

## **Summer 2009 Internship Funding Application**

Through the generosity of donors, the Ford School has limited funds to assist students in defraying some of the costs of completing the 10-week FSPP internship requirement in an organization offering an unpaid or low-paid internship. Please review the information below to ensure you meet funding eligibility requirements and understand all guidelines and conditions.

### **Guidelines and Conditions for Ford School Internship Funding**

- Students may request up to \$2500 of Ford School summer internship support for internships in the United States and \$3000 for internships abroad. Funding is competitive; acceptance of an unpaid internship does not guarantee funding support from the Ford School.
- Students receiving more than \$250/week (or the equivalent stipend) for full-time work from their internship employer are not eligible for this funding.
- Funding is *not* available for: a) internships with other University of Michigan offices or b) political campaign work for elected officials.
- Funding for internships in countries with a State Department Travel Warning at the time of application or when funding is disbursed will be reviewed on a case-by-case basis and is subject to change. In such cases, students will be asked to sign a Ford School Travel Waiver.
- Funding awards are considered student financial aid awards and are both reportable and taxable.
- Students are encouraged to request funding support from many sources. The FSPP funding award level may be adjusted if the student receives total awards exceeding their 10-week budget.
- Upon completion of the internship, students will be required to submit an Internship Report, the format of which will be communicated to you during the summer. A copy of this report and/or excerpts may be made available to donors sponsoring the funding. Funding recipients will also be contacted by the Development Office to write a letter of appreciation to the donor.
- Students are responsible for notifying Graduate Career Services of any developments concerning their internship which, in any way, might change the scope of the proposed internship.
- Students may be held responsible for reimbursing the Ford School for failure to comply with any of these conditions and eligibility criteria.
- Funding is available for internships pursued after completion of one year of Ford School coursework. Students must be registered as a full-time student in the term following completion of the internship. (Any exceptions to the traditional timeline for completing the internship requirement must be approved by Graduate Career Services in the year the student would typically complete the internship.)
- Funding is primarily intended for students completing the Ford School internship requirement. Dual degree students completing a second summer internship may submit a proposal for funding; however, decisions on these applications will not be made until the end of April. Should funds remain at that time, preference will be given to students who did not receive funding support for their first internship.

### **Application and Funding Timeline**

Applications will be processed on a rolling basis beginning Monday, February 16th. Applicants can expect a funding decision within 10 days of their date of application. Funds will not be made available to students until early May. Deadline for applications is Friday, May 29<sup>th</sup> or when funding has been exhausted.

**Ford School Summer Internship Funding Application  
Summer 2009**

<b>Name</b>	<b>UMICH ID</b>
<b>Address</b>	
<b>Telephone</b>	<b>Email</b>
<b>Internship Employer</b>	<b>Internship Location</b>
<b>Amount requested from Ford School</b>	<b>Has direct deposit been set up between the University of Michigan and your bank/credit union?</b>
\$	Yes / No

*I certify that I meet the eligibility criteria for unpaid internship support and agree to the terms set forth in the Guidelines & Conditions for Ford School Internship Funding.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

In addition to the above information, please submit the following:

- **A budget that includes:**
  - Transportation (ground, airfare)
  - Housing
  - Food and personal care items (laundry, etc)—provide a per diem
  - HTH Travel Health Insurance (<http://www.uhs.umich.edu/tai/#top>)
  - Other
  - Amount requested from the Ford School
  - Amount requested from other sources (please list)
  - Total provided by applicant
- Resume
- Statement from employer confirming internship offer and any expected remuneration (including housing, travel reimbursement, stipend, etc)
- A proposal (1-3 pages, single spaced) explaining the arrangements of the internship. This should include your proposed project timeline, nature of the work including any objectives and anticipated projects, and ways in which the internship will further your career goals and professional development.

**Completed applications should be submitted to Tom Phillips, Graduate Career Services, Weill Hall, Suite 2200.**

## Suggested Budget Format

### Ford School Summer Internship Funding Application

#### *Expenses*

<b>Transportation</b> Itemized transportation costs (provide background research information about where quotations, estimates came from) <ul style="list-style-type: none"> <li>▪ Air transportation (i.e., Detroit to Geneva): <b>Total</b></li> <li>▪ Ground transportation (i.e. Shuttle from the airport, bus fare, etc): <b>Total</b></li> </ul>	\$
<b>Housing</b> (\$ per month X number of months) Provide information about any cost-sharing from your employer, notes about cost of boarding houses, etc. (Provide citation regarding your source of information.)	\$
<b>Food &amp; Personal Care Items</b> (\$ per day X number of days) Provide information about any cost-sharing from your employer, notes about cost of groceries, laundry, etc. (Provide citation regarding your source of information.)	\$
<b>Other</b> <ul style="list-style-type: none"> <li>▪ HTH Travel Health Insurance: <b>Strongly Recommended</b>            (Example: \$1/day X 70 days + \$5 admin fee = \$75)</li> <li>▪ (e.g.) Visas: <b>Total</b></li> </ul>	\$
<b>Total Budget</b> (sum of all expenses)	\$
<i>Funding Sources</i>	
<b>Amount Requested from Ford School</b> (Maximum of \$2500 domestic; \$3000 int'l)	<b>Amount Requested</b> \$
<b>Amount Requested from Other Sources</b> (e.g. International Institute, NPM Center, William Davidson Institute, etc.) <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<b>Amount Requested</b>  \$  \$  \$
<b>Amount Received from Internship Employer</b> (e.g. stipends, per diems, metro fare, etc)	<b>Amount Requested</b> \$
<b>Total Provided by Applicant</b>	<b>Amount Provided</b> \$

## Summer Internship Funding Application Tips & Suggestions

### Do

1. Provide printouts or citations that detail how you arrived at the number(s) in your application. For example, if you are submitting a price of \$1100 for your flight to Phnom Penh please provide the printout from the website that reflects the dates of your flight, the starting and end points, price etc.
2. Provide some reference for every number in your budget. For example, if you arrived at your housing cost based on an email conversation that you had with someone in the office in which you will be interning, include a copy of this email with your application. Applications that do not include references for how you arrived at your budget will be returned to you.
3. Look at the budget form carefully. In some places (housing) you are being asked for a monthly cost, in other places (food) you are being asked for a daily cost. Please provide the appropriate number.
4. Submit a budget that includes:
  1. Transportation to and from the airport
  2. Flights
  3. Driving expenses from Ann Arbor (or other starting point) to your internship city and back
  4. Transportation costs (public transport, parking costs, gas) in your internship city
  5. Housing costs in your internship city, including utilities
  6. Food costs in your internship city
  7. Vaccinations necessary for your internship
  8. Visa necessary for your internship
  9. Travel health insurance if you are traveling outside the U.S.
  10. Dry cleaning (if necessary)
5. Contact Tom Phillips ([tdphill@umich.edu](mailto:tdphill@umich.edu)) if you have any questions.

### Do Not:

1. Submit a sub-par application, i.e., an application without everything that is requested.
2. Submit a budget that includes any of the following as an expense:
  - a. Your Ann Arbor rent
  - b. Your cell phone bill
  - c. Your bills for prescriptions that are not being incurred as a result of your internship
  - d. Internet access (except for in the rare case that your employer does not provide internet access)
  - e. Entertainment costs

### Helpful Websites:

1. TravelZoo.com, Kayak.com, Orbitz.com, Priceline.com (for travel expenses)
2. Ann Arbor Airport Shuttle: <http://www.annarborairportshuttle.net/4.html>
3. General Services Administration website has per diem rates for meals and incidental expenses as well as the gas reimbursement rate: <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>
4. Fair Market Rents for 2009 organized by State, County, and City: D.C. is listed in the Maryland section: [http://www.huduser.org/datasets/fmr/fmr2009f/SCHEDULE%20B\\_FINAL\\_091108R.pdf](http://www.huduser.org/datasets/fmr/fmr2009f/SCHEDULE%20B_FINAL_091108R.pdf)
5. Wiki Travel can give cost estimates for food, lodging, and other expenses: [www.wikitavel.org](http://www.wikitavel.org). Search continent/region than narrow down to country and city.
6. Information on expenses for Cambodia, Vietnam, Thailand, Laos, Singapore can be found at [www.travelfish.org](http://www.travelfish.org)