

## Wisconsin City/County Management Association

### 2008 WCMA Internship Grant Program

#### **WCMA Internship Grant Program**

The WCMA Internship Grant Fund will provide up to \$2,000 towards a local government administration internship (to last a minimum of 14 weeks). Municipalities that meet the specified guidelines below and have at least one active or associate WCMA member may submit an application for a WCMA Internship Grant. Finally, interested cities, villages, towns, or counties must be able to match the WCMA internship grant as the local contribution to fund an internship.

#### **About the WCMA Scholarship Recipient**

The WCMA Scholar Internship honors exemplary graduate students who aspire to a career in local government management. In 2005, at least one WCMA Internship Grant will be awarded to a community for an internship for a public administration graduate student enrolled at an accredited university. To be eligible, students must be enrolled in or accepted into a graduate program geared towards local government management. Municipalities are responsible for selecting their own intern who meets the aforementioned criteria.

In addition to the opportunity to intern with a municipality, the sponsoring municipality or county will pay for the registration and expenses for the intern to attend the WCMA professional seminar or summer conference should either of those events occur during the internship period.

#### **Internship City, Village, Town, or County Selection (Please see time line below)**

- Eligible communities are asked to submit an internship proposal to the WCMA Scholarship Committee.
- The Scholarship Committee will review the proposals based on the criteria set forth below and select up to six finalist communities based upon completeness and competitiveness of proposals.
- WCMA staff will inform the six communities of their selection and ranking. In the event the highest ranked municipality is not able to fulfill the financial commitment to match the WCMA amount, the next highest ranked agency will be contacted. In the event multiple scholarships are available, WCMA staff will contact the top ranking communities equal to the number of scholarships available.
- WCMA will provide the host agency with a check in the amount of the grant award, not to exceed \$2,000, to be matched by the host community. The host agency and the intern will determine the appropriate start and end dates for the internship, work schedule, and pay rate, based on the total internship budget (which may be greater than \$4,000, based on the duration and budget of the host community - - - however, the WCMA funded sponsorship shall not exceed \$2,000 regardless of the overall host community budget). WCMA funds are to be used solely for this program. Payment to the community by WCMA will be made upon verification to WCMA that the successful municipality has hired an intern. This program cannot subsidize or replace an existing internship program; however it may be used to add additional internship opportunities in communities in which interns are already utilized. Internships shall take place during the calendar year in which the scholarship grant has been provided.

#### **2008 WCMA Scholar Internship Program Time Line**

*\*Please note that the following dates are subject to change*

July 26	Internship Grant Proposals Due from cities, villages, towns, and counties interested in hosting the 2006 WCMA Scholar Internship
August 10	Scholarship Committee selects and ranks up to 6 finalist cities, villages, towns, and counties. Based on the quality or number of applicants, it is possible in any given year that no intern scholarship be awarded.
August 15	Finalist municipalities/counties are contacted in the order of ranking to determine funding availability. Communities will be contacted until all grant funds are awarded.
October 15	Finalist cities, village, towns, or counties notify WCMA of funding for matching share and the time period for the grant.

## WCMA Scholar Internship Grant Proposal Criteria

If you are interested in participating in the WCMA Scholar Internship Grant Program, please prepare a proposal that addresses the following items.

1. Population of your community based on the latest DOA estimates.
2. Statement of commitment and ability to provide a financial match of up to \$2,000 to the WCMA scholarship funds designated for the internship and the time period the intern will be employed.
3. What can the student learn from an internship with your city, village, town, or county?
4. Provide a detailed description of the intern's proposed duties, responsibilities, and/or special projects.
5. Indicate who will provide immediate supervision for the intern.
6. Provide a detailed description of the training and development opportunities that may be provided to the intern.

*This may include formal training programs or events. However, please also outline opportunities such as providing the intern with an assigned mentor, regularly scheduled meetings with the City Manager, attending management team meetings, attending City Council meetings and Board /Commission meetings, participating on inter-departmental teams, attending regional organization events or meetings, community tours and ride-alongs, meetings etc.*

7. Please note any potential obstacles to a successful internship with your city, village, town, or county and describe how you plan to address these issues.  
*For example, if housing availability is a concern, describe any assistance that can be given to help the intern locate affordable, temporary housing if required.*
8. Provide any additional information about your city, village, town, or county's ability to provide a meaningful experience for the intern and what the intern's assistance will mean to your city, town, or county.
9. The student/intern must prepare an end of internship report to be shared with WCMA membership illustrating the results and work product of the internship for possible use by WCMA members.

Please submit your WCMA Scholar Internship Program Proposal to:

Patrick Cannon  
City Administrator  
WCMA Scholarship Committee  
City of Sun Prairie  
300 East Main St  
Sun Prairie, WI 53590  
(608) 825-1193