



WORKFORCE DEVELOPMENT TRAINING FUND

Internship Grant Application

The purpose of this funding is to provide Wyoming businesses the opportunity to offer structured learning experiences to individuals through internships that enhance an individual's work skills, knowledge and abilities. Government entities, except Wyoming County Hospitals, are not eligible to participate. An internship should provide:

- A practical learning experience or project, given by a designated supervisor
- An opportunity to observe, contribute, and rotate through the different parts of the department/organization
- Career connections, mentorship, and networking opportunities within the organization / industry
- Training, either "formal" or on-the-job along with constructive, on-going feedback for personal and professional development

Application Information

The following information is provided to help ensure completeness of the application:

- The applicant has read the information and rules about the Internship Grants program posted on the DWS website at <http://wyomingworkforce.org/businesses/wdtf/>
- The applicant understands that no funds shall be disbursed prior to signing a contract with DWS. Payments shall be made for authorized expenditures on a cost reimbursement basis upon DWS's receipt and approval of invoices detailing actual financial expenditures made by the business. Invoices shall be submitted not more than once a month or at the completion of the approved training.

Submit the application in the following order:

- Part 1 – Application
- Part 2 – Application Narrative
 - Section 1 – Internship Program Summary
 - Section 2 – Structured Learning Experience
 - Section 3 – Partnerships
 - Section 4 – Reporting Requirements
- Part 3 – Cost Projections Narrative
- Part 4 – Cost Projections Worksheet



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Submission Instructions:

- Email application packet in a PDF format to DWS-WDTF@wyo.gov.
- Application must be submitted as one document in its entirety.
- The original packet with signatures and supporting documentation must also be mailed to DWS postmarked within five working days of the date of the email submission. Please send these documents to:

Department of Workforce Services
Attn: WDTF
5221 Yellowstone Road
Cheyenne, WY 82002

Formatting Instructions:

- The text of the Application, Structured Learning Experience, and Cost Projections Narratives shall be 12-point font, double-spaced, and on one side of standard 8.5 x 11-inch pages.
- Margins must be 1 inch on all sides.
- The application narrative must use the section headings provided.
- Number all narrative pages in the **upper right-hand corner**.
- Do not add a footer.
- Include supporting documentation and properly label as appendix items.
- Part 2 (Application Narrative) and Part 3 (Cost Projections Narrative) combined, may be up to five pages in length. Part 1 (Application), Part 4 (Cost Projections Worksheet), and any supporting documentation are not counted toward the page limit.

General Instructions:

- No funds shall be disbursed to any entity prior to signing a contract. Grant funds shall be paid directly to the Contractor (the business) on a cost reimbursement basis, up to \$12 per hour, once DWS reviews and approves submitted invoices.
- Interns that qualify for Workforce Investment and Opportunities Act (WIOA) services (Public Law §113-128; 128 Stat. 1425) and/or qualify for vocational rehabilitation services (Rehabilitation Act of 1973 as amended by Title IV and VI of the WIOA, Public Law §93-112; Title 34, C.F.R. 361.48) are not eligible for the WDTF Internship Grant.
- Preference will be given to Applicants who are in a preferred industry. For reference, please visit <http://wyomingworkforce.org/businesses/wdtf/industries/>
- Internship grants will be limited by business size and per state fiscal year:
 - One (1) intern for businesses with 1-8 employees;
 - Up to two (2) interns for businesses with 9-49 employees;
 - Up to three (3) interns for businesses with 50+ employees.
- If the application fails to meet any of the above requirements, it may be denied in whole by DWS.



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PART 1 – Application (Complete sections, save, and submit with supporting documentation)

For Office Use Only	
Application #:	Date Received:

Internship Grant Information

Intern Job Title:	
Occupation / Industry:	
Dates of Internship:	
Number of Business Employees:	
Number of Intern(s) Requested:	
Cost of Internship: <i>(based on Cost Projections Worksheet)</i>	
Cost per Intern:	

Applicant Information (Business)

Legal Business Name:			
DBA <i>(if applicable)</i>			
Physical Address:			
Mailing Address:			
	City:	State:	Zip:
Telephone:	Fax:	Website:	
Contact Name:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.		
Job Title:	Date business was established:		
Email Address:			
FEIN:	WY Secretary of State Filing ID:		
WY UI No:	WY Worker's Comp. No:		



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Signatures

1. Business Representative. The person signing this application as the Business Representative certifies that he/she was involved in the development of this application, is legally responsible for the information provided and is authorized as a signatory of the Business.

Representative's Signature:	Date:
Representative's Name:	
Title:	
Business Name:	



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PART 2 – Application Narrative

Section 1 Internship Program Summary

Briefly summarize your internship program and describe how the structured learning experience will enhance an individual’s work skills, knowledge and abilities. The summary should provide an overview of the goals for the internship program, a brief description of the selection, training, supervision, documentation and evaluation process, expected outcomes and the proposed economic impact on the community. The Internship Program Summary will count towards the five-page narrative limit.

Section 2 Structured Learning Experience

The applicant shall address the anticipated structured learning experience. The Structured Learning Experience Narrative will count towards the five-page narrative limit. Please include information on the following:

- Clearly explain the tasks, duties and responsibilities the intern(s) would be fulfilling in your organization; without displacing other workers who perform similar work;
- Describe what meaningful work assignments are planned for the intern(s);
- Indicate which staff member will be assigned to mentor the intern(s) and provide structure and constructive feedback on their performance;
- Indicate the schedule of meetings that will provide a forum for constructive feedback and questions; at a minimum, an initial meeting to discuss project expectations, a mid-term evaluation and a final exit interview with the intern(s);
- The requested number of interns and their positions within the business.

Section 3 Partnerships

DWS and WIOA work towards the same goal of offering funding for work-based, structured learning experiences. An intern may qualify for WIOA funding if they meet certain criteria, and if not, they are eligible for the DWS funding. Briefly indicate your understanding that any intern that is being considered for your business will complete an “Intern Attestation” form which will help determine whether they qualify for WIOA funding or are eligible for the DWS grant. The completed form must be submitted prior to the first invoice being submitted for reimbursement.

Detail information about any partnerships that will financially support the structured learning experience or contribute to the internship program. Briefly describe if any other funding has been secured in connection with this internship and how the additional funds will be applied to the internship’s expenses.

Indicate the industry the business is in and if there is a business partnership with any educational institutions related to this internship.



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For the application to be considered, the Contractor (business) shall be in Good Standing with the Secretary of State, Wyoming Unemployment Insurance and Workers' Compensation, if required, and the Workforce Development Training Fund.

Section 4 Reporting Requirements

The applicant will explain in detail how they will gather data to fulfill the reporting requirements listed below:

- A final report shall be submitted within forty-five (45) days following the completed internship and shall include:
 - A summary report of the results of the internship
 - How the internship supported the business, improved efficiency, profitability or compliance of the business(es) or industry;
 - How the structured learning experience increased the skill level of the intern.
 - Documentation recorded during the internship to include:
 - Initial meeting documenting expectations and role of the intern(s)
 - Training plan detailing specific skills, tasks, and competencies to be attained during the internship. This plan outlines the tasks, duties, and responsibilities that the student is expected to learn;
 - Mid-term meeting documenting progress, questions and feedback;
 - Completed exit interview questionnaires from both the business and the intern(s);

Please indicate a timeframe of submitting invoice(s) that works best for your business. An invoice may be submitted at the end of the internship requesting reimbursement of wages (up to \$12 per hour. The business can pay more per intern, if they so choose) OR invoices can be submitted more often, but not more than once a month. The final invoice must be submitted with the final report and its reimbursement will take place after review and approval of the final report.

PART 3 – Cost Projections Narrative

The applicant shall provide a narrative that addresses the projected costs listed below in Part 4 (Cost Projections Worksheet). This narrative shall outline and define the projected costs of the structured learning experience with explanations for all items. The Cost Projections Narrative will count towards the five-page narrative limit. Please include information on the following:

- The start and end dates of the internship;
- The number of hours the intern(s) will be expected to work; not to go above 40 hours per week and no more than 1040 hours per internship;
- The anticipated wage per hour for each intern, not to include fringe benefits (insurance coverage, payroll taxes, bonuses, overtime wages, supplies and/or equipment, or travel expenses). DWS will reimburse up to \$12 per hour;
- The total grant amount being requested, to match Part 1, page C, of the application.



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PART 4 – Cost Projections Worksheet

Allowable Expenses:

- Intern wages, up to \$12 per hour, not to exceed 1040 hours per state fiscal year
- Administrative Cost, not to exceed 5% of total wages

Intern Position	Description of Structured Learning Experience	Start Date	End Date	# Interns	# of hours per Intern	Hourly wage per Intern	Total per Intern
Sub-Total							\$
Administrative Cost of Internship; not to exceed 5% of Sub-Total							\$
Total amount requested							\$