



## **Diana Donald Scholarship-Internship Program**

In honor of her legacy, the Diana Donald Scholarship-Internship program offers the opportunity for organizations and agencies to hire an intern in a planning or planning related field to work on an identifiable planning initiative within the organization. Applications are due May 4, 2018. Applications must be submitted electronically to [ctplanners@gmail.com](mailto:ctplanners@gmail.com).

### **Eligibility**

- To be eligible for the internship grant program, the grant awardee must be a governmental entity or non-profit organization.
- Intern must be a graduate or undergraduate student in a planning or planning-related field or a recent graduate of a planning or planning-related undergraduate/graduate program.
- All non-profits must submit verification of a 501c3 status with the application.
- Organizations and governmental agencies with employees serving on the Chapter's Executive Board at the time the scholarship is awarded will not be eligible.
- Consulting firms may apply on behalf of an eligible non-profit organization or governmental agency, regardless of Executive Board membership.

### **Basic Program Guidelines**

- Awardee will have 1 year from the date of contract execution to spend the grant funds.
- Intern must work on a project that is in the field of planning or a planning related field.
- At least 90 percent of the grant award must go directly to the intern. A maximum of 10 percent can be used for administration and other expenses directly related to the internship project.
- A final report at the end of the grant program is required to demonstrate how grant funds were utilized, the project that was assisted or completed by the intern, and how it was of benefit to the intern. Final report must be completed by the direct supervisor of the intern.
- A final presentation on the project completed will also be required.
- Scholarship funds will be dispersed directly to the intern in the form of 2 payments.
- Administrative costs will be reimbursed directly to the grantee at the end of the project once all final reports are submitted.
- \$1,500 of the grant funds will be dispersed at the beginning of the grant period. \$2,000 will be dispersed upon successful completion of the grant period and final reporting.
- Scholarship funds cannot be applied retroactively.

## Scholarship-Internship Application

Please complete all of the questions in their entirety. Any application that is incomplete will be rejected. Please add attachments as deemed necessary to complete the application. Please keep any graphics to a maximum of 4 pages.

- 1) Please provide contact information of the direct contact for the grant program (please include name, title, phone number, email address).
  
- 2) Please provide the contact information of the individual who will be the supervisor of the intern, if different from Number #1.
  
- 3) What division, department or program will the intern report to?
  
- 4) Planning project description. In 300 words or less, please describe the project that the intern will be involved in. Please attach additional pages. (300 word maximum does not have to include graphics used to demonstrate scope of work)
  
- 5) In 200 words or less, please describe the intern's role in the planning project and what technical skills he/she will utilize and/or learn during the project.
  
- 6) Describe how this project will contribute to the intern's experience in the planning profession.
  
- 7) Describe how the placement of the intern will benefit the organization.

8) Please demonstrate organizational capacity to host the intern. (ie. Availability of workspace and equipment)

9) If a non-profit entity, please include verification of a 5013c status.

Applications are due no later than 4p.m. on May 4, 2018. Email [ctplanners@gmail.com](mailto:ctplanners@gmail.com) for questions and to submit applications.