

# SMALL BUSINESS INTERNSHIP FUND



**MORE INFO AT [SCRANTONCHAMBER.COM](http://SCRANTONCHAMBER.COM)**

## **Employer Guidelines & Instructions**

The Greater Scranton Chamber of Commerce, and its contributors, believe that internships play a critical role in a business's ability to access and build the talent pipeline. Through this project, eligible Small Business Participants can receive matching funds with a required Small Business (employer) match per student.

### **Traditional Internships:**

Eligible Small Business Participants can receive \$500 in matching funds with a required Small Business (employer) match of \$500.00 for a total of \$1,000 per student. Students will be required to complete a minimum of 100 hours of work, at a rate of \$12.50 per hour to be eligible for the \$500 Small Business match. The Small Business Participant is responsible for paying the intern wages, via a payroll (the pay stub must include taxes and other deductions taken out of the intern's earnings).

Funds will be reimbursed to the Small Business at the completion of the 100 internship hours. Reimbursement checks will be made payable to the businesses name listed at the time of application.

### **Micro-Internships:**

Employers can engage an intern utilizing the Micro-Internship component of The Small Business Internship Fund. Micro-internships are project based and completed remotely by the intern. Eligible Small Business Participants can receive \$250.00 in matching funds with a required Small Business (employer) match of \$250.00 for a total of \$500.00 per student, per project.

*\*Eligible employers must be a member in good standing over the past/ previous year with the Greater Scranton Chamber of Commerce. The Small Business Participant is responsible for paying the intern as an independent contractor in accordance with IRS guidelines. Funds will be reimbursed to the Small Business at the full completion of the internship project. Participating member businesses are limited to no more than two funded internships within a full calendar year and a maximum of four internships.*

Both business and intern must complete and submit the following forms, to be properly registered and for the Small Business Participant to receive the reimbursement stipend.

***\*Reimbursement checks will be made payable to the businesses name listed at the time of application.***

1. Complete the online Qualifier Survey located at [www.scrantonchamber.com/internship](http://www.scrantonchamber.com/internship).
2. Through the SBDC – complete a client registration, internship job description and, after reviewing and selecting intern applicants, notify the SBDC that an intern has been selected and hired.
3. Through the Chamber – review the program instructions and complete the Small Business Internship Fund commitment letter.
4. Complete and track internship hours using the approved timesheet.
5. Complete and return to the SBDC, the Employer and Student Evaluation forms.
6. Provide the Chamber with proof of payment to the intern, intern timesheets and stipend reimbursement request form.
7. Complete periodic SBDC client satisfaction surveys.

**For more information on the  
Small Business Internship Fund  
contact:**

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