

Mary Moody Northen Endowment
Mary Moody Northen Community Internship Application Guidelines

Please review the goals and criteria of the Mary Moody Northen Community Internship program below in order to comply with all of the parameters. A limited number of grants will be awarded.

1. Goals:

- Provide Galveston County high school students and/or graduates an opportunity to obtain meaningful summer employment that furthers their pursuit of education, job training, careers and/or civic engagement;
- Provide those students an opportunity to earn a living wage that helps supplement their post-secondary education funding;
- Provide non-profit organizations serving Galveston Island an opportunity to undertake special projects and/or ongoing programs they might otherwise be unable to complete;
- Allow those organizations to pass on the values of community service to young people who may return to Galveston post-college and become engaged, productive citizens.

2. Criteria for Evaluation of Grant Applications:

- Align to at least one of the four program goals listed above
- Demonstrate the organization's ability to supervise/mentor intern(s)
- Identify work to be completed by intern clearly and why it is important to the organization
- Provide a detailed program budget
- Agree to provide a short outcomes report within 8 weeks of the completion of the internship. No further funding request will be considered until reports are on file in the Endowment office.

3. General Information

- Maximum Request: \$7,000 per organization, with up to \$1,000 permitted to be used for supplies and equipment.
- Application for funding for the Internship Program does not preclude applying for other types of grants from the Endowment in 2023.
- The non-profit organization is responsible for recruiting, hiring, training, supervising and mentoring its own intern.
- The non-profit organization is responsible for submitting the final grant report by December 31, 2023.

4. Applications may be submitted electronically or by printed copy to Mary Moody Northen Endowment's Executive Director, Betty Massey at:

grants@northenendowment.org
Mary Moody Northen Endowment
2628 Broadway
Galveston, TX 77550

5. Timetable:

Applications due: January 30, 2023
Grants awarded: February 28, 2023
Grant reports due: December 31, 2023