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February 2, 2024

Florida Airports Council
Airport Members

RE: 2023/24 FAC Internship Grant Application Period Is Open

On October 16, 2023 the Education Foundation and Education Committee announced the opening of the 2023/24 Internship Grant application period.

FAC awards Internship Grants to airport members to support on-the-job work experience for students pursuing careers in aviation-related fields and to provide a pipeline of talented professionals for Florida's airports. Grants are awarded to airports that demonstrate a willingness and desire to employ and supervise an intern. Grants are awarded on a first-come first-served basis.

To qualify for this grant, the airport must be a member in good standing and submit an application that conforms to the guidelines provided here. If awarded a grant, the airport recipient must ensure that the intern is attending or has recently graduated (within one year, unless approved by the Council) from an FAC member college or university with an emphasis on airport/aviation management, operations, piloting, or a closely related field, and is unrelated to any member of airport management or the airport governing body.

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.

FAC Member Colleges/Universities:

- Embry-Riddle Aeronautical University,
- Everglades University,
- Florida Institute of Technology,
- Lynn University,
- Polk State College, and
- University of South Florida.

FAC and the recipient airport will execute an "Internship Grant Agreement" offering an 80/20 match up to \$4,000 to a general aviation airport and a 50/50 match up to \$4,000 to a commercial service airport. The airport agrees to dedicate a minimum of \$1,000 to the intern for work performed during the internship. The grant will be issued to the airport, not directly to the intern. The intern is not an employee of FAC, and the Council is not responsible for supervision of the intern.

FAC EDUCATION FOUNDATION

5802 Hoffner Avenue, Suite 708 | Orlando, FL 32822
Phone: 407-745-4161 | www.floridaairports.org

Deliverables and Obligations – *The final closing documents must be submitted via email by September 30, 2024. If additional time is needed, please send a request to the FAC team.*

- Internship Paper: The intern shall draft 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.
- 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.
- Financial Report: The airport will provide a financial report outlining the compensation paid during the intern's employ. The report shall include:
 - Intern Contact Information: Name address, phone, and email address
 - Education Member Information: School attending, degree program, and level of education, e.g., freshman, sophomore, etc. (*If graduated, provide graduation date.*)
 - Financial Information: Start-date/end-date of the internship, payroll related documentation generated from recipient's payroll accounting software, to include hours worked per week, hourly rate of pay, total amount paid to intern, and percentage of time per airport type, general aviation or commercial service.

Application Process –

- Submit a completed application via email. You can find the fillable PDF application at www.floridaairports.org under the Education Foundation tab, then click the Internship Program page, found in the left column menu.
- Attach a statement from a top executive at your organization or copy of board approval to accept grant funds and their accord to execute the Internship Grant Agreement with agreement to meet all the requirements specified for this program.

Application Evaluation Process – As applications are received, they will be reviewed to ensure they meet the set criteria. Airports that meet the criteria will be placed on a continuing list that will be maintained by FAC staff. Internships will be awarded in order of approval on an annual basis in accordance with the number of internship opportunities approved by the Board of Directors. **Ten Internship Grants will be awarded for 2023/24. As of February 2, 2024, three grants are available.** Airports are eligible to reapply for their next internship after having fulfilled all the requirements of their previous internship.

Timeline – **Applications must be received in sufficient time to complete an internship and submit the closing documents to FAC by September 30, 2024.** If you are unable to utilize the awarded grant, please notify FAC as soon as possible.

Email applications to joanne@floridaairports.org and carbon copy (CC) admin@floridaairports.org. If you do not receive a response, please contact us.

Sincerely,



Lisa Lyle Waters,
President/CEO