

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>



✦ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.

1. Lead Applicant Profile

Local government:	Is this a joint application with another local government or First Nation? Yes ✦ If Yes, please complete section 2. No
Telephone:	Website:

2. Partner Applicant Profile (if applicable)

✦ *Note: The lead applicant is responsible for project and financial reporting. Upon submission of complete reporting, the cheque(s) will be made payable to the lead applicant.*

Partner applicant (if applicable):	
Telephone:	Website:
If this is a joint application, please indicate how you plan to work together to provide opportunities for the intern.	

3. Supervision and Mentoring

Supervisor/Mentor Name:	Title:
Telephone:	Email:
What qualifies the mentor to provide training and supervision for the proposed intern? ★ <i>For example, supervisory experience, previous Northern Development interns, knowledge/experience in government administration)?</i>	
How will you measure the intern's progress and outcomes throughout the course of the placement? ★ <i>For example, regular meetings, progress reports, performance development plans)?</i>	

4. Position Details

What is the purpose/objective of the proposed internship?
What are the specific key duties and responsibilities that the intern will undertake during the course of the placement?

What educational backgrounds or fields of study are being sought for the internship position?
What approach would you use to provide interns with exposure to key aspects of local government structure, management and operations and develop competencies in local government administration?

5. Budget and Funding

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	\$	\$	\$
Training and Travel (Professional Development)	\$	\$	\$
TOTAL BUDGET:	\$	\$	\$

★ *Host local governments are required to provide a minimum of \$10,000 toward the salary of the intern to support a minimum base salary of \$40,000 as well as pay statutory benefits that include CPP, EI premiums and 4% vacation pay (or provide vacation days) in addition to the salary. The host local government may choose to offer additional benefits (medical, dental, etc.) to the intern.*

★ *Interns must attend the program orientation session with Northern Development and the MATI Foundations session.*

6. Authorization

I have read and understand the [Local Government Internship – Host Local Government Application Guide](#).

I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.

I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, and Northern Development staff.

If approved, I agree to enter into a grant contract with the Northern Development Initiative Trust governing the use of the grant and the terms and conditions.

If approved, I agree to submit reporting using [Northern Development’s Reporting Form](#).

Lead Applicant:

Name (CAO or equivalent): ✦ <i>Please type name.</i>	Position/title:	Date:

Partner Applicant (if applicable):

Name (CAO or equivalent): ✦ <i>Please type name.</i>	Position/title:	Date:

7. Required Attachments

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

Completed Local Government Internship grant application form.

Copy of work plan.

Copy of job description.

Copy of local government workplace standards or completed Appendix 1: host local government code of conduct policy statement.

Local government resolution.

Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust for a grant of up to \$35,000 host an intern under the Local Government Internship Program from the (insert regional development account name). The (insert local government name) is committed to providing sufficient financial and staffing resources to host an intern and is committed to providing training and exposure opportunities for an intern.

8. Submitting Your Application

Completed host local government grant application forms (with all required attachments) should be provided to Northern Development by email or mail by **January 1st**: ✦ *Please do not scan this form.*

Email: info@northerndevlopment.bc.ca

Appendix 1: Host Local Government Code of Conduct Policy Statement

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 (CAO or equivalent): ★ <i>Please type name.</i>	Position/title:	Date:
---	-----------------	-------