Ford School Summer Internship Support Information – Summer 2003

Through the generosity of Ford School alums, the Ford School of Public Policy has limited funds to assist a number of students in defraying some of the costs incurred in choosing to accept an unpaid (or extremely low paid) internship. In order to ensure timely processing of your grant application, please review the information below carefully and submit all requested materials.

Guidelines and conditions:

- Students may request up to $1500 of Ford School summer internship support.
- Grants are need-based, taking into account only the costs incurred during the internship, and are offered on a competitive basis based upon availability and a firm commitment of an internship that clearly relates to the student's professional goals. Students receiving more than $150/week for full-time work (or the equivalent stipend) from their internship employer are not eligible for this grant.
- Students are encouraged to use these funds toward matching funds from other sources, including employer stipends. The award level may be adjusted upon your receipt of additional funds if your total funding exceeds your 10-week budget.
- Budget should include only expenses that will be incurred during the10-week duration of the internship, even if you expect to intern with the organization for longer.
- Student must be currently registered as a Ford School student and returning to campus as a registered full-time student the term following completion of the internship.

Preference will be given to students who have not previously received Ford School internship funding or who did not previously complete their Ford School internship requirement. Support is not available to assist in funding internships with other University of Michigan offices or with political campaigns of elected officials. *Acceptance of an unpaid internship does not guarantee support from the Ford School. Students should make every effort to negotiate with the employer as well as pursue other outside funding sources.*

Application deadline:

Applications will be processed on a rolling basis depending upon availability of funds beginning March 1, 2003. Applicants can expect a funding decision within 10 days of their date of application.

Complete grant applications will include a budget, resume, statement from your internship employer, proposal explaining the arrangements of the internship, and the completed application form (attached). Each of these application components is explained on the application form. Please complete the application completely and contact Career Services (734-615-6454) if you have any questions.

Ford School Summer Internship Support Grant Application
Summer 2003

Your name	Student ID

Address

Telephone number	Email address

Internship employer	Internship location

Amount you are requesting from the Ford School	Do you already have direct deposit set up between the University of Michigan and your bank/credit union?
$	Yes / No

In addition to the above information, please submit the following:

- A budget that includes:
  - Transportation (ground, airfare)
  - Housing
  - Food and personal care items (laundry, etc)—provide a per diem
  - Other (international health insurance, etc)
  - Total budget
  - Amount requested from the Ford School
  - Amount requested from other sources (please list)
  - Total provided by applicant
- Resume
- Statement from employer confirming internship offer and any expected remuneration (including housing, travel reimbursement, stipend, etc)
- A proposal (1-3 pages) explaining the arrangements of the internship. This should include your proposed project timeline, nature of the work including any objectives and anticipated projects, and ways in which the internship will further your career goals and professional development.

Completed applications should be submitted to
Career Services, Room 240 Oakland Annex.