



## The Talent Bridge Internship Application Guidelines

### 1. General Information

#### Background

The Talent Bridge Internship Program (TTB) is a grant opportunity for innovation-driven companies in Connecticut to augment organizational funding for the hire of student interns. The program's primary objective is to develop a talent "bridge" between an innovation-driven company and the student. The program enhances industry and university collaboration, helps strengthen our workforce and retain talent within the state of CT.

The program is designed to:

- Excite soon-to-graduate students about the opportunities working in CT's innovation ecosystem,
- Entice companies to hire students locally based on an appreciation of the skill-depth and industry knowledge of TTB participants;
- Provide hands-on learning experiences for students that are keen on working in specific industries, and
- Strengthen the operating capacity of innovation-driven companies that can draw on TTB talent throughout the duration of the internship.

### 2. Application

Interested companies should submit an **Application and Budget**. Companies will be notified by email regarding the decision to fund/not fund the project. Contracts are subject to available funds. The project will not be funded until an appropriate agreement between CTNext and the proposing company is in place.

Any materials submitted in response to this solicitation will be considered non-proprietary, unless otherwise specified and mutually agreed.

### 3. Eligibility

For-profit businesses that participate must be established for at least 9 months, registered with the state of Connecticut, and employ **fewer than 100 people**. Companies accepting the grant must be in Connecticut and willing to stay for the project contract. Remote internships are TTB-eligible if the intern is from a Connecticut college/university, or has Connecticut residency.

Companies that have previously received TTB funding are ineligible to apply for additional TTB funding until their closeout report for the previous funding has been submitted and approved.

- Companies must comply with all applicable employment and other laws and regulations before executing a standard agreement. TTB funding is only available for companies who have been registered with the Connecticut Secretary of State for at least 9 months. Below are some additional requirements to apply:
- Letters of Good Standing:
  - Connecticut's Department of Labor (Dated within the last 12 months),
  - Connecticut Department of Revenue Services, and
  - Connecticut Secretary of State(For instructions on how to request a Letter of Good Standing click [here](#))

### 4. Hiring

All interns must be hired as **W2 employees**.

## 5. Industry

Connecticut has a uniquely skilled workforce, and a robust innovation ecosystem which fosters an environment for business growth. In assessing the growth industries both on a local and national level, there are some niches where the talent and infrastructure support the rapid adoption of innovative technologies, concepts, and skills.

The Talent Bridge Internship Program has expanded to foster growth in additional industries:

- Advanced Manufacturing
- Aerospace & Defense
- Film & Digital Media
- Financial Services
- Consumer Packaged Goods
- Insurance
- Health & Life Sciences
- Green & Renewable Energy
- Emerging Technology

**Although growth industries are emphasized, businesses that require in-demand skills will also be considered.**

## 6. Application Timing & Details

There will be one opportunity to apply for funding:

- April 16th - May 15th

During this period, companies can apply for up to \$20,000 in funding. Companies must provide proof that they are able to accommodate via **matching funding**.

## 7. Intern Placement

Companies **must** have an intern selected prior to applying for a TTB grant.

### Proof of Enrollment

For this program's purposes, an intern is defined as a student working for the company with the objective of learning their trade and gaining work experience. Interns should be **actively enrolled** students at a higher education institution, and eligible for full-time hire within two years of the conclusion of the internship – meaning students currently enrolled in the junior or senior year of college, and graduate students are eligible to apply. Students enrolled at the Community College level can apply near the conclusion of their final year. The company ensures the student is enrolled in the higher education institution and eligible to work in Connecticut. Interns from out of state are permitted to participate, so long as they are attending a Connecticut college/university or are residing in the state of Connecticut for the duration of the internship.

Once companies are deemed eligible to participate and have secured an intern, the student's proof of enrollment must be submitted to process the final phase of the application. (The Intern must provide this before disbursement of funds to the company.)

Eligible enrollment documents

- Copy of current college/university transcript

## 8. Evaluation

Proposals will be evaluated using the program objectives and guidelines. There is no commitment by CTNext to make any awards, to make a specific number of awards, or to be responsible for any monies expended by the company before the award.

## 9. Project Period

Project duration must be at least 240 hours (equivalent of 6 weeks full-time or 12 weeks part-time) per intern. A company can host up to three (3) interns per contract.

## 10. Company Match

The Talent Bridge program funds up to \$20,000 are available to cover the hourly costs of student interns at the rate of **\$20/hour for undergraduate** and **\$25/hour for graduate students**. A company match of up to \$10,000 is required based upon funding request

**Funding is solely for costs associated with internship hours.**

## 11. Transmittal of Funds

Grant funds will be provided only after the date of execution of a standard agreement between the company and CTNext and will cover agreed-upon project costs. The specific payment schedule (including payment amounts) for each grant will be incorporated into the funding agreement between CTNext and the company.

Disbursements will occur in accordance with the agreed-upon payment schedule; **\$2,500 grant funds advanced upon grant execution**, the balance of grant funds will be paid at conclusion of project after receipt and acceptance of the final progress and financial reports and surveys.

## 12. Project Reporting

All companies must complete a final report for each project within 30 days of the completion date. CTNext will provide a template to capture project objectives, work performed, results, and estimates of technical feasibility. A budget versus actual dollars spent with receipts must accompany the final report.

In addition to a final report, surveys from both the company and the intern(s) must be completed within 30 days after the project concludes.

## 13. Proprietary Information

Should any intellectual property be developed with funding from this program, it will remain the sole and exclusive property of the proposing company unless otherwise agreed to in writing by the participating organizations (university and company(s)). Parties are encouraged to negotiate any variances from this standard arrangement directly, as appropriate.

This solicitation is intended for informational purposes and reflects current planning. If there is any inconsistency between the information contained herein and the terms of any resulting funding agreement, the terms of the agreement shall prevail.