

**Valley Heartland Community Futures Development Corporation
FUNDING APPLICATION
Youth Internship Projects – Private Sector**

Business / Organization Legal Name:

Operating Name (if different):

Address:

Contact Name:

Telephone:

Fax

Email

Project Description:

- **Intern Project Objectives:** (a short description of the project the intern will undertake. It should create positive benefits to the company and provide valuable experience and skills to the intern)
- **Statement of Work:** (should set out the objectives, tasks, workplan, and role of the intern in the company. Contracted period for the intern should be identified, as well as the name of mentor(s) in the company who will guide the intern)
- **Measurements/Results:** (using the matrix below provide outputs and measurable results during the internship)

Activity	Outputs from Task and Workplan	Immediate Outcomes	Long Term Outcomes
(eg.) Internship – Project Name	(eg.) list the major tasks undertaken by the intern; any special in-house training or support;	(eg.) what is the expected outcomes for the intern and the organization	(eg.) in what way would this internship have a lasting impact for both the intern and the organization

Costs and Financing:

- **Budget:** (the budget will detail line item expenses for wages, benefits, or directly related costs of the intern. Sources of funding, including this program, should be identified)

Attachments: (provide any relevant background information relating to your company, ie. length of time in business, company successes, # of employees, website, and any other documentation that would assist in validating your application)