



## Georgia County Internship Program Grant Application Summer 2024

Applicants should read the entire GCIP Application Packet prior to completing this form.

**This application has three sections. Section I requires the applicant to indicate the grant category for the application. Section II requires the applicant to provide answers to a series of questions and Section III requires a detailed description of the internship project being proposed, the need it addresses, and the expected benefits to the county. More information on how to complete the application can be found in the GCIP Application Process and Guidelines document.**

The application deadline for the 2024 GCIP grant program is **Monday, December 18, 2023**

Applications should be sent to **Michele NeSmith** at the Foundation via email to [mnesmith@accg.org](mailto:mnesmith@accg.org).

**Please note that factors that influence consideration include but are not limited to the type of project submitted, the overall impact and benefit to the county of the project(s) proposed, the ability to partially fund the internship position(s), collaboration with other counties, regional commissions, colleges/universities, and/or non-profits, and the number of interns requested.**

**Reminder: Interns should be currently enrolled in college as undergraduate or graduate students or have recently graduated from college within one year of the grant period. High school students 16 years of age or older who are dually enrolled in a college or university are also eligible. Interns cannot work more than 200 total hours during the grant period unless the county agrees to pay for all expenses beyond the 200-hour period. The county and the intern can decide how many hours the intern works per week and the total number of weeks worked. It is recommended that the minimum hours worked per week be no less than 15 hours.**



**Section I: Grant Category**

Select (X) the grant category for this application.

<b>General GCIP Grant</b>	X
<b>Kundell Environmental Grant</b>	
<b>Garner Health and Human Services Grant</b>	
<b>Verizon Grant</b>	

**Section II: General Grant Information**

<b>County Name:</b>	Hall County
<b>County E-Verify Number:</b>	46833
<b>Number of Interns Requested:</b>	1

<b>Are you submitting an application that includes a partner?</b>		<input type="checkbox"/> Yes   X No
<b>List partners:</b>		
<b>Is your partner a nonprofit, college, or university?</b>	<input type="checkbox"/> Yes   X No	
<b>List contribution level</b>	<input type="checkbox"/> \$600 (25%) <input type="checkbox"/> Other	
<i>(Partners can include other counties, regional commissions, colleges/universities, and/or non-profit organizations. Partnerships with colleges/universities, and/or non-profit organizations must include at least a 25% funding contribution from those entities. )</i>		

<b>Name of Grant Coordinator or other Primary Contact:</b>	Sommer Green		
<b>County:</b>	Hall County		
<b>Department:</b>	Finance Department		
<b>Position:</b>	Grants Manager		
<b>Address:</b>	2875 Browns Bridge Road, Gainesville, GA 30504		
<b>Email:</b>	sgreen@hallcounty.org	<b>Phone:</b>	770-297-5503

Is the county providing partial funding of the amount needed to fund the Internship? (Total cost of the internship is \$3,000 plus FICA and WC supplement)	X Yes	No
What amount?	\$:	1000.00
<b>OR</b>		



Is the county providing additional funding? (on top of the grant amount)		<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
What amount?			\$:		
Who will be the supervisor for the intern?					
X Same as grant coordinator or other primary county contact					
X Other					
Name:		Brent Holloway			
Department:		Parks & Community Services			
Position:		Director			
Address:		2875 Browns Bridge Road, Gainesville, GA 30504			
Email:		bholloway@hallcounty.org		Phone: 678-997-5823	
Has this individual previously supervised interns?				X Yes <input type="checkbox"/> No	

Is adequate space available to support an intern?		X Yes		<input type="checkbox"/> No	
Is adequate equipment available (computer, software programs, etc.) for the intern to complete the proposed project(s)?		X Yes		<input type="checkbox"/> No	
Will outside technical assistance be required for the intern to complete the project?		X Yes		<input type="checkbox"/> No	
If Yes, who will provide it:		Hall County Management Information Systems Department			
Has your county previously had an intern?		X Yes		<input type="checkbox"/> No	
Has your county ever had an intern in this field?		X Yes		<input type="checkbox"/> No	
Has your county previously received a Georgia County Internship Program (GCIP) grant for interns?		<input type="checkbox"/> Yes		X No	
Is there a college or university located in your county?		X Yes		<input type="checkbox"/> No	
Is there a technical college located in your county?		X Yes		<input type="checkbox"/> No	
What special skills should the intern have to be able to complete the project, such as knowledge of certain types of software, experience using certain types of equipment, etc.? (Note this is for a student so years of work in a certain field should not be included.)					
<i>Candidate would aid in developing historical reports on our financial data (monthly revenue/expenditures for each department and account, year after year), as well as other data collection and analysis tasks. It's something that would be extremely useful in the administration of our operating budget, but not something that falls under the job duties of any current staff.</i>					
<i>We would need someone with an intermediate skill level in Excel and some level of comfort compiling and analyzing data.</i>					
Will any special training be provided to the intern?		<input type="checkbox"/> Yes		X No	
If Yes, please describe:					
Please describe how your county plans to recruit and advertise the internship position:					
Hall County will be reaching out to local technical schools and universities with the below job description.					





Problem solving skills.

Ability to work independently.

**ADA Minimum Qualifications**

**Physical Ability:** Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, printer, telephone. Incumbents must continuously be able to think analytically, handle stress and emotion; concentrate on tasks. Remember names, and other details; examine and observe details; make decisions and adjust to change. Incumbents must also continuously direct others, meet deadlines, stay organized, use math/calculations, use a keyboard/type.

Essential functions frequently require the ability to move about inside the complex and move and transport items up to 20 lbs.; ability to bend body downward and forward by bending spine and legs. And twisting at the waist, hips, or knees; reach overhead, push, pull, and repetitive use hands, arms, legs. Incumbents are frequently required to be on-call and work irregular hours.

**Sensory Requirements:** Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.

**Environmental Factors:** Essential functions of this position continuously require the ability to work with others or work alone.

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

**Section III: Project Description and Intern Position Title**

**Project Information**

Internship position title:	Administrative Intern
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**In the gray space below, please FULLY describe the internship position being proposed, the need it addresses, the benefits to the county, and the necessary intern qualifications. The space will expand when you start to type. Include no more**



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**than 1-2 additional pages to describe the internship.** More information can be found in the GCIP Application Process and Guidelines document.

**Hall County believes in supporting our local universities and technical colleges by assisting their students with the opportunity to apply their knowledge and skills within a real-world environment and on-site job experience. Hall County can offer interns experience with hands on day-to-day functions of county government, community service, and analytical experience that can be added to their resume. Working with interns allows Hall County to not only invest in the future of the intern, but also the future and success of Hall County as a whole. Interns offer the ability to take some of the day-to-day tasks off administration while freeing up time for colleagues to address other larger pressing responsibilities that face our administration. Hall County also appreciates a new perspective on business procedures, creative marketing ideas, and suggestions for addressing the needs that our community. Hall County Board of Commissioners is always watching for future talent and long-term employment retention rates. By working with internships Hall County is given the possibility of finding the best new member of our team.**

**For questions, email [mnesmith@accg.org](mailto:mnesmith@accg.org) or call (404) 992-8737**



The Georgia County Internship Program is offered by the ACCG Civic Affairs Foundation thanks to the generosity and support of our donors and supporters. The Foundation is a nonprofit 501 (c) (3) organization. For more information, visit [www.civicaffairs.org](http://www.civicaffairs.org).