

## InternshipsVA

InternshipsVA, funded by the Commonwealth's Innovative Internship Fund and Program, aims to expand paid and credit-bearing student internships and other work-based learning opportunities in collaboration with Virginia employers. Matching funds are available to Virginia employers that provide paid internships for students enrolled in public and private Virginia colleges and universities.

## Matching Grant Reimbursement Guidelines

### Program Information and Requirements

- To be eligible for the InternshipsVA matching grant program, employers must:
  - Complete the required training
  - Be a for-profit or a non-profit organization with physical operations in Virginia
  - Be registered and in good standing with the State Corporation Commission
  - Have 150 or fewer Virginia-based full-time employees
  - Provide an internship opportunity with valuable work experience, career knowledge, and mentorship
  - Pay the intern at least Virginia minimum wage
  - Provide an internship for a minimum of 120 hours and eight weeks
- The matching grant program can reimburse an employer one-half of the intern's wages, up to \$7,500 per intern per state fiscal year (July 1-June 30) and a maximum of \$75,000 for ten interns per state fiscal year.
- The matching grant program cannot reimburse an employer for more interns than 50% of the organization's total employment.
- Interns must be currently enrolled at a Virginia higher education institution or intending to enroll in the upcoming semester. Interns must have a high school diploma and cannot have already completed their undergraduate degree.

### How to Submit a Reimbursement Request

- Employers must submit a matching grant program application for approval at least two weeks in advance of the internship.
- Employers can submit one reimbursement request per intern upon completion of the internship.
- The deadline to submit a reimbursement request is 60 days after the end date of the internship period. Employers must have already paid the intern wages before requesting reimbursement.
- Reimbursement is limited to actual wages paid to the intern by the employer. Payroll taxes are not eligible for reimbursement.
- Proof of payment for intern wages, in the form of payroll documentation, is required for reimbursement. The documentation should reflect gross pay and display the intern's name, pay period dates, hours worked, and total earnings paid to the intern. Please redact the Social Security number if it is included in the documentation.
- If any employer information, including the address, has changed since the employer submitted its application, please attach a new W9 with the reimbursement form.
- Reimbursement requests are reviewed by VEDP within one week of receipt. After a reimbursement request is approved, VEDP will disburse the funds within 30 days to the employer either electronically (if EDI is requested) or to the address on the W9 submitted by the employer.

**Questions?** Contact VEDP at [InternshipsVA@vedp.org](mailto:InternshipsVA@vedp.org).

## InternshipsVA

### Matching Grant Reimbursement Form

Employer Name:				Contact Name:	
Mailing Address:				Contact Email:	
City:		Zip Code:		Contact Phone:	

Intern's Name:		Intern's Major:	
Name of Virginia College or University Where Intern is Enrolled:			

Intern's Start Date	Intern's End Date	Total Hours Worked	Hourly Wage	Total Wages Paid to Intern

*Internship duration must be a minimum of 120 hours and eight weeks. Maximum reimbursement is 50% of wages paid up to \$7,500 per intern per fiscal year.*

I hereby certify that the amount requested, as shown in the attached payroll documentation, qualifies for reimbursement as described in the above Reimbursement Guidelines.

Employer Representative Typed Name	Employer Representative Title
Employer Representative Signature	Date

Proof of payment must be in the form of payroll documentation, displaying the intern's name, pay period dates, hours worked, and total earnings paid to the intern. Please redact the Social Security number if it is included in the documentation.

#### Attachments:

- Payroll documentation
- Electronic Data Interchange (EDI) Agreement (if electronic payment is preferred)
- New Federal W9 if mailing address has changed since application

# Employer Post-Internship Survey

## Internship Experience

The intern brought value to our organization	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Our organization provided a high-quality experience to the intern	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Did you hire this intern as a full-time employee after the internship?					
If not, would you consider hiring this intern for a future role with the organization?					
Do you plan on hiring another intern in the future?					
Do you plan on expanding your internship program in the future?					
What challenges did you face in supervising or integrating the intern?					

## Matching Grant Program Feedback

How did you learn about the matching grant program?					
The matching grant application was clear and easy to navigate	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The matching grant reimbursement process was clear and easy to navigate	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The matching grant program administrators provided clear communication and support	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Would you have hired this intern without the support of the matching grant?					
Would you recommend this program to another organization?					
What improvements would you suggest for the matching grant program?					
What additional resources do you wish were available to support your internship program?					
What was the most valuable aspect of participating in this internship program?					
Do you have any success stories or anecdotes you'd like to share? (If yes, we will follow up with you.)					
Any final thoughts or feedback?					