

ELEVATE INTERNSHIP GRANT



Elevate the Rapid City region for all.



elevaterapidcity.com



The Elevate Rapid City Internship Incentive Grant Program empowers local employers in the Rapid City region to cultivate a creative talent pipeline by providing financial incentives to offset the costs of internship programs, fostering the growth of a dynamic and skilled workforce.

PROGRAM

Welcome to the Elevate Rapid City Internship Incentive Grant Program, your gateway to building a dynamic and sustainable workforce in our thriving region. We understand the pivotal role internships play in shaping the future of our workforce, and we're committed to supporting local businesses in their mission to cultivate creative and skilled talent. Our program offers financial incentives to employers who invest in internships, making it easier for you to provide valuable, hands-on experiences to the next generation of professionals while simultaneously reducing the financial burden. By participating in this initiative, you not only nurture your organization's growth but also contribute to the collective success of Rapid City's business community. Join us in this journey to elevate our talent pipeline and empower the leaders of tomorrow.

Grant funds can be used towards the hiring and retention of no more than two high school or college level interns per year. Employers can apply for reimbursement of up to \$1,500 per intern not to exceed fifty percent (50%) of the intern's hourly wage or total payroll over the span of six months. Maximum grant amount per employer per year is \$3,000. Grants are based on the availability of funds and are made on a first-come, first-served basis after contents of completed application are verified.

HOW TO APPLY

Applications under the Elevate Internships Grant program must be submitted on the prescribed form with all pertinent documentation provided. The application must be submitted electronically to: grants@elevaterapidcity.com. Elevate Rapid City reserves the right to request additional information if it deems the application information is not sufficient to make a decision upon the grant. Any refusal by the applicant to fully cooperate with Elevate concerning any request for additional information may disqualify the applicant immediately. Completion of this application constitutes submission for one (1) internship grant for one (1) high school or college level intern.

For more information contact:

Taylor Davis // 605-718-8456 // taylor.davis@elevaterapidcity.com

TERMS & CONDITIONS

Once an applicant has been successful in obtaining approval from the Elevate Grant Committee for a grant under the Elevate Rapid City Internship Grant Program, the applicant shall execute a grant agreement which shall address the following conditions:

EMPLOYER

1. Employers must be located within fifty (50) miles of Rapid City to be considered eligible.
2. Maximum grant amount per employer per year is \$3,000, with a maximum allocation of \$1,500 per intern, up to two interns per year.
3. Funds will constitute no more than fifty percent (50%) of the intern's hourly wage or total payroll expanding a six-month period, not to exceed \$1,500, as a reimbursement.
4. Once approved, funds must be expended within one full calendar year from date of fully executed application agreement. Further extensions must be approved.
5. The applicant shall keep and retain payroll summaries, commitment agreement and other documents which shall clearly indicate how the grant proceeds will be used to reimburse up to fifty percent (50%) of the cost of the intern's hourly wage or total payroll expanding a six-month period. Those documents shall be provided to Elevate Rapid City (or its servicing agent) upon request for the duration of the grant.
6. The grant proceeds shall be disbursed directly to the business upon the receipt of all verification documentation to satisfy the terms, and may be requested a maximum of once per quarter until funds are fully disbursed, the completion of the six-month employment period or the completion of the one-year contract, whichever is first.
7. Employer must be classified under one of the follow North American Industry Classification Codes in order to be considered eligible to receive funding: 211-213, 221, 311-339, 42, 48-49, 5132, 5171, 5174, 5178, 5182, 523, 525, 5413, 5415-5417, 5511, 6211-6239 (excluding 6216, 6233), or 928110.
8. Employers must adhere to the protections for employees outlined under local, state and federal laws, including the Fair Labor Standards Act, Americans with Disabilities Act, Worker's Compensation, National Labor Relations Act, Civil Rights Act of 1964, Occupational Safety and Health Act, and more.

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INTERN

1. Intern should be a current enrolled student in good standing at a secondary or post-secondary school pursuing a diploma, certificate, or degree in order to be an eligible hire.
2. Intern should not replace an existing full-time or part-time position and should primarily benefit the intern in terms of enhancing their education.
3. Intern must be paid a minimum of \$12/hour during their internship. The ideal internship will align with academic semesters, including Fall, Spring and Summer internships. Typically, interns will work around 15 hours per week for up to 16 weeks per semester, but this is not the requirement.
4. The intention of the program is to support the creation of a new, paid internship program to support the skills development of the intern and establish a new talent pipeline for employers that may have previously been out of reach.

GRANT ADMINISTRATION

1. The grant proceeds shall only be used for the purposes expressed within the Terms of this application and will remain valid for up to one year from contract execution date.
2. The applicant, by accepting the grant proceeds, or any part thereof, agrees to hold Elevate Rapid City, its Board, Committees, employees, and agents, harmless from any and all liabilities or claims caused by or resulting from the applicant's performance of the obligations or activities in furtherance of the project work or in the receiving of the grant funds. Further, the applicant will reimburse Elevate Rapid City for any judgments for findings which may be obtained against Elevate Rapid City resulting from the project work or the making of such loan. Further, the applicant agrees to defend against any such claims or legal actions if called upon by Elevate Rapid City to do so.
3. Elevate Rapid City here within holds the right to provide discretion over the administration of the Internship Grant and its eligibility requirements, and as such can support accommodations as necessary.
4. **CONFLICT OF INTEREST:** No employee of Elevate Rapid City, or members of their families, shall have any interest in, direct or indirect, or be eligible for this grant program. Elevate Rapid City Board members shall disclose any interest, direct or indirect, on loans Elevate is considering.
5. **PUBLIC ANNOUNCEMENT:** Please be advised that your company may be highlighted by Elevate Rapid City. Company proprietary or trade secret information WILL NOT be disclosed.

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APPLICATION INFORMATION			
Business Name			
NAICS			
Full Time Employee Count			
BUSINESS POINT OF CONTACT			
Name			
Facility Address			
City, State, Zip		Phone	
Email			
INTERNSHIP INFORMATION			
Internship Location Address			
City, State, Zip			
Department Placement			
Direct Supervisor			
Job Title		Hourly Wage	
Internship Start Date		Internship End Date	
INTERN INFORMATION (IF IDENTIFIED)			
Name			
Email			
School/Institution			
Program			
Age		Anticipated Year of Completion	

_____ Business Authorized Signatory

_____ Date

_____ Elevate Rapid City Authorized Signatory

_____ Date

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