

Mary Moody Northern Endowment
Mary Moody Northern Community Service Internship Program Application Guidelines

Please review the goals and criteria of the 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 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 college 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:

- a. Align to at least one of the four program goals listed above
- b. Demonstrate the organization's ability to supervise/mentor intern(s)
- c. Identify work to be completed by intern clearly and why it is important to the organization
- d. Provide a detailed program budget
- e. 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: \$6,000 per organization.
 - Application for funding for the Internship Program does not preclude applying for an additional grant from the Endowment sometime in 2022.
 - 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 due on October 7, 2022.
4. Provide either the organization's most recent 990 or audit.
 5. If the organization has not received funds from the Endowment in the past, the request must include the organization's IRS determination letter and a statement signed by the chair of the board of directors that states nothing has changed in the organization's mission since the issuance of this letter. If the organization has received funding in the past, the letter stating that nothing has changed is sufficient.
 6. Applications may be submitted electronically or by printed copy to Mary Moody Northern Endowment's Executive Director, Betty Massey at:
grants@northenendowment.org
Mary Moody Northern Endowment
2628 Broadway
Galveston, TX 77550

Timetable:	Applications due:	February 8, 2022
	Grants awarded:	February 22, 2022
	Interns secured:	June 1, 2022
	Grant reports due:	October 7, 2022