

# APPLICATION REQUIREMENTS



## INTERNSHIP

### APPLICATION & PROGRAM REQUIREMENTS

*All applicants are required to confirm and/or submit the following information. Only applicants that meet these requirements will be processed.*

- Complete the IBDS Internship Initiatives application form
- The Intern must be located within the applicants respective organization
- Outline of work to be completed by intern
- Applicant contribution to Internship funds (if applicable)
- Intern must be working at organization for a minimum of 4 months
- Upon hiring of intern, the intern will be required to fill out an applicant form with demographic information

### REPORTING REQUIREMENTS

*Upon completion of IBDS funded projects, applicants must submit the following requirements:*

- Summary of wages and expenses for internship
- Report from BDO or person overseeing the internship, including information on tasks completed by intern and any unexpected outcomes. Report should include any appointments and contacts that they made
- Report from the intern on experiences and learnings from internship and planned next steps