



**INTERNSHIP GRANT AGREEMENT  
FOR  
AIRPORT NAME**

**No. 24-XX**

This Internship Grant Agreement (Agreement) is entered between the Parties, consisting of **Florida Airports Council** (the Council) and **XXXXXX** (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 XXXXX. 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 always providing direct supervision of the Intern.

The Recipient agrees to provide the following by **September 30, 2025**:

- **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.

*(Note: Work submitted may be used for advertising purposes.)*

- **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
  - Educational 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 (C.S. or G.A.).

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, Everglades University, Florida Institute of Technology, Lynn University, 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**

**RECIPIENT**

\_\_\_\_\_  
Tiffany Wilson Garling  
Executive Director

\_\_\_\_\_  
By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date