

**2014-15 Internship Grant Application for Fair Trade Colleges & Universities Campaigns**

**Fair Trade Colleges and Universities** (FTCU) announces an Internship Grant Program for the 2014-2015 academic year for active Fair Trade campaigns. The grant will supplement an internship administered through a department or faculty members on campus (e.g., Environmental Studies, Campus Ministry, Peace Studies, Dining Services, etc.).

The goal of having a Fair Trade internship program is to ensure the sustainability of each campaign. A dedicated Fair Trade position on campus ensures activity by supporting and supplementing volunteer efforts. The intern will be expected to develop a list of goals that the intern and campaign hopes to achieve, and submit end-of-year reports.

A department or faculty staff advisor would need to be responsible for intern supervision. It is suggested that there be an application and interview process when hiring an intern.

Fair Trade Colleges and Universities will provide **$500-1000 in grant money and FTCU materials** to support this internship. In addition, [our website](http://fairtradecampaigns.org/%20) provides helpful webinars, event best practices, and other useful resources.  Finally, we will provide contacts and assistance for interns and campaigns.

To be considered for this grant opportunity, you must be a registered FTCU Campaign.  Your proposal (below, on next page) must include:

* An identified entity and individual responsible for supervision
* Goals
* Overview of internship tasks and responsibilities
* Please relate these aspects (where possible) to the five goals of becoming a Fair Trade College or University and justify why and how your specific campaign would most benefit. In addition, a report on outcomes from grant-funded activities is required by **June 15th, 2015**. Report expectations will be sent to recipients when grant funding is released.
* **Applications must be sent to FTCU National Organizer Parker Townley by May 27th**:
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 **Application**

1.  Name of institution, key contact name and info (phone number, email address):

2.  Fair Trade Committee/Team membership (name, role at the institution, etc.):

3.  Please provide us with an overview of the Fair Trade campaign on campus:

4. Entity and individual (with contact information) responsible for supervision:

5. How do you plan on recruiting for this internship? (ie. through flyers on campus, references, an informational session, a club and etc.):

6.  Goals for 2014-15 Fair Trade Internship Program:

7. How would this internship complement current Fair Trade efforts on campus?

8. Possible responsibilities and tasks you would delegate to the intern (weekly meetings, agendas, event planning, outreach, social media, email and etc.):

9. Provide a proposed (sample) schedule for the intern:

10. What other resources or funding streams on campus would supplement this program and help ensure success? Would this program continue in future years (with or without funding from Fair Trade Colleges & Universities?)

11. Would the intern be compensated in ways beyond a common stipend (credit, etc.?)

12. Name and address of entity to receive the funds (NOTE: individuals cannot receive grants funds, must be an established group/organization on campus)

**Please direct any questions to Parker Townley, National Organizer for Fair Trade Colleges & Universities. Phone: (510) 844-1665. Email: ptownley@fairtradeusa.org**

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