sourcewell provides funding to support student interns hired by member cities, counties, other government associations, and 501(c)(3) nonprofits located in our five-county service area of Cass, Crow Wing, Morrison, Todd, and Wadena counties. The program allows for the financial support of \$14 an hour, up to 640 hours, for the duration of the internship (maximum of 16 or 32 weeks depending on intern's enrollment status). The member entity must agree to the following guidelines and requirements:

Program guidelines

- Students are limited to two internship placements.
- Students who have graduated from a post-secondary institution must begin the internship placement within two weeks of their graduation date.
- Internships cannot exceed two semesters (32 weeks) for students currently enrolled in a post-secondary institution or cannot exceed one semester (16 weeks) for recent graduates of a post-secondary institution.
- Internships must be career-based and provide professional experience.
- Sourcewell does NOT reimburse for the cost of holiday pay hours.
- Internship reimbursement funds are on a first-come, first-served basis as funding permits.
- The proposed internship must not involve:
 - Political or religious activities
 - Discriminatory or illegal activities

Eligibility requirements

The applicant organization must:

- Be a Sourcewell participating entity. Register at sourcewell-mn.gov/register.
- Have a maximum of one internship per career discipline per entity per semester. Semesters include fall, spring, and summer.
- Hire the intern as an employee through its hiring process. The entity is responsible for all applicable employer issues including but not limited to taxes, worker compensation, FLSA, paid and unpaid leave, 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, an organization with a 75% FTE director and a 25% FTE office manager would be eligible.
- Review for and avoid any conflicts of interest.
- Provide the following supporting documentation:
 - Internship Reimbursement Agreement – must be fully executed (signed and accepted by Sourcewell) before reimbursement of internship hours can begin.
 - W9 for Member entity – must be submitted to Sourcewell before payments will be made.

- Reimbursement requests – must be submitted 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 payroll documentation.
- In addition to the above requirements, **nonprofits** must ALSO:
 - Be designated as a 501(c)(3) nonprofit entity.
 - Provide services in the counties of Cass, Crow Wing, Morrison, Todd, or Wadena.
- The intern:
 - Must be a high school graduate and either:
 - Be registered with a post-secondary institution (minimum of part-time) or;
 - Be a graduate of a post-secondary institution and begin the internship within two weeks of their graduation date.

Process

Step 1: Complete the online internship application 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 hired, send the intern's name to community@sourcewell-mn.gov.

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

Step 4: Submit your completed Internship Reimbursement Request Form and the intern's payroll documentation to Sourcewell at the end of the internship.

Step 5: Get reimbursed \$14/hour for 640 hours over the entire placement (up to 16 or 32 weeks depending on intern's enrollment status).

Questions?

Contact us at community@sourcewell-mn.gov.