2016 NONPROFIT INTERNSHIP PROGRAM
REQUEST FOR HOST ORGANIZATION PROPOSALS

The Denver Foundation’s Nonprofit Internship Program offers the opportunity for eligible organizations interested in hosting an undergraduate college student intern to apply for funding for summer 2016 paid internships. The Internship Program introduces opportunities within the nonprofit sector to students from diverse backgrounds.

Proposals are due Thursday, November 12, 2015 by 5:00 p.m.

The Program will provide a $5,500 grant to at least 10 selected nonprofit organizations. The grant must be used to pay for expenses related to hiring a summer intern. Specific requirements for grant funds include:

- Pay the intern a wage of $12/hour for 345 hours over the course of the summer ($4,140 total). Interns will work for 300 hours at their host organization, and the remaining 45 hours will be time spent at Nonprofit Internship Program Leadership Gatherings (described in more detail below).
- Pay the intern as an employee of the organization, not as an independent contractor.
- Pay related payroll taxes for the summer intern.
- A $100 stipend for professional development is available upon request for both intern and intern’s supervisor.

Grant funds remaining after the intern’s salary and payroll taxes have been paid may be used to cover a portion of the supervisor’s salary, and/or additional administrative expenses associated with hosting a summer intern.

Pre-Application Workshop
Please attend a pre-application workshop to learn more about the application process, what makes a successful proposal and internship experience, and to receive more information and ask questions. This informative workshop will be held on October 20, 2015 from 3:30pm – 5:00pm at The Denver Foundation, 55 Madison St., Suite 745.

To ensure that all applicants have similar information, we strongly recommend that you attend the workshop before the application deadline. However, attendance at a workshop will not impact the outcome of the Internship Program grant decision or any other grant decision at The Denver Foundation.

RSVP to Becky Powell at bpowell@denverfoundation.org or 303.300.1790 ext. 157 if you’d like to attend the workshop or have any questions about the program.

Nonprofit Internship Program Background
The Nonprofit Internship Program, now in its tenth year, was designed based on research conducted by The Denver Foundation’s Inclusiveness Project. Research found that paid internships are an important tool to encourage students of color to pursue opportunities in the nonprofit sector.

Through the Program, the Foundation seeks to encourage motivated and highly-qualified students from communities traditionally underrepresented in the nonprofit sector to become more involved as staff, board members, volunteers, and donors at nonprofit organizations, and to develop their community leadership skills.

Through the Nonprofit Internship Program, interns will:
- Enhance leadership skills
- Gain real-world work experience
- Broaden their understanding of the nonprofit community and the issues addressed
- Discuss and become familiar with concepts of racial equity and community leadership
Through the Nonprofit Internship Program, organizations will:

- Increase capacity through a motivated and highly-qualified paid intern
- Incorporate a fresh perspective
- Achieve short- and/or long-term organizational goals
- Discuss issues of inclusiveness and racial equity

The Application Process

Eligibility

Only 501c3 nonprofit organizations that received this RFP through a non-transferrable invitation from The Denver Foundation may participate in this RFP process. Organizations that hosted a Denver Foundation intern during the 2014 or 2015 program are not eligible to apply for the 2016 program.

Successful applicants will demonstrate:

- A clear, learning-centered job description for the intern that provides educational opportunities as well as an opportunity to contribute to the organization in a meaningful way.
- The capacity needed to successfully host an intern: the ability to provide a designated, experienced supervisor who has the time to supervise an intern, appropriate work space, access to a computer, etc.
- A structured and interactive opportunity: ideally, opportunities will engage students with several aspects of the work of a nonprofit organization, such as programmatic activities, fundraising, and governance. The most successful opportunities will also provide the intern an opportunity for leadership on a specific, impactful project over the course of the internship.
- A clearly articulated commitment to racial, ethnic and economic equity, inclusiveness, engagement in strategies to become more inclusive as an organization, and a commitment to supporting an intern in transformational, multicultural leadership.
- Review “What Makes a Successful Internship?” on page 5 for more information.

Submitting a Proposal

All applicants must submit a proposal including the following items:

- Part I: Organization Summary Sheet (template enclosed on page 7).
- Part II: One page Intern Job Description (template enclosed on page 8).
  (NOTE: Interns often enjoy working with and relating to clients, constituents, or consumers of services. However, most intern candidates, as undergraduates, may not have had specific training, education, or experience providing case management or other specific tasks related to providing client services. Therefore, interns should not have full responsibility over the case management of clients.)
- Part III: Narrative (components listed on page 9).
- Part IV: Attachments (listed on page 9).

Proposal Format

Because of the high volume of proposals we receive, we have specific formatting requirements to ease the intake process:

- Please limit Parts I-III to 5 pages total.
- You may email your proposal, send via direct mail, or hand-deliver a hard copy, but you must submit all of your documents in either one email or in one proposal packet.
- All proposals are digitized once we receive them. Therefore, if you submit a hard copy we request that you:
  - Submit all materials printed on 8 ½ x 11 paper. Please reduce any oversized or legal sized pages to 8 ½ x 11 size.
  - Do not use staples, paper clips, or any binding apparatus on any materials. Submit all loose materials in a single large envelope.
- Please label each item to correspond with the application components:
  - Part I: Organization Summary Sheet
  - Part II: Job Description
  - Part III: Narrative
  - Part IV: Attachments A and B
The deadline for organizations to apply is Thursday, November 12, 2015 by 5:00 p.m.

**Late or incomplete applications will not be reviewed by the Internship Program Committee.** All applicants will receive an e-mail confirmation that their proposal is received within 48 hours of submission. For applications submitted via direct mail, please allow extra time for a confirmation. If you do not receive an email confirmation within 48 hours, please contact Becky Powell at bpowell@denverfoundation.org or 303.300.1790 ext. 157.

*Please send proposals to:*
Becky Powell  
Program Associate, Programs Department  
Coordinator, Nonprofit Internship Program  
The Denver Foundation  
55 Madison Street, 8th Floor  
Denver, CO 80206  
bpowell@denverfoundation.org

Materials may be sent via email, direct mail, or hand delivered. Please choose one method of delivery.
What Makes a Successful Proposal and Internship?
Over the past nine years, The Denver Foundation staff and participating interns and organizations have identified components of a strong proposal and successful internship. The Denver Foundation encourages you to be creative and unique with your internship design, but please consider the following key components of a successful internship when crafting a proposal:

A committed supervisor who is willing to:
- Meet in-person at least weekly for approximately one hour with their intern and frequently check-in, formally and informally.
- Provide ongoing feedback and support on projects, from beginning to end (e.g. organization, planning, editing, finalizing, and reflecting).
- Coach an intern who is typically at the beginning of his/her career (provide input on key professional skills, offer career advice, introduce intern to other professional contacts.).
- Support the intern’s learning and leadership development at Learning Workshops by bringing into the organization discussions the intern has at workshops.
- View the internship as an opportunity to cultivate a future staff member, Board member, donor, or volunteer for the organization.

An open organizational culture where:
- The intern is permitted and encouraged to speak with many members of staff and board to learn about their positions and connection to the organization.
- The intern’s opinion is actively invited and welcomed in discussions and meetings.
- The intern is included in staff meetings, events, and gatherings.
- Staff members are friendly, open, and have a culture of working together across departments.

A dynamic job description in which:
- The intern is exposed to the work of the organization in and outside the office and has opportunities to see the work of the organization in the community.
- The intern has ownership over some aspect of his/her work (a specific project or goal, etc.).
- The intern’s work helps to fulfill the mission of the organization.
- The intern’s job description is a balance of different kinds of activities (for example: marketing, drafting a proposal, development, research, program development, working with clients.).
- Training and orientation are clearly thought out and communicated.
- Interns learn critical administrative tasks and are involved in the everyday work of the organization, but do not spend all of their time on administrative work.

Historically we have not funded: administrative internships, full-time grantwriting internships, or internships that fill an open position at an organization or a position that already exists at an organization (camp counselor, after school program staff, etc.).

Grantee Commitments and What to Expect
By submitting a proposal to The Denver Foundation’s Nonprofit Internship Program, organizations agree to the following conditions and requirements if selected to host an intern.

Selecting an Intern
Host organization grantees will interview up to five pre-screened candidates for an internship opportunity. Interviews will take place in March and early April, after a review of intern applications by The Denver Foundation and the Internship Program Committee. It is required that selected organizations interview all intern candidates sent to them. Students with an existing paid or volunteer relationship to an organization may not apply to work with that organization. Likewise, organizations may not select an intern with whom they have an existing paid or volunteer relationship.

Interns are undergraduate college students attending two-year or four-year colleges and universities. In order to apply for the program, students must have at least 12 credits, a 2.5 GPA, and attend school in Metro Denver or be from Metro Denver attending school elsewhere. Students from all majors are invited to apply for the program.
Paying an Intern

The $5,500 grant must be used accordingly:

• $3,600 for intern work salary ($12/hour x 300 hours at host organization)
• $540 for intern salary during learning workshops and retreat ($12/hour x 45 hours at Denver Foundation Learning Workshops and retreat)
• Approximately $1,000 for employer portion of payroll taxes (this is an estimate and may vary per intern)
• Approximately $400 (or remainder of grant balance) for costs associated with internship – portion of supervisor salary, supplies, etc.
• A $100 stipend for professional development is available for both intern and intern’s supervisor.

Interns must work 300 hours at the organization between May 15 and August 30, 2016. Additionally, interns will spend 45 paid hours at Nonprofit Internship Program activities. There will be 10 weeks of formal intern activities, including leadership gatherings (4 of 6 hours each), a leadership retreat (two days totaling 15 hours), networking session (2 hours), and closing session (4 hours). These sessions will take place approximately between June 1 and August 15.

Important Dates

• November 12, 2015, Deadline for organizations to apply to the Nonprofit Internship Program.
• By December 29, 2015, selected grantee organizations notified.
• January 29, 2016, Deadline for students to apply to the Nonprofit Internship Program.
• Grantee Orientation February 25, 2016.
• By March 14, 2016, Organizations receive information about intern candidates.
• March 17 – April 7, 2016, Organizations interview intern candidates.
• April 8, 2016, Organizations notify first choice intern candidate.
• April 11, 2016, Organizations notify all interviewed candidates.

The tentative schedule for the summer is as follows (more information, below, under “Workshops). These dates are subject to change:

• June 3, 2016, 9:00am – 3:00pm, 1-Day Learning Workshop #1 for interns
• Week of June 6, 2016, 9:00am – 3:00pm, 1-Day Learning Workshop #2 for interns
• Week of June 20 (exact date TBD), 2016, breakfast for supervisors to meet and share experiences
• Week of June 27, 2016, 8:30am – 7:30pm and 9:00am – 2:00pm, 2-Day Leadership Retreat for interns
• Week of July 11, 2016, 9:00am – 3:00pm, 1-Day Learning Workshop #3 for interns
• Week of July 18, 2016, 5:00pm – 7:30pm, Networking Event for interns (supervisors are encouraged to attend, but this is not mandatory)
• Week of July 25, 2016, 9:00am – 3:00pm, 1-Day Learning Workshop #4 for interns
• August 5, 2016, 9:00am – 1:00pm, Closing Session for interns and supervisors

Workshops

All interns will participate in 7 mandatory learning workshops or other activities: Four Learning Workshops, a two-day Leadership Retreat, a Networking Event, and a Closing Event (dates outlined above). These workshops follow a dynamic curriculum exploring 21st century, multicultural, transformational leadership. The tentative schedule for these workshops is listed above. Interns discuss issues of communication, personality/leadership assessment, professionalism, philanthropy, identity, power, racial equity, and privilege in their lives, at school, and in the community. The curriculum is also designed to link these issues to the interns’ general work with their host organizations.

Intern supervisors must attend the Closing Event and are urged to participate in a two-hour supervisor breakfast to connect and share learnings.

There will also be optional, informal opportunities for supervisors to connect with other organizations and interns throughout the summer.
**Site Visit**
Interns and their supervisors will work together to complete a work plan during the first week of the internship. The work plan is an opportunity to have an initial conversation about learning goals and expectations during the internship. It is to be used throughout the internship to ensure a positive experience for the intern, supervisor, and organization.

Denver Foundation staff will conduct one site visit over the course of the summer during which we will meet with the intern and their supervisor to hear about progress on the work plan, and to see if we can offer any additional support. The mid-summer visit is also an opportunity for the interns and organizations to share their work and reflections with The Denver Foundation.

**Evaluation**
All interns and organizations participating in the Program participate in an independent evaluation conducted by the OMNI Institute. More details about the evaluation will be forthcoming.

A final grant report is due to The Denver Foundation by Monday, September 12, 2016.

**Questions?**
Please contact:
Becky Powell
Program Associate, Programs Department
Coordinator, Nonprofit Internship Program
The Denver Foundation
303.300.1790 ext. 157
bpowell@denverfoundation.org
Application Part I: Organization Summary Sheet

Please fill in your responses to the questions below directly into the form, or attach a separate sheet.

Organization Name:

Mailing Address: Physical Address/Location:

Website:

Application Contact and Title (Who should we call with questions?):

Email: Phone number:

Intern Supervisor Name and Title:

Intern Supervisor Email:

Please identify in which mission/program/service category your organization best falls, based on the descriptions provided. Please select no more than two.

___ Basic Human Needs: Organizations that work to ensure shelter, basic medical care, access to nutritious food, and freedom from domestic violence for the most vulnerable residents in Metro Denver.

___ Community Leadership: Organizations that work to engage leaders from all sectors and stations in life and strengthen their ability to help reduce economic, racial, and ethnic disparities in our community.

___ Education: Organizations that work to ensure that students from low-income communities will have increased school readiness, achievement, and graduation rates. Please note that this area also includes arts education.

___ Economic Opportunity: Organizations that work to foster interconnected, vibrant communities in which low-income residents have the tools and opportunities necessary for jobs and careers that lead to economic self-sufficiency.

___ Other Denver Foundation Programs e.g.: Strengthening Neighborhoods, Executive Directors of Color?

The following questions will not be used to determine eligibility for a grant; rather, they help The Denver Foundation provide appropriate candidates for your organization to interview.

Is your office accessible for persons with disabilities? Please explain.

Are you able to provide accommodations for candidates with special needs?

Are languages other than English spoken by staff or clients? If so, which languages?

Please describe public transportation options to reach your office.

Will your intern need his/her own transportation to perform their day-to-day duties as described? Will the intern be transporting others (clients, staff, etc.)? If so, the organization must have insurance to cover the intern while he/she is driving individuals related to his/her work.
Application Part II: Job Description Template

Organization Name:

Physical Address/Location:

Website:

Mission:

General Description of Internship Work:

Specific Responsibilities:

Student Qualities/Experiences Desired:

What Skills will be Cultivated:

Typical work schedule:

Does work occur on the weekends or evenings? If yes, please describe:

Are there other dates when work might be required outside the above-mentioned typical schedule? If yes, please describe.
Application Part III: Narrative

Please address the following components in your narrative, using the numbered headings identified below (For example: Work and Learning Opportunities).

1. Organization’s Mission
   A. Please describe how your organization impacts the area(s) of Basic Human Needs, Economic Opportunity, Education, or Community Leadership (based on the box(es) you checked on the organization summary sheet), specifically for those populations that are most vulnerable.
   B. Please describe how an intern could be involved in the work described above.

2. Work and Learning Opportunities.
   A. Please describe the work your intern will complete this summer and how this work will build your organization’s capacity.
   B. A strong value of the Nonprofit Internship Program is the support of our interns in learning more about community issues and supporting them in becoming leaders in their communities. Please describe how your organization will provide learning and leadership activities for an intern in your community and/or your organization.
   C. If specific training will be required for the work your intern is to complete, please describe how that training will be delivered.

3. Capacity to Support an Intern
   A. Identify which staff member will supervise the intern and how he/she will make time available during the summer to do so. Please note: We hear from supervisors every year that they needed more time than anticipated to spend with their intern. We recommend that if the supervisor is the organization’s Executive Director, an additional staff member assist with supervision.
   B. Describe how your intern will be oriented to and included in the culture and day-to-day workings of your organization.
   C. If your organization will go through any significant transition or major event during the summer (executive director transition or leave of absence, financial challenges, office move, capital campaign, etc.), please elaborate and describe how it may affect the internship.
   D. Please share any information about the accessibility of your office.

4. Inclusiveness and Resident Engagement
   An important goal of the program is to build the pipeline of diverse young people as community and nonprofit sector leaders and to support organizations in becoming more inclusive.
   A. Describe how your organization incorporates inclusive practices in its programs, staff, board, volunteers, and organizational culture, and describe the progress to-date.
   B. Describe how your organization engages residents or other constituents in its work.
   C. As described under “Workshops” in the RFP above, the interns will be participating in a curriculum focusing on transformational, multicultural leadership. Please describe how you are prepared to support your intern’s skill-building and exploration in these areas, even if your organization does not focus on these issues as part of its mission.

Application Part IV: Attachments

A. The organization’s operating budget for the current fiscal year, including revenue and expenses.
B. Budget for $5,500 internship grant (This should include any preliminary plans for how the funds will be spent beyond paying salary and payroll taxes.).