



COUNCIL for OPPORTUNITY in EDUCATION

COUNCIL FOR OPPORTUNITY IN EDUCATION/COMCAST VIRTUAL INTERNSHIP PROGRAM REQUEST FOR PROPOSALS

Initiative Description

The COVID-19 pandemic requires TRIO professionals to develop new models for increasing their participants' access to the modern workplace. The Council for Opportunity in Education (COE) is partnering with Comcast to develop a national internship program for both pre-college and undergraduate TRIO students in science, technology, engineering, the arts, and mathematics (STEAM) fields. COE-Comcast internships will be virtual and will inform broader TRIO internship programming in future years.

Each program may request a grant of up to \$5,000 to join COE, Comcast, and a network of TRIO programs from across the U.S. in the development of paid virtual internships for their participants. *Applications are due by March 31, 2021, and must include assurances to work with the COE/Comcast collaborative to:*

Recipient programs must also agree to continue providing support and counseling to each internship recipient throughout the grant period.

Application

Name of TRIO Program:

Host Institution:

Mailing Address (and Physical Address if it is different and not confidential):

Website:

Program Email Address:

Name of TRIO Director:

Phone:

Email:



Application Contact & Title (if *not* the TRIO Director):

Phone:

Email:

Program Information

First Year Funded:

Mission Statement:

Geographic Area Served (specific to this proposal):

Community-Based Organizations Only:

Tax Exemption Status:

- 501(c)(3)
- Using a fiscal sponsor

Name of fiscal sponsor:

Number of Employees: Full-time:

Part-time:

Grant Request Information

Amount of Request: \$

Narrative

Description of How the Funding Will Be Used:

In three pages or less, please provide brief descriptions addressing:

1. The program’s current services including target population, numbers served, and expected results.
2. Current challenges and opportunities your participants face regarding their career development.
3. Your capacity to address each of the Assurances listed on Page 1 of this application. For some assurances, we understand that your program may need to rely on the expertise of COE/Comcast staff. Please let us know if this is the case, and what assistance you might need from our teams (e.g., assistance with providing compensation for internships, assistance preparing students for internships, assistance working with local business on ideas for virtual internships, etc.).
4. A budget narrative detailing how you plan to spend grant funds. Please include matching funds your program can provide to support the program (e.g., Upward Bound or McNair stipends, businesses willing to provide paid internships, etc.).

Additional Requirements

Tracking Participant Grant Recipients:

By September 15, 2021, each program receiving a grant must report on how the grant funds were used. Reports must include:

- A brief description of each student’s internship.
- How the program addressed each Assurance delineated on page one.
- A list of students who participated in the internships.
- Dates of each student’s internship.
- Evaluations of each student’s experience completed by students, each student’s internship supervisor, and TRIO program personnel responsible for coordinating internships.

By signing below, I am agreeing to COE/Comcast Virtual Internship Program Application Assurances and certifying that the information contained in this application is true and correct to the best of my knowledge.

Name - Program Director or Other Authorizing Official

Signature - Program Director or Other Authorizing Official

Date

Please submit completed forms along with your institutions W9 to jordana.adelman@coenet.org