

Tyson Summer Community Internship Program

PURPOSE

The Tyson Summer Community Internship Program (Program) provides an invaluable opportunity for select college students to gain professional experience while making a positive impact in the Northwest Arkansas community. The Program provides full-time college students an eight-week paid summer job to assist nonprofit organizations and gain experience with diverse social issues.

Students selected for the Program will be assigned to local nonprofit organizations and receive a \$3,000 stipend for the eight weeks during the summer.

Organization host site applications must be submitted using the online form by 5 PM, Monday, November 27, 2017.

ABOUT TYSON FOODS

Tyson Foods is underwriting this Program to help young adults realize their potential while making a difference in our community. They are partnering with the United Way of Northwest Arkansas (UWNWA) as the lead organization responsible for administering the Program. Our combined efforts will ensure that nonprofits and college applicants have a productive and meaningful experience.

ABOUT THE UNITED WAY OF NORTHWEST ARKANSAS

The United Way of Northwest Arkansas (UWNWA) mission is to unite our community by empowering people and improving lives through volunteers, advocates and giving. Visit For more information, visit www.unitedwaynwa.org.

TECHNICAL ASSISTANCE

Applicants with questions can contact Melody Timinsky at mtiminsky@unitedwaynwa.org or phone (479-303-4417). For more information about how to apply, you are invited to attend one of two informational sessions:

- Wednesday, November 8, 2017 3:00-4:00 pm
- Friday, November 10, 2017 9:00-10:00 am

The informational sessions will be held in the UWNWA Community Room located at 100 Parkwood St, Lowell, AR. To register, please email your name, phone number and organization's name with "Tyson Internship" in the subject line to mtiminsky@unitedwaynwa.org. A copy of the presentation from the informational session will be made available on the program webpage shortly after.

GRANT AWARD

Tyson Foods is providing \$60,000 to support the paid internship positions. Each of the twenty (20) selected students will receive \$3,000 for eight weeks of work at a nonprofit. Community organizations selected as a Program host site will receive one paid intern for eight weeks.

APPLICANT ELIGIBILITY

The following list of eligibility requirements applies to each grantee.

- 501(c) nonprofit or public organization (organizations focused on lobbying are not eligible)
- Provides services or is based in Benton or Washington counties.
- Submits a completed application and required attachments
- Has the capacity to successfully supervise a quality internship experience, including orientation, training, and daily guidance.

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All organizations within the designated counties are eligible to apply, however applications are especially encouraged from those focused on hunger relief, adult education, and immigrant services.

SELECTION

The United Way will select applications for funding that demonstrate the ability to develop a meaningful and purposeful job description for a student employee. Applicants should also demonstrate their ability to provide quality supervision and mentorship of the student employee to complete all duties and tasks.

The United Way may request clarification or consultation with the application prior to notice, but after the application deadline.

The following rubric will be used to evaluate applications for this grant opportunity. All applicants will receive feedback on their grant application in their notice of award.

| | 0 – 4 | 5 – 14 | 15 – 24 | 25 - 30 |
|-----------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Organization capacity (30%) | Application does not describe organization’s capacity whatsoever. | Application provides few details on how the organization is capable of recruiting, training, paying, supervising the student. | Applicant provides some details on orientation and training plan, has a payroll system, and recruitment strategy. | Applicant has a well-structured orientation and training plan, payroll system, and recruitment strategy. |
| Connection to program focus area (30%) | Applicant does not connect with any program focus areas whatsoever. | Applicant provides few details on how they are connected to one of the program focus areas. | Applicant has a clear connection to one of the program focus areas. | Applicant has a clear connection to a focus area and has incorporated the summer position into supporting those efforts. |

| | 0 – 6 | 7 – 20 | 21 – 34 | 35 – 40 |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job description (40%) | Job description is incomplete, few if any information about the student’s responsibilities, and no learning objectives are present. | Job description is complete, but the duties are unrealistic, and learning objectives are not logically connected to the position responsibilities. | Job description is complete, the duties are realistic, and the learning objectives are logically connected to the position responsibilities. | Job description is complete, the duties are realistic, and the learning objectives are meaningful and offer the student the opportunity to develop personally and professionally. |

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ALLOWABLE COSTS

- The full stipend (\$3,000) for the job period is paid in two equal payments to the student employee. Each student's salary is to be treated as income to the student and is subject to FICA and income tax withholdings.
- The grant cannot be used for any purpose other than specified above. Organizations will be asked to sign a grant agreement with terms and conditions.

REQUIREMENTS

ORGANIZATION HOST SITE OBLIGATIONS

If accepted to participate in the program, organization will be required to:

- Attend the in-person orientation session on January 9, 2018 at the UWNWA offices located in Lowell, AR.
- Sign a grant agreement and return to the United Way of Northwest Arkansas agreeing to all terms and conditions by February 2, 2018. Grant award will be issued May 17, 2018.
- Hire student and submit necessary paperwork by April 13, 2018
- Pay the full stipend (\$3,000) for the job period in two equal payments (each student's salary is to be treated as income to the student, subject to FICA and income tax withholdings and provide a copy of first paystub to UWNWA).
- Attend kick-off reception in early June - time and place to be announced
- Allow student to attend all scheduled summer programs and events and provide travel support as needed
- Issue a promotional story on your website that mentions this award is from Tyson Foods and UWNWA (template to be provided)
- Assist student in creating at least 4 social media posts about their experience
- Complete a post-program evaluation form providing feedback to the student and about the program and its impact

STUDENT ELIGIBILITY

To participate in the Program students must:

- Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2018.
- Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way of Northwest Arkansas prior to the start of the program in June (can include enrollment print-offs or emails).
- Must meet all the employment requirements of the hiring nonprofit.

STUDENT OBLIGATIONS

If accepted into the Program, students must:

- Agree to the responsibilities of the job and complete all 8 weeks of full-time employment
- Attend the kickoff event and 3 education sessions
- Work a minimum of 35 hours per week
- Create at least 4 social media posts about their experience
- Complete a post-program evaluation form providing feedback to the organization and about the program and its impact