



2023/2024 Internship Grant Application

This application is to be completed by the Recipient Airport.

Application Submitted by: _____ Title: _____

Mailing Address: _____

Email: _____ Phone: _____

GENERAL INFORMATION

Proposed start and end date of internship: _____

Internship will be conducted at: _____

Type of Airport: General Aviation Commercial Service

Internship will be conducted at: _____

Type of Airport: General Aviation Commercial Service

Address where funds should be distributed to if different from above:

1.) If students inquire about pursuing an internship opportunity at your airport, who can they contact if different from the point of contact?

Name: _____ Title: _____

Email: _____ Phone: _____

2.) Provide the name, title and contact information of the intern's immediate supervisor, if different from the point of contact.

Name: _____ Title: _____

Email: _____ Phone: _____

3.) Has the Airport previously received an Internship Grant through this progra Yes No
If yes, please list the year and amount of the grant provided.

Year	Amount	Year	Amount	Year	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

PROGRAM INFORMATION

4.) Describe the areas in which the intern will work including the type of activities, approximate amount of time dedicated to each, anticipated assignments, and other details that will distinguish this internship.

5.) Describe the Airport's objectives for the intern's experience.

6.) How will the Airport benefit from participation in the internship program?

7.) Describe where the intern fits in the organization (attach a copy of the org. chart if appropriate).

8.) How will the supervisor communicate and provide feedback to the intern to promote success?

9.) Please provide details regarding the status of your internship hiring: Are you currently advertising, in the process of interviewing, or is the candidate hired?

ACKNOWLEDGEMENT

The undersigned acknowledges the information contained in this application and agrees to the terms and conditions

Airport Name: _____

Prepared By: _____ **Title:** _____

Signature: _____ **Date:** _____