INTERNSHIP GRANT AGREEMENT FOR [AIRPORT]

NO. 22-XX

This Internship Grant Agreement (Agreement) is entered between the Parties, consisting of **Florida Airports Council** (the Council) and **Airport** (Recipient).

Recitals

The Council awards Internship Grants to FAC member airports to help provide work experience for students interested in pursuing careers in airport management and to provide a talented workforce for Florida's airports. Grants are awarded to airports that demonstrate a willingness and desire to employ and supervise an Intern.

To qualify for this grant, the Intern must be attending, or recently *(within one year unless approved by the Council)* graduated from a college or university with an emphasis on airport/aviation management, operations, or a closely-related field, and unrelated to any member of the airport management or governing body of the airport. Exceptions to this policy may be made, from time to time, at the discretion of the FAC Board of Directors. Selections are made on a non-discriminatory basis.

1. Duties of the Council

The Council agrees to provide matching grants to Recipient to employ an intern at XXXX Airport. The grant will be issued to Recipient and not directly to the Intern. The Intern is not an employee of the Florida Airports Council and the Council is not responsible for supervision of the Intern.

2. Duties of Recipient

The Recipient agrees that in addition to providing staff assistance for the airport, the purpose of the grant is to provide on-the-job experience for the Intern. The Recipient is responsible for providing direct supervision of the Intern at all times.

The Recipient agrees to provide the following by August 31, 2023:

- Internship Paper: The Intern shall write a final report at the end of the internship period, detailing the type of work assigned, work accomplished, what they learned from the experience and recommendations for future interns, if any.

- Supervisor Report: The intern's immediate supervisor will provide a report describing the intention and work plan of the internship, the experience, any deviations from the work plan outlined in the Recipients original application and any lessons learned or pointers to others.

EXHIBIT A

- Recipient's Financial Report: The Recipient will provide a report detailing the following:

    - Name of intern and contact information
    - School attending and degree program *(If graduated, provide graduation date.)*
    - The start-date/end-date of the internship
    - Hours worked per week
    - Hourly rate of pay
    - Total amount paid to intern

The Recipient will make every effort to select interns from one of FAC's Educational Member Institutions, when possible. These institutions are: Embry-Riddle Aeronautical University, Embry-Riddle Aeronautical University – Worldwide, Everglades University, Florida Institute of Technology, Polk State College, and University of South Florida.

3. Distribution of Grant Funds

FAC's grant funds will be provided upon completion of the internship period and submittal of the three reports required in this Agreement. Grant funds shall be disbursed as follows:

- Commercial Service Airports – 50% airport / 50% Florida Airports Council up to $4,000
- General Aviation Airports – 20% airport / 80% Florida Airports Council up to $4,000

FAC's participation is based upon the total amount paid the intern.

FLORIDA AIRPORTS COUNCIL

_____
Lisa L. Waters
President/CEO

Date: _____

RECIPIENT

_____
By:

_____
Title:

_____
Printed Name

Date:_____

EXHIBIT A