

**Mary Moody Northen Endowment**  
**Mary Moody Northen Internship Application Guidelines**

Please review the goals and criteria of the Mary Moody Northen 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, graduates, or graduate students 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);
- Clearly identify work to be completed by intern and why it is important to the organization;
- Provide a detailed program budget;
- Please review the Grant Application Overview for document requirements.

**3. General Information**

- Maximum Request: \$7,500 per organization;
- The salary provided to the Intern should be budgeted in the \$15 to \$20 per hour range;
- Application for funding for the Internship Program does not preclude applying for other grants from the Endowment in 2024;
- The non-profit organization is responsible for recruiting, hiring, training, supervising and mentoring its own intern;
- The non-profit organization is responsible for submitting a final grant report due within one year of receipt of the grant.

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

[grants@northenendowment.org](mailto:grants@northenendowment.org)  
Mary Moody Northen Endowment  
2628 Broadway  
Galveston, TX 77550

**5. Timetable:**

Applications due: January 26, 2024  
Grants awarded: February 27, 2024  
Grant reports due: February 27, 2025