



## REQUEST FOR PROPOSALS

### SUMMER INTERNSHIP IN COMMUNITY ORGANIZING

The New York Foundation is providing funds for summer internships in community organizing for young people ages 15-23.

#### **Why?**

We want to increase the number of young people in New York City who see organizing as a career choice.

#### **What funds are available and who is eligible to apply?**

**The New York Foundation** has funds to make 15 grants for summer internships. The grants are \$6,500 each: \$6,000 for salary costs and \$500 for OTPS costs.

- Only current New York Foundation grantees are eligible to apply for these grants.
- Interns may be high school-age or college-age.
- Applicants can hire one full-time intern or two part-time interns.

#### **What should the internship consist of?**

Our goal is to provide young people (ages 15 to 23) with a training experience in the process of community organizing. We will prioritize internship proposals that involve interns directly in organizing efforts, especially in low-income communities and communities of color. Over the years, we have learned that some of the elements of a good internship experience include extensive contact with community residents, regular and attentive supervision, and having a discrete project that can be completed during the course of the summer. We encourage you to take these elements into consideration as you plan for your summer internship program and prepare your application.

#### **What should the interns be paid?**

Interns must be paid \$15 per hour whether working part-time or full-time.

#### **Are there other program requirements?**

Interns must be hired before the grant award can be mailed to the grantees. All interns are required to attend a one-day orientation retreat in early July. We hope to provide additional opportunities for intern training and networking on an optional basis. We may also make a visit to your organization over the summer to meet with the intern and his or her supervisor. At the conclusion of the project, we require a brief (one- to two-page) report and a financial summary on the internship activities.

### **How do we apply?**

In two to three pages, please answer the following:

- How many internship positions do you plan to offer and will they be full-time or part-time?
- Do you plan to hire high school or college-age intern(s)?
- The background of your organization and the amount of your total annual expense budget (one paragraph).
- Describe the project/campaign the intern(s) will work on.
- The responsibilities of the intern(s) you plan to hire.
- The anticipated learning opportunities for the intern(s).
- The role of the supervisor and how you will train and support your intern(s).

**Email application to [requests@nyf.org](mailto:requests@nyf.org) or send by mail to:**

New York Foundation  
Summer Internship in Community Organizing  
10 East 34th Street, 10th Floor  
New York, NY 10016

**PROPOSALS ARE DUE NO LATER THAN 5PM ON  
TUESDAY, MARCH 14, 2017.**

### **What if I still have questions?**

Please call Edna Iriarte or Maria Mottola at the New York Foundation, 212-594-8009.