

Nova Scotia Municipal Internship Program Grant Application



Name and Mailing Address of municipality

Chief Administrative Officer	
Name	
Title	
Telephone	
E-mail	

PART 1 - GENERAL REQUIREMENTS

Amount of Grant: \$25,000

Purpose and Use of Grant: The Nova Scotia Municipal Internship Program will provide between 50% to 75% of the cost (up to a maximum of \$25,000) in funding to municipalities in Nova Scotia to hire and support the training of an intern for a 12 month period. The intern will be an employee of the municipality for the term of the internship and participating municipalities will be expected to provide additional financial resources to cover the cost of salary, employment expenses, registration for workshops and conferences and related expenses.

Project Timeline: The project timeline will be for a period of one year, commencing the date the intern starts his or her placement.

PART 2 - ELIGIBILITY

All municipalities in Nova Scotia are eligible to apply under the Nova Scotia Municipal Internship Program.

Municipalities wishing to participate in the Municipal Internship Program must be prepared to provide a detailed workplan indicating how the required training and experience will be provided to the intern. For example, a small municipality that may not be able to provide a complete training experience may arrange a partnership with a larger municipality to share an intern in order that a wide variety of training and experience opportunities are provided to the intern.

PART 3 - PROGRAM REQUIREMENTS

1. What will your municipality be contributing towards salary and expenses?

	Provincial Grant	Municipal Contribution	Total
Salary	\$ 25,000	\$	\$
Expenses		\$	\$

2. What does your municipality have to offer to a potential intern (in terms of learning opportunities, training resources, etc?)

3. Why is your municipality interested in hosting an intern?

4. What activities would you have an intern involved in if your municipality were selected to host an intern?

5. Who is your proposed intern supervisor and what position does your proposed intern supervisor hold?

6. What is your municipality prepared to contribute to this project in financial and staff resources?

PART 4 - AUTHORIZATION

Signature of Chief Administrative Officer

Signature of Mayor / Warden

Date

Date

**Return this application to:
Nova Scotia Municipal Internship Program
Service Nova Scotia and Municipal Relations
P.O. Box 216,
Halifax, Nova Scotia B3J 2M4**