

InternshipsVA Matching Grant Application Cover Letter For Local Government Internships

This section is to be completed and signed by the applying unit of local government point of contact responsible for submitting the InternshipsVA Matching Grant Application

Date:

Applying unit of local government name:

Unit of local government Contact Information:

Name:

Title:

Email:

This section is to be signed by the locality's chief administrative officer (County Administrator, City Manager, or Town Manager) to ensure alignment between the locality's chief administrative officer and the applying unit of local government and confirm understanding of grant funding maximums per locality in the state of Virginia per state fiscal year

Dear VEDP's InternshipVA Team,

(locality) is pleased to submit an application for funding from InternshipsVA in support of an internship program for the following unit of local government: .

I understand that InternshipsVA matching grant program can reimburse (locality), as defined in the InternshipsVA's grant program process and criteria, for no more than ten interns per state fiscal year and that funding for local government internships is available to local government entities on a first-come first serve basis.

First Name (print):

Last Name (print):

Title:

Date:

Signature:_____