

**Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>**1. Lead Applicant Profile**

Local government:	Telephone:

**2. Primary Contact Information (Chief Administrative Officer or equivalent position)**

Name:	Title:
Telephone:	Email:

**3. General Requirements**

**Grant:** Applicants may be eligible for a grant of \$15,000 from the applicable regional development account to host an intern for a second year. The grant must be used to contribute \$15,000 towards the salary and benefits (a minimum salary base of \$40,000 is required). The local government must pay statutory benefits which include CPP, EI premiums and 4% vacation pay in addition to the salary. The local government may choose to offer additional benefits (medical, dental, etc.) or training to the intern.

**Purpose and use of grant:** The grant will be used to contribute to funding the costs of hosting an intern for a second year in the local government. This intern will be gaining additional training and experience in the practices of local government, pursuant to a work plan agreed to by the local government and Northern Development Initiative Trust. The intern will be an employee of the local government for the term of the internship.

Local governments selected to host interns will be required to sign a grant agreement. Northern Development shall provide the grant to the local government in two instalments: 50% of the grant shall be paid by December 31<sup>st</sup> upon receipt of the complete interim report from the local government (due November 30<sup>th</sup>); the remaining 50% shall be paid upon receipt of the complete final report from the local government (due 30 days following completion of the internship).

**Consent:** Application packages of local governments who are selected to host an intern will be made public upon request by other municipalities to enable sharing of information and continuous improvement of internship work plans. By completing and signing the application form, applicants are providing consent to the publication of their application.

## 4. Project Budget

*How will you allocate the program grant and what will your local government be contributing towards salaries and expenses?*

Expense item:	Program grant:	Community contribution:	Total:
Salary (minimum \$40,000) and benefits	\$	\$	\$
Training and Travel	\$	\$	\$
<b>TOTAL PROJECT BUDGET:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## 5. Overview

Explain why the local government is requesting an extension to the local government management internship for a second year:

Explain what projects the intern will focus on during their second year and how their role will expand to include new learning opportunities:

Outline how the mentor plans to further develop the intern's professional skillset and abilities during the second year:

## 6. Authorization

This section must be completed and signed by all applicants.

We are prepared to enter into a grant contract with the Northern Development Initiative Trust governing the use of the grant as per the terms and conditions outlined in the Northern Development Local Government Management Internship Program Guidelines if this application is approved.

Name:  
*Mayor or Chair*

Signature:

Title:

Date:

Name:  
*Chief Administrative Officer  
(or equivalent)*

Signature:

Title:

Date:

## 7. Application Checklist

Please ensure each of the following are included in your host local government grant application package:

Completed and signed Local Government Management Internship grant application package (including signatures)

Copy of work plan

Signed Resolution (Appendix 1)

Copy of local government workplace standards or signed local government management internship program code of conduct policy statement (Appendix 2)

## 8. Submitting Your Application

Completed host local government grant application packages (with all required attachments) should be provided to Northern Development by email or mail by **November 30<sup>th</sup>**:

Email: [info@northernddevelopment.bc.ca](mailto:info@northernddevelopment.bc.ca)

Mail: Northern Development Initiative Trust  
301 – 1268 Fifth Avenue  
Prince George, B.C. V2L 3L2

## Appendix 1: Sample Host Local Government Resolution

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THAT, the (insert local government name) supports the application to Northern Development Initiative Trust for a grant of up to \$15,000 for an extension to host an intern under the Local Government Management Internship Program from the (insert regional development account name). The (insert local government name) is committing sufficient financial and staffing resources to host an intern and by providing training and exposure opportunities for an intern.

## Appendix 2: Host Local Government Code of Conduct Policy Statement

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A safe and healthy work environment for all employees is vitally important to the successful operation of the local government. The employer supports a policy of providing a safe work environment that is designed, constructed, operated, and maintained in accordance with established occupational health and safety standards. The employer is committed to the principle that no job or task is so important that it cannot be performed without taking full account of the health and safety risks involved, and protecting against these risks by taking every precaution reasonable in the circumstances.

The employer will comply with all applicable legal requirements relating to occupational health and safety. The employer and all employees must jointly make all reasonable efforts to provide a safe and healthy work environment.

The employer promotes a work environment that is free from discrimination and sexual harassment where all employees are treated with respect and dignity. Employees have the right to employment without discrimination.

Discrimination includes incidences of harassment because of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, age, sexual orientation, political belief or conviction of a criminal or summary conviction offence unrelated to an individual's employment.

Sexual harassment is a form of discrimination and is defined as any unwelcome comment or conduct of a sexual nature that may detrimentally affect the work environment or lead to adverse job related consequences for the victim of the harassment.

Discrimination and sexual harassment violate the fundamental rights, dignity and integrity of the individual. Where discrimination or sexual harassment is found to have occurred, the employer may implement remedial action.

I hereby certify that I have read and will comply by this code of conduct:

Name:

*Chief Administrative Officer  
(or equivalent)*

Signature:

Title:

Date: