

This document is **not to be downloaded** and only serves as a sample to reference. Within a week following the completion of the approved planned internship, the point of contact indicated on the application will be emailed a unique link to their reimbursement request webform specific to that particular internship for completion and submission. If the end date changes post-application submission, notify VEDP at InternshipsVA@vedp.org for guidance and next steps.

EXAMPLE

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.

Matching Grant Reimbursement Form

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.
- Employers must submit the online InternshipsVA Matching Grant Application at least two weeks in advance of the internship.

How to Submit a Reimbursement Request

DO NOT USE

- If the actual internship end date has not arrived yet, please hold-off on completing the reimbursement request webform and 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.
- 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 (employer's or staffing agency's), 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 if it is included 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.

Questions? Contact VEDP at InternshipsVA@vedp.org.

Rev. 8.7.26

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InternshipsVA

DO NOT USE

Matching Grant Reimbursement Form

Employer Name:				Contact Name:	
Mailing Address:				Contact Email:	
City:		Zip Code:		Contact Phone:	

Intern's Name:		Intern's Major:	
Name of Virginia College or University Where Intern is Enrolled:			

Intern's Start Date	Intern's End Date	Total Hours Worked	Hourly Wage	Total Net Wages Paid to Intern

Internship duration must be a minimum of 120 hours and eight weeks. Maximum reimbursement is 50% of net wages paid up to \$7,500 per intern per fiscal year (net wages should reflect hourly wage times hours worked with payroll taxes removed and does not include supplemental or non-wage payments).

I hereby certify that the amount requested, as shown in the attached payroll documentation, qualifies for reimbursement as described in the above Reimbursement Guidelines.

Employer Representative Typed Name	Employer Representative Title
Employer Representative Signature	Date

Proof of payment must be provided in the form of payroll documentation (employer's or staffing agency's), displaying net pay vs. gross pay, the intern's name, pay period dates, total hours worked, and total earnings paid to the intern for the duration of the internship. Year-To-Date (YTD) totals alone are not sufficient in verifying the above information. Please redact the Social Security number if it is included in the documentation.

Attachments:

- Payroll documentation
- Electronic Data Interchange (EDI) Agreement (if electronic payment is preferred)
- New Federal W9 if mailing address has changed since application

Employer Post-Internship Survey

DO NOT USE

Internship Experience

The intern brought value to our organization	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Our organization provided a high-quality experience to the intern	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Did you hire this intern as a full-time employee after the internship?					
If not, would you consider hiring this intern for a future role with the organization?					
Do you plan on hiring another intern in the future?					
Do you plan on expanding your internship program in the future?					
What challenges did you face in supervising or integrating the intern?					

Matching Grant Program Feedback

How did you learn about the matching grant program?					
The matching grant application was clear and easy to navigate	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The matching grant reimbursement process was clear and easy to navigate	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
The matching grant program administrators provided clear communication and support	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Would you have hired this intern without the support of the matching grant?					
Would you recommend this program to another organization?					
What improvements would you suggest for the matching grant program?					
What additional resources do you wish were available to support your internship program?					
What was the most valuable aspect of participating in this internship program?					
Do you have any success stories or anecdotes you'd like to share? (If yes, we will follow up with you.)					
Any final thoughts or feedback?					

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EXAMPLE