

Matching Grant

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.

InternshipsVA Matching Grant Program Information and Requirements

- To be eligible for the InternshipsVA matching grant program, employers must:
 - Complete the required *An Employer's Guide to High-Quality Internships Training*
 - Be a for-profit or a non-profit organization with physical operations in Virginia or be a unit of local government in Virginia
 - Be registered and in good standing with the State Corporation Commission ([waived for local governments](#))
 - Have 150 or fewer Virginia-based W-2 employees ([waived for local governments](#))
 - 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, and a maximum of \$75,000 for ten interns per state fiscal year (July 1-June 30).
 - **[Local Governments Only:](#)** Funding for local government internships is limited and available to units of local governments on a first-come first-serve basis. The matching grant program can reimburse a locality a maximum of \$75,000 for up to ten interns per state fiscal year (July 1-June 30). Applicants from all units of local government in a locality count toward this limit per fiscal year and are tracked at the locality level.
- The matching grant program cannot reimburse an employer for a number of interns that exceeds the organization's total number of W-2 employees at any given time.
- Interns must be currently enrolled, or intend to enroll in the upcoming semester, at a Virginia college or university (to include either public or private and 2- or 4- year institutions). Interns must have a high school diploma and cannot have already completed their undergraduate degree.
- Employers are responsible for sourcing, selecting, onboarding, and hiring interns either directly as a W-2 employee on the employer's payroll or through a staffing service of the employer's choice, as well as managing the interns. Interns hired as 1099 contractors or paid without withholding appropriate payroll taxes do not qualify for the matching grant program.
- The matching grant program does not reimburse third-party organizations that manage internship programs on behalf of other employers. The employer that hosts the internship and oversees the intern's work must be the applying entity and must meet all program requirements.

- Employers may not use matching grant funding for interns that are also being supported by another state-funded program.
- VEDP's [Regional Internship Managers](#) are available to support employers with this process and share available resources.

Application Process

- Employers must submit the online [InternshipsVA Matching Grant Application](#) at least two weeks in advance of the internship.
- One employer application may be submitted for multiple internships planned for up to a 12-month period (each intern by position title must be represented on the application), but reimbursement requests must be submitted separately for each intern upon completion of each internship.
- **Local Governments Only:** Local government units applying for matching grant funding must attach a [letter of support](#) from the locality's chief administrative officer (County Administrator, City Manager, or Town Manager). This requirement ensures the locality is aware of the remaining available support.
- **Local Governments Only:** The "Employer Name" on the grant application should appear in the following format: _____ County, _____ City, or _____ Town.

Reimbursement Process

- VEDP will track the estimated end date of approved internships and will reach out to employers within a week following an internship concluding to kick-off the reimbursement request process. That e-mail will include a unique link to that internship's reimbursement request webform for completion. If the end date changes post-application submission, notify VEDP at InternshipsVA@vedp.org for guidance and next steps.
- Employers must submit one reimbursement request webform 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. A sample form can be found at <https://www.vedp.org/internshipsva#Grants>
- Employers must have already paid the intern wages before requesting reimbursement.
- Reimbursement is limited to 50% of actual net wages aligned with actual hours worked during the approved internship (to include regular wages and overtime) and does not include any other form of supplemental wages (bonuses, commission, sick leave, or vacation), reimbursements, deductions, or payments in the form of stipends. 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 net pay vs. gross pay and display the intern's name, pay period dates, total hours worked, and total earnings paid to the intern.
- Please redact the Social Security number from any payroll documentation prior to submitting.
- If any employer information, including the address, has changed since the employer submitted its application, please attach a new W9 with the reimbursement webform submission.
- The reimbursement request webform will include a post-internship survey for the purpose of program improvements.
- Reimbursement requests are reviewed by VEDP within two weeks 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.

Engagement Overview



Plan Your Internship Program And Submit Your Application

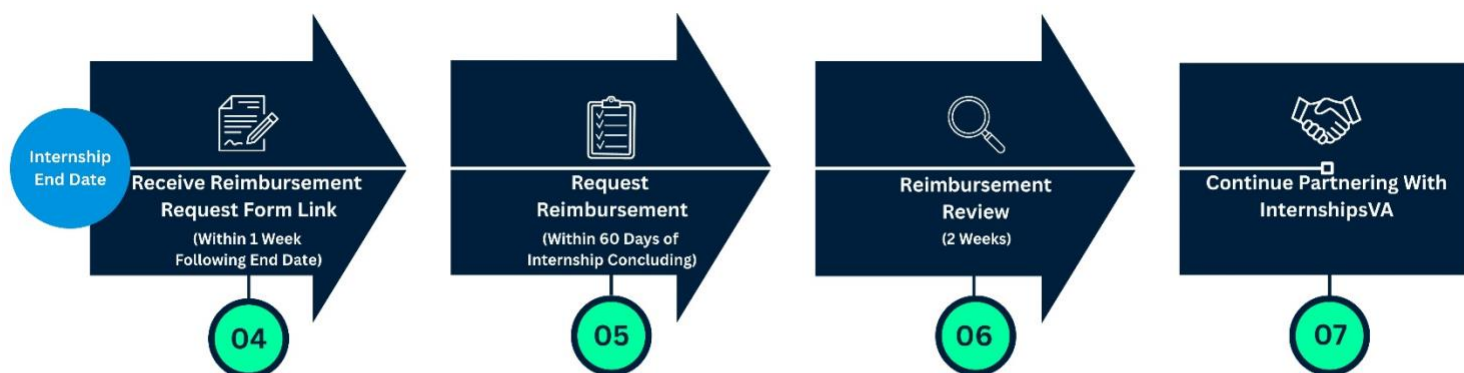
Connect with your **Regional Internship Manager** to help you plan, draft job descriptions, leverage additional connections or resources, post your internship(s) on **Handshake** and more! **Matching Grant Applications** are accepted on a rolling basis and should be submitted well in advance of your internship's estimated start date (at least 2-weeks prior to your internship's start date).

Allow VEDP Approx. 2 Weeks To Review

Once an initial review for completeness is conducted, VEDP will send confirmation of receipt and either request additional information or proceed with final review and decision.

Host Your Internship(s)

If any of the internship plans as indicated on the application change during this time (estimated end date, estimated wage, a cancellation, etc.), please inform us at internshipsva@vedp.org so that we can update our records and facilitate the reimbursement process accordingly.



VEDP Sends A Reimbursement Request Form Link Per Intern

VEDP tracks the estimated end date for your internship(s) and will reach out within a week following the internship concluding to kick-off the reimbursement request process. That e-mail will include a link to your **Reimbursement Request Webform** for completion and submission.

Submit Reimbursement Request Form

Employers must submit one reimbursement request webform per intern upon completion of the internship. **Proof of payment** for intern wages, in the form of payroll documentation, is required for reimbursement.

Allow VEDP Approx. 2 Weeks To Review

Once a reimbursement request is approved, VEDP will send confirmation of reimbursable amount and will disburse the funds within 30 days.

Continue Partnering With InternshipsVA

Connect with your **Regional Internship Manager** to discuss future plans, apply for additional funding for new internships, and continue to leverage InternshipsVA resources.

Contact the [Matching Grant Program Administrator](#) with any questions.

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VEDP.ORG/INTERNSHIPVA