



Grigg Lewis Foundation, Inc.

2024 Workership Program Requirements & Expectations

Please sign and return one copy to the Grigg Lewis Foundation along with your Workership Application form.

Signed copies must be on file before Applications will be considered.

Please print one copy and save in your Workership Folder to have on hand for easy reference.

By applying for a Grigg Lewis Foundation Workership grant, you acknowledge that the Foundation requires your agency to adhere to the following conditions: (Please initial each section to confirm you have read and agree to the terms)

_____ Eastern Niagara County Program:

- These Workership positions will provide financial assistance to Eastern Niagara County college students. If your applying student **does** reside in Eastern Niagara County and is enrolled in any college in the Fall of the year for which you are applying, they can be considered.
 - Our definition of Eastern Niagara County includes: Lockport, Newfane, Gasport, Sanborn, Cambria, Wilson, Ransomville, Wheatfield, Royalton, Hartland, Barker, Pendleton, Middleport, and Somerset.
 - This does NOT include: Niagara Falls or North Tonawanda.
- If your applying student does not reside in Eastern Niagara County, they must be enrolled at Niagara County Community College or Niagara University in order to be considered.
- All Workership interns are required to be citizens of the United States, either by birth or naturalization.
- Any student who does not fit within one of the above parameters is not suitable for this particular program. No exceptions will be made.
- Students must be working in Eastern Niagara County. If your intern's job description takes them out of Eastern Niagara County, you must have Grigg Lewis Foundation approval. Mileage reimbursements are not a part of this grant and cannot be paid out by reducing your intern's required hours.

_____ Summer Requirements:

- Your intern should be expected to work between the dates of May 15th and September 15th. Their hours need to be completed in time for all Follow-Up paperwork to be submitted to the Foundation on or before September 15, 2024. We recommend that you aim to have their last payroll submitted by August 31st.
- If you have a student who cannot finish their required hours of employment as per your Tier commitment outlined in your Student Hired Report Forms, this may not be the right program for that student. You should consider an alternative hire.
- If your agency needs help with employment before May 15th or after September 15th, then a summer internship is not the right program for your agency.

_____ If Summer Requirements are not met:

- Please contact us as soon as possible if, over the course of the program, it becomes apparent that your student is incapable of finishing their required hours. We do not permit the continuation of hours beyond September 15th. You may not carry left-over summer hours into winter break.

- Unused funding must be returned to the Foundation. We may also lower your tier of funding in subsequent years. If the completion of hours continues to be an issue for your organization, your agency may be removed from the program and lose future Workership funding.
- Submit accurate time sheets to your payroll company, as we will rely heavily on their reports. Any discrepancies in reported hours worked, or monies paid out, will be the responsibility of your agency and may require a return of funding.
- Your students are to be paid for hours worked. You are not permitted to use this grant to pay for vacations, bonuses, overtime, or days off. Paid vacations, bonuses, overtime, or days off are to be paid for by your agency.
- You are permitted to use a reasonable amount of this grant to pay for training.
- You may pay your student more than minimum wage at your agency's expense, but the minimum hour requirement must still be met.

_____ **Student Hires:**

- You may rehire a college student who has interned with you previously.
- You may NOT take an employee off of your payroll to enroll them as an intern. Once they become an employee, they are no longer eligible as an intern.
- You may utilize a student who worked for you previously as a Workership intern for a special project between the months of October and April if you meet the following conditions:
 - Any student's temporary employment is intended to be for a short-term special project or over winter break when they are off of school.
 - Their hours must not exceed part-time hours and must not exceed 8 weeks total.
 - You have provided written notice to the Foundation of your circumstance and have received prior written approval. Without approval, you have chosen to hire that student as an employee, making them ineligible as a future Workership Intern for your agency.
 - Their wages will be paid for by your agency. Unworked/unpaid summer hours may not be carried over beyond September 15th.
- There may NOT be any job sharing. You may not split funds and disburse them to more than one student per position.
- Your grant funds are intended to be spent specifically on the student(s) you hire.
 - Unused grant funds are not permitted to be paid to anyone else to finish out your student's hours. This includes but is not limited to other employees, interns, or new hires.
- The student that you hire may NOT be a close relative of any of your staff members or board members.
- Agency supervisors will act as mentors to these students, providing guidance and constructive criticism where necessary and ensuring a positive workplace. They are expected to be available to your student during their working hours, primarily in person.

_____ **Three-Tier Program:**

- We currently offer three levels of funding. Each tier is determined by the number of hours you will require your intern to work and the current minimum wage.
- Your agency is asked to evaluate your needs and make your Tier selection based on the number of hours your interns will be required to work.
 - **Tier One: Student must complete 350 hours of work**
 - **Tier Two: Student must complete 300 hours of work**
 - **Tier Three: Student must complete 250 hours of work**
- Once your application has been approved by the Grigg Lewis Foundation Board of Directors, no greater amount can be requested for the current year.

- You may reduce your approved funding Tier by notifying Grigg Lewis staff prior to submitting your Student Hired Report Form.
- If you have received and cashed your grant check and find that your student is unable to complete their hours by summer's end, you must notify us immediately. Please do not wait until September 15th. You will be required to return unpaid wages.
- Please have a discussion with your intern about their planned vacations, and make a realistic decision about which Tier your agency should apply for since paid vacations will not be included in this grant.

_____ **Wages / Grant Guidelines:**

- This grant only covers the cost of minimum wage.
- It is understood that this grant is to be used for hourly wages only.
- If you choose to pay your student more than minimum wage at your agency's expense, they must still complete their required hours.
- Agencies will not reduce the student's workable hours in order to use grant funds to compensate for overtime, vacations, days off, mileage reimbursement, or bonuses out of this grant.
- Any overtime, vacation pay, paid days off, mileage reimbursement, or bonuses – will be paid for by your agency.

_____ **Organizational Changes:**

The Foundation will be notified immediately of any changes made within your organization that will directly affect your student hire, if there are changes with the supervision of the student, and/or any changes made with regard to the job expectations of the student.

_____ **Document Submission:**

If your required document's due date falls on a weekend, please submit it by the Friday afternoon prior to the due date. Submissions will not be accepted that Monday.

- **Grigg Lewis Workership Expectations (signed)**: Please review with your staff and submit it with your application and job description. Applications will not be accepted or presented to the board without a current year, signed copy of this document on file. – **Due by November 1st.**
- **Application/Job Description** – **Due by November 1st.**
- **Student Hired Report Form** – **Due by June 16th.** You will receive your grant by the end of June. If you submit your forms early and prior to May 12th, you will receive a check by the end of May. Student Hired Report Forms submitted after June 16th will not be accepted, and your grant will be forfeited.
- **Follow Up Forms** - All follow-up documents will be returned as part of one single package **Due by or before September 15th.** You may mail it to our address in a single envelope or send one email per agency to griggLewis@griggLewis.org with each of the following documents attached:
 - **Agency Evaluation – SHEET A**
 - **Payroll History** – for each intern and as provided by your payroll company. Each pay period must be explained, and it must include: hourly wage, hours worked, gross and net wages, FICA
 - **Certification of Payroll Records (CPR)** – signed by both your student and your agency supervisor, together acknowledging and confirming the reports of earned Gross Wages and Dates of Employment. This CPR is a verification that your intern earned and was paid wages, regardless of whether or not the final check has been disbursed.
- **Penned signatures are required.** Please do not send in forged signatures, signature stamps, or typed signatures in script or any other font. These will not be accepted.

- **Everything must be sent in one email or must be mailed in one envelope.** Documents sent in multiple emails will not be accepted.

_____ **Deadlines / Timeliness of document submissions:**

- All required program documents are to be submitted according to the deadlines set forth. Late submission of documents will result in a review of your grant and a discussion about your agency's fit within this program.

_____ **Exit Interviews / Completion of the Program:**

- We strongly encourage an exit interview to provide each student with feedback on their performance so that they are able to use this information for future employment opportunities.

_____ **You will provide sufficient notice of any reason that our expectations are unable to be met.**

It is our hope and intention that this program will allow our local institutions to expand summer programming and that they will provide meaningful summer experiences for both the agency and the students that they hire. Please do not hesitate to contact us at any time if you have questions regarding the program, any of the content contained in this packet, or our expectations of you.

By signing below, you acknowledge having read the Grigg Lewis Workership Expectations (pages 1-4), and understand that failure to follow our process and the timeline discussed within may result in loss of future Workership funding.

You also understand and acknowledge that by signing this document, you are NOT guaranteed an intern. A copy of this document must be received with your application in order to ensure you understand and agree to the requirements prior to applying. Your application will still be subject to our Board of Directors' approval.

Notice of our Board's decision will be emailed to you following our December 2022 board meeting. All of your required documents for the year are now available to you on our website. Please visit <http://griggewis.server284.com/workerships/> to review all documents and due dates.

Agency Name

Signature of Workership Supervisor

Date

Signature of Agency Director

Date

Note: If Agency Director and Workership Supervisor are the same person, please have a board member sign as Director.

We appreciate the time and energy it takes for you to mentor a Grigg Lewis Workership Intern. We look forward to working with you throughout the year and to seeing positive results within our community.



Policy & Program Manager, Grigg Lewis Foundation, Inc.

10-9-23

Date