



Kimball Internship Program Guidelines

STATEMENT OF PURPOSE

The Kimball Internship Program will connect high school and college students with local employers, providing a unique opportunity. Interns gain valuable business experience to help them in future careers, while successful internships help businesses develop tomorrow's leaders. Internships create lasting connections between students and the area; more than 50% of interns become full-time employees at their place of internship, according to the National Association of Colleges and Employers. The Kimball Internship Program is intended to provide local businesses within the City of Kimball as an incentive for local businesses to hire an intern. Internships must pay at least the current minimum State or Federal wage. Minimum number of hours to be worked by intern shall be at least 240 hours total.

FUNDING

This program is administered by the City of Kimball Economic Development Department. For general funding guidelines in regards to the City of Kimball Economic Development Plan, please refer to Section VIII Section A in the Economic Development Plan handbook.

PROGRAM GUIDELINES

- The program will not pay over \$1,620 (50% of minimum wage). The amount of funding will change as federal minimum wage changes.
- If the 240-hour requirement is not met, payment will be prorated based on hours worked.
- One grant is available per business per calendar year.
- Businesses will be responsible for advertising the internship position, taking applications, hiring, and any other job details.
- Internship work needs to be completed within 12 months after the application is approved.
- Businesses must comply with all labor laws.
- The application must be filed PRIOR to internship completion (within 30 days).
- Grant funds will be paid out once internship is complete and all appropriate documentation has been received by Kimball Economic Development.

REQUIRED SUPPORTING DOCUMENTATION

- A completed and signed application form.
- Job description for internship position.
- Documentation proving intern is enrolled in high school or college.
- W-9 (Request for Taxpayer Identification Number and Certification).
- Proof of payment and total hours worked.
- Once internship is completed the intern must submit a short essay on "Why this internship was beneficial to me" 30 days post internship.

GRANT PROCESS

After the grant application has been received and reviewed by Economic Development it will go to the Loan Advisory Committee. The Loan Advisory Committee will make a recommendation (approval or disapproval) to the City Council. Economic Development will notify the applicant of City Council's decision.



Kimball Internship Program Checklist

BUSINESS NAME: _____

INTERNSHIP TYPE: _____

PROPOSED START & END DATES: _____

The Applicant(s) have met the following criteria:

- A completed application
- Business must be located within corporate limits of City of Kimball
- A description for internship program was included in application packet
- Documentation proving intern is enrolled in high school or college
- Application was filed prior to internship completion
- Internship Completion Form was submitted 30 days from internship completion.
- W-9 was submitted 30 days from internship completion.
- Proof of payment and hours worked were submitted 30 days from internship completion.
- Essay from intern on "Why this internship was beneficial to me." was submitted 30 days from internship completion.



Kimball Internship Program Application

The information requested will be used to process the application under the terms and conditions of the Kimball Internship Program. It is important to complete the entire application and submit the requested documentation; incomplete forms will be returned to the applicant. Please complete one application per business per year.

Business Name: _____

Business Address: _____

Business Tax ID: _____

Contact Person & Title: _____

Contact Person's Phone Number: _____

Contact Person's Email: _____

Employment Information:

An internship position, for the purpose of this application, is a position which requires a student enrolled in high school or college and to have been paid at least minimum wage for a total of 240 hours.

Number of current employees at location: _____

Full-time: _____ Part-time: _____ Companywide: _____

Highest number of intern positions held at any one time during the full year prior to the date of application: _____

Short narrative on company background:

Internship Information:

Job Title: _____

Location of Internship: _____

Projected average number of hours worked per week: _____

Starting wage per hour: _____

Internship Duration: _____

Approximate start date: _____

Please Attach A Copy of The Job Description to This Application.

AGREEMENT AND CERTIFICATION:

I certify that all information is accurate. I have read the applicable grant program guidelines and agree to the parameters. I understand that no funds will be issued until the project is completed, all receipts and documentation have been submitted, and verification of project completion.

I hereby submit this application and the required documents for the proposed project. I understand that the application must be approved by the Loan Advisory Committee and City Council. I further understand that reimbursement will not be given for any work already completed unless it was completed within 60 days of the application date.

Name & Title: _____ Date: _____

Date Received by Economic Development: _____

Date Approved by City Council: _____

Filing an application for funds does not guarantee the monies will be awarded. Application and required supporting documents must be submitted to the City of Kimball Economic Development Department in a timely manner (within 120 days from project completion). Applications will not be considered complete without all required supporting documentation. Incomplete applications will be returned to the applicant with no action taken. After the grant application has been received and reviewed by Economic Development it will go to the Loan Advisory Committee. The Loan Advisory Committee will make a recommendation (approval or disapproval) to the City Council. Economic Development will notify the applicant of City Council's decision. Before payment dispersal, all project work must be complete and paid receipts turned into Economic Development. If applicant chooses to pre-purchase supplies, applicant shall do so at their own risk as the project may not be approved due to fund availability or project ineligibility.

If you have any further questions, contact the City of Kimball Economic Development Department at (308) 230-0542 or email: mpearson@kimballne.org. Completed applications and supporting documentation can be returned to the City Office at 223 S Chestnut St, Kimball NE 69145 or via email to mpearson@kimballne.org.



Kimball Internship Program Completion Form

To document that a student has completed an internship, all businesses awarded the Kimball Internship Program funds are requested to submit this internship completion form, W-9, proof of payment and hours worked to the Kimball Economic Development Coordinator. Forms must be submitted within 30 days post internship. Once documentation is received grant funds will be distributed.

BUSINESS INFORMATION:

Business Name: _____

Business Address: _____

Signature: _____

Date: _____

STUDENT INFORMATION:

Name of Student: _____

Student Address: _____

INTERNSHIP INFORMATION:

Title of Internship Position: _____

Start Date: _____

Total Hours Worked: _____

Number of Weeks Employed: _____

Wage Per Hour: _____

Was the student employed following the completion of the internship? Yes No

Does the business plan to retain this internship position? Yes No

Please elaborate:

Describe the outcomes and impacts of participating the Kimball Internship Program:

